



## Statewide Small Business Council Meeting Minutes – November 18, 2011

Office of Business and Economic Opportunity  
1823 14<sup>th</sup> Street  
Sacramento, CA 95811

### Statewide Council Members Present

Camacho, Julian	HCA
Carrera, Angel	DGS
Chaudhary, Arvin	ACEC-CA
Chavez, Chris	HCA
Dean, Marvin (Alt.)	GFACC
Diaz, Juan (Alt.)	MABPA
Garcia, Rodrigo	SHPE
Garza, Danny	La Raza Roundtable
Golliet, Gene	SDVOB
Guerrero, Paul	CAL-SBE
Halm, Eric	AAAE, So. Cal
Hassoun, Sam	GLA
Hou, Johnathan	ABA
Hunsaker, Debbie	GFACC
Johnson, Bernard	SDRMSDC
LaCome, Diana	NCA
Lau, Eddy	AAAE, SFO
Linn, Patricia Castillo	NLBWA-IE
Llewellyn, Rebecca	WCOE
Lowry, Patrick	DVBEA
McGhee, James (Alt.)	SFBCC
Ortiz, Leonard	LBA
Patten, Jr., Ezekiel	BBA
Ramirez, Frank	NAG
Stone, Aubry	CBCC
Vargas, Jesus	SJCHCC

### Caltrans Staff Present

Dougherty, Malcolm	Acting Director
Rodriguez, Blanca	Chair/OBEO Acting Deputy Director
Anbiah, Denix	Local Assistance
Boulware, LaSonja	District 11
Carlos, Ramon	OBEO
Ching, Carole	OBEO
Danko, Ann	District 11 (teleconference)
Gastinell, Sherri	EEOP
Halverson, René	District 3
Negri, Francesca	DPAC
Nunes, Pete	District 10
Padilla, Robert	OBEO
Primacio, Rose	District 11 (teleconference)
Robertson, Deborah	District 7
Salais, Janice	OBEO
Santucci, Liz	District 11 (teleconference)
Sartipi, Bijan	District 4
Shell, Angela	Construction
Skewis, Rose	OBEO
Whitmore, Liza	District 3

### Guests

Leslie, Scott	USDOT
Mammano, Vincent	FHWA
Yokota, Lance	FHWA

### Public Participants

Butcher, Raewyn	Caltrans CalMentor Program
Johnson, Ricky	
McCray, Algerine	

*Note: Some attendees did not sign in.*

## Welcome/Introductions/Opening Remarks

Ms. Blanca Rodriguez, Acting Deputy Director, Office of Business and Economic Opportunity (OBEO), California Department of Transportation (Caltrans)/Statewide Small Business Council (SBC) Chair, called the meeting to order at 8:44 a.m. Ms. Rodriguez welcomed Statewide SBC members, Caltrans staff, and guests. Ms. Rodriguez thanked the committees for their work, and thanked Acting Director Malcolm Dougherty for his presence. All attendees were asked to introduce themselves.

Mr. Dougherty remarked that he was encouraged to see everyone, and thanked them all for their continuing attendance and participation in these council meetings. He then apologized for not being able to stay for the entire meeting. Mr. Dougherty addressed the high profile issue involving a former Caltrans inspector. At this time, Caltrans has determined that the matter involved a single individual and three structures of which the Bay Bridge is not included. Caltrans has involved a host of investigators to review the past work of this individual and has determined that none involved the Bay Bridge. The structural integrity of the Bay Bridge remains intact and safe. Council Member Gene Golliet asked if criminal charges had been brought against this individual, to which Mr. Dougherty declined to say. This individual's supervisor has also been fired for matters unrelated to falsification of data. Before leaving, Mr. Dougherty stated that he would speak later with a few of the council members on other requested matters. He also suggested that those individuals email him with their questions or concerns and "cc" Ms. Rodriguez.

Before continuing with further business, Ms. Rodriguez covered basic housekeeping matters and then noted a correction in the agenda: the 9:20 a.m. slot should read Item "2" where it currently reads "3." No other changes to the agenda were made.

### **ITEM 1 – Approval of September 16, 2011, Meeting Minutes (amended)**

Motion: Council Member Paul Guerrero

Second: Council Member Diana LaCome

Abstain: Council Member Bernard Johnson (not present during the September 16 meeting)

#### Comments:

1. M  
r. Bernard Johnson: The minutes should reflect that Council Members Garcia and he were not able to participate in the meeting due to a technical issue that prevented District 11 from attending the meeting via teleconference.
2. C  
ouncil Member Jesus Vargas: Corrections on page 4 - his comments should read "Metro's contract representatives"; and "Metro has, when a RFP ..."
3. C  
ouncil Member Eddy Lau: Corrections on page 8. - bulleted points under "Ms. Fonseca's pending retirement": the first sentence rewritten should read, "Contracting opportunities – DBEs in A&E contract opportunities to successfully become primes and subs has grown." Second sentence rewritten to read, "A SB has received \$30 million; it is expected that another \$20 million will be awarded as primes." Third and fourth sentences corrected to read, "Mr. Lau mentioned that this happens to be a DVBE firm. Committee members have requested that he invite the firm that has been successful in the RFP process to attend their next committee meeting in November to share how to win."

