D4 Small Business Council Meeting Minutes
DATE: 9/12/08
TIME: 1:00 – 2:30pm
LOCATION: District 4, Executive Conference Room, 15-240
111 Grand Ave., Oakland, CA

D4 CALTRANS STAFF PRESENT	COUNCIL MEMBERS PRESENT
Bijan Sartipi, District Director **Tony Anziano,** Toll Bridge Program Manager **Dan McElhinney,** Chief Deputy District Director **Stewart D. Ng**, DDD, Program/Proj Mgmt **Nader Eshghipour**, DDD, Maintenance **Dan Hess**, DDD, Administration **Bob Finney**, DDD, Construction **Steve Whipple**, Division of Construction **Lenka Culik-Caro**, Division of Design **Stanley Ng,** Branch Chief, Maintenance Services **Nigel Blampied,** Division Chief, Project Mgmt **Romy Fuentes**, Consultant Services **Derek Pool,** Toll Bridge Program **Kim Byrne**, Office of Business Management **George Crosby**, D4 Small Business Liaison **Adriana Harris**, Small Business Branch **Osayahde Nesbitt,** Small Business Branch	**Arvin Chaudhary,** ACEC/CELSOC **Eddy Lau,** Asian American Architects & Engineers **Paul Guerrero**, California Small Business Entrepreneurs **Diana LaCome**, National Concilio of America **Leslie Sakai**, Asian American Architects & Engineers **Jesus Vargas**, Hispanic Chamber of Commerce / Women's Transportation Seminar **GUESTS** **Pat Padilla**, Padilla and Associates **Julian Camacho**, Hispanic Contractors Assoc. **Cameron Crockett**, Aerotek **Rick Ohlrich**, East Bay Small Business Development Center

Item #1: Introductions

District Director Bijan Sartipi chaired the meeting of the September Small Business Council. Mr. Sartipi welcomed everyone, and the meeting attendees introduced themselves.

Item #2: Approval of Minutes

August 13, 2008 Meeting Minutes:
Motion: Mr. Paul Guerrero; Second: Mr. Eddy Lau; Opposed: None; Approved: By consensus.

Item #3: District 4 Updates

Construction Update:
Mr. Bob Finney referred to the spreadsheets "Forecast of Upcoming Construction Projects in District 4 as of 9-10-08" and "Awarded Projects in District 4 as of 9-10-08" to brief the council on this topic. In the "Advertised and Upcoming Projects" section of the "Forecast" spreadsheet, Mr. Finney drew the council's attention to contract #0120S1, which is the Yerba Buena Island Touchdown #1 job and has a bid opening date of 1/13/09. Regarding contract #253781, Mr. Finney noted that this is a $46M job and advertises on 9/29/08. Regarding contract #0A10U1, the bid opening date was postponed until September 24th. Referring to the "Projects Bid Opened/Currently Awaiting Award" section of the "Forecast" spreadsheet, regarding contract #207771, Mr. Finney noted that the low bidder was Sausal Corporation, which had a small business preference claimed and a DVBE goal of 5%. Regarding contract #448101,

