**SAN JOAQUIN VALLEY SMALL BUSINESS COUNCIL MEETING MINUTES**  
**Tuesday, April 12, 2011**  
**1:00-3:30pm**

**Caltrans, District 6 – Manchester Office**  
2015 E. Shields Ave. Ste. 100, Room 148 (Sierra Room)  
Fresno, CA 93726

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<tr>
<th><strong>Caltrans Staff Present:</strong></th>
<th><strong>Council Members Present:</strong></th>
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<td>Hanif, Nabeelah – Office Chief, Central Region Prog. Project Mgmt</td>
<td>Hunsaker, Debbie – GFACC, Alert-O-Lite</td>
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<td>Prandini, Camillo – Central Region Labor Compliance Officer</td>
<td>By Videoconference:</td>
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<tr>
<td>Ward, Desiree – District 6 Chief, Financial Operations</td>
<td>Guerrero, Paul – California SBE</td>
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<td>Runge, Pam – District 6 Chief, Administrative Services</td>
<td>Morris, Ali – Kern County Black Chamber of Commerce</td>
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<td>Caudle, Morris – District 6 Chief, Financial Operations</td>
<td>By Phone Conference:</td>
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<td>Mertlik, Kelly – District 6 Small Business Liaison</td>
<td>Blackwood, Ken – San Joaquin Valley Black Chamber of Commerce</td>
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<td>By Videoconference:</td>
<td>Dean, Marvin – Kern Minority Contractors Association</td>
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<td>Dunning, Julie – District 10 Deputy District Director - Administration</td>
<td>McDonell, Beth – National Association of Women in Construction</td>
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<td>Pulido, Lauren – District 10 Chief, Administrative Services</td>
<td><strong>Guests in Attendance – Fresno:</strong></td>
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<td>Dayak, Silvia – District 10 Small Business Liaison</td>
<td>Harris Jr., Floyd D. – CJF Harris Disposal &amp; Vendor Services</td>
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<td>Ramirez, Cynthia – District 10 Claims Unit, Office Technician</td>
<td>(Prospective new member)</td>
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<td>By Phone Conference:</td>
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<td>Fonseca, Olivia – Headquarters, OBEO</td>
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<td>Carlos, Ramon - Headquarters, OBEO</td>
<td>Blackwood, Ken – San Joaquin Valley Black Chamber of Commerce</td>
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<td>Sequeira, Alicia – Headquarters, OBEO</td>
<td>Dean, Marvin – Kern Minority Contractors Association</td>
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“Caltrans improves mobility across California”
Welcome/Introductions/Opening Remarks

Nabeelah Hanif, acting Chair for Sharri Bender Ehler - Interim District 6 Director, welcomes all the attendees during opening remarks. Attendees introduced themselves. Welcome to Floyd Harris Jr., who is requesting to become a member of the Small Business Council.

Marvin Dean – Requested that since he is participating at the High Speed Rail Event in Los Angeles and calling from the event, that his “Member Item” on the agenda be moved forward so he can go back to the event.

Olivia Fonseca – Stated it would be appropriate to have Mr. Dean speak now so he could return to the event.

Item #8: Member Items: (forwarded Item per request)

Marvin Dean – Provided information on High Speed Rail (HSR): In Sacramento, Senator Curren Price, introduced Senate Bill (SB) 67 – Public contracts: Small Business participation. The bill would require all state agencies, departments, boards and commissions to achieve 25% small business participation goal in state procurement and contracting. This bill also authorizes the Department of General Services to establish policies and procedures to monitor the progress of the agencies toward meeting the goal.

California State Senator Michael Rubio introduced SB 497, which gives eligible California businesses a 5% preference in the competitive bid process for contracts with the state. Rubio’s bill offers a preference for employers based in California that would incentivize companies to hire California workers, thereby bringing greatly needed job opportunities to the state’s economy.

Attending the High Speed Rail Forum today in Los Angeles. Those businesses that signed up for Request for Expressions of Interest (RFEI) included 49 large primes to be part of teams, 22 private firms want to help finance the project, 398 minority and small businesses expressed interest. $250 million to $1-5 billion teams being put together.

There is a HSR Stakeholders Forum on Thursday (April 21, 2011) in Fresno. Will be having multiple meetings throughout the valley. Fresno forum on April 21, 2011 at the Downtown Club from 12 noon to 2:00 pm. Senator Curren Price, oversight of small businesses for HSR, to speak, Caltrans and DGS to attend. Wants more effective outreach of SB Council – if Chair of SB Council from D6 and D10 could attend meeting or have someone present for the Council. Invite committee members to attend if interested in HSR. Invite members who want to participate in HSR and to work with large firms. Goal is to have three stakeholder meetings in the valley: Fresno, Merced/Stockton, and Bakersfield. First one in Fresno, then Merced/Stockton and the last one in Bakersfield/Shafter. Market to cities so they know it is coming. Meeting next Thursday. Call Marvin at 661-747-1465.

Debbie Hunsaker - Is the starting point in Corcoran? Is there going to be a meeting there?

Marvin Dean – The goal is to have those cluster areas to get the most outreach. All cities will be notified to help get the word out. Only meetings to be in Fresno/Madera or Visalia, Merced/Stockton, and Bakersfield. Now have an office in Fresno and will open one in Stockton.

Also, approves Floyd Harris Jr for Council membership.

Ali Morris – Clarified build out will start from small town just north of Fresno to just north of Bakersfield because of additional funding for HSR.
Marvin Dean – Meeting will be very thorough on all details of the contract.

Julie Dunning – Is the meeting in Fresno next Thursday or is it the 21st or the 14th? What time does it start?

Marvin Dean – It is April 21st from 12 noon to 2:00 pm. Go to the website: www.sjannualpce.info or .com. All programming information is on the website. (Marvin hung up from phone call to attend event in LA)

Nabeelah Hanif - We no longer have a quorum due to Marvin’s departure from the meeting. There is not a quorum to approve prior meeting minutes and to vote in new member, Floyd Harris Jr.

Paul Guerrero – Per Robert’s Rules of Order, once a quorum is met, then the quorum continues.

Nabeelah Hanif – New Member - Floyd Harris Jr’s membership: Debbie Hunsaker made the motion with Beth McDonell seconding the motion. Three prior meeting minutes: Debbie Hunsaker made the motion with Beth McDonell seconding the motion.

- New Membership – Floyd Harris Jr. introduces himself. Council approves Mr. Harris’ request to become a member.

Item #1: Recent Caltrans and Statewide Information Update:

Nabeelah Hanif – Central Region Calmentor Quarterly meeting this morning (Fresno, SLO, Bakersfield, Bishop). Everyone is aware of the current State budget deficit. Enough bond money is anticipated to get through the end of the calendar year (Dec 2011). Caltrans is waiting for the May budget for a better indication of what we have.

Item #2: Office of Business and Economic Opportunity Update:

Olivia Fonseca – Statewide Small Business Council was March 18, 2011 in Los Angeles. Provided shared DVBE reports on end of the month reporting. DVBE percent in construction contracts was 1.6% for year as of March. Hope to reach 3% by end of the fiscal year since more construction contracts awarded at the end of the fiscal year. Effective March 21, 2011, 5% DVBE goal for contracts under $1 million; 3% DVBE goal for contracts $1 million to $5 million; over $5 million has no DVBE goals, the DVBE incentive applies. UDBE (Race Conscious) for the Federal Fiscal Year (FFY) is 5.2% as of March 2011. 67% of contracts are at met goals.

Caltrans is soliciting proposals to update the Disparity Study. Review DBE goals and Race Neutral/Race Conscious (RN/RC). January 2007 study info used in establishing DBE/UDBE goal (currently 13.5%). By July meeting, should have consultant selected. Will be aggressive in collecting data, minority women will be focus. Will be a service contract and will be selected/win by points. Close to advertising four contracts to cover the four regions (Bay area, Central Valley, Sacramento/North, and Southern CA). Announcement by the end of this week.

Statewide Council meeting on May 20, 2011 in Sacramento.
Item #3: Statewide Small Business Council Update:

Debbie Hunsaker – Missed the meeting since I could not get on the phone conference.

Olivia Fonseca – The last Statewide Council Meeting was March 18th. Presented ongoing committee reports for construction. Jim Butler from DGS came gave a presentation on using BidSync. Jim Butler heard concerns with BidSync and the maneuvering issues. Request made to Jim to enable public view of primes for professional services, so they can market SB’s. Professional Services meeting had issue with how Caltrans counts UDBE’s. Eddy Lau had issue with the way Caltrans counts goals for certified UDBE’s. Some UDBE’s were not serving a commercially useful function (CUF) on the contracts, but were termite inspectors or did costume designs. Her office reviewed the contracts in question and could not support the allegations that were proposed by Eddie Lau. Stephan McGlover stated all contracts should post primes who are the highest bidder. Local Assistance Committee capturing data on UDBE’s usage in local contracts. Construction Committee brought up the issue of the stripping paint shortage. Next Statewide meeting on May 20, 2011, in Sacramento. Subcommittees to be hosted by Paul Guerrero.

Debbie Hunsaker – Attended the Construction Committee. Compliance review, making sure good faith effort is being met. Make sure contractors uphold goals. Confirmed that there is a thermoplastic paint shortage.

Item #4: District 10 Update:

Silvia Dayak – Mandatory Pre-Bid was on March 23, 2011. The Mandatory Pre-Bid was for the I-5 North Stockton Widening Project, located in San Joaquin County, for $77 million, contract 10-0G4704. 150 people attended; 11 primes and 81 subcontractors. Of the 81 subcontractors, 20 were DBE certified, 17 were UDBE’s, 2 were DVBE’s, and 42 were SBE’s. April 14th is the 1st Annual Business Expo hosted by the Ripon Chamber of Commerce in Ripon. April 27th is the General Contractor’s Blue Book Showcase in Modesto at the Doubletree Hotel. April 28th, the District 10 Small Business Liaison’s office will be holding a certification workshop at the Stockton Builders Exchange.

Item #5: District 6 Update:

Morris Caudle – Attended on April 5, a small business workshop in Corcoran, put on by SBA, SBDC, and VSBDC. Topic was social media and how to become certified with the state/market to the state. On May 18, 2011, we are partnering with SBA and SDBC for a small business workshop to be held at Visalia Chamber of Commerce. Two-part workshop: SBA to cover federal loan programs and Caltrans to cover SBE/DVBE certification process and marketing to the state. On August 25, 2011, is the Fresno Business Matchmaking and Networking Event held at the Radisson Hotel. Allows small businesses to meet and greet with large companies, Lockheed Martin, NASA, Corrections, etc.

Item #6: Subcommittee Updates:

Construction Subcommittee:

Camillo Prandini – Not much going on since last Subcommittee meeting was in September. Attended the Mandatory Pre-Bid (MPB) Meeting in District 10 in March. Very successful and a job well done. District 6’s MPB in February had five eligible primes. All five primes attended along with 70 subcontractors. This MPB was for a Design-Build project and is not the normal design-bid-build process. Coordinate with A&E firms to get involved prior to proposal. Suggestion was made to do a pre-bid before prequals to help establish team.
Want to have a construction networking event for DBE’s and SBE/DVBE’s in the fall/winter. Construction projects are bringing new construction staff, but not to Caltrans. Caltrans Construction has moved to the Fresno Manchester office and my new number is 559-243-3888.

**Commodities Subcommittee:**


**Ali Morris** – Concerned with High Speed Rail and getting small business commodities more involved. Wants to get activity raised.

**A&E Subcommittee:**

**Nabeelah Hanif** – Subcommittee hasn’t met in a long time. Calmentor program is an opportunity for an A&E small business to enter in as a protégé and get paired with a mentor, an opportunity to network with other companies, opportunity to do work with Caltrans and an opportunity to learn the various processes, etc. Can check out the Central Region Calmentor website from the main Caltrans District 6 website or email for more info.

**Item #7: Discuss/Approval on 2011 Meeting Schedule and Operating Guidelines:**

**Kelly Mertlik** – Letters and surveys were mailed and emailed to the Council members on January 28, 2011, with a deadline date of February 15th. The letter was signed by both SJV SBC Chairs, Sharri Bender Ehlert for District 6 and Carrie Bowen for District 10. Of the 19 letters and surveys mailed and emailed, we received seven surveys from the members, with five of those being received past the deadline. All seven survey responses elected to have the Council meetings changed to quarterly. Five of the seven survey responses elected to have the Subcommittee meetings incorporated into the general Council meetings. Four of the seven responses elected to have the Council Guidelines changed to allow any small business entity to join as a member and not continue the 25 member association requirement. The attached 2011 Meeting Schedule reflects the survey responses changes. Since the first quarter is already past, the schedule has only three meetings with one of the meeting combined with Statewide Council in July.

**Julie Dunning** – Wants the dates listed.

**Kelly Mertlik** – The dates of the meetings are July 15, October 25, and today’s meeting.

Debbie Hunsaker made the motion with Beth McDonell seconding the motion. The revised 2011 meeting schedule was adopted.

**Kelly Mertlik** – Operating Guidelines main change is the deletion of “member association” which is replaced with any small business.

**Paul Guerrero** – Request to have “member association” left in the guidelines and just add “small business” since the associations have individuals that the member can pass on pertinent information from the council meetings. Goal is to maintain the 25 member association and have both types of memberships.
Kelly Mertlik – Will revise the guidelines and will be on the next meeting agenda for a vote. Will make the changes in an addendum.

Debbie Hunsaker – Proposed voting on the current revised guidelines and then vote on the next revision at the next meeting (October 25).

Debbie Hunsaker made the motion with Floyd Harris Jr. seconding the motion. The revised 2011 SJV SBC Guidelines was adopted with the stipulation of the changes being made as requested by Paul Guerrero.

Item #8: Member Items:
(Moved to first section of meeting)

Item #9: Public Comment/Good of the Order:

Action Item 1: Continue growing construction reports (Ongoing)
Action Item 2: Look into developing a Minor B and A&E Report if possible. (A&E projects listed) (Ongoing)
Action Item 3: Start bringing in guest speakers to take part in SJV SBC meetings. (Ongoing)
Action Item 4: Breakdown report by purchasing & reports. What type of contracts & services including A&E. (Ongoing)
Action Item 5: Gather prior 2 FY reports on purchasing and all other data available for contracts. (Ongoing)
Action Item 6: Look into clarifying the CUCP profile set-up to differentiate between service and product and be able to select workable areas based on whether it is a product or a service. (Olivia to address with staff)
Action Item 7: Add to meeting agenda discussion of Bylaw Changes, Member Attendance and proposed reduction of Council Meeting frequency. (Completed 04/12/11 meeting)

The next meeting will be held with the Statewide Small Business Council meeting on July 15, 2011 in Stockton. Paul Guerrero – They are looking to get the Lexington Hotel in Stockton to have the meeting. The Committee meetings are on July 14, 2011 at my house (Paul’s) and they start at 2:00 pm.

Motion to adjourn: 2:10 p.m. Debbie Hunsaker made the motion with Floyd Harris Jr. seconding the motion.

Adjourn – Next Meeting Scheduled for Friday, July 15, 2011: Statewide Council Meeting; 8:30 a.m. – 11:30 a.m. (Location to be determined)
Approved by:

SHARRI BENDER EHLERT, Chair
Interim District 6 Director
California Department of Transportation

Approved by:

CARRIE BOWEN, Chair
District 10 Director
California Department of Transportation