SAN JOAQUIN VALLEY SMALL BUSINESS COUNCIL MEETING MINUTES
Thursday, March 18, 2010
1:00-3:30pm
Caltrans, District 6 – Manchester Office
2015 E. Shields Ave. Ste. 100, Room 127 (Sequoia Room)
Fresno, CA 93726

Caltrans Staff Present:
Dougherty, Malcolm – District 6 Director
Guinan, Lori – District 6 Deputy Director
Rodriguez, Andrew – District 6 Office of Business Management Chief
Prandini, Camillo – District 6 Construction Liaison
Ward, Desiree – District 6 Commodities Liaison
Hanif, Nabeelah – District 6 A&E Liaison

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

By Phone:
Padilla, Robert – Headquarters, Civil Rights

Council Members Present:
Hunsaker, Debbie – GFACC, Alert-O-Lite
Falcon, John – Falcon Builders & Developers, Inc.

By Videoconference:
Yu, Ming-Chen (M.C.) – Asian American Architects and Engineers of Northern California
Molina, Jim – San Joaquin County Hispanic Chamber of Commerce
Guerrero, Paul – California SBE

Guests By Videoconference:
Lopez, Dave – Mark Thomas & Company, Inc.
(Standing in for “Pending Council Member” Jesus Vargas)

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

Director Chittenden - Welcomed the attendees. Attendees introduced themselves.

Director Chittenden - Would like a correction made to the minutes from January 14, 2010, on Page 2 to reflect his comments on the report handed out for future construction projects in the region.
“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.”

Motion made to approve request to adopt January 14, 2010 minutes (Director Chittenden). Motion seconded. Motion adopted. Based on above change

Director Chittenden – Would like to add a review of action items.
Action Item 1.) Continue growing Construction reports for the Region. A SBE/DVBE participation usage report for District 10
Action Item 2.) Look into developing a Minor B and A&E look-ahead report if possible. An A&E statewide look ahead report was distributed prior to this meeting as well as a Clean Renewable Energy Bond project list.
Action Item 3&4 Complete
Action Item 5.) is being addressed today.
Action Item 6) Ongoing – representative will be at next meeting

Item #1: Recent Statewide Information & Updates:

Director Chittenden - Statewide information: Randall Iwasaki has accepted employment with Contra Costa County Transportation Authority and will no longer be Director of Caltrans. Bob McCleary will be acting in his place. Director Chittenden welcomed back Malcolm Dougherty, District 6 Director.
- Budget Issues - Challenging budget season this year. LAO Report will affect budget and staffing. Revenue will be on decline in upcoming years due to the last of the bonds are being used to fund current projects, as this was a one time effort. This will impact Capitol Program if revenue is not replaced.

Director Dougherty - LAO Discussion will be held today in Sacramento. Rick Gland will at the meeting on Monday and will review the recommendations on the report as regards to budget. District 6 Director, Malcolm Dougherty will be in attendance at that meeting as well.
- Rejected a bid in Sacramento based on not meeting Good Faith Effort (GFE). 16 bids have been rejected in 6-8 months for no GFE. Out of those 16, 10 stood and 6 were overturned. This is a good way to show we are working to meet GFE goals within our contracts!

Paul Guerrero – Are you testifying at this meeting? At a meeting in May, testimony will be given that they want to cut staff.

Director Chittenden - I wasn’t at the meeting but we (Caltrans) update our budget proposal with recommendations every May. I don’t believe that this is the meeting that the revised budget proposal will be made. Budget/Cash Availability has revised purchases for those purchases determined to be mission critical. Directors will have to approve and sign off on purchases over $5,000. All purchases have to be approved on every level. I don’t think this will provide an advantage or disadvantage to Small Businesses; it will just be less spending and less money available for purchasing.
**Director Dougherty**- Confirmed that only mission critical purchasing is and has been done. No large purchases, furniture and large computer purchases will be taking place as they will not be seen as mission critical.

**Lori Guinan** – There were a lot of vendors at the Small Business Exchange (Procurement Fair) but a lot of purchasers were not there. The meet and greet was the best part of the event. The one-on-one aspect of the event was seen at the best part.