the low bidder was Amland Corporation, which had a small business preference claimed and 5% DVBE certification. Referring to the "Projects Awarded (Since the Last Forecast Spreadsheet dates 8/7/08)" section, Mr. Finney highlighted that contract #2S7001 had 11.3% DVBE certification, well exceeding the 5% goal. Three other contracts in this section exceeded the 5% goal: contract #253791 with 6.7%, contract #3A8101 with 10.7%, and contract #3A7601 with 9.1%. Referring to the "Projects Ready to List but not Funded Yet" section, Mr. Finney reported that bids have been postponed indefinitely for contract #1706U1, and advertisement of the rest of the contracts in this section is on hold until the budget gets signed. In fact, Mr. Finney explained that for projects with bids opening with funding from FY 08/09, contractors have been asked to hold their bids for 60 days because contracts cannot be awarded until the budget has been passed. Mr. Sartipi added that the funding for contract #1706U1 is from FY 07/08, so once bids open the contract can be awarded without the FY 08/09 budget having been passed. Ms. LaCome asked when the 880/238 project would be finished, and Mr. Sartipi replied that construction began a year ago and the project is ahead of schedule, Mr. Finney adding that work would continue through next year. Mr. Sartipi explained that while the work on 880 is mostly completed, the work on 238 is ongoing and made more difficult because of the volume of truck traffic on the highway. Mr. Lau asked under what authority Caltrans could award contracts even though the FY 08/09 budget has not yet been passed, and Mr. Finney responded that the award can take place if funds had been allocated in the 07/08 fiscal year. Mr. Sartipi clarified that all of the projects that had received the California Transportation Commission's allocation vote, up until June 30th of 2008, were funded by the FY 07/08 budget and these can be awarded. Funding for projects receiving allocation vote by CTC after July 1st can be awarded pending budget approval. In this case, projects can be advertised and bidding can be opened, but contractors are asked to hold their bids for 60 days because contracts cannot be awarded until the budget is passed. Mr. Lau asked if all of the projects in the "Projects Bid Opened/Currently Awaiting Award" section were allocated in FY 07/08, and Mr. Stanley Ng responded that the CTC vote date can be used to gauge the RTL date, although the RTL date may be earlier than the CTC vote date.

Maintenance Update:

Mr. Stanley Ng updated the council on this topic. He reported that Caltrans had only issued one new emergency contract since the August meeting. This contract was for the damage caused by the light plane crash into the Gilroy Weigh Station. The contract was for $500,000 and was awarded to CRW, an SBE. In response to Mr. Dan McElhinney's question, Mr. Stanley Ng said that Caltrans would be working with CRW to identify DVBEs for the subcontracting work. Mr. Guerrero asked if the subcontractors would be added to the project after the bid, and Mr. Ng replied that this was an emergency force account contract.

Design Update:

Ms. Lenka Culik-Caro referred to the handout "Proposed Minor B Projects for Small Business, FY 08/09, September 2008" to brief the council on this topic. She noted that additions since August are shown in blue font. Regarding contract #1L8405 and contract #2L2201, Ms. Culik-Caro reported favorable bid openings. For contract #1L8405 there originally had been no bidders, so the bid opening date had been extended to 9/8/08 and bidders had been re-contacted. From this process, two bidders had been identified. The most qualified bidder for this project was a DVBE and SBE. For contract #2L2201, 47 bidders had been contacted, 17 were interested, and 4 bids were received. Mr. Guerrero asked for the status of contract #2L2600, and Ms. Culik-Caro responded that Design is still working on that contract. Mr. Guerrero said that Mr. Floyd Chavez (who he identified as a former D4 SBC member) of Golden Bay Fence might be interested in bidding on contract #2L2600, but Mr. Guerrero reported that Mr. Chavez has never been contacted via the simplified process. Ms. Culik-Caro said that she would make sure he is on the list.

