### Caltrans Staff Present:

- **Bender Ehlert**, Sharri - Interim District 6 Director
- **Guinan**, Lori – District 6 Deputy Director
- **Prandini**, Camillo – District 6 Construction Liaison
- **Ward**, Desiree – District 6 Commodities Liaison
- **Hanif**, Nabeelah – District 6 A&E Liaison
- **Caudle**, Morris – District 6 Small Business Liaison
- **Mertlik**, Kelly – District 6 Small Business Liaison

**By Videoconference:**

- **Bowen**, Carrie – District 10 Director
- **Pulido**, Lauren – District 10 Chief, Administrative Services
- **Dayak**, Silvia – District 10 Small Business Liaison

**By Phone Conference:**

- **Gastinell**, Sherri – Headquarters, OCEO

### Council Members Present:

- **Dean**, Marvin – SJV Construction Management Group
- **Hunsaker**, Debbie – GFACC, Alert-O-Lite
- **LefFall**, Michael – MEL Investment Systems
- **McDonell**, Beth – National Association of Women in Construction
- **Zabrycki**, Lydia – Quad Knopf

**By Videoconference:**

- **Guerrero**, Paul – California SBE
- **Yu**, Ming-Chen (M.C.) – Asian American Architects and Engineers of Northern California

**By Phone Conference:**

- None

### Guests in Attendance – Fresno:

- **Sterling**, Cynthia – SJV M/B CA - Alternate to Marvin Dean
Welcome/Introductions/Opening Remarks

**Sharri Bender Ehlert**, Interim District 6 Director - Welcomes all the attendees during opening remarks. Attendees introduced themselves.

Only have five council members present, and we are unable to adopt the April 12, 2011 Meeting Minutes. Need six or more council members to have a quorum. Table adoption for next meeting.

**Item #1: Recent Caltrans and Statewide Information Update:**

**Sharri Bender Ehlert** – There is not a lot of new information regarding the State Budget. Recent updates related to the Department are that the hiring and travel restrictions remain. Caltrans was able to cut $23 million, thereby lifting the hiring freeze allowing limited filling of critical position openings. Travel is still restricted. Other State agencies are laying off employees – CDCR and State Fund hit the hardest. Caltrans isn’t doing any layoffs since allocations are tied to the workload. On the Federal side, 2012 Transportation bill is seeking new authorization from Congress. House has proposed $230 billion and the U.S. Senate has proposed maintaining the same levels as the prior bill. Both Houses of Congress are attempting to work together for a bill package.

District 6 has signed a Contract for Delivery on how many projects are to be ready to list. Proposed 37 projects totaling $378 million. Last year, District 6 did 19 projects totaling $115 million. 29 of the projects will take place in the 3rd and 4th quarter.

**Carrie Bowen**, District 10 Director - State bond sales for Capital Projects are on hold now. There is a CTC tomorrow. The Manteca Widening project and the State Route 219 Phase II project, which will also have a Mandatory Pre-Bid project in Stanislaus County, and the State Route 99 Atwater Expressway, are on the priority list to receive bond funding.

Julie Dunning, former District 10 Deputy District Director – Administration, has been promoted to Assistant Chief for the Human Resources Discrimination Complaint Division. Pete Nunes is currently acting for Julie in her absence until the position can be filled.

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

**Sherri Gastinell (OBEO)** – Olivia Fonseca retired three weeks ago and Blanca Rodriguez is in an acting position for Olivia. Blanca has been with Caltrans for 11 years. She comes from the Office of Statewide Resources Capital Outlay Support and has good leadership experience.

Caltrans solicited proposals for Disparity Study II. The selected consultant, BBC, will be at the meeting tomorrow. A final report should be out within 8 months. The report will see what has changed and where we need to be.

**Sharri Bender Ehlert** – Two additional members joined the meeting and now there is a quorum to approve the last meeting’s minutes: Debbie Hunsaker made the motion with Beth McDonell seconding the motion.
- Meeting Minutes – Minutes from April 12, 2011 approved by quorum of members.
Item #3: Statewide Small Business Council Update:

Debbie Hunsaker – Only can provide a brief overview since she missed the last November Statewide meeting. Referred to Paul Guerrero.

