

**Division of Facilities Management, Design & Construction /  
ACEC/MO / AIA/MO Liaison Committee Meeting  
December 2, 2020**

**MEETING MINUTES**

**Attendees for the meeting included:**

**ACEC/MO**

Craig Brauer  
Mike Davis  
Bruce Dawson  
Paul Reitz  
Chad Schrand  
Steve Schultz, Cmte. Chair  
Dick Scott  
Dawn Hill, Staff  
Vicki LaRose, Board Chair  
Morgan Mundell, President  
Bruce Wylie, Outgoing President

**AIA**

Larry Brandhorst  
Sue Pruchnicki  
Deb Herrman, Exec. Director

**FMDC**

Mark Hill  
Dale Cassmeyer  
Bryan Chinn  
Michael Qutami

**Topics for Discussion:**

1. FMDC staff changes.
  - a. Dale Cassmeyer, new deputy director of Planning, Design and Construction
    - Dale has oversight of all planning design and construction, including A/E selection.
  - b. Lisa Cavender replaced by Brenda Verslues – new office space coordinator
  - c. Tina Brown promoted to supervisor over OA's 10 construction administrators.
2. FMDC funding status.
  - a. \$50 Million worth of projects will be submitted to OA's Budget committee and then the General Assembly for FY 22. That period starts July 1, 2021.
  - b. They are still in budget restriction mode but are releasing budget critical projects
  - c. FMRF is the funding source that has been impacted the most by budget cuts. The Veterans Commission, State Parks and Highway Patrol have sources of revenue separate from FMRF, so some projects have been released for those agencies.
3. Future of projects being released.
  - a. HB 18 includes the new proposed FMRF projects for FY 22.
  - b. HB 19 may include additional CI projects but has not been finalized yet.
4. Update on any changes in policy since COVID-19.
  - a. Since March 23rd, Dale Cassmeyer has been responsible for working with contractors to clean both state owned and leased buildings. The department has issued over 1,000 work orders this year to clean buildings. There will be an estimated \$5M spent through 2021, with funds coming from CARES money.
  - b. Archibus Hoteling Software is being used for staff to reserve hoteling cubicles.

- c. HVAC airflow has been increased in all buildings and high filtration filters are being changed out more often. This comes at the cost of decreased efficiency.
- 5. What is the status of updates to the ACE webpage and E-Builder?
  - a. The ACE database update is on hold.
  - b. E-Builder is being used on all new projects, and they are migrating existing projects into the system.
- 6. What are the latest predictions on the number of State employees that will be working from home permanently, and the impact to building vacancy?
  - a. The state is evaluating if they will have employees work from home permanently, and what that looks like
  - b. FMDC employees are working from home if they can.
  - c. OA Staff has felt like virtual meetings have gone well. and the department is developing policies for working remotely.
- 7. Open Items from Committee Members.
  - a. Introduction of Morgan Mundell, and appreciation to Bruce Wylie for his years of service.
- 8. Next Meeting Date & Location (determine if meeting will be held virtually or in-person).
  - a. Next Meeting will be toward the end of March when General Assembly is on break.