

DRAFT



Voices for International Business and Education

Minutes

Facilities Committee Meeting

September 2023

Date and Time

Wednesday September 20, 2023 at 5:30 PM

Location

IHSNO Community Room

Voices for International Business and Education http://public.boardontrack.com/VIBE_1

Committee Members Present

B. Holloway, K. Dwyer, L. Arellano-Rivera (remote), S. Olivier

Committee Members Absent

C. Jones

Guests Present

A. Berger, F. McKenna, R. Smith

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

K. Dwyer called a meeting of the Facility Committee of Voices for International Business and Education to order on Wednesday Sep 20, 2023 at 5:34 PM.

C. Approve May 11, 2023 Minutes

K. Dwyer made a motion to approve the minutes from Facilities Committee Meeting on 06-07-22.

B. Holloway seconded the motion.

The committee **VOTED** unanimously to approve the motion.

II. Committee Business

A. Review 2023-2024 Goals for Facilities Committee

K. Dwyer made a motion to voting on the goal.

B. Holloway seconded the motion.

The committee **VOTED** unanimously to approve the motion.

1. Ongoing maintenance for 2 facilities, Support facility- continual maintenance, need to know purchases.
2. This DENT bldg, Not our forever home- a small, old building. We need to start exploring options permanent facility.
3. Assessments of the new facility in the spring semester March/April. To see where we are and what need need.

B. Vote on 2023-2024 Goals for Facilities Committee

C. Vote on Committee Meeting Dates for 23-24 School Year

9/20

12/6

1/10

3/13

5/8

B. Holloway made a motion to motion to approve the meeting dates.

K. Dwyer seconded the motion.

The committee **VOTED** unanimously to approve the motion.

D. Facilities Report / Major Projects Update

Using Carina- for facilities request. Our team gets to those requests within our 24 hours It keeps us organized. Monday is the highest request and at the end of the day 4 pm.

Floors stripped and waxed- 18,000 square feet. Nice impression of our building.

We had a cleaning day- used JUNK King. De-Cluttered

Our staff asking for another day to clean out. We will prepare another day for JUNK King to come.

Annual -DHH Inspection
Conducted 8/3
No violations found
Some items we don't have
HVAC
Building automation
upload- not applicable
No elevator
No playground
No Boiler room

Annual Roof Inspection
Conducted 8/25
Inspection Result- good
No leaks
Roof membrane in excellent condition
Wall flashing is in excellent condition
Metal coping and flashing are in excellent condition
Gutters and downspouts are free of debris

Ongoing things
Keep our landscaping
Keep our basketball
Keeping our planters and bring them to our new building
Maintaining the restroom clean and tidy.
I don't anticipate anything major coming up.

We do a walk-through with inspectors and they give you 30 days for corrective actions.
Basements reservoir- had to do some cleaning and fixing in the basements. Got some water but it is dried out now.

Albert Dent Project
Approved at the July 27 OPBS meeting
Awarded to Pivotal Engineering, LLC is a disadvantaged business enterprise DBE firm and will self-perform 90% of this project
Routed for OPSB signature
Waiting for Notice to proceed- NTP
Project amount: Not to exceed \$100, 236
Bids received from
Tuna Constructions, \$235, 000

Cuzan Services \$304,000
Pivotal Engineering \$100, 236
Colmex Construction \$127, 556
Project Manager: Isaac Williams
Damage is near the rear of bldg
The contractor is responsible for security, windows, etc.

E. IHSNO Facility Needs

Ribbon-cutting ceremony planning will be discussed in the December meeting.
Future facilities meet- discussion for a long-term facility and coordinate with Academic for growth in enrollment
We need to get settled in the new building.
Feasibility study on permanent building.
Doing a mid-year assessment on where we are and what we need.
Visiting buildings in other areas, to look for long-term buildings for IHSNO forever home.

Looking for a Gym to grow our Athletic Dept. We need to find access to a Gym.

III. Closing Items

A. Next Meeting

12/6 at 5:30 pm

B. Public Comment

C. Adjourn Meeting

K. Dwyer made a motion to Adjourned the meeting.
B. Holloway seconded the motion.
The committee **VOTED** unanimously to approve the motion.