Caltrans Statewide Small Business Council – Meeting Record

Office of Business & Economic Opportunity – 1823 14th Street, Sacramento, CA 95811

November 15, 2013 – 11:30 a.m. to 1:00 p.m.

Action/Task	Who is responsible/ presented	By when	Status

A. Meeting called to order at 11:45 a.m. by René Halverson, Assistant Director, OBEO and Council Chair.

Agenda review and remarks

- **Supportive Services Contract** – contract to conclude on December 31, 2013
  1. Full report will be submitted to OBEO in January 2014.
  2. Scope of Work for the new RFP currently being developed; will be advertised before the current contract ends; anticipate an overlap of approximately four weeks between the old and new contracts.
  3. GCAP, the current contractor, provided a presentation to the District 4 SBC, and was present at the District 8 SBC kick-off to conduct outreach.
  4. Copy of the current contract – Ramon Carlos will provide the document to members requesting.
  5. New contracts
     a. Three separate contracts that will be geographic specific or one contract for the whole state.
     b. Will range from $400,000 to $500,000 per contract.
     c. Looking at the current contract to make recommendations for the new contracts.
- **Procurement Fair guidelines**
  1. Draft to be sent out next week Monday, November 18.
  2. Suggestions should be sent to Ramon by December 18.
  3. Plan to implement the new guidelines in January 2014.
  4. Council Member Chris Chavez requested OBEO consider changing the name of the event to "Procurement and Resources Fair."
- **DBE Participation Committee meeting record**
  1. Document provided in the meeting packet for members to review.
  2. Next meeting is scheduled for December 3, 2013.
  3. Chair Halverson pointed out Section B, Item 4, New item for assignment – initiated by Council Member Rebecca Llewellyn regarding revision of the insurance language requirements for subcontractors; the committee agreed Task Group B chaired by Mark Leja, will handle this matter.
- **DBE Program**
  1. As of 9/30/13 – achievement was 10.8% overall, which is 2% higher than last year, but under the goal of 12.5%. Number of contracts to DBEs as primes, 15 (construction, 12; A&E, 3). Will email the council the full report for the last federal fiscal year as of 9/30/13.
  2. Breakdown – construction, 8.6%; A&E, 20%; Local Assistance, 9.3%.
  3. October achievements – overall, 12.2%; construction, 9.9%; A&E, 40%; Local Assistance, 9%. Number of contracts to DBEs as primes, 4 (construction, 2; A&E, 1; Local Assistance, 1). These numbers indicate an overall positive trend. Will email the October report to the council.
  4. Council members requested and will receive the December report after it has been submitted to FHWA.

  Discussion:
  - Council Member Chris Chavez asked why commodities is not reported; Ramon Carlos will send Mr. Chavez an updated report which include commodities.
  - The 15 contracts awarded to DBEs as primes were major contracts.
  - Council Member Lee Cunningham suggested suppliers be added as a category to the FHWA report. Lance Yokota responded suppliers are on the Award Tracker report. Ms. Cunningham noted it should be on documents the primes tend to review.

Action/Task	Who is responsible/ presented	By when	Status

- Council Member Diana LaCome asked if the same format is used for all states – Mr. Yokota stated monthly reports are particular to Caltrans; monthly reports are not a requirement. The monthly reports help Caltrans to regulate the program and allow the agency to make necessary adjustments. Considered a model for other states to follow.
- **2014 SBC Meeting Schedule**
  - **a.** Annual kickoff meeting for the year will be January 17 (committees will meet on Jan. 16) at the District 11 Office in San Diego.
  - **b.** Meeting in May will be held in Sacramento – requested by DPAC so their representatives can attend the standing committee meetings in person.
  - **c.** Council members agreed to hold the September meeting in Los Angeles instead of Oakland.

B. Committee Meeting Reports

1. **Construction** – Rebecca Llewellyn for Chair Debbie Hunsaker
   - a. Opened with a discussion on the committee's accomplishments in 2013 – revealed much was accomplished
     - 01. DSBL from all districts trained – expect this should have good outcomes.
     - 02. Insurance rates - rates have been more favorable for SBs; committee has proposed language and policy changes to benefit SBs.
     - 03. Electronic bidding – listing subs at bid has had a good impact.
     - 04. Partnering overall has had a good impact on SBs.
     - 05. Increase in educational, practical workshops has been very positive.
     - 06. Opt-in – good impact.
   - b. New issues
     - 01. CUF – Chair Halverson mentioned OBEO is already working on this; explanation of the process has been publicized on the OBEO web page, along with fact sheets. More work remains to be done on this issue when determining contracts.
     - 02. Joint checks – in particular, the impact of two-party checks on SBs.
     - 03. DBE certification – simplifying application process so that a firm sends only one set of documents in; Chair Hunsaker is working with Ramon Carlos on this matter.
     - 04. Providing feedback in a timely manner – SBs need to speak up earlier if there are problems.
     - 05. SB Advocates should attend the pre-bid meetings – suggested by Council Member Diana LaCome; Chair Halverson stated the advocates are already attending the pre-bids.

2. **Local Assistance** – Richard Hernandez, Chair
   - a. Draft of the Local Assistance guidelines – Chapter 9 update will be sent out to the council; Ray Zhang is the main contact for Local Assistance; encouraged by the cooperation received from Local Assistance.
   - b. Work codes – the District Local Assistance liaisons need to be educated about work codes; Mr. Zhang stated work code information will be in Chapter 9 of the updated guidelines.
   - c. Revisit the Caltrans policy on fostering SB – policy should also include primes; suggested Caltrans look at other states to develop policy; suggested the council review the Office of Inspector General report.
   - d. Mr. Hernandez asked who is overseeing the DBE side of Caltrans Local Assistance.
   - e. Mr. Hernandez asked why the goal [of 1%] is so low for landscaping projects – training is needed on how to do lane closures, materials submissions, and so

Action/Task	Who is responsible/ presented	By when	Status
forth to prepare small contractors seeking to work for the state. f. Committee will be reviewing goals set in 2013 and looking for continuity. g. Re: SB set asides – is it possible to work with DGS, perhaps using reciprocity agreements, such as what BART does? How can we make this work for micro and small businesses? h. Mr. Hernandez spoke of firms moving money from one category to another – Ms. Cunningham suggested situations such as this would be something the Caltrans whistleblower program might look into.			
3. Commodities – Chris Chavez, Chair a. Poor attendance – still a problem; suggested a time change to avoid conflicting with other committee meeting times. b. Committee name change – suggested the committee name be changed to "Suppliers Committee." c. Meeting with Jim Butler, DGS – will be meeting to talk about concerns. d. Mentioned the upcoming procurement and resource fair scheduled for March in San Diego. e. Acknowledged DPAC's role in implementing insertion of language supporting utilization of DBE suppliers as a way to meet contract goals.			
4. Professional