



# Calmentor North Region Steering Committee Meeting

## January Annual Planning Meeting Minutes

**01/20/2016**  
**09:00 AM to 10:00 AM**

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**Meeting called by:** Becky Rozumowicz      **Type of meeting:** Annual Planning Meeting

**Note taker:** Phil Wade, Royce Mayo and Jenna Matsumoto

**Attendees:** Becky Rozumowicz, Blake Hinman, Debra Jones, Dustin Brown, James (Mike) Schaaf, Jenna Matsumoto, Millard Totman, Ravi Narayanan, Rebecca Alexander, Rochelle Jenkins, Royce Mayo, Sandy Wong, Susan Fenrich.

**Please read:** Meeting Minutes

----- Agenda Topics -----

Welcome, Introductions & Smartsheet      Becky R.

Discussion: Becky opened the meeting by thanking everyone for calling in and indicated this meeting takes place of our usual monthly meeting. She also introduced Smartsheet to the committee. It is similar to Microsoft Project and will provide a good way to track schedules and other items for the program. She had previously sent a link in an email to all members to access it.

Action items:	Person responsible:	Deadline:
Please utilize Smartsheet as much as possible to keep pertinent information (events, mentor/protégé lists) updated.	<input type="checkbox"/> ALL	

**Steering Committee Commitment**

**Becky R.**

Meetings: Held on the third Wednesday of each month, typically one hour and either in person or by teleconference. There is one annual planning meeting each year and four special events annually.

*NOTE: for March 2016, there will be an event so we will skip the monthly meeting.*

Discussion: The Steering Committee currently has 8 Consultant members, which is more than the recommended amount, but this will be helpful to receive more participation and grow the program. Becky and Millard both expressed they can assist new members with any questions they may have about their participation or the program. Becky sent the commitment letter to all members and asked that it be signed and returned to her. (see Smartsheet line 74). Debra Jones needed this resent to her.

<b>Action items:</b>	<b>Person responsible:</b>	<b>Deadline:</b>
Resend the link to Debra Jones	<input type="checkbox"/> Becky	
Sign and send the commitment letter to Becky. Please also review the 2013 Calmentor Guide and ask any questions at the next meeting.	<input type="checkbox"/> ALL	

**Calmentor Roles**

**Becky R.**

Discussion: Becky indicated that all the Steering Committee responsibilities are listed in Smartsheet and would like each member to review them. Caltrans is the primary sponsor of the Calmentor program, with North Region CSU providing administrative support (e.g., providing/setting up meeting facilities, meeting facilitation, and preparing agendas, handouts, minutes, etc.). The California Chapter of the American Council of Engineering Companies (ACEC) is sponsoring the program and working with Caltrans. Other public agencies can be invited to our group, though no others, other than ACEC, are part of the group currently. Program support is provided by Caltrans, the chair is Millard Totman. Becky will work with Millard on all program-related matters and lead the meetings. Royce Mayo and Jenna Matsumoto are the liaisons from Caltrans providing the administrative support.

<b>Action items:</b>	<b>Person responsible:</b>	<b>Deadline</b>

**Calmentor – Sub Committees**

**Becky R./ALL**

Discussion: There are a couple of openings currently. Becky discussed who the current leads are and confirmed they are still committed. Each lead will need to provide updates at each monthly meeting.

Pairings/MOU's

- Sandy Wong is the current lead and is responsible for reviewing applications, MOU's, and the annual assessment report. Also maintains the list of mentor/protégé pairings.
- Debra offered to assist Sandy in the preparation of the new member packets. If Sandy cannot commit Debra volunteered to take the lead on the packets.
- Becky indicated that dates have been added to Smartsheet indicating when to check in with our pairings, so that Caltrans can provide updates to the statewide committee. A sample questionnaire was also attached (Quarterly Pairings Form)

Recruitment

- Mike Schaaf is the current lead and mentioned that the Pairings/MOU's and recruitment go hand-in-hand, and indicated he has no problem continuing the recruitment. He asked for a current listings of the pairings, mentors and protégés. Becky and Royce indicated where the document was for him to review.

- Mike will review the list to make sure it's accurate. There may be at least 3 firms that are not paired.
- Due to staff changes, Becky asked for input from others to get the lists updated. She also mentioned the Calmentor questionnaire has been updated and attached to Outlook. Should would like to have a timetable for responding firms as to whether or not they will be added to the program.

#### Publicity

- Blake and Susan are the leads for this sub committee. They are responsible for the newsletter and the Eventbrite site.

