

Caltrans Statewide Small Business Council – Meeting Record

District 11 Office, 4050 Taylor Street, San Diego, CA 92110

January 22, 2016, 8:30 a.m. to 12:00 p.m.

Action/Task	Who is responsible/ presented	By when	Status
A. Meeting called to order at 8:34 a.m.	Angela Shell, Assistant Director, OBEO and Council Chair		
B. Action Items to Date - Chair Shell			
Action Item from previous meetings:			
ACTION ITEM #3: Chair Shell to take the language on insurance requirements presented by Ms. Llewellyn to Caltrans Legal and OE for review and feedback.	Chair Shell	3-18-16	ASSIGNED – work on this matter will continue with the Construction and DBE Participation Committees; update on progress at the March SBC meeting.
Action Items from the September 2014 meeting			
1. Distribute SB/DVBE study by DGS	Tanya Little	3-18-16	ASSIGNED – per Ms. Little, the report is not yet ready for distribution.
2. SB set aside program – can it be done?	Ramon Carlos	3-18-16	ASSIGNED – OBEO continues to work on this action item; update on progress at the March SBC meeting.
Action Items from the March 2015 meeting			
Action Item #6: develop a joint effort between Districts 1, 2, and 3 to work on DBE participation.	DSBLs in Districts 1, 2, and 3 with Council Members in those areas	3-18-16	ASSIGNED – work continues on this matter; update during the March meeting.
Action Item #11: develop a presentation on DBE goal setting (focused separately on construction and A&E) to be delivered during meetings of the Construction and Professional Services Committees.	Ramon Carlos	3-18-16	ASSIGNED – currently working on a presentation relevant to A&E; update during the March meeting.
Action Item #12: provide updates on DVBE contract percentage requirements.	Bill Ulmer and Ramon Carlos	3-18-16	ASSIGNED – update during the March meeting.
Action Items from the May 2015 meeting			
Action Item #3: post the District Directors’ reports presented at SBC meetings online; post reports on individual district websites or provide the link to the reports on district websites.	Ramon Carlos & Carole Ching	3-18-16	ASSIGNED – update during the March meeting.
Action Item #6: how can a non-DBE sub’s procurement from a DBE supplier be counted towards a project’s goal?	Ramon Carlos	3-18-16	ASSIGNED – update during the March meeting.

Caltrans Statewide Small Business Council – Meeting Record

District 11 Office, 4050 Taylor Street, San Diego, CA 92110

January 22, 2016, 8:30 a.m. to 12:00 p.m.

Action/Task	Who is responsible/ presented	By when	Status
Action Item #8: contractor award process as guided by the Construction Committee.	Committee Co-Chairs Rebecca Llewellyn and Debbie Hunsaker with Ramon Carlos	3-18-16	ASSIGNED – update during the March meeting.
Action Items from the July 2015 meeting			
Action Item #1: request for training – how to get contracts with Caltrans; in-depth training specific to the process of submitting proposals – would be especially helpful for African American businesses.	Ramon Carlos	3-18-16	ASSIGNED – work continues on this item; would be a comprehensive program; update during the March meeting.
Action Item #2: explore options to develop a District 7 only Small Business Council in the future.	Chair Shell	2-9-16	CLOSED – the Regional SBC has discussed this matter and decided to continue the regional format.
Action Item #3: request for a meeting involving Department of General Services (DGS), Caltrans Directors, and SBC members to discuss microbusiness (MB), small business (SB), and disabled veteran business enterprise (DVBE).	Chair Shell	3-18-16	ASSIGNED – due to Pastor McGlover’s absence, no report on progress at this time; update during the January meeting.
Action Item #4: regarding the Disparity Study – is there a way to protect those who provide comment from possible negative repercussion?	Ramon Carlos	3-18-16	ASSIGNED – OBEO continues discussion of this action item with BBC; update during the March meeting.
Action Item #5: examine what needs to be done to unbundle District 43 contracts.	Chair Shell	3-18-16	ASSIGNED – work continues on this action item; update during the March meeting.
Action Items from the September 2015 meeting			
Action Item #1: provide a step-by-step procedure on how to search the DBE database.	Janice Salais	3-18-16	COMPLETED – Ms. Salais will provide a live demonstration during the March meeting to show how to access information online.
Action Item #4: explore ways to let primes know a SB or DVBE firm is a legitimate business, i.e., “gold seal of approval”.	Janice Salais and Commodities Committee	3-18-16	ASSIGNED – work continues on this matter; update during the March meeting.
Action Items from the November 2015 meeting			
Action Item #1: provide the I-405 close out report.	Chair Shell	3-18-16	ASSIGNED – no closeout report, because the project is not yet completed.
Action Item #2: what is the DBE status for the Gerald Desmond Bridge?	Ramon Carlos	1-22-16	COMPLETED – during the January SBC meeting, Director Malcolm Dougherty noted that although this is not a Caltrans project, he has given the lead agency his expectations in regards to attainment of the 11% DBE goal. The DBE consultant on the project has been

Caltrans Statewide Small Business Council – Meeting Record

District 11 Office, 4050 Taylor Street, San Diego, CA 92110

January 22, 2016, 8:30 a.m. to 12:00 p.m.