Architecture and Engineering A&E Update:
Mr. Romy Fuentes referred to the document "Recently Executed A&E Contracts / Recently Executed Non-A&E Contracts / Upcoming New A&E Contracts (9-10-08)" to brief the council on this topic. Mr. Fuentes said that there had been no changes in the "Recently Executed A&E Contracts" and "Recently Executed Non-A&E Contracts" sections. In the "Upcoming New A&E Contracts" section regarding contract #04A3116, Mr. Fuentes reported that once the state budget is approved, Consultant Services would execute that contract. Regarding contract #s 04NEW291-09/04A3157 and 04NEW285-08/04A3161, Mr. Fuentes noted that there had been an outreach on September 9th that brought functional managers and potential bidders together. Updating the council on the Calmentor program, Mr. Fuentes reported that there had been a meeting on September 9th, there are currently 20 mentors and 56 protégés in the program, and guidelines are being modified to reflect program goals. Regarding contract #s 04NEW294-08/04A3144, 04NEW291-09/04A3157, 04NEW285-08/04A3161, and 04NEW286-08, Mr. Guerrero asked about the "TBD" notation in the "Firm Selected" column and wondered whether proposals were still being accepted for all the jobs. Mr. Fuentes responded that Consultant Services has not completed the selection process and that they receive proposals for 21 days after the end date of advertisement. Mr. Guerrero observed that since 21 days had passed since the advertisement end date for contract #s 04NEW294-08/04A3144 and 04NEW291-09/04A3157, CSU must have the proposals, and Mr. Fuentes confirmed this. Mr. Lau asked what the current status is for contract #s 04NEW294-08/04A3144 and 04NEW291-09/04A3157. Regarding contract #04NEW294-08/04A3144, Mr. Anziano deferred discussion until the Toll Bridge update. Mr. Sartipi explained that Consultant Services follows a regular process: first the contract is advertised; then proposals are submitted during the 21 day timeframe from the end date of the advertisement; and after that interviews are scheduled, firms are short listed, invitations are sent out, interviews are conducted, and selection is made. Mr. Lau asked for an update on the status of 04NEW291-09/04A3157, and Mr. Chaudhary responded that it was due today. Mr. Guerrero followed up on his concern about the "TBD" notation in the "Firm Selected" column and requested that Consultant Services be very clear about the meaning of "TBD". For contract #s 04NEW294-08/04A3144 and 04NEW291-09/04A3157, "TBD" means that interviews have been held and firms have been short listed; however, for contract #04NEW286-08, "TBD" means something else because this contract does not advertise until October. Mr. Sartipi said that this is a good point: "TBD" does not clearly state if Consultant Services is still accepting proposals or if the acceptance date has passed. Mr. Fuentes said that he would make that change on the monthly A&E report and that it was a good suggestion.

Toll Bridge Program Update:
Mr. Tony Anziano updated the council on these topics. Mr. Anziano reported that the focus of the Toll Bridge Program's efforts has been preparing for the Yerba Buena Island Transition Structure (YBITS#1) outreach on September 18th. He drew the council's attention to the flyer for the outreach in the meeting folders. Regarding contract #04NEW294-08/04A3144 from the A&E report, Mr. Anziano said that it is his understanding that interviews had been held on August 27th, and at this time the interview panel is doing final checks on critical qualifications of the candidates. Also, the interview panel has a tentative selection in place contingent on these final checks. In this contract, Mr. Anziano noted that Caltrans had tried to do something unusual by inviting Mr. Lau to be part of the process and participate on the interview panel; however, HQ notified Mr. Anziano and Mr. Sartipi that it would not yet be possible to do this until guidelines were set up regarding training and selection of panel members. Mr. Anziano noted that it is his view that inviting private persons to sit on interview panels would be a good thing to do in some instances when contracts are of special interest to the council. Mr. Anziano reported that both he

and Mr. Sartipi had tried to undo the HQ decision but had no luck, and down the road he said he hopes Caltrans is able to develop guidelines and bring small business council members into the process. Mr. Guerrero reminded Mr. Anziano that Mr. Guerrero had sat on selection panels for Caltrans before, and Mr. Anziano noted this. Ms. LaCome asked what the status of contract #04NEW294-08/04A3144 was currently, and Mr. Anziano said that it was in DPAC awaiting final review of critical certifications. Mr. Lau said that he was honored to have been asked to join the selection committee. Based on his past experience, he said that he was not surprised that DPAC threw up a roadblock; on the other hand, he had heard that DPAC had agreed to make some changes, and he hoped that would be the case. Specifically, he had heard that DPAC had assigned a task force to update selection criteria for interview panel members, and this task force is anticipated to take 9 months in its review. Mr. Lau observed that working with DPAC has been like moving mountains, but if DPAC gives a timeline and a commitment to move in a certain direction, he hopes that DPAC is serious. Mr. Lau said that, via the Professional Services Committee, he would follow up on the outcome of the DPAC task force assigned to update the selection criteria for interview panel members for service contracts. In order to keep this flowing, Mr. Guerrero suggested that this be identified as an action item [Action Item #3408-Statewide]. Mr. Sartipi added that the Professional Services Committee of the Statewide SBC is the appropriate forum for this action item because this is not a district issue. Ms. LaCome thought that it might speed resolution of the issue to make it an action item for the Statewide SBC. Even so, Mr. Sartipi acknowledged the value of DPAC taking time in its review of the issue. Mr. Lau asked how many teams had submitted proposals, and Mr. Anziano answered that there had been 3 teams. Mr. Cameron Crockett asked if Mr. Lau had been asked to be a voting member or just an observer. Mr. Anziano responded that they had tried to negotiate both roles and neither was acceptable to DPAC: the concern from DPAC was the lack of a structure in place for either of those options. In response to Mr. Crockett's next question, Mr. Sartipi said that the selection interviews were not open, and Mr. Anziano added that the interviews are very restricted. Mr. Lau said that he had had to sign a confidentiality agreement. Mr. Arvin Chaudhary asked whether DPAC had objected to having a private observer or any observer, and Mr. Anziano responded that DPAC's concern in this case was specific to a private observer. Mr. Anziano added that outside agencies serve on panels as voting members; however, Mr. Sartipi clarified that these are two different situations. He noted that when Caltrans enters into partnerships with other public agencies, representatives are invited to sit on panels to provide assistance. In contrast, Mr. Sartipi said that the situation that Mr. Lau is describing is different because at issue is a private person or private firm. Ms. Sakai said that she appreciated the effort Mr. Anziano and Mr. Sartipi had made and observed that this would have sent a good message to large firms that Caltrans is serious about improving the process for increasing small business participation. Ms. LaCome commented that DPAC is making slow progress, but not fast enough.