Approved by consensus with amendments.

Discussion:

Council Member Julian Camacho initiated discussion in regards to the mission statement introduced on page 7 of the meeting minutes: Mr. Camacho stated that the mission statement should be part of all meetings with a regular report on the status of the mission statement objectives. He stated that the mission statement cannot be maintained unless it is revisited and made a part of each SBC meeting, as it is a living document and a work in progress. Mr. Robert Padilla of OBEO asked if the [Construction] Committee was in consensus with proposing the mission statement to the council and if so, recommended that the committees work on it together. Ms. LaCome stated that the Construction and Local Assistance Committees would work on the mission statement during their next committee meeting, where they could take it one step at a time and fine tune it together. Afterwards, they can forward it to the other committees and get all the committees to buy into it. The mission statement would be a good starting point for SBC to meet their goals. Mr. Padilla commented that he appreciated the work to be done on the mission statement and asked that the committees develop a process for implementing it. He also asked that the committees recommend who else should look at the mission statement. Mr. Camacho stated that he would connect with the committees via internet to work on the mission statement together. Council Member Ezekiel Patten suggested that an ad hoc committee composed of representatives from each committee be formed before the January meeting to review and develop the mission statement further, to which Mr. Camacho agreed. Mr. Vincent Mammano of FHWA also agreed that the focus of the January planning meeting should be the mission statement. Ms. LaCome recommended that the council members review the SBC bylaws, which already includes a mission statement: are we to augment that mission statement and add a mechanism for monthly tracking? Mr. Padilla stated that, as a first step, the committees need to approve the formation of an ad hoc committee to work on the mission statement. Ms. LaCome suggested that such a committee could be composed of the committee chairs.

**Action item #1:** Mr. Camacho to lead the organization of an ad hoc committee to develop SBC mission statement. [Refer to table on the last page of this document for more details.]

Discussion initiated by Ms. LaCome in regards to the format of the action items presented on the last page of the minutes: Ms. LaCome began by saying that she would like to get feedback on the action items, and then suggested that they be presented in a format similar to what District 4 uses. Ms. LaCome will provide the document to OBEO staff to copy as a possible model to follow.

**Action item #2:** Present action items in a format similar to the one used in the District 4 meeting minutes. [Refer to table on the last page of this document for more details.]

**Review Action Items** [refer to last page of September 16, 2011 meeting minutes]: Not discussed.

**ITEM 2 – Committee Meeting Reports**

**Construction** – Ms. LaCome, Committee Chair

- s. LaCome stated that they had a full house during their meeting held on Thursday, November 17, at OBEO, partly because of their guest speaker, Ms. Ingrid Merriwether of Merriwether & Williams Insurance Services with offices in San Francisco, Los Angeles, Oakland, and San Diego. M
- s. Merriwether focused her presentation on bonding and insurance. As a result of the presentation, the Construction Committee has formed a sub-committee to address bonding and insurance to assist M

Disadvantaged Business Enterprises (DBE). She added that this may lead to a possible program with which Caltrans can participate.

The following questions were raised during the committee meeting:

- t what point does Caltrans intervene to inform a contractor on a project that stop notices have been filed? Ordinarily, the small business (SB) will continue to work on a project not realizing that stop notices have been filed [against the prime], and as a result the SB is not paid. Council Member Rebecca Llewellyn added that this has happened to her business, and if it could happen to her, then it is probably happening to other SBs. The committee suggested that the Resident Engineer (RE) be notified of stop notices to alleviate this situation. The committee members spoke with Ms. Angela Shell, Caltrans Construction, who attended the committee meeting, about this matter. Ms. Shell said that the RE is not necessarily notified about stop notices, because stop notices are sent to Accounting. Committee members then asked if it was possible for Accounting to make the notification of stop notices, to which Ms. Shell responded that she would look into this. Ms. LaCome commented that SBs do not have the staff to keep on top of this type of situation, and that transparency is needed. Mr. Padilla stated that he will talk with Ms. Shell further. A

- s there a standardized process to remove yellow paint from pavement? Currently, each district utilizes a different process, which is significant when dealing with lead compliance and inspections. Ms. LaCome stated that the REs are not approaching this process in a uniform way, which is something that must be addressed and may perhaps require a standardized procedure applicable to all districts. I  
- Is it possible to certify all equipment owned by a SB at one time instead of one piece at a time? A SB cannot bill until all of its equipment is certified, which can adversely affect a SB's cash flow. Ms. Llewellyn stated that they have not received a response from Headquarters (HQ). Ms. Rodriguez will discuss with Ms. Shell to get the committee a response to this matter for the next meeting.

- hat is the status of the Small Business Sub-committee of the Caltrans Construction Partnering Steering Committee (CCPSC)? Ms. Rodriguez stated the matter is still under discussion and according to Council Member Sam Hassoun, it is "on the front burner." Mr. Mammano mentioned that he supports Mr. Hassoun's position and has also talked with Mr. Mark Leja, Chair of the CCPSC regarding this matter. Both Messrs. Mammano and Leja agreed that because it is about SB, the matter falls under Ms. Rodriguez' purview as opposed to Mr. Leja's. In regards to storm water, SBs have a presence. Mr. Padilla encouraged Construction Committee members to join CCPSC and make their voice be heard. He cited a recent example where only Ms. Llewellyn was in attendance. Mr. Padilla urged committee members to actively involve themselves in the CCPSC as it is "serious business." CCPSC is open to members, but members cannot send an alternate. Ms. Llewellyn also encouraged involvement, adding that partnering means top to bottom participation, and emphasized that SB needs to have a voice. W

Ms. LaCome continued with the committee report and further discussion:

- ase involving a DBE firm (owner of Hispanic descent) performed on a contract, had union issues, and was "kicked off" the project. The firm has since gone out of business, and the committee wanted to know if the DBE had been paid. Ms. Shell was asked to investigate further. In addition, it was heard that after the former DBE firm was dismissed, the firm used to replace them was not licensed to do that type of work, yet were paid to complete the job. According to Mr. Bijan Sartipi, Director, District 4, the initial DBE contractor was paid. In regards to the second contractor that was not licensed to do C

the type of work completed, Mr. Sartipi will do further research. Council Member Paul Guerrero requested a copy of the legal opinion related to this case.

M

s. LaCome suggested the January SBC planning meeting be held in San Diego. Ms. Rodriguez said she will discuss this with Mr. Dougherty.

M

s. Llewellyn thanked Caltrans for more COZEEP (Construction Zone Enhanced Enforcement Program) and MAZEEP (Maintenance Zone Enhanced Enforcement Program) ensuring safety for her employees who work on the roadways. They have noticed the greater presence of CHP officers and appreciate it.

C

ouncil Member Eddy Lau asked how effective Caltrans has been in District 4 to reach second and third tier subs? What is the policy regarding outreach to this segment of contractors? Mr. Sartipi responded that their mailing list includes thousands of contractors, but they do not identify whether the firm is a prime or sub of any level. He felt that this question had been answered during previous meetings, but if it is being asked again, perhaps the question has been either misunderstood or the response not adequate. He noted that among those introduced during their last outreach event, both primes and subs were identified. However, second and third tier subs cannot be identified until the contract is awarded. Mr. Sartipi agreed with Mr. Golliet's suggestion that the January planning meeting be held in Oakland.

I

n regards to the January SBC planning meeting, Mr. Lau supported the San Diego venue, but noted that it was important to have Caltrans Headquarters staff present, which, with the possibility of travel restrictions, might not happen. This is why he would prefer to have the meeting in Sacramento to make sure they can attend. Council Member Gene Golliet then recommended Oakland as a possible venue. Ms. Rodriguez responded that the venue ultimately would be Mr. Dougherty's decision. Mr. Ricky Johnson asked if AGC had any members who were SBs. Council Member Leonard Ortiz stated that AGC was approached to form a committee to develop better relationships with SBs. Mr. Ortiz urged SBs to get involved and not wait any longer to do so. Mr. Hassoun stated that each chapter of the AGC conducts monthly meetings; he suggested that Mr. Johnson start with those held in either Oakland or Sacramento.

M

s. LaCome extended an invitation to fellow council members to participate in the Construction Committee.

#### **Local Assistance – Mr. Camacho, Committee Chair**

A

gencies received \$1.2 billion per year.

M

r. Camacho shared that he participated in a meeting with Messrs. Dougherty and Mammano regarding timely reporting.

T

he Division of Local Assistance is doing a good job, but the committee is requesting more. The spreadsheet provided by Caltrans Local Assistance shows the level of DBE utilization.

M

r. Camacho noted that the state recognized the Division of Local Assistance for its outstanding work by making it a SARA finalist.