Paul Guerrero – Last Statewide meeting was disturbing. Travel was an issue and members were upset. The past Disparity Study was a Crosson’s Study. Court case from Washington State (Western States) judge determined there was discrimination in the State, but not sure where it is at and that a study would be needed to determine where in the State the discrimination would take place. Caltrans can use their 100 or so lawyers.

Sherri Gastinell - Any litigation is held up in court. They have what we have. We are not starting the process over. The Disparity Study II will cover data from January 2007 through December 31, 2011. The last disparity study was done in January 2007.

The Disparity Study II report is to include DBE availability by county and District.

Item #4: District 10 Update:

Silvia Dayak – We are working with the local Small Business Development Center on holding a DBE Workshop in Stockton. Will attend a Small Business Expo with PG&E, CPUC. On November 3, 2011, we are holding a Small Business Exchange at our District 10 office from 9:00 am to 11:30 am. So far, we have 25 vendors and District 10 purchasers and approving officials will be in attendance. In December we are having a meeting/workshop with the Builder’s Exchange for SBE/DVBE certifications.

Item #5: District 6 Update:

Morris Caudle – We have been doing workshops with the Asian Business Institute and Resource Center (ABIRC) each month with a three-part series: SBE/DVBE certifications; Now What - Marketing your Business; Contract Opportunities with the State. We have some upcoming events in 2012 with a SBDC-Veteran’s Networking Event in November 2012, the 6th Annual Business Matchmaking Event in Fresno in the Spring of 2012, and the Small Business Development Day in 2012.

Item #6: Subcommittee Updates:

Construction Subcommittee:

Camillo Prandini – Not much going on since last meeting. Selections for upcoming Mandatory Pre-Bid (MPB) Meetings in the works. Had two Design-Build projects (both MPB’s) in District 6 – one in Madera for HWY 99, which Granite Construction was the winner bidder. UDBE goal of 13.5%. The other Design-Build project was the braided ramps project for the 180/168/41 interchange area. The project hasn’t been awarded yet. It also has a 13.5% UDBE goal.

The Construction Mentor-Protégé Program is still on the radar. Both D6 and D10 will be involved. Caltrans Office Engineer website has a new function – click on Contractor button for contractor information. New post and bid books available, bid letters, project information from July 2010 forward. Search by keyword or map or by license.
Paul Guerrero – Issues with DBE commitment with Design-Build projects. Madera 99 project UDBE at 13.5% goal. Proposal is to meet or exceed DBE goal. What about race neutral goal? What will that portion be?

Sherri Gastinell – The project isn’t done yet and the goals will be calculated at the end and if the prime contractor falls short of the specified goals, they will be penalized.

Michael LefFall – It will be determined at the end of the project per Grimm & Padilla. It is an evolving 13.5% goal at/by the end of the project.

Sherri Gastinell – They must meet the 13.5% goal or they will be penalized. 6.75% DBE race-conscious goal is the overall annual goal for the end of the year on all projects.

Carrie Bowen – Paul was asking for the statewide goal overall.

Sherri Gastinell – 13.5%

Marvin Dean – We will re-address the Construction Mentor-Protégé Program.

Commodities Subcommittee:

Desiree Ward – CAL-Card - Doing new outreach with financial management system (E-FIS) and current card holders/purchasers to track SBE/DVBE businesses.

A&E Subcommittee:

Lydia Zabrycki – Subcommittee hasn’t met for a while. Sent out emails to gain new members. The change in participation happened with the changing economy, when it dropped. Sent out information to two chapters of ACEC. It is hard to make time to attend meetings during the day.

M.C. Yu – Missed last meeting since I was at the High Speed Rail Conference in Los Angeles. What is the Status of Look Ahead report from the D10 Outreach Event?

Nabeelah Hanif – The D10 report will be due out next month. District 6 also has a Look Ahead Report and an outreach event will take place next year. There are three contracts: one in D10, one in D9, and one in D5, with the D9 contact being for parts of Merced County.

Item #7: Discuss/Approval Operating Guidelines and 2012 Meeting Schedule:

Kelly Mertlik – The Council Guidelines were revised again to put back in place “small business trade associations” to the previously added “small business entity” as a criteria for membership.

Paul Guerrero – So a small business trade association has the same one vote as a small business owner?