Action Item #3408 for Mr. Lau to bring up in the Professional Services Committee of the Statewide SBC

Over $5K Service Contracts Update:

Mr. George Crosby reported that there were no new service contracts to the report this month due to the budget impasse.

Mr. Hess then drew the council's attention to the "D4 Small Business Enterprise (SBE) and Disabled Veteran Business Enterprise (DVBE) Activity (9-8-08)" report in the meeting folders. He explained that this report shows SBE and DVBE achievement for the past 3 fiscal years in Visa Cal-Card, Purchase Authority Orders, DPAC Contracts (Service/A&E), and Office Engineer Contracts. Regarding the "D4 SBE Activity" section, Mr. Hess reported that the percentage of SBE had increased since FY 06/07 for

Visa Cal-Card (from 12.76% in FY 06/07 to 22.70% in FY 07/08), Purchase Authority Orders (from 50.87% to 54.81%), and DPAC Contracts (from 12.57% to 35.67%), with the total SBE activity (not including Office Engineer contracts) increasing from 16.22% to 37.29%. He noted that the SBE percentage for the Office Engineer contracts, which are the major construction contracts that go out to bid, had decreased from 16.5% to 3.22%. When Office Engineer contracts were included in the total, the achievement decreased from 16.36% in FY 06/07 to 11.03% in FY 07/08. Mr. Hess highlighted that the percentage for Office Engineer contracts is reported when contracts are awarded, and if small business usage increases during the project, Caltrans reporting does not reflect that increase. Mr. Sartipi commented that overall, District 4 is challenged in Office Engineer and construction contracts in SBE and DVBE usage. He explained that the FY 05/06 OE SBE percentage of 0.73% was likely due to the larger toll bridge contracts which did not have any substantial participation by small businesses; however, he observed that it was good news that these are the same contracts that Mr. Anziano had been able to substantially change in small business usage in FY 07/08. The prime contractors started at zero and now are at 5 or 6%, projected to achieve 25% by the end of the project. Regarding the "D4 DVBE Activity" section, Mr. Hess noted that DVBE had increased since FY 06/07 for Visa Cal-Card (from 0.75% in FY 06/07 to 5.20%) and DPAC Contracts (from 0.91% to 2.22%). The total DVBE activity (not including Office Engineer contracts) increased from 1.75% in FY 06/07 to 2.62% even though the DVBE percentage for the Purchase Authority Orders had decreased from 9.90% to 4.67%. The 2.62% figure still falls below the 3% goal. The percentage for the Office Engineer contracts, which are the major construction contracts that go out to bid, decreased from 1.56% to 0.85%, and when Office Engineer contracts were included in the total, the DVBE achievement decreased from 1.66% in FY 06/07 to 1.25% in FY 07/08. [NOTE: These are corrected figures. The 9-25-08 revision of this report can be found with the 9-12-08 meeting docs at http://www.dot.ca.gov/dist4/smallbusiness/docs/ council/091208/ 091208_meetingdocs.pdf]. Mr. Camacho observed that there is a wide disparity between the percentage of SBE/DVBE participation in contracts administered by Caltrans as the buyer and the participation in contracts delegated by Caltrans to the contractors. He noted that Caltrans is delegating the responsibility for including the SBEs and DVBEs to the contractors, but this inclusion is not happening. Mr. Sartipi agreed that this was a good observation and explained that these contracts are low bid contracts with goals that do not necessarily have teeth. On the contracts being managed by Caltrans, staff is instructed to use small businesses. Mr. Guerrero observed that the DVBE totals are continually going down from fiscal year to fiscal year, and Mr. Hess acknowledged that this is a concern. Mr. Sartipi noted that D4 still has work to do regarding DVBE utilization.

Item #4: Review of Past Action Items

Mr. Dan Hess led a review of the action items from the 8-13-08 SBC meeting.

Action Item #3908 is ongoing: Mr. Anziano reported that he had contacted MCM and found out that the issue was a contractual dispute as to particular items, not a slow pay. He suggested that it is important for the Toll Bridge Program to focus on small disputes and not assume that because a dispute is small it is not important. He also suggested that the Toll Bridge Program ratchet up partnering efforts with on site contractors for quick resolution of these situations and encourage contractors to alert the Toll Bridge Program when small businesses are involved in disputes. The liaison efforts of Ms. Pat Padilla of Padilla and Associates open up an important avenue of communication with small businesses. Mr. Guerrero asked if the contract dispute was between Caltrans and MCM, and Mr. Anziano said that it was. Mr. Guerrero followed up by expressing his concern that this issue had been raised 3 months ago with the Director, the Director had instructed his staff to take care of the problem, and nothing has happened. He

also expressed concern that in a dispute between an agency and a prime, the small business suffers. Mr. Anziano responded that while an issue of direct payment would be a broader statewide issue, there may be some merit to following up on this matter; however, for the time being, it is critical to have a mechanism to find out if there is a small business affected in a dispute and get it fixed as quickly as possible so that the small business does not have to wait until the end of the dispute resolution process to get paid. Mr. Sartipi added that one of challenges in this case is that the contract Caltrans has is with the prime, not the sub, and when Caltrans does not agree that the work has been done and does not pay the prime, that will trickle down to the small business subcontractor. While acknowledging that there need to be changes, Mr. Sartipi observed that it is not as simple as paying the sub while continuing the argument with the prime. Mr. Guerrero said that one thing that the SBC has proposed on a statewide level is a dispute resolution process to immediately solve this; however, Caltrans has not expressed interest in getting involved in the dispute resolution process with the sub. Mr. Anziano said that he wants to move on this issue prior to the D4 SBC members bringing it up again at the state level. Ms. LaCome strongly urged Caltrans to consider the council's recommendation of a dispute resolution process, which the council has been making for years and years. She said that large primes have DRBs for dispute resolution, and Caltrans needs to set up a mechanism for dispute resolution at the local level to settle something like this. She observed that, instead, these issues linger on and some fall through cracks. Mr. Finney noted that subcontractor disputes can go to a DRB and that there are informal DRBs. Mr. Anziano agreed that it is critical to have staff on site who are sensitive to small business issues. Ms. LaCome said that this issue should have been brought to Mr. Pool or Ms. Padilla's attention at the Toll Bridge Program, and Mr. Sartipi responded that even if the issue had been brought to their attention, the response would have been the same. Mr. Sartipi asked Mr. Finney if there is a forum in which a statement could be made to subcontractors advising them to call the RE if there is a dispute. Mr. Finney replied that there is a pre-job meeting but not all subcontractors attend. Mr. Sartipi suggested that this advice be given at the pre-job meeting. Ms. LaCome noted that, in the case at hand, the RE was part of the problem, underscoring the need for an objective third party in and any dispute resolution process. Mr. Lau noted that it is important for the sub to be kept informed on the status of the dispute. In response to Ms. LaCome's question, Mr. Anziano said that one of the disputes had been resolved but the other had not been. He observed that this dispute may have been avoided if there had been better communication between Caltrans and the prime before the work had been started. Ms. LaCome said that it is important for subs to get signed change orders, and Mr. Finney said that if there is a dispute it is important for subs to file the NOPC or they won't have any rights later on contractually. Even though Mr. Anziano reported on the current status of the dispute, the council requested that action item be retained pending payment of the subcontractor. Action Item #4008 is ongoing: Mr. Ramirez was not in attendance at the 9-12-08 meeting. Mr. Hess reported that Mr. Ramirez had sent an email saying that he had requested the list of DVBE names and would pass them on to us when he gets them. Mr. Sartipi said that the owner of the list is the CPUC, and they hadn't given it to Mr. Ramirez yet.

Item #5: New Business

Mr. Sartipi updated the council on the Construction Mentor- Protégé program with AGC. He had signed the letters going out to potential protégés for the Construction Mentor- Protégé program with AGC, the program is moving forward, and AGC has identified 6 or 7 mentors to participate. Several hundred letters are going out to potential protégés requesting that they submit applications for review by the Steering Committee prior to selection. D4 is looking at October to bring the mentors and protégés together to start pairing them up, and an official kick off of the program will be announced to the SBC in the near future. Mr. Lau asked that a presentation be made by Mr. Finney to the council on this program, and Mr. Finney

deferred to Mr. Whipple. Mr. Whipple said that the letters had gone out on Tuesday and applications would be reviewed by 9/26. The program is seeking protégé businesses that are ready to step in and do larger, more responsible work; this is part of the screening criteria. Mr. Lau asked what the goal of the program is, and Mr. Whipple responded that the basic goal is to enable more small business contractors to become subs or primes on public works contracts. Mr. Sartipi added that the Construction Mentor-Protégé program will be similar to the Calmentor program: small subcontractor protégés and prime contractor mentors will join, sign MOUs, and participate in meetings. The protégés will open their books and share their business operations with the mentors, and the mentors will look through protégés' business plans and operations and provide protégés with professional recommendations as to how to improve and how to be successful in bidding on Public Works contracts, especially those with Caltrans. Mr. Sartipi underscored that Caltrans has been very clear with potential protégés that participation in the Construction Mentor- Protégé program is not a commitment or guarantee that protégés will be selected to be subcontractors by mentors in future contracts. Mr. Sartipi added that the Construction Mentor- Protégé program is part of D4's Industry Capacity Expansion program which aims to bring more contractors to compete for and get contracts. He noted that the success of the Calmentor program may predict the Construction Mentor- Protégé program's potential: D4 has seen Calmentor protégés successfully bidding on and getting contracts, sometimes even competing with their own mentors. Mr. Lau explained that he wanted to make sure that there is an emphasis on the fact that participation in the program is not a commitment by Caltrans that protégés will get jobs. Mr. Sartipi asked Mr. Whipple to send the council members a copy of the letter for potential protégés so that they could see the language that emphasizes this fact. [UPDATE: This letter was emailed to the council members on 10-1-08.] Mr. Vargas asked if protégés needed to be a certified small business, and Mr. Sartipi replied that the program is set up the same as the Calmentor program. Ms. LaCome recommended that D4 tie bidding or construction management training into the Construction Mentor- Protégé program, and Mr. Finney, Mr. Whipple, and Ms. Padilla agreed. Mr. Derek Pool added that the AGC will be present at YBITS#1 bidders' conference on September 18th. Mr. Vargas announced that the US Hispanic Chamber of Commerce's annual convention is in Sacramento from 9/24/-9/27, and Mr. Sartipi asked Mr. Vargas to circulate to the council a flyer for this event.

Item 6: Adjournment and Announcements

Mr. Sartipi adjourned the September meeting at 2:30pm and announced that the next D4 SBC meeting would be on Wednesday, October 8, 2008 at 1pm in the Executive Conference Room.

District 4 Small Business Council Action Items as of September 12, 2008:

No.	Item	Assignee	Date	Status	Comments
3908	Mr. Guerrero asked Mr. Derek Pool if any progress had been made on payment of time and material contractors on the Oakland Touchdown #1 project. Ms. LaCome asked Mr. Pool to check on this, and Mr. Pool said that he would follow up with Mr. Anziano on this issue and report back to the council.	Mr. Anziano/ Mr. Pool	8-13-08	Ongoing	Mr. Anziano reported on the current status of the dispute. Council requested that action item be retained pending payment of the sub.
4008	Mr. Sartipi retained as a formal action item for Mr. Ramirez to share with Caltrans the database of 150-200 DVBE names.	Mr. Ramirez	8-13-08	Ongoing	Mr. Ramirez was not in attendance at the 9-12-08 meeting

District 4 Small Business Council Items Deferred to Statewide Council as of September 12, 2008

No.	Item	Assignee	Date	Status	Comments
1306	DDD Hess will follow up with HQ to ascertain services provided by GCAP as per contract received.	DDD Hess	3/8/06	Ongoing	Reinstated 8/9/06. Contract under review. Council members Guerrero and Altaha will serve on RFP review committee.
1706	DDD Hess will examine existing web-based registration for contractors with Office of Civil Rights	DDD Hess	4/12/06	Ongoing	8/9/06: Will need additional time for review and analysis.
3206	Elevate the concerns of the District 4 Small Business council regarding Caltrans' plan to implement the new insurance limits on January 1, 2007.	DDD Hess	9/13/06	Ongoing	Issue shared with Olivia Fonseca. Update provided on 10/11/06. Statewide SBC issue. Discussion included in 08/16/06 Statewide SBC minutes. Victor Salazar, HQ, is the lead on this issue.
1607	Mr. Finney agreed to research whether supply line items may be separated out of Prime contracts.	DDD Finney	3/14/07	Ongoing	An e-mail was sent to Deputy Fonseca on 5/16/07 by Mr. Hess. Mr. Hess will follow up on this item at the Statewide SBC meeting on 6/15/07.
2008	Reevaluation of the Good Faith Effort (GFE) Process for DBE and DVBE Outreach by HQ Civil Rights	Ms. LaCome & DDD Hess	4-16-08	New	DD Fonseca was informed of this action item on 4-18-08 by Mr. White and then emailed the text of it on 4-21-08
2508b	Mr. Guerrero wanted to know how quickly newly certified small businesses--who submit their names 'via the web'---get	DDD Hess	4-16-08	New	DD Fonseca was informed of this action item on 4-18-08 by Mr. White

	on D4 Maintenance's Emergency Contact Information list				and then emailed the text of it on 4-21-08
2908	Mr. Guerrero requested that that all of the action items deferred to Statewide SBC be followed up on and that the Statewide SBC report back to the D4 SBC as to how these action items have been dealt with or resolved.	DDD Hess	4-16-08	New	DD Fonseca was informed of this action item on 4-18-08 by Mr. White and then emailed the text of it on 4-21-08
3308	Mr. Lau asked that Caltrans break up contracts like 04NEW294-08 into further pieces. For example, Caltrans should break down the work into two categories: domestic US and international. Also, within the international category, Caltrans should break down contracts by countries. In addition, whoever gets the contract should use local talents, and international firms should use local qualified inspectors because this would save money as well as provide opportunities for local small business. He underscored that he is not asking for a sacrifice of quality.	Mr. Anziano	7-9-08	New	Also listed as District 4 Action Item #3308
3408	Via the Professional Services Committee, follow up with DPAC regarding outcome of the DPAC task force assigned to update the selection criteria for interview panel members for service contracts.	Mr. Lau	9-12-08	New	

District 4 Small Business Council Meeting Schedule
Remaining Meetings for 2008

Type Meeting	Date/Time	Meeting Location
Monthly Meeting, District 4 Small Business Council	10/08/08, 1:00 p.m. (Wednesday)	Exec. Conference Room, District 4 Offices, Oakland
Monthly Meeting, District 4 Small Business Council	11/07/08, 9:30 a.m. (Friday)	Exec. Conference Room, District 4 Offices, Oakland
Monthly Meeting, District 4 Small Business Council	12/12/08, 1:00 p.m. (Friday)	Exec. Conference Room, District 4 Offices, Oakland