

Memo

To: Board Members
From: Tom Scaglione
Date: October 8, 2025
Subject: Facilities Committee Minutes – **Wednesday, October 7, 2025**

The Committee met on Wednesday, October 7, 2025, at 11:00 a.m. Members of the public were able to participate by telephone, Zoom, or in-person at the Grossmont Healthcare District Conference Center, located at 9001 Wakarusa Street, La Mesa, California.

Attendees: Director Virginia Hall, Chair
Director Margie Watkins, Member
Aaron Byzak, Interim Chief Executive Officer
Tom Scaglione, Chief Administrative Officer
Harman Sarky, Compliance Coordinator
Randi Baker, Executive Assistant and Office Manager

- A. Call to Order:** Director Hall called the meeting to order at 12:14 p.m.
- B. Approval of Agenda:** The agenda was approved as posted.
- C. Public Comment:** There was no public comment.
- D. Reports/Discussion/Possible Action Items**

- 1. Presentation: District Renovation Schematic Design (Rudy Arias, Project Manager, The Barrie Company)

Due to scheduling issues caused by the late start of today's meeting, the presentation of the District Renovation Schematic Design by Rudy Arias was tabled to the next Board meeting (October 16).

Director Watkins inquired about the background on the District building renovation. CAO Scaglione discussed the history and current status of the building expansion project explaining the need to add and increase the capacity of the building. He explained the various facility improvement projects including a new community room, conference room, and office space redesigns. He explained the need to create space for four employees in the back office, and

there are also plans for additional “hoteling space” for auditors and interns. CAO Scaglione discussed the architectural design of the building focusing on ADA compliance, mentioning the inclusion of a lift to replace a ramp and that ADA compliance costs are budgeted at 20% of construction costs. The Committee discussed the construction budget, with the current budgeted costs at \$1.2 million FY25-26 and projected costs of \$3.7 million in the following year, for a total of \$4.9 million. The current estimate is \$5 million with costs anticipated to be incurred in FY 2026 under the current \$1.2 million budget. No budget amendment is needed..

The Committee also discussed the capacity issues of the community room in the library noting it could accommodate more participants if tables were rearranged. They also discussed feedback received about expanding program hours, acknowledging potential constraints. CAO Scaglione to discuss the public comments regarding expanding the Crafternoon program with CCHO Abrams and Holland Kessinger, Head Librarian.

The Committee *recommended* the proposed District Renovation Schematic Design be brought before the full Board for approval.

2. Agenda Making Platform

Randi Baker, Executive Assistant and Office Manager, presented research on various agenda preparation platforms, ultimately recommending Diligent as the top choice due to its user-friendly interface and its comprehensive features. Ms. Baker received positive user feedback from a similar-sized government agency which has been using it successfully for nine years. She explained that Diligent would allow increased efficiency by allowing one-click printing of Board materials with an automatic table of contents and page numbers, while also providing public access and ADA compliance. Ms. Baker is currently using Word, Dropbox and WordPress when creating Board agendas and the process is laborious and time-consuming, taking hours to print the Board packets. She would like to start implementing the new system on January 1st, when the new committees begin.

Director Hall requested that Ms. Baker provide two additional references of organizations that have been using Diligent for more than a year to ensure it meets the District’s needs and does not confuse the public. Director Hall also stated the Board would need to approve the expenditure. However, a discussion ensued focused on the CEO’s spending authority and the need for Board approval for certain purchases, particularly regarding emergency situations. CAO Scaglione stated this purchase has already been budgeted and is within the CEO’s purchasing authority. Director Watkins emphasized the importance of clarifying

the purchasing policy and obtaining more input from individuals who have used the Diligent platform for an extended period. Ms. Baker will provide two additional references of organizations that have been using Diligent for more than a year. CAO Scaglione quickly reviewed the purchasing policy with the Committee, pointing out the \$25k purchasing authority. The Committee *recommended* the contract with Diligent be brought before the full board for review, pending receipt of the two additional references.

- E. Next Scheduled Meeting:** The next regularly scheduled meeting is on calendar for Wednesday, November 12, 2025, at 12:00 p.m.
- F. Adjournment:** There being no further business, the meeting adjourned at 12:53 p.m.