Action/Task	Who is responsible/ presented	By when	Status
			receptive to Caltrans advice; Shirley Choate, District 7, has also been providing assistance to the consultant.
Action Item #3: consolidate an annual calendar for procurement fairs.	Ramon Carlos	2-10-16	COMPLETED – with the exception of a procurement fair scheduled at HQ, there are no more fairs scheduled in the districts for the remainder of the fiscal year.
Action Items from the January 2016 meeting			
Action Item #1: discuss the use of suppliers to achieve state/federal goals at the Caltrans-Industry liaison meetings.	Chair Shell	3-1-16	COMPLETED – provided information to members of the Caltrans-Industry liaison meeting held on 3-1-16. Mr. Carlos also provided the same information to members of the DBE Participation Committee during their meeting held on 3-1-16.
Action Item #2: provide the link to the California Road Charge pilot program.	Carole Ching	1-25-16	COMPLETED – email sent to council members providing the link.
Action Item #3: provide the link to the CTC Fast Act presentation.	Vincent Mammano, FHWA	2-18-16	COMPLETED – email with attached document from FHWA sent to council members.
Action Item #4: provide the Local Assistance Design-Build DBE specifications.	Robert Padilla, Local Assistance	3-18-16	ASSIGNED – update during the March meeting.
Action Item #5: explore the possibility of holding a summit before June 30, 2016, with local agencies to discuss the State’s SB/DVBE/DBE goals.	Chair Shell, Ramon Carlos, Robert Padilla	3-18-16	ASSIGNED – update during the March meeting.
<p>A. Agenda review and remarks – Chair Shell</p> <ol style="list-style-type: none"> 1. Meeting packet review – these reports and district SB updates are available online through the OBEO website. 2. Comments on meeting packet contents <ol style="list-style-type: none"> a. OBEO report, district summary of state funded contracts, DVBE commitment at award – noted 8 DVBE primes and 110 SB primes were utilized. b. OBEO report, district report, DBE commitment at award, federal aid major construction contracts – these contracts are awarded by Caltrans Office of Engineer (OE). c. OBEO report, federally funded contracts (awarded) December 2015 – this report is sent to FHWA on a monthly basis. In addition, OBEO is at 11.14% of the annual 12.5% goal. d. OBEO report, DBEs utilized in construction between 10/1/14 – 9/30/15 – these DBEs were actually used as of last federal fiscal year. 3. SB statistics – as of the first quarter of the federal fiscal year (10/1/15 to 12/31/15), SB overall, 33.6%; DVBE, 2.9%. 4. State Agency Recognition Awards (SARA), DGS – Chair Shell recognized the achievements being done in the SB and DVBE communities, and especially the Veterans Administration award for business excellence finalists, which included Council Member Rick Fowler with Elite SDVOB Network, who received a Certificate of Recognition. 5. Council Member Fred Jordan pointed out the work being done in District 8 in granting SBs contracts, according to their report, nearly 45%. <p>B. Action Item review – refer to Action Item list, pages 1 to 3 in the meeting record.</p>			

Caltrans Statewide Small Business Council – Meeting Record

District 11 Office, 4050 Taylor Street, San Diego, CA 92110

January 22, 2016, 8:30 a.m. to 12:00 p.m.

Action/Task	Who is responsible/ presented	By when	Status
Comments:			
<ol style="list-style-type: none">1. Gerald Desmond Bridge outreach – council members had much to say about the project’s poor outreach methods. Director Dougherty added this is a Port of Long Beach contract, which limits, but does not stop Caltrans from strongly advocating on behalf of DBEs to the powers that be.2. Procurement fairs – OBEO has been working with the District Small Business Liaisons (DSBL) to provide more advance notice of procurement fairs in their respective districts, and make sure they post information on these events in the OBEO website’s Event Calendar.			
C. Highlights from the Director’s Office – Malcolm Dougherty			
<ol style="list-style-type: none">1. Director Dougherty expressed appreciation for the council members, staff, and guests, for taking time to attend the council’s first meeting of the year.2. Mr. Dougherty also thanked District Director Laurie Berman and staff for hosting the council.3. Mr. Dougherty was especially looking forward to hearing the various committees’ action plans.4. Transportation Research Board meeting, Washington, D.C.<ol style="list-style-type: none">a. Over 12,500 participants; the number increases each year.b. Mr. Dougherty is on the Executive Board, who met with the Federal Highway Administration and Western States to explore other sources of transportation revenue.c. Over 200 committees – all meet to discuss and examine the latest practices in the transportation industry.d. Three critical issues:<ol style="list-style-type: none">01. Transformational technology.02. Resiliency (Mr. Dougherty is a member of this task force).03. Public health and its implications.5. Intelligent Transportation Society of America (ITS) – annual conference to be held in San Jose, CA, June 12-15, 2016 - Focus on integrated mobility, transportation redefined; Mr. Dougherty is looking forward to hearing new developments in vehicles and other modes of transportation.6. Road charge concept – challenge: the number of vehicle miles traveled on roadways is increasing, but fuel consumption is decreasing, a trend that will continue into the future. One solution put forth is based on transforming from a fuel consumption funding base to vehicle miles traveled. Hence, the development of the California Road Charge pilot program.<ol style="list-style-type: none">a. The pilot program is currently looking for volunteers throughout the state.b. Oregon has already conducted a pilot; California is next. Whatever findings that result from the California pilot will have national repercussions.c. Link to the pilot will be provided by OBEO.7. State budget<ol style="list-style-type: none">a. Governor’s special session – bottom line, if we do not pay now, we will have to pay later (for transportation maintenance and improvements).b. Three proposals:<ol style="list-style-type: none">01. Governor’s proposal – will generate \$37 billion over ten years.02. Senator Beall’s proposal – will increase funding by \$5 billion annually.03. Assembly Member Frazier’s proposal – will increase funding by \$7 billion annually.c. Mr. Dougherty believes a proposal will be developed from these three – refer to the comparison sheet being passed around. [Emailed to Council Members on 1/27/16.]			

Caltrans Statewide Small Business Council – Meeting Record

District 11 Office, 4050 Taylor Street, San Diego, CA 92110

January 22, 2016, 8:30 a.m. to 12:00 p.m.

Action/Task	Who is responsible/ presented	By when	Status
8. Revenues – the gas price based tax set by the Board of Equalization years ago has resulted in the tax fluctuating with the price of gas. Caltrans relies in part on this tax, and estimates the price of gas to continue to decrease in the future. On the basis of projections based on the drop in gas prices, Caltrans anticipates deferring \$800 million worth of projects in the near future. In addition, Caltrans is proposing to base projections on a three-year average rather than making annual adjustments.			
9. New projects – priority given to “fix it first” infrastructure-related projects.			
10. Comments:			
a. Council Member Chris Chavez – so far, the response he has received regarding the road charge program has not been positive; some say it is unfair, especially SB owners who must travel or drive for a living.			
b. Mr. Dougherty – this is a good point; so far, other points brought up include issues around security, privacy and equity. Mr. Dougherty pointed out both low gas consumers and high gas consumers will be paying at the same rate. The Technical Advisory Committee has talked frequently about these issues. It is felt the pilot program will determine who is and is not benefitting from such an approach. Another discussion point has been rural vs urban consumers. The reality is the gas tax is dying as an option, and it must be replaced with a sustainable alternative.			
c. Vincent Mammano, FHWA – the Technical Advisory Committee is a diverse group; it will be interesting to hear what results from the findings.			
d. Question raised as to how the gas tax is distributed – Mr. Dougherty responded it is actually an excise tax, which is distributed to Caltrans and other state agencies.			
e. Council Member Josie Calderon – is there a program that provides a discount to nonprofits to attend trainings and workshops? It is important to get information out to the grassroots. Mr. Dougherty responded if Caltrans is coordinating the training, there may be options available.			
f. Council Member Debbie Hunsaker – will be participating in the pilot program, and encouraged everyone to do likewise. Mr. Dougherty said this will be a “paper exercise,” no payment will be charged; they would like to have a diverse pool of 5,000 program volunteers.			
g. Council Member Eddy Lau – asked about the recent change in leadership at DPAC. Mr. Dougherty shared Francesca Negri is now the Chief Deputy Director for the Department of Toxic Substances Control; Lori Guinan, District 6, is currently acting. Ms. Shell noted Ms. Guinan has continued to maintain the good working relationship between OBEO and DPAC.			
h. Council Member Rod Garcia – recommended Mr. Dougherty encourage support at L.A. Metro to incorporate goals. Mr. Dougherty mentioned the Mayor of Los Angeles seemed to be receptive; Caltrans will continue to work with Metro on this matter.			
D. District 11 Report – Laurie Berman, District Director Refer to Ms. Berman’s reports posted on the OBEO web page. Additional comments:			
1. As the district prepares for El Niño, emergency call-outs will go to SBs first. Mr. Dougherty added the winter storms have caused much activity for Maintenance.			
2. Introduced Amer Bata, Deputy District Director of Construction and Land Surveys.			
3. Minor B Projects – Ms. Berman is proud that the district has institutionalized utilization SBs. Current numbers reveal the district’s SB/DVBE utilization is at 100%.			
E. District 4 Report – Bijan Sartipi, District Director Refer to Mr. Sartipi’s reports posted on the OBEO web page. The district will be launching further outreach efforts in the near future.			
F. District 7 Report – Shirley Choate, Chief Deputy Director, for Carrie Bowen, District 7 Director Refer to the District 7 reports posted on the OBEO web page.			

Caltrans Statewide Small Business Council – Meeting Record

District 11 Office, 4050 Taylor Street, San Diego, CA 92110

January 22, 2016, 8:30 a.m. to 12:00 p.m.

Action/Task	Who is responsible/ presented	By when	Status
<ol style="list-style-type: none"> 1. The District’s SB Unit has been especially busy now that it is fully staffed. 2. District policy is to go to SBs first, which has resulted in high SB participation numbers. Anticipate increasing SB utilization, thereby exceeding goals. 3. There has been much activity in emergency work, but a report not yet available. 4. The district has been exceeding DBE goals on almost all fronts. 5. Re: District 7 Small Business Update – noted the list of workshops provided during the month of January by the Small Business Enterprise Program (see page 2 of the update posted on the OBEO website.) 			
<p>G. District 8 Report – David Knudsen, Government and Legislative Affairs, Equal Employment and Business Opportunity, for John Bulinski, District 8 Director Refer to the District 8 reports posted on the OBEO web page.</p> <ol style="list-style-type: none"> 1. Pointed out the upcoming mandatory pre-bid meetings for two projects scheduled for January 26, Fontana, and bonding workshop scheduled for February 18 in San Bernardino. 2. Regional Small Business Council (Districts 7, 8 and 12) will be meeting on February 9 in District 8; Mr. Knudsen noted there has been good teamwork. 			
<p>H. District 12 Report – Ryan Chamberlain, District 12 Director (via teleconference) Refer to the District 12 reports posted on the OBEO web page.</p> <ol style="list-style-type: none"> 1. Planning for a March SB outreach event. 2. SB participation has been high – result of outreach and continuous communication with past participants. 3. Re: road charge pilot program – still looking for more volunteers from Southern California; already a great deal of participation from Northern California. Mr. Dougherty added once volunteers sign up to participate, they will receive monthly communications on how the pilot is progressing. 4. Regional Community Transit Plan – comments period is now open; contact is Maureen El Harake at maureen_elharake@dot.ca.gov for further information. 			
<p>I. District 3 Report – Rob Embree Refer to the District 3 reports posted on the OBEO web page.</p> <ol style="list-style-type: none"> 1. Current DBE commitment is at 22.3%; see report for further details regarding A&E and Minor B projects numbers. 2. Mr. Embree made note of the upcoming outreach activities, specifically the “Hands on Certification” workshop scheduled for February 17, 2016. 			
<p>J. FHWA Update – Vincent Mammano</p> <ol style="list-style-type: none"> 1. Mr. Mammano observed the changes the council has gone through since 2008, when he attended his first SBC meeting. Since then, the council has become less focused on individuals and more representative of the constituencies they represent. Council Member Zeke Patten stated the council went from “I” to “we” because of Director Dougherty. Mr. Mammano responded this is a collective effort to address issues facing contractors, such as prompt pay, and so forth; the change in approach has made a difference for everyone. Now we can concentrate on how to move the percentages up. 2. Remarked on the improvement from 1% DBE utilization in 2004 to over 12% in 2015, although he was in agreement this number can be bettered. 3. Impressed by the districts’ institutionalization of looking to SB contractors first to handle jobs – what a difference this has made in SB participation. 4. Introduced Rick Backlund, FHWA. 5. FAST Act – [Slide presentation document to be sent to OBEO to share with council members.] <ol style="list-style-type: none"> a. Intended to “improve transportation options, redevelop communities and to expand employment opportunities, particularly for low-income individual, minorities, and persons with disabilities.” b. Will provide \$3.5 billion for five years, however, nothing provided past 6 years, there is no look to the future. c. Legislation to appropriate should be completed by the end of September. 			

Caltrans Statewide Small Business Council – Meeting Record

District 11 Office, 4050 Taylor Street, San Diego, CA 92110

January 22, 2016, 8:30 a.m. to 12:00 p.m.

Action/Task	Who is responsible/ presented	By when	Status
<ul style="list-style-type: none"> d. Ladders of Opportunity – intent is to strengthen workforce training and improve regional planning, connecting disadvantaged communities to schools, jobs, etc. According to the FAST Act web page, Ladders of Opportunity supports Transit Oriented Development (TOD) by making expenses eligible for funding under highway and rail credit programs. TOD promotes dense commercial and residential development near transit hubs in an effort to shore up transit ridership and promote walkable, sustainable land use. e. Freight – this is the first time freight has been funded by the federal government. Establishes both formula and discretionary grant programs to fund critical transportation projects that would benefit freight movements and addresses how to move freight across various modes. California had a great amount of influence on this part of the legislation. Mr. Mammano encouraged the council to watch for changes coming up on rulemaking – check the Federal Register for public notices on these changes. He added this program will provide opportunities to participate in how policy is developed. 			
<ul style="list-style-type: none"> 6. Re: High Speed Rail (HSR) – HSR is under the Federal Railway Administration, so FHWA has no hands-on, day-to-day working relationship with HSR. <ul style="list-style-type: none"> a. Mr. Mammano has mentioned to the head of the Rail Administration they need to work with SBs. b. Contact information for the head of the Rail Administration can be shared when a permanent person is in place. 			
<ul style="list-style-type: none"> 7. Re: implementing a SB set aside program, which the FTA has allowed Metro to do. <ul style="list-style-type: none"> a. Council Member Eddy Lau – requested implementing a pilot. b. Chair Shell – OBEO has been attempting to meet with FTA; main challenge is certifying SBs in the same way DBEs are certified, which is not like the State’s SB certification process. c. Mr. Lau suggested using the databases set up by BART and Metro. d. Mr. Mammano stated they will consider the request. 			
<p>K. Meeting record approval</p> <ul style="list-style-type: none"> 1. No corrections. 2. Motion to approve the meeting record for November 20, 2015, Council Member Aubry Stone; motion seconded by Council Member Leonard Ortiz. 3. No discussion 4. The ayes have it, motion carried; the meeting record of November 20, 2015 is approved. 			
<p>L. Committee Meeting Reports</p>			
<p>Commodities Committee – Zeke Patten</p> <ul style="list-style-type: none"> 1. Committee Chair for 2016, Zeke Patten; Vice Chair, Lee Cunningham 2. Accomplishments <ul style="list-style-type: none"> a. Increased committee member participation; consistent membership. b. Caltrans brochure designed, completed, and distributed. c. Development of a Mentor Protégé program for commodities – a work in progress. d. Significant amount continues to be spent on commodities. 3. Goals <ul style="list-style-type: none"> a. Create a better understanding of how the central warehouse is utilized by the end of the second quarter. b. Gold Star certification – an effective list of suppliers (not pass-through) that contractors can rely on. Council Member Lee Cunningham stated this list is elective, not mandatory. If a supplier is utilized by Caltrans, their credibility is elevated among contractors. In addition, Caltrans certification process has more 			

Caltrans Statewide Small Business Council – Meeting Record

District 11 Office, 4050 Taylor Street, San Diego, CA 92110

January 22, 2016, 8:30 a.m. to 12:00 p.m.

Action/Task	Who is responsible/ presented	By when	Status
<p>stringent controls than DGS's. Council Member Rebecca Llewellyn asked what the criteria will be to get on the list. Chair Shell responded qualifications would best be determined in committee; Ms. Cunningham also responded with the input of the rest of the council.</p> <p>c. Invite a representative from the prime contractor community to a Commodities meeting every quarter to discuss utilization of suppliers to meet their goal.</p> <p>d. Increase committee membership by 50%.</p> <p>4. Council Member Chris Chavez – mentioned a study in 2009 which affirmed utilization of SB/DVBE/DBE had a multiplier effect contributing to the vitality of SB/DVBE/DBE.</p>			
<p>Local Assistance Committee – Rodrigo Garcia</p> <p>1. Mr. Garcia acknowledged and expressed appreciation for Ray Zhang's and OBEO's assistance and participation in the committee throughout the past year.</p> <p>2. Accomplishments</p> <p>a. Refer to the spreadsheet to be distributed later by OBEO.</p> <p>b. Purpose – to make sure members are on the same page with program administrators.</p> <p>c. Many of the recommendations have been implemented; educating local agencies and providing guidance to consultants were key factors.</p> <p>d. Pilot program established to monitor contracts \$2 million and greater – Caltrans is monitoring the program's progress; decision will be made whether to continue another year to increase the amount of data collected. Thus far, there has been a good flow of information between the pilot, the committee, and Caltrans. The emphasis at this point should be on monitoring the program; emphasis is on the Caltrans staff involved.</p> <p>3. Committee requested and Mr. Zhang agreed to provide reports on a bi-monthly basis.</p> <p>4. Partnering with the Professional Services Committee – has worked well; will continue this arrangement into 2016.</p> <p>5. Proposed to merge the Local Assistance Committee to become part of the Professional Services Committee</p> <p>a. As such, there would no longer be a chair for the Local Assistance Committee.</p> <p>b. The chair of the Professional Services Committee would oversee work done in Local Assistance.</p> <p>c. The council discussed the consistent lack of council participation in this committee; not possible to continue carrying out committee objectives with one or at the most three committee members.</p> <p>d. Chair Shell clarified this proposal would require a vote by the council, as it changes the structure of the council's standing committees. [See New Business.]</p> <p>6. Council Member Aubry Stone – suggested putting together a summit to be held before June 30 including all municipalities.</p>			
<p>Construction Committee – Debbie Hunsaker</p> <p>1. Committee Chair for 2016, Debbie Hunsaker; Co-Chairs, Rebecca Llewellyn and Candace Friedman.</p> <p>2. Accomplishments</p> <p>a. Certified payroll issue – Council Member Rick Fowler has been working on legislation with Assembly Member Weber. In addition, Caltrans now requires first digits, not the last, when providing payroll information.</p> <p>b. Public works registration – John McMillan has helped keep the committee abreast on the changes related to this change in regulations.</p> <p>3. Goals</p> <p>a. Education – both primes and subs; teach them how to do things right the first time, as the penalties for not doing it right are serious, and oftentimes is the reason why SBs hesitate to participate in a contract.</p> <p>b. Prompt payment – the committee will continue its work on this issue. Mr. Garcia suggested looking into a prompt payment payroll guide for subs.</p>			

Caltrans Statewide Small Business Council – Meeting Record

District 11 Office, 4050 Taylor Street, San Diego, CA 92110

January 22, 2016, 8:30 a.m. to 12:00 p.m.

Action/Task	Who is responsible/ presented	By when	Status
<ul style="list-style-type: none"> c. Insurance issues – will continue work on this. Ms. Llewellyn also shared a book originally published in 2006 that the committee might find useful as a resource for possible solutions. d. Contractor awards sub-committee – criteria has already been developed; Candace Friedman will be chairing this effort, as she has the experience and resolve to move this project forward; Ms. Rogers will assist Ms. Friedman. <ul style="list-style-type: none"> 01. Ms. Friedman intends to continue the work begun by Ms. Hunsaker and Ms. Llewellyn. 02. Many variables to consider. 03. Considering tie-in with the DGS SARA (State Agency Recognition Award). 04. Will be considering the Award Tracker as a source for companies. 			
<ul style="list-style-type: none"> 4. Comments <ul style="list-style-type: none"> a. In reference to the reminder notice placed in the meeting packets to provide public comment on the Disparity Study, Ms. Llewellyn encouraged the council members to participate and provide their input. b. CNC Mentor Protégé Program – Wanda Rogers, Alternate for Ms. Friedman <ul style="list-style-type: none"> 01. As of two weeks ago, the program had eight pairings, of which one is a DVBE, three SBs. 02. The program will officially launch on February 28, 2016. 03. Currently looking for a regular meeting place for the program. 04. Using Google accounts for correspondence. 05. The commodities portion of the program is not active this cycle; could not find mentors to coach the protégé who signed up. 			
Professional Services Committee – Eddy Lau			
<ul style="list-style-type: none"> 1. Committee Chair for 2016, Eddy Lau; Matthew Ajiake, Vice Chair; Arvin Chaudhary, Secretary. The committee intends to follow a succession plan. 2. 2015 additional goals <ul style="list-style-type: none"> a. Selection process – consensus scoring was at issue; worked with DPAC and Esther Morris on an enhanced procurement process for District 43. More fine tuning is needed; slated to start the new process in March; will potentially decrease the amount of time spent on procurement on the A&E side. b. Tracking, monitoring, accountability, transparency as modeled on the reporting systems found in Districts 4 and 11 – the committee will carry this into 2016. c. Encourage potential policy change in the procurement process – work will continue on this; Fred Jordan will take the lead on this effort. 3. 2016 goals <ul style="list-style-type: none"> a. Work will continue on the items mentioned previously with some modification; Mr. Chaudhary will have more details. b. Wrap in Local Assistance goals and objectives. 4. Re: merging two standing committees – Local Assistance and Professional Services <ul style="list-style-type: none"> a. After a year to see if this arrangement would work, it was suggested the merge be made permanent. b. Will continue to have a specific agenda for Local Assistance as well as the other sub-committees to handle various goals. 			
M. African American DBE Work Group – Eddy Lau			
<ul style="list-style-type: none"> 1. The work group met in November. 2. A smaller group was able to meet with Mr. Dougherty in the latter part of 2015. 3. Agreed the group needs to activate outreach efforts. 			

Caltrans Statewide Small Business Council – Meeting Record

District 11 Office, 4050 Taylor Street, San Diego, CA 92110

January 22, 2016, 8:30 a.m. to 12:00 p.m.

Action/Task	Who is responsible/ presented	By when	Status
4. Council Members Fred Jordan and Matthew Ajiake will be organizing an event in August; Council Member Zeke Patten will arrange for an event to be held in District 7; Council Member Josie Calderon will coordinate an event in District 11.			
5. The group will be meeting today at 1:30 p.m. at the District 11 Office.			
N. New Business			
1. Chair Shell entertained a motion to merge the Local Assistance Committee into the Professional Services Committee.			
a. Motion, Council Member Rod Garcia; seconded by Council Member Eddy Lau.			
b. Discussion			
01. Ms. Llewellyn felt the Local Assistance Committee was too important to fold into another committee.			
02. Mr. Lau noted, besides Mr. Garcia, Committee Chair, no one else on the council has been participating in the Local Assistance Committee. In addition, changes in the Local Assistance manual were overseen by Caltrans, and as a result, Caltrans is more able to monitor and oversee than in the past.			
03. Chair Shell stated the action can be reversed in the future if need be.			
04. Mr. Garcia stated the impact of the changes in Local Assistance have impacted construction; as such, he will be able to provide the Professional Services Committee with input on construction issues.			
05. Ms. Hunsaker asked if Professional Services Committee will consider placing Local Assistance issues at the front end of the agenda. Mr. Lau responded they have already been doing so since the two committees began meeting together last year.			
06. Mr. Lau stated federal funding for local assistance is nearly 40%, which is significant.			
c. Chair Shell called for a vote: ayes, unanimous; nays, none; motion carried. A draft of the Operating Guidelines with the change in standing committee listing will be emailed for preliminary review before ratification during the March meeting.			
2. Lori Guinan, acting Division Chief, DPAC – in regards to certified payroll records: because Caltrans does have a labor compliance program, certified payroll records submitted by contractors is in compliance. For further questions, contact the Caltrans District Small Business Liaisons. In addition, Ms. Guinan’s office will send OBEO the DPAC contact who can help further clarify this matter.			
O. Public Comment			
1. Ms. Hunsaker announced Council Member Rick Fowler, Elite DVB Alliance, will be leaving the state, otherwise, he would have been elected to be the 2016 Construction Committee Chair.			
2. Council Member Lynn Chen – shared information on an event in celebration of Women’s History Month to be held at the District 7 Office Building on Wednesday, March 30, 2016. Ms. Chen encouraged members to consider it as an opportunity to reach out to the community. Ms. Chen to forward information about the event to OBEO to be forwarded to council members. [Email with necessary attachments sent to council members on 1/25/16.]			
3. Elaine Richardson, Manager of Small Business Development, SANDAG (San Diego Association of Governments) – shared information regarding an upcoming meeting scheduled for 2/3/16; up to 15 contracts worth \$315 million; a significant amount will be for A&E SB/DVBE firms.			
4. Brian Walsh, District 12 Small Business Liaison – advocated for making the liaisons a full-time position.			
5. Bijan Sartipi, District 4 Director – District 4 does offer discounts for nonprofits wishing to participate in conferences; in some cases, a webinar is offered, as well.			
P. Meeting adjourned – motion to adjourn, Mr. Garcia; second, Ms. Cunningham; ayes have it; meeting adjourned at 12:02 p.m.			
Next meeting: March 17 & 18, 2016, District 6 Office, Fresno.	Carole Ching to notify SBC members with further details.		

Caltrans Statewide Small Business Council – Meeting Record

District 11 Office, 4050 Taylor Street, San Diego, CA 92110

January 22, 2016, 8:30 a.m. to 12:00 p.m.

DOCUMENTS included in the meeting packet and/or distributed at the meeting:

- Meeting agenda
- Draft of meeting record, November SBC meeting
- Award Tracker Report, December 2015, Office Engineer
- Report, OBEO, Disabled Veteran Business Enterprise (DVBE) Commitment at Award, District Summary of Construction Projects, State FY 2015-2016
- Report, OBEO, DVBE Commitment at Award, State-Funded Construction Projects, December 2015
- Report, OBEO, DBE Commitment at Award by District, Federal-Aid Major Construction Contracts, 10/1/15 – 12/31/15
- Report, OBEO, DBE Participation on Federally Funded Major Construction Contracts, 10/1/15 – 12/31/15
- Report, OBEO, FHWA – Federally Funded Contracts (Awarded), December 2015
- Report, OBEO, DBE participation on federally funded A&E and Minor B contracts – 10/1/2015 – 11/30/15
- Report, OBEO, DBEs utilized in construction between 10/1/14 – 9/30/15
- Report, OBEO, DBEs utilized in architectural and engineering between 10/1/14 – 9/30/15
- District 1, SB Update
- District 2, Construction Look Ahead Report
- District 3, SB Update and 24-month Construction Look Ahead Report
- District 4, SB Update and Look Ahead Report
- District 6, SB Update
- District 7, SB Update, 2-year Construction Look Ahead Report, A&E Contracts Look Ahead Report
- District 8, SB Update and Construction Look Ahead Report
- District 9, SB Update
- District 10, SB Update and Construction Look Ahead Report
- District 11, SB Update and Construction/Maintenance Look Ahead Report
- District 12, SB Update and 2-year Project Look Ahead Report
- Flyer, District 7, Projects Currently Advertised for Bids
- Flyer, District 8, Mandatory Pre-Bid Meetings, 1/26/16
- Flyer, District 8, Free Surety Bonding Workshop, 2/18/16

Caltrans Statewide Small Business Council – Meeting Record

District 11 Office, 4050 Taylor Street, San Diego, CA 92110

January 22, 2016, 8:30 a.m. to 12:00 p.m.

PRESENT

Council Members:

1. Josie Calderon
2. Chaudhary, Arvin
3. Chris Chavez
4. Chen, Lynn
5. Churchwell, Dr. Caesar (Alternate)
6. Cunningham, Lee
7. Fowler, Rick
8. Friedman, Candace
9. Garcia, Rod
10. Goines, Azizza Davis
11. Hou, Johnathan
12. Hunsaker, Debbie
13. Jordan, Fred
14. Kim, Hongjoo
15. Lau, Eddy
16. Llewellyn, Rebecca
17. Ortiz, Leonard
18. Patten, Zeke
19. Rogers, Wanda (Alternate)
20. Shoemake, Ken
21. Solis, Al (Alternate)
22. Stone, Aubry
23. Velez, Enrique (Alternate)
24. Yu, Ming Chen (Alternate)
25. Bata, Amer, District 11
26. Berman, Laurie, District 11
27. Carlos, Ramon, OBEO
28. Chamberlain, Ryan, District 12 (Teleconference)
29. Ching, Carole, OBEO
30. Choate, Shirley, District 7
31. Corralejo, Monica, District 11
32. Dallarda, Gustavo, District 11
33. DeFevere, Jeff, Construction (Teleconference)
34. Fox, Ann, District 11
35. Elkins, Susan, District 3 (Teleconference)
36. Gongora, Michelle, District 11
37. Gouthier, Cheri, District 11
38. Guinan, Lori, DPAC
39. Hull, Joe, District 11
40. Khu, Hanh-Dung, District 11
41. Knudsen, David, District 8
42. Madden, Linda, OBEO (Teleconference)
43. Maloney, Pat, Construction
44. Morris, Esther, DPAC (Teleconference)
45. Orso, Maria, District 11
46. Padilla, Robert, Local Assistance
47. Rice, Lorna, District 11
48. Salais, Janice, OBEO
49. Sartipi, Bijan, District 4
50. Solis, Mario, OBEO (Teleconference)
51. Van Buren, Sharon, District 11
52. Vann, Lynnette, District 12 (Teleconference)

Caltrans Staff:

1. Shell, Angela, Assistant Director, OBEO & Council Chair
2. Dougherty, Malcolm, Director

Caltrans Statewide Small Business Council – Meeting Record

District 11 Office, 4050 Taylor Street, San Diego, CA 92110

January 22, 2016, 8:30 a.m. to 12:00 p.m.

31. Walsh, Brian, District 12
32. Zhang, Ray, Local Assistance

Guests:

1. Backlund, Rick, FHWA
2. Bwaneh, M.
3. Carter, Janiette, Flatiron
4. Garcia, Veronica, Flatiron
5. Mammano, Vincent, FHWA
6. Nor, R., Medilab
7. Yokota, Lance, FHWA (Teleconference)