#### Outreach

- Caltrans Website:
  - Becky asked everyone to look at the Caltrans website, and notify Royce or Jenna if anything on there needs to be updated.
  - Royce is updating the Calmentor brochure, but asked for anyone to weigh in on any other changes that need to be made.
  - Steering committee list needs to be updated. Becky has updated it with tracked changes, but asked for others to look at it for accuracy and completeness. Becky indicated that a company phone number or email would be appropriate for public distribution.
  - Debra indicated that her company contact info needs to be updated and sent that to Royce.
  - Becky indicated that the org chart has been updated, and asked for everyone to review for accuracy. The new org chart will need to be posted to the website once complete.
- Social Media:
  - Becky asked for members to send items to Blake that should be posted to the LinkedIn page.
  - Blake indicated some troubles figuring out how to mass mail from LinkedIn to invite non-members. Ravi offered to assist Blake in finding a solution.
- ACEC:
  - Ravi indicated that he has been working on the coordination for the joint meeting that Calmentor and ACEC work on together. ACEC settled on March 16<sup>th</sup> for a joint ACEC-Calmentor meeting. California High Speed Rail Authority has been shortlisted as the speaker for the event. A room at SACOG has been secured as the venue, which will go from 11:30 to 1:30
  - Becky added that it's helpful for everyone to attend this meeting, and encouraged everyone to block March 16<sup>th</sup> off on their calendars
  - Ravi stated that he needed help on fliers to advertise the event. Rochelle can do the graphics and placement. Ravi can print the hard copies and Susan offered to assist.
  - Blake indicated that he also needs a link to add to the LinkedIn site
  - Becky added that a speaker request should go on the flier and in other locations
  - Becky will work with Ravi to put together a questionnaire and get that over to Caltrans
  - Ravi stated that notification should go out via email, LinkedIn, and hardcopy notices. Susan indicated that she could help with that
  - Ravi indicated that catering would be handled by ACEC
- Newsletter:
  - Becky asked for volunteers to put together the newsletter, it goes out once a year. Blake indicated he could put together the content of the newsletter, and Susan stated that Caltrans could help with formatting and publishing
  - Becky suggested a soft deadline of May for the newsletter
  - Blake asked to coordinate with Susan on the newsletter
- Corporate Sponsorship:
  - Becky asked Susan if she could update a letter and send it out and follow up to obtain sponsors

- Becky indicated that AECOM may be interested in being a sponsor
- Susan indicated that she could only assist with this, but cannot be the lead
- Becky indicated that it costs \$250 a year to sponsor the program
  
- Special Events:
  - Becky asked if there were any volunteers for taking the lead on planning the three remaining Calmentor events. Becky indicated that the steering committee lead on this doesn't have to be doing all the work, but just making sure it's getting done. We can ask other Calmentor members or staff to assist with this, even if not on the steering committee
  - There were no volunteers to take the lead on this, though Susan indicated that she'd be happy to assist in the process
  - Becky indicated that there are three other events that need to be decided on: 1) Caltrans District 3 event, 2) Technical Workshop, and 3) Business Management Workshop
  - Becky indicated that the round tables and meetings with Caltrans technical staff was a good event (during a Caltrans District 3 event)
  - Blake suggested that Becky send out an email to people asking for suggestions on format and meeting topics
  - Rochelle indicated that she's leaving the district, and stated that her replacement may be able to help with this
  - Millard asked about the intent of the Tech and Business Management Workshops
  - Becky stated that they have been forums for discussing environmental or other technical issues. Accounting essentials have been discussed under business management. She suggested that they may want to consider project management training as well
  - Blake suggested a workshop on the shift from the 2015 – 2016 Specifications
  - Someone indicated that the accounting workshop, which focused on budgeting projects, went well last year and was well attended
  - Becky indicated she'll send out an email with topics from previous years and new suggestions for people to vote on potential event topics
  - There was also a suggestion to see if DPAC would be willing to do a presentation for an event on the contracting process.
  
- Financial Statement:
  - Becky is currently holding the money, but it may make more sense for whoever will be doing the Eventbrite events to have it. She provided the financials during this meeting.
  - The group started with \$3,000 when the funds were provided to Becky. Caltrans has paid their sponsorship fee. Our October event only brought in \$400, but cost over \$1,000. Need to think about covering food costs and other expenses, and will need to keep this in mind for future events

Action items:	Person responsible:	Deadline:
○ Each Sub Committee lead to provide monthly updates during the meetings.	<input type="checkbox"/> Sub Committee Leads	On-going
○ Sandy will need to upload the pairings/MOU list updates to Smartsheet prior to each monthly meeting.	<input type="checkbox"/> Sandy	On-going
○ Debra and Sandy need to prepare the new member packets.	<input type="checkbox"/> Debra / Sandy	On-going
○ Mike will review and update the pairings, mentors and protégé's lists.	<input type="checkbox"/> Mike	May 2016
○ Blake will prepare the content for the Newsletter; Susan to assist with formatting and publication.	<input type="checkbox"/> Blake / Susan	On-going
○ Royce/Jenna – update flyer and website	<input type="checkbox"/> Royce / Jenna	On-going

Caltrans Update	Millard	
<p>Discussion: Millard indicated that it was a busy summer, putting together 5 new environmental contracts</p> <ul style="list-style-type: none"> <li>• Two were general environmental contracts and they're working on finalizing those</li> <li>• Three contracts were related to the Willits project in District 1: water quality, bio monitoring, bio restoration</li> <li>• Interviews for the restoration contract start soon</li> <li>• The contract for bio monitoring negotiations is still ongoing</li> </ul> <ul style="list-style-type: none"> <li>▪ They are having interviews for two design contracts this Friday and next week</li> <li>▪ Caltrans is also working towards a new cultural (archeological) resources contract</li> <li>▪ They are also working on at least one or two construction inspection contracts. Had to cancel the original contract because the language was too restrictive for the consultant and was limiting their ability to provide adequate staffing</li> <li>▪ New RFQ for construction inspection contracts should be coming out soon</li> </ul>		
Action items:	Person responsible:	Deadline:

Adjourn	Becky	
<p>Discussion: Becky reminded everyone the next meeting is 02/17/2016. Topics to be discussed will include how to do pairings, which is currently left up to the protégé to find a mentor. A vote will need to take place to do this best.</p>		
Action items:	Person responsible:	Deadline: