SAN JOAQUIN VALLEY SMALL BUSINESS COUNCIL MEETING MINUTES
Thursday, January 14, 2010
1:00-3:30pm

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

Caltrans Staff Present:
Everson, Brian – Acting District 6 Director
Prandini, Camillo – District 6 Construction Liaison
Ward, Desiree – District 6 Commodities Liaison
Etherton, Bill – District 6 Budget Office Chief
Ogle, Terry – District 6 A&E Liaison
Runge, Pam – District 6 Small Business Supervisor
Caudle, Morris – District 6 Small Business Liaison
Mertlik, Kelly – District 6 Small Business Liaison
Vial, Jody – District 6 Small Business

By Videoconference:
Chittenden, Ross – District 10 Director
Pulido, Lauren – District 10 Small Business Supervisor
Sequeira, Alicia – District 10 Small Business Liaison

By Phone:
Fonseca, Olivia – Headquarters, Civil Rights

Council Members Present:
Garza, Victor – La Raza Roundtable de California
Leffall, Michael – MEL Investment Systems
Hunsaker, Debbie – GFACC, Alert-O-Lite
Zabrycki, Lydia – Quad Knopf
Singley, Bob – Salem Engineering, Singley Construction
Falcon, John – Falcon Builders & Developers, Inc.

By Videoconference:
Yu, Ming-Chen (M.C.) – Asian American Architects and Engineers of Northern California
Dean, Marvin – Kern Minority Contractors Association
Morris, Ali – Kern County Black Chamber of Commerce
Molina, Jim – San Joaquin County Hispanic Chamber of Commerce
Guerrero, Paul – California SBE

Guests By Videoconference:
Vargas, Jesus – San Joaquin County Hispanic Chamber of Commerce

“Caltrans improves mobility across California”
Welcome/Introductions/Opening Remarks

Director Ross Chittenden, District 10, welcomed the attendees. Attendees introduced themselves.

Director Chittenden - Commended on the good participation at the meeting. Reviewed the agenda items. Asked for additions to agenda.

Motion made to approve request to adopt November 19, 2009 minutes (Ross Chittenden). Motion seconded. Motion adopted.

Item #1: District 6 Update:


Paul Guerrero – Asked if Caltrans still waving performance bond on Minor B contracts.

Morris Caudle – Will find out.

Item #2: District 10 Update:

Alicia Sequeira – Announced will hold seminar and small business certification workshop March 1. Currently registering small businesses for April 7 Procurement Fair at San Joaquin County Fairgrounds. Finalizing Mentor Program applications.

Director Chittenden - Handout given “Projects Scheduled to Advertise in next 6 months” and reviewed. This report is a look ahead report not on the OE website, but reflects upcoming projects in the region and will be available as they are getting ready to be advertised.

MC Yu – Asked if project schedule available for A&E; usually no A&E jobs listed.

Director Everson – Will look into it. Timing is an issue. Advertise dates are tentative.

Paul Guerrero – Would like more information added to Project Schedule; small business goals, expiration dates.

Jesus Vargas – Would like there to be a report on long-term projects including the small business goals and outcome of each. Also will there be a Minor B report like the major project report handed out today?

Director Chittenden – That is something we are currently working on.
**Item #3: Central Region Calmentor Update:**

**Terry Ogle** – Met with steering committee Thursday. Meeting went well. Central Region chapter guidelines signed and posted on website. Annual meeting May 4 tentatively set for Clovis Memorial Building from 9:00 am – 2:00 pm.

**Lydia Zabrycki** – Stated good information was given at meeting.

**MC Yu** – Asked of more mentor/protégés needed.

**Terry Ogle** – It is fairly even with mentors/protégés. Still welcoming new participants.

**Jesus Vargas** – Asked if there will be a Construction program.

**Alicia Sequeira** – Still working on program and receiving interest via applicant letters.

**Item #4: Statewide Small Business Update:**

**Debbie Hunsaker** – Have not met since November 19, 2009. January 28 – 29 will be next council meeting. Will plan year and agenda on January 10 meeting. Increased to $250,000 for Minor B. January 20 “tool kit” will launch on Governor’s website; includes stimulus money info.

