



Draft Meeting Minutes

DATE: 08/28/2007
TIME: 10:00-12:30
LOCATION: Caltrans District 4
Park View Room, 15 Floor
111 Grand Avenue, Oakland, CA

D4 CALTRANS STAFF PRESENT

Bijan Sartipi

District 4 Director

Dan McElhinney

District 4 Chief Deputy Director

Trinity Nguyen,

Office Chief, Consultant Services

Romy Fuentes

District Branch Chief Consultant Services

Augusta Solano

Contract Manager
Consultant Services

Mark Langston

Contract Manager
Consultant Services

STEERING COMMITTEE MEMBERS PRESENT

Rick Nedell, Anchor Engineering

Ken Rice, Summit Associates

Neil Brown, Caltrop

Henry Chang, Structus Inc.

Sharon Kyle, HNTB

Maxine Young, Inspection Services

Trinity Nguyen, Office Chief, Consultant Services/Chair

General Members

See Attached Sign-In Sheet

1. Welcome Address

On behalf of the District 4 Executive Staff, as sponsors of the program, Bijan Sartipi, the District 4 Director opened the meeting and welcomed all members and guests. District Director Sartipi also expressed gratitude and was well pleased by the very positive response the program is getting from the local business community. District Director Sartipi stated his full support of the program.

2. Roll Call

Steering Committee Members Present: Trinity Nguyen, the Chairperson, initiated the roll call of members. Members present at the meeting were: Trinity Nguyen, Rick Nedell, Neil Brown, Ken Rice, Sharon Kyle, Henry Chang and Maxine Young.

Absent Steering Committee Members: Curtis Lindskog and Dan Masdeo

3. Approval of 08/27/07 Meeting Minutes

Chairperson Nguyen called for a motion to approve the minutes. It was first and seconded that the minutes be approved. The members present at the meeting approved the 05/27/07 meeting minutes.

4. New Business of the Steering Committee

A. Program Quarterly Report

Chairperson Nguyen provided the program's quarterly report. The program has the following quarterly report statistics:

- Total Number of Members in the Program: 50
- Total Number of Mentors: 18
- Total Number of Protégés: 32
- Certified SBEs: 34
- Certified DBEs: 24
- Certified DVBEs: 1
- Number of Executed MOUs: 18
- Number of MOU in Progress: 3

Chairperson Nguyen acknowledged the new MOUs added to this reporting quarter:

- (1) Shaw and MSE Group
- (2) URS and ABA

The following are MOUs that are pending:

- (1) CH2MHill and Structus
- (2) HDR and AgCel
- (3) HNTB and Hanna Group

B. Approval of New Members

1. The following are new applicants to the program:

Mentor: Source Group

Protégés: RGA Environmental and CM Pros

2. After review of the applications, the committee motioned and voted on the membership of the above firms to the program. All 3 applicants were accepted and approved as new members.

C. Sub-Committee Reports

1. The recruitment for membership is on-going. Future Steering Committee Meeting will discuss the total membership capacity of the program. The effort by the Pairing committee will continue to establish the pairing of mentors with protégés.
2. There is a request to lengthen the term of the MOU to more than one year. This will be a topic for discussion by the Steering Committee.
3. The Special Events sub-committee is gearing up for the annual Calmentor Meeting to be held early next year. For volunteers in the planning committee, please see Rick Nedell after the meeting.

5. Open Discussion with the General Members

A. Prewar/Post Award Audits of Consultant Services Contracts

Linda Laubinger of Caltrans HQ Audits gave a presentation on the Preaward/Post Award Audits of Consultant Services Contracts. These types of audits are required for contracts that are awarded based on qualification, where cost is not a selection criterion.

For more information about Linda's presentation, handouts are available upon request.

B. Marketing Collateral

Pam May of Strategic Copywriting Services provided tips on how to enhance business growth and increase clientele by using effective and smart marketing tools and collateral.

Pam discussed examples on how the following marketing tools can be improved:

- (1) Business Cards
- (2) Brochures
- (3) Post Cards
- (4) Websites
- (5) White/Technical Papers

For more information about this presentation, Pam's contact information will be provided upon request by interested parties.

D. Guest Speakers and Future Topics

Mr. Romy Fuentes, the meeting facilitator and District 4 Branch Chief for Consultant Services Unit announced that he is accepting suggestions and recommendations on future presenters and agenda topics. A request had been made for a financial planner to speak on financing opportunities and planning for start up and small business firms. A request was also made to have someone from Caltrans Civil Rights to provide an update on the new Caltrans Disadvantage Business Enterprise (DBE) program. Mr. Fuentes will follow through on these requests.

6. Meeting Adjournment

The next quarterly meeting is scheduled for August 28, 2007 at 10:00 a.m., District 4 Office in Oakland. This meeting was subsequently re-scheduled for December 4, 2007 to accommodate any members who may be on vacation after the Thanksgiving Holiday weekend.

Attachment:

Completed Applications from 3 new applicants
Sign In Sheet
Meeting Handouts