**Robert Padilla** – There were a number Statewide Districts planning Procurement Fairs, now the Small Business Exchange, but with these events public perception is that we have a lot of money and are ready to spend. We need to watch how we convey our purchasing events. Now being called a Small Business Exchange, it is a great way to get to know our purchasers and vendors without the emphasis on purchasing. In May, Headquarters was going to hold an Agency Procurement Fair. There was strong indication that DMV and CHP would not be spending any money. We will be rescheduling the event after the budget is in place. I encourage Districts to have them and in an appropriate way.

**Lori Guinan** – I agree and the overall sentiment was that this was a benefit for those that do attend.

**John Falcon** – Morris mentioned the name change. We know you guys aren’t spending but really enjoy the events.

**Item #2: District 10 Update:**

**Director Chittenden** – We are trying to reinforce our goals in all of the Procurement that we do in the District. Lauren Pulido came and spoke about the goals for Small Business. Next week we will have one of them informing the staff about goals and how to get the information they need to be able to find Certified Small Businesses to purchase with.

**Alicia Sequeira** – Please look at the handouts provided. This is a report pulled from the Department of Procurement and Contracts. Please note that this is only following the purchasing and contracts through DPAC up to the second quarter of this fiscal year in comparison to the same time last fiscal year. It is only a reflection of District 10 not the entire Central region. This report shows that District 10 is up .9% in SBE usage thus far but is down 2.1% with DVBE usage at this time. The current percentage of SBE usage at this time is 37.4% and DVBE usage is at 3.2%. It is also important to note that overall less money has been spent at this time in comparison to last year but that even though the amount of money being spent is less a higher percentage of small businesses are being used.

Caltrans District 10 has canceled the Procurement Fair for April 7, 2010 and is planning a Small Business Exchange that will focus more on mission critical needs, and be vendor based with less emphasis with on-the-spot purchasing. At this time we are expecting to hold the event in late April.

**Director Dougherty** - We need to combine region overall for the DPAC numbers you have reported. Shortly before the meeting we provided some reports that we will need to send to our council e-mail list.

**MC Yu** – Can you include details of Professional Service, Contracts and Commodities in the report? Can it include the last two fiscal years for all contracts including A&E with SBE/DVBE/DBE percentages?
Alicia Sequeira - We can break it up by type as provided by DPAC. We may not be able to provide that detail information for A&E and Construction as those reports are just now being provided in this Fiscal Year. We will try to put it together for all 3 reports which would include DPAC/Purchasing, A&E and Capitol projects.

Any other comments?

Item #3: Central Region Calmentor Update:

Nabeelah Hanif – Quarterly meeting to be held in May, Annual meeting was tentatively set for May 4th but is now tentatively scheduled for September. Provided the A&E look ahead report, this is what we are anticipating statewide in A&E contracts. This is to give the consultant firms a heads up. This is updated monthly. Any questions?

MC Yu – Last conference call, Eddie had a question “Is there a look ahead and is there any way to see projects on the horizon further than what is on the report?”
There is a report available on D4 that actually provides dates not just project information.

Nabeelah Hanif – We try to get dates but what we are really trying to is give you an idea of what to expect and keep a heads up for.

Paul Guerrero – In D4 they commit to a percentage of participation in each project throughout the project. Is there a way to track the usage of SBE/DBE’s throughout the life of the project?

Nabeelah Hanif – Construction has more stringent guidelines than A&E.

Director Dougherty – We will see how we can bring that back and track usage.

Robert Padilla – Announcements: Statewide Cal-Mentor coordinator is now Monica Pogemiller. She will take on the duties of Linda Madden. We have plans to connect all of the districts and work together.

Item #4: Statewide Small Business Update:

Debbie Hunsaker – Statewide Small Business Council will begin meeting every other month. This was reinstated again due to the budget! There is no new news to report as we did not have the February Statewide meeting.

Item #5: Committee updates:

A&E:
Nabeelah Hanif - No update at this time as there was not an official Sub-Committee meeting.

Commodities:
Desiree Ward – Ali Morris would like us to look into Cal-Mentor for Commodities. We had a great turnout for our Sub-Committee the new teleconference format on the off month is really working out well. There are two questions to ask about a possible Commodities Cal-Mentor program. How likely is it? How would it play out?
**Alicia Sequeira** – I believe one concerned raised in the Sub-Committee meeting was why would a larger company, like Office Depot, mentor a small office supply business that is their direct competitor? Where is the benefit for them as a mentor?

**Debbie Hunsaker** - Governor is urging Small Businesses to contact his office to let him know what the issues are that they are facing and what guidelines could be changed.

**Robert Padilla** – The Governors Small Business Conference was originally scheduled for April 22 but is now expected to be held on May 6, in either Oakland or San Francisco.

**Construction:**

**Camillo Prandini** – We had our teleconference and had wonderful turnout. This new set-up seems to be very beneficial. Small Businesses are seeking GFE records done by Prime Contractors.

**Debbie Hunsaker** - Would like to have the search on the database to differentiate between services and commodities, as these small business can provide goods anywhere in the State but may not be able to provide the services anywhere in the State. It seems like these Prime Contractors are using this information and sighting it for their GFE reports.

**Robert Padilla** – Our CUCP database is through NIACS classifications. We can now search by work codes. Two issues firms that are given the ability to designate that they can work statewide when they really can’t.

**John Falcon** – Maybe Caltrans can do training like that of DGS for when you are doing your profile for CUCP.

**Camillo Prandini** – There is no way for a business to differentiate between Products and Services as a default, they select all.

**Robert Padilla** – DGS is different than that of CUCP. It is a struggle to get online certifications. They have to navigate through the Bidsync. DGS uses keywords and not codes. This is a problem because not everyone would use the same keywords.

**Camillo Prandini** – Mandatory Pre-Bid meeting in District 6 is on March 30th, in Bakersfield. 06-353414, Kern County, SR 46, Phase 2 of 3, $ 25.8 million. District 5 will have their first Mandatory Pre-Bid in Salinas, April 6th, 05-349504, $16.5 Million. This will be District 6’s 7th Pre-Bid. Several CREBS projects have been broken down into Minor B contracts.

**Director Dougherty** – This list is not really complete at all because it doesn’t show what ones we have opened bids for, not just what is to be advertised.

**Camillo Prandini** – There is a separate website and they are seeking Certified Small Businesses to do the work. Contractor outreach was in September 2009. The video is also available on the site from the first meeting that was held in September 2009.

**MC Yu** – Do they need special services or is it just construction?

**Director Dougherty and Camillo Prandini** – We will look into it.
Item #6: Member Items:

Subs seem to be using more SBE/DBE’s. Is there a way to get them to report and encourage them to do so?

Any feedback or suggestions for future meetings –

Debbie Hunsaker – Thanks Caltrans Staff for accommodating everyone with the Teleconferences for Sub-Committees.

John Falcon – Other agencies are doing more VTC and Teleconferences.

Director Dougherty – We have tried to accommodate the Council in every way possible.

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

Alicia Sequeira – Summarized action items:

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: Move SJVSBC Meetings to third Thursday of alternating months. (Complete)
Action Item 4: Move SJVSBC Sub-Committee meetings to third Thursday of off months via teleconference. (Complete)
Action Item 5: Action items to be reviewed at each meeting. (Ongoing)
Action Item 6: Start bringing in guest speakers to take part in SJVSBC meetings. (Ongoing)
Action Item 7: Breakdown Report by purchasing and reports. What type of contracts and services including A&E. (New)
Action Item 8: Gather prior 2 FY on purchasing and all other data available for contracts. (New)
Action Item 9: 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. (New)

Adjourn – Next Meeting Scheduled for Thursday, May 20, 2010: Fresno Caltrans Manchester Office 1:00 p.m. – 3:30 p.m.:

The next meeting scheduled is the San Joaquin Valley Small Business Council on Thursday, May 20, 2010 hosted by Fresno Caltrans Office from 1:00 p.m. to 3:30 p.m. VTC will be available in Stockton and Bakersfield offices.

Approved by:

MALCOLM DOUGHERTY
District 6 Director
California Department of Transportation
Approved by:

ROSS CHITTENDEN
District 10 Director
California Department of Transportation