**Olivia Fonseca** – Minor B is set by legislation

**Marvin Dean** – Asked if there can be goals for Micro-Businesses not just Small Business Enterprises with State Contracts?

**Item #5: Review of Operating Guidelines for SJV SBC, Discuss Subcommittee Meeting Options, Discuss Remaining 2010 SJV SBC Meeting Dates:**

**Director Chittenden** - State uses many outreach methods. Need to follow through with programs and actions. Important to come up with ways to get measurable results. Have 19 members currently; down from 25. Welcomes comments on how to make better. Proposed a possible member survey to find ways to make the meetings more productive.

**Marvin Dean** – Would like council to keep going. Need to do more outreach.

**John Falcon** – Caltrans committed to small business programs. These meetings are to understand process of getting contracts. Consolidation would be helpful. Up to small businesses to take advantage of meetings and information. Believes one meeting would much more convenient for council members as they are small business owners and the all day meeting schedule keeps them at bay.

**Paul Guerrero** – The buildcalifornia.com website gives lots of job information.
Ali Morris – A&E mentor program started at Small Business Council meetings, as well as a possible Commodities Mentor-Protégé program.

Debbie Hunsaker – Need to invite small businesses to meetings; quarterly, yearly for planning sessions.

Ali Morris – subcommittee meetings don’t have much activity, but should be maintained.

Director Chittenden - Maybe don’t need to hold separate subcommittee meetings.

Bob Singley – Specific goals for subcommittees need to be defined.

Ali Morris – Subcommittees originally set up anticipating larger member numbers.

Alicia Sequeira – Suggested subcommittees meet via phone conferences two weeks before SJVSBC and can add items to agenda for discussion.

Director Everson – Agreed good idea for subcommittees to meet via phone.

Motion made to approve subcommittees to meet via phone in the off month (Debbie Hunsaker). Motion seconded (Michael Leffall). Committee voted in favor. Motion adopted.

MC Yu – Asked if Caltrans staff would attend teleconference.

Alicia Sequeira – The same Caltrans staff as now would attend.

Director Chittenden - SJVSBC will be held third Thursday of month.

Motion made to approve SJVSBC held third Thursday of month (Paul Guerrero). Motion seconded (Debbie Hunsaker). Committee voted in favor. Motion adopted.

Jesus Vargas – Suggested keeping an action item log at sub meetings to be addressed at SJVSBC.

Item #6: Member Items:

Marvin Dean – Discussed his Bakersfield event to be held January 20 – 21. DGS doing on-site certification.

Director Everson – Scheduling conflicts but other Caltrans staff will attend.

Paul Guerrero – Asked how environmental justice reports are done.

Director Everson – Can get someone to come talk about that, but separately from the SJVSBC.

Item #7: Public Comment/Good of the Order:

Alicia Sequeira – Summarized action items:

Action Item 1: Continue growing construction reports,
Action Item 2: Look into developing a Minor B and A&E Report if possible.
Action Item 3: Move SJVSBC Meetings to third Thursday of alternating months.
Action Item 4: Move SJVSBC Sub-Committee meetings to third Thursday of off months via teleconference.
Action Item 5: Action items to be reviewed at each meeting.
Action Item 6: Start bringing in guest speakers to take part in SJVSBC meetings.

Adjourn – Next Meeting Scheduled for Thursday, March 18, 2010: Stockton Caltrans Office
1:00 p.m. – 3:30 p.m.:

The next meeting scheduled is the San Joaquin Valley Small Business Council on Thursday, March 18, 2010 hosted by Stockton Caltrans Office from 1:00 p.m. to 3:30 p.m. VTC will be available in Fresno and Bakersfield offices.

Approved by:

___________________________________________
BRIAN EVERSON
District 6 Acting Director
California Department of Transportation

Approved by:

___________________________________________
ROSS CHITTENDEN
District 10 Director
California Department of Transportation