T

he committee also presented Mr. Denix Anbiah, Chief, Division of Local Assistance, with the 2011 El Mundo Lopez award. Mr. Anbiah is one of only three individuals to receive this award.

r. Camacho continued to say that we must continue to be vigilant. He pointed out the example of the Gerald Desmond Bridge project where authorities have not been very responsive to SBs requests for awards.

M

r. Lau stated that the Professional Services Committee has been trying to get the goals broken down for A&E, and asked again who is actually running the project? The Port of Long Beach? Caltrans? Ms. Deborah Robertson, Deputy District Director of External Affairs, District 7, responded that the Port of Long Beach is the lead, and that Mr. James McCarthy, Division of Local Assistance, is involved. Council Member Johnathan Hou mentioned that he attended an outreach event at Long Beach, where they spoke of goals. He said that Civil Rights is responsible for Underutilized Disadvantaged Business Enterprise (UDBE) goals, not Long Beach. Mr. Anbiah said that he will follow up with this matter and get back to the committee.

M

Regarding the letter of recommendation to local agencies that were doing a good job mentioned during the September SBC meeting – Mr. Camacho stated that they will be sending these letters to all agencies, which will also outline DBE goals. He has already distributed a draft of the letter to council members today. Letters will go to heads of all local agencies responsible for administering contracts. Mr. Camacho is seeking feedback on the content, and whether they are reaching targeted groups. He said that “hardhats” are the most difficult to reach and should be the primary target. He has sent a questionnaire to all the Mexican American contractors he knows, but realizes that he needs to include all hardhats. He would like to get lists of black contractors and, in general, connect with the entire spectrum of hardhats. He also wanted to know what licenses apply to various areas of hardhat work. He hopes to raise the capacity of contractors so that they can contract with Caltrans. Mr. Camacho stated that Hispanic contractors association is very thin, mostly composed of volunteers, so they need Caltrans assistance to help expand their outreach to get more to participate in the questionnaire. This can help to alleviate suspicion and barriers to communication.

R

Messrs. Marvin Dean and Ricky Johnson both agreed that it was important to help SBs elevate their capacity, participation and work through associations. Mr. Johnson commented that “pass-throughs” do not create jobs and tend to perpetuate what has always been done as opposed to stimulate growth.

M

#### **Professional Services – Mr. Lau, Committee Chair**

r. Lau commented that the committee had a full house with 18 members in attendance.

M

Conflict of interest (brought up during the September SBC meeting) – Mr. Lau stated that closure on this issue is closer due to an equitable decision by DPAC. Ms. Francesca Negri of DPAC explained that it is part of a separation checklist and that work is being done to bring more clarification on restrictions in order to gain more transparency.

C

BE utilization – The committee has formed a task force to work with Ms. Janice Salais, Certification, to clarify code 8715 for engineering work with a \$4.5 million threshold. He further stated that OBEO is looking at CUF (Commercially Useful Function) and proper crediting for UDBE (Underutilized Disadvantaged Business Enterprise). Mr. Lau mentioned that other Unified Certification Programs (UCP) and BART are still not realizing the problem. Ms. Rodriguez and Ms. Salais conveyed their concern and suggested that the committee submit recommendations for change. Ms. Salais also mentioned that there will be an Executive Committee meeting on December 13 to look at developing new work codes.

D

erald Desmond Bridge – No further discussion.

r. Lau shared several upcoming contract opportunities which he described as excellent for DBE participation.

Discussion regarding the meeting held recently with Messrs. Dougherty and Mammano:

r. Dougherty stated that, based on data, Hispanics are not included in the UDBE classification; Disparity Study II (DS-II) will determine changes if needed.

According to Mr. Mammano, Washington Headquarters has stated that not enough effort has been extended to the African American community and that a pilot project will be initiated before embarking on a set aside program. Mr. Guerrero asked if the FHWA will be looking at this, to which Mr. Mammano responded, “Yes.” Mr. Mammano continued to say that they will be evaluating data to look at UDBEs and asking whether or not this designation should exist. Mr. Dougherty has consulted both internal and external counsel, and has come to the conclusion that in order to determine whether Caltrans should be required to change from its current position, we must exhaust all measures. If the current stance appears to be egregious<sup>1</sup>, then they must go to the set aside model. According to Mr. Lance Yokota, FHWA, Caltrans is meeting race conscious (RC) UDBE goals at 91 percent. However, current evaluations show Caltrans reaching 6.75 percent of its goal. He added that Mr. Dougherty is very supportive of goal setting and goal attainment. Mr. Yokota noted that these are goals that have been met and do not include GFE (good faith effort). He said, the GFE process, however, has changed and is more focused now. It is also constitutionally defensible. Mr. Yokota stated that the DVBE (Disabled Veteran Business Enterprise) designation is not running into any issues. Ms. LaCome asked what has been done in regards to the egregious status of African Americans and what percent of Caltrans 91percent is African American. Mr. Yokota responded that this is why the FHWA has requested more frequent reports from Caltrans.

s. LaCome suggested that Mr. Dougherty look at the use of pilot demonstration projects as an option, and other options that can potentially come from the work with Ingrid Merriwether’s firm. Mr. Mammano commented that this was very good to hear, and it’s why he likes to meet with the committee chairs, which he feels leads to more effective, inclusive outreach that in turn will result in reaching and raising goals – it is the collective “we” that can accomplish this.

ouncil Member Sam Hassoun revisited the pass-through comment – Pass-through can be counter-productive for meeting goals and in turn can impact the databases. Not meeting CUF is a big problem.

ouncil Member Gene Golliet asked about GFE as related to goals that are achievable – Mr. Yokota stated that 91 percent of the total contract dollars by value met or exceeded contract goals. Council Member Zeke Patten asked that, if African American contractors are less than 1 percent of those awarded, what is the remaining 90 percent? Mr. Mammano responded by saying that he did not have the figures in front of him, but during his meetings with the committee chairs, each individual spoke about the under-utilization of Hispanic and African American contractors. By setting higher goals, we will see a shift in numbers.

n regards to set asides, Mr. Mammano stated that he does not want anyone to be satisfied with merely checking off a box. He is trying to make sure that this does not happen, because the money designated

<sup>1</sup> Egregious – Extremely bad.

for set-asides is limited very specifically to that amount. Our ultimate goal is to move people out of the DBE program. He will follow up with Mr. Patten on this issue. Council Member Rodrigo Garcia stated that many agree with the set-aside process, because it helps firms get started. Mr. Mammano agreed with Mr. Garcia and said that he is not against the set-aside process; he is just concerned.

FE issue – Mr. Mammano said they can take into account second and third low bidders, but there is a lot of education that still needs to go out about GFE.

ad hoc committee – Mr. Camacho invited Mr. Mammano to join their ad hoc committee working with Merriwether & Williams to be composed of himself and Mr. Vargas. The ad hoc committee would be working on terminology, i.e., offerer and bidder, perhaps using contractor instead of offerer, and meeting goals with contractors who are in the lower tiers. Mr. Mammano mentioned that he will be meeting with a more diversified group of hardhat contractors to talk about DBE.

(a)<sup>2</sup> – Mr. Ortiz spoke about 8(a), which he said is good because it allows a firm to grow and develop into a prime. Mr. Mammano agreed, saying that there is significant involvement with the development of a firm, not just a set aside. Mr. Ortiz continued to say that the program is a good tool because it allows others in the industry to see the quality of the work you do. Mr. Mammano added that you are contracting directly with FHWA; it is not a federal grant.

Mr. Dean stated that he appreciated the discussion and feels confident that the situation will become better. He also was concerned that SBs need buy-in from AGC. Mr. Hassoun stated that the situation will improve through quarterly meetings with the Caltrans leadership and active leadership involvement.

1 percent - Mr. Ricky Johnson asked why have goals where the numbers don't match? He reiterated that pass-throughs don't create jobs, but set asides give SBs the opportunity to get the job without having to go through a prime – this means real money for the SB.

goal setting – Mr. Guerrero requested a list of available DBEs and stated that Caltrans needs to develop a list of ready, willing, and able contractors to do the job. Mr. Mammano asked if the Statewide SBC dealt with goal setting and, if not, then this might be something to look at doing. Mr. Padilla stated that this has been done before.

It was announced that the time was now 11:15 a.m., and it was necessary to return to the agenda.

#### Discussion:

African American firms – Mr. (Bernard) Johnson stated that he appreciated the discussion around African American firms, but agreed with Mr. (Ricky) Johnson's point of view. He added that it is different in the south [California]. The numbers are confusing, and he feels that African American firms at the third and fourth tier are being treated unfairly. He asked what was the actual number of groups that make up the 91 percent. Mr. Mammano requested that Ms. Rodriguez provide a breakdown of this. Mr. (Bernard) Johnson stated that California's classifications of UDBE, DBE, and micro-businesses (MB) are not what set the precedent in terms of a project, but that the "color of money" does. Further, whether it is through a set aside or a pass-through, solving the problem should be the key intent.

<sup>2</sup> 8(a) – In order to help small, disadvantaged businesses compete in the market place, the U.S. Small Business Administration (SBA) created the 8(a) Business Development Program. Log on to [www.sba.gov](http://www.sba.gov) for more complete details about the 8(a) program.

**Action item #3:** Ms. Rodriguez to provide a breakdown of the groups represented in the 91 percent race conscious DBE goal reported by Caltrans. [Refer to table on the last page of this document for more details.]

Mr. Lau continued with his committee report:

- r. Lau asked for the latest status of Disparity Study II, to which Mr. Padilla responded that he would be giving an update later in the meeting. M
- PAC – The committee is working with Ms. Negri to work on a detailed briefing as to why a particular contractor lost a contract with Caltrans. D
- & E contracts – Mr. Lau stated that the outreach being done is not consistent statewide and added that outreach meetings should be held way in advance of project advertisements. The committee will be working with DPAC and District 59 to improve outreach efforts. A

**Commodities** – Mr. Patten, Committee Chair (acting for Stephen McGlover)

- hanging the name of OBEO back to Civil Rights – ongoing question. C
- entor Protégé Program for commodities? M
- ommodity purchases – Committee requested a breakdown of the types of items purchased over the past fiscal year: how much was purchased from SBs and DVBES; what kinds of product were purchased; breakdown of sales per district. Request to be addressed by Ms. Negri, who stated that a new analyst just started in her unit. This person will be participating in future SBC meetings and will be helping to identify where the holes are. C
- r. Chavez asked what the status was regarding changing the name of the division back to Civil Rights. Ms. Rodriguez will be following up with Mr. Dougherty on this and keep the council updated. M
- r. Chavez also asked about changing the Small Business Exchange event name back to Procurement Fair. Mr. Padilla responded by saying that the name change had originally come about because the budget had not yet been passed, so state agencies were not able to purchase anything. Hence, the need to remove “procurement” from the event name. Things have since changed. Will keep the council apprised of any name change for the event. M

**Action item #4:** Ms. Rodriguez to update the council on the status of the division’s name change from OBEO back to Civil Rights. [Refer to table on the last page of this document for more details.]

**Action item #5:** Ms. Rodriguez to update the council on the status regarding changing the name, “Small Business Exchange” back to “Procurement Fair.” [Refer to table on the last page of this document for more details.]

Discussion regarding the venue for the January meeting:

- r. Hassoun stated that SBs can access AGC brochures by contacting the AGC office, and then offered AGC’s office in West Sacramento for the January planning meeting. M

### **ITEM 3 – Caltrans District Updates**

## District 7 (Los Angeles) – Deborah Robertson, Deputy District Director, External Affairs

- erald Desmond Bridge – This is a local project with Caltrans oversight. There is room for improvement, and communication is important. Ms. Robertson has given Mr. Padilla copies of her report, which she has requested be included in the minutes.<sup>3</sup> G
- he district actively does outreach, but has been receiving feedback expressing displeasure at the level of participation. T
- onstruction Career Awareness Program – High school student participation in this project has been very successful. Meeting with Todd Sutton was the main impetus for this project. C
- s. Robertson remarked that she lives in Rialto located in San Bernardino County where the I-10 interchange project was completed using bond money. This project was a women-driven project beginning with the efforts of three city council members, all women, representing the black, Hispanic, and white groups. Berg and Associates, a women-owned construction firm, built the signature bridge. M
- s. Robertson announced that she will be retiring on December 30 of this year. She is thankful and said it was a pleasure to be part of the SBC. She will be stepping out of the public sector and focusing on advocating for Mr. Camacho and his work to find the most effective ways to get SB a piece of the pie. Mr. Camacho asked if she had a list of minority contractor hardhats to which Ms. Robertson said she did, identifying the Inland Empire African American Chamber. M

**Action item #6:** SBC organizations and CUCP (California Unified Certification Program) to provide Mr. Camacho with lists of hardhat contractors that are inclusive of all races. [Refer to table on the last page of this document for more details.]

## District 4 (Oakland) – Bijan Sartipi, Director

- apital projects – Mr. Sartipi reported that the district is currently handling 180 construction contracts valued at \$4.5 billion, of which 27 percent are SBs. C
- he district has had 11 Director’s Orders valued at \$12.3 million, of which 27 percent is SB, 41 percent is non-SB; the remaining 32 percent has not yet been awarded. T
- tilization of SBs in the District Director’s contracts has reached 32 percent. U
- rojects under \$250,000 – five out of six projects have been awarded; have gone to SB; anticipate having the last project also go to SB. P
- vents include: E
  - ovember 15 – attended by both primes and subs. N
  - ovember 3 and 10 - attendance numbers not available yet. N

<sup>3</sup> Refer to the attachment, District 7 Remarks.

- alMentor/Protégé event – attended by 63; 1 new business; 8 mentor; and 8 protégé opportunities; recognized some graduates of the program. C
- own Hall Meeting, Bay View District – the district participated recently with City of San Francisco Supervisor Cohen; the district provided information on how public works operates and information on the district’s SB program. Ms. Julie Berry and Ms. Yolanda Jones, both owners of SBs who have received contracts under the Doyle Drive Project, gave presentations on the success they have realized through the Caltrans SB program. T
- istrict 4 conducted the first joint CalMentor/Protégé networking session, which was a successful event. Each protégé had a chance to meet one-on-one with each of the mentors. D
- r. Rodrigo thanked Mr. Sartipi for coming to the SBC meetings and commented that district deputy directors should attend the SBC meetings as well. Ms. Rodriguez said that she will work on this. M
- r. Vargas mentioned that he has taken the SBC model to Alameda County to increase their numbers and encourage development of a SBC to increase their numbers. M

**District 11 (San Diego) – La Sonja Boulware, Small Business Manager**

Ms. Boulware stated that the district’s materials<sup>4</sup> could be found in the left pocket of the members’ meeting portfolio. Since time was short, Ms. Boulware provided her phone contact information should any member have any questions: (619) 220-7338.

- s. Boulware reported on three events: M
  - esign Build mandatory pre-bid conference for North 805 held on October 11 – attended by 8 primes and 57 subs; the UDBE contract goal is 8 percent. D
  - rime Contractor Awards Ceremony, October 20 – acknowledged prime contractors in construction and A&E for the largest percentage of SB, DBE, and DVBE participation in their contracts. Hazard Construction was named the Construction winner; Parsons Brinkerhoff named the A&E winner. P
  - alMentor Program (Mentor Protégé Program for A&E) fourth quarter cycle, October 26 – kick-off in January 2012. C
  - s. Boulware can also provide outreach information and other types of breakdowns. M
  - s. Boulware will get a breakdown of African American and Mexican American contractors in San Diego to Mr. Camacho. Mr. Padilla asked Ms. Robertson to give Mr. Camacho a list of hardhat stakeholders. This list should include the names of the contractors, email information, and not necessarily be limited to African American and Mexican American firms. M
- Ms. Robertson said that things change as frequently as on a daily basis, with SBs going out of business, so the list may not be 100 percent. Mr. Camacho said that he still wants to get their

<sup>4</sup> Materials included: tri-fold brochure, *Small Business Is Big Business!*; Save the Date flyer for the District 11 2012 Small Business Exchange, March 21, 2012 with a list of future Outreach Events on the reverse; listing of District 11 all construction projects currently advertised as of 11/08/11; District 11 Small Business Council meeting minutes, 10/26/11; District 11 Construction Division DBE, DVBE and SB Commitment Summary, 2010-2011 FY; DBE utilization awarded from 4/2009 to present; and the Architectural and Engineering Contracts – Small Businesses and DBE Utilization as of 10/20/11.

information to perhaps lift them up. Ms. Llewellyn stated that it will still be difficult, as she knows many women-owned businesses are no longer operating now.

**District 5 (San Luis Obispo)** – A phone check indicated that District 5 was not on the teleconferencing line.

**District 3 (Marysville) – Rene Halverson, Deputy District Director, Administration and Liza Whitmore, District Small Business Liaison**

- s. Halverson announced that Ms. Whitmore had been awarded the Advocate of the Year Honorable Mention award at the recent DGS 2011 State Agency Recognition Awards ceremony held on November 9. Ms. Whitmore added that Ms. Olivia Fonseca, recently retired Deputy Director of OBEO, was also recognized for her many years of service to the SB, DVBE, and DBE community with the Special Distinguished Service Award. M

- s. Whitmore announced that the 4<sup>th</sup> Annual 2011 Sacramento Regional Connecting Point event held on November 3 was successfully presented by the Sacramento Public Agency Consortium of which Ms. Whitmore is the co-chair. She reported that over 500 participants and 60 exhibitors attended. M

- ovLink Conference – Held November 1 and 2 at the Radisson Hotel, Sacramento, sponsored by the Federal Technology Center; Ms. Megan Rettke, Assistant Chief, DPAC, was a featured speaker. G

- entral Valley DVBE Alliance meeting and District 3 Business Information Seminar held on November 16. C

- pcoming: Mock Contract Workshop to be held on December 15 in Marysville – This workshop will be modeled after the successful District 11 workshop conducted in the past. U

**Office of Business and Economic Opportunity – Ms. Rodriguez, Chair, Acting Deputy Director, OBEO**

- isparity Study II – Ms. Rodriguez stated that DS II officially launched on October 26 during an all-day kick-off event from 8:00 a.m. to 5:00 p.m. in Room 105 of the OBEO Executive Office. The day was divided into three sessions covering data collection, program management, and review. Participants included consultants from BBC Research and Consulting (BBC) and Caltrans personnel involved at all levels of the study. DS II will run for eight months, concluding on June 30, 2012. Data collection will include input from public forums to be held in each district. D

o r. Garcia asked if there would be an advisory committee to provide oversight, which was done with Metro and proved to be a helpful presence. Messrs. Garcia, Johnson, and Vargas stated that they would like to participate in such a committee. Mr. Vargas shared that he supported the advisory committee idea, as he was involved with Alameda County's disparity study process. Messrs. Hassoun and Camacho stated that they would also support the development of an advisory committee. M

o s. LaCome asked if BBC was conforming as they should. She suggested that they use Western States as opposed to Washington, because it would be better for SB. M

o r. Dean suggested that BBC be invited to the next SBC meeting. M

- question asked as to whether it was connected to HSR – Ms. Rodriguez answered, “No, it is stand alone.” Q
- r. Lau asked if the project was state funded and if there were SB and DBE goals. Ms. Rodriguez stated it is state funded and will provide the SBC with goal percentages at a later date. M
- requested that the Scope of Work (SOW) be shared, to which Mr. Padilla stated that the SOW could be viewed online through the Caltrans Web site. R

**Action item #7:** Ms. Rodriguez to provide the SBC with BBC’s goal percentages. [Refer to table on the last page of this document for more details.]

**Public Comment**

- r. Dean distributed flyers related to the upcoming San Joaquin Valley Regional Conference to be held on January 18 and 19, 2012, in Fresno. He is currently fine tuning the agenda to be most effective. Mr. Dean invited Mr. Dougherty and Ms. Salais to attend the opening day of the conference which will kick off in the evening with a dinner. Mr. Dean also extended invitations to District 6 SB staff and FHWA representatives Messrs. Mammano and Yokota. Mr. Dean elaborated on the program features and workshop line-up. M
- r. Scott Leslie, U.S. DOT, shared that they will have a stakeholder outreach meeting at the end of the year for their spring bonding education program; more information to follow. M
- r. Vargas spoke of the San Joaquin County Hispanic Chamber of Commerce workshop regarding how to do business with public utilities, and the organization’s upcoming forecasting session on January 19. Mr. Vargas encouraged members to contact him regarding details. M
- s. Rodriguez announced that the next SBC meeting will be held on January 20, 2012; committee meetings will begin on January 19 at Noon. She will be talking with Mr. Dougherty regarding meeting venue. Suggestions for sites include: West Sacramento, Sacramento, Oakland, and San Diego. M

**Action item #8:** Ms. Rodriguez to consult with Mr. Dougherty to determine where the January SBC meeting will be held. [Refer to table on the last page of this document for more details.]

**Meeting adjourned:** 12:20 p.m.

**Next meeting:** January 20, 2012; location to be determined.

**Action Items:** See last page of this document.

**Attachment:** Report from District 7

**Approved by:**

---

BLANCA RODRIGUEZ

Acting Deputy Director  
Office of Business and Economic Opportunity  
California Department of Transportation

Action Item	Who is responsible	Date of meeting	By when	Status/Notes
1. Form an ad hoc committee to develop SBC mission statement.	Julian Camacho	11-18-11	1-19-12	Tabled until permanent SBC Chair appointed.
2. Present action items in a format similar to the one used in the District 4 meeting minutes.	Carole Ching	11-18-11	12-31-11	<b>DONE.</b>
3. Breakdown of the groups represented in the 91% race conscious DBE goal reported by Caltrans.	Blanca Rodriguez	11-18-11	1-19-12	<b>DONE.</b>
4. Status of the division's name change from OBEO back to Civil Rights.	Malcolm Dougherty	11-18-11	1-19-12	In progress.
5. Status regarding changing the name, "Small Business Exchange" back to "Procurement Fair."	Malcolm Dougherty	11-18-11	1-19-12	<b>DONE.</b>
6. Lists of hardhat contractors that are inclusive of all races.	SBC organizations & CUCP	11-18-11	1-19-12	Provide these lists to Mr. Camacho, Chair, Commodities Committee.
7. Provide the SBC with BBC's goal percentages.	Blanca Rodriguez	11-18-11	1-19-12 if possible	<b>DONE.</b>
8. Determine where the January SBC meeting will be held; suggested sites include San Diego, Oakland, West Sacramento, and Sacramento.	Malcolm Dougherty; Blanca Rodriguez	11-18-11	12-12-11	<b>DONE.</b>