Kelly Mertlik – Yes, since the members who responded to the surveys earlier this year desired this change and we are attempting to gain membership in the council, which has very low attendance.

Carrie Bowen – On page 2, it states “Director”. Isn’t Co-Chairs, since both District Directors are present?
Sharri Bender Ehlert – The Directors take turns alternating meetings as the Chair. Since you are new to the council meetings, I was still acting as the Chair.

Debbie Hunsaker made the motion with Lydia Zabrycki seconding the motion. The revised Guidelines were adopted.

Kelly Mertlik – The meeting schedule for the 2012 calendar year will be set up within the next few months. I will have to confirm dates which might conflict with both District Directors and room availability for the VTC’s.

Lauren Pulido - District 10 will be moving the meeting location to Room 3 in the main District Office for the SJV SBC meetings for next year.

Item #8: Public Comment/Good of the Order:

Marvin Dean - Asked the Council to consider and the Statewide Council to make available for the next meeting, the tracking of DBE/UDBE graduated out of the program.

Sherri Gastinell – In what time frame do you want the information? UPDATE: Per Janice Salais, Certification – this information is not available to the general public.

Marvin Dean - As an annual view of what is being done. Also, project goals for DBE/UDBE/SBE from last quarter on projects. Has noticed low participation and grateful for the council. It does cost the small business owners time. But helps engage the process.

At the Stockton Statewide Council meeting in July, District 4 (Bonny Nyaga) promoted the Construction Mentoring program. Ask to see the program here in District 6 & 10. Not just Caltrans projects see benefits, but all projects see benefits of program. Setting up the San Joaquin Valley Small Business Academy for SB/DBE/UDBE/WBE/MBEs to successfully do work. Protégés need a certain level of assistance. Creating the Academy for small guys, for 2nd, 3rd tier subs. Want to start mentoring and get staff on board for District 6 & 10. Office is currently at the old train station, now called Fresno Bay. Having a kick-off event on the 13th and is open to the public. Having a partnering dinner at the Downtown Club in Fresno. Industry to attend. Wants the District involved on the ground floor with meetings held in Fresno, maybe one or two a month.

Debbie Hunsaker – Stated District 4 has the templates for the Mentor/Protégé Program and she was very pleased with the Mentor-Protégé Program.

Paul Guerrero – Average construction company is not able to bid on or obtain Caltrans projects. The Mentor-Protégé Program is highly recommended.

Sharri Bender Ehlert – How is the Academy different from the Mentor-Protégé Program?

Marvin Dean - The Academy is more focused and will bring in DBE’s/UDBE’s to help mentor. Asking the Council to tentatively accept program and Mentor-Protégé Program. Wants delegated staff to report back to the Council and attend meetings (Monday through Friday – during work hours).

Sharri Bender Ehlert – Need to bring back more details for review.
**Carrie Bowen** – District 10 doesn’t have the staff to do this along with a Mentor-Protégé Program.

**Sharri Bender Ehlert** – We can get more information at the next meeting.

**Marvin Dean** - Will make the council and staff aware of the meetings. Also, the 5th Annual San Joaquin Valley Regional Conference is going to be in Fresno at the Radisson Hotel & Convention Center on January 19, 2012.

**Sharri Bender Ehlert** – Any other comments/good of the order?
None mentioned

**Action Items:**

**Sharri Bender Ehlert** - Reporting is being extracted from the new database.

**Sherri Gastinell** – We are still working on Item #6 and are looking into the change.

**Sharri Bender Ehlert** – Items of interest for the Council to consider help to bring in participation:

- Guest Speakers
- Times issues for members
- Video recording on website
- Testimonials – from SB Liaisons/Staff/Council Members

**Carrie Bowen** – Possible do council meeting as a Webinar

**Sharri Bender Ehlert** – We can look into further.

**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 SJVSBC 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 (3/18/10). *(OBEEO to address)*

**Response to Action Item 6:** Per Janice Salais, Certification – Need clarification and prefer the details be in written correspondence to include the requestor and for what purpose the request is being made for.

Motion to adjourn: 3:10 p.m. Debbie Hunsaker made the motion with Beth McDonell seconding the motion.

**Adjourned – 2012 Meeting Schedule to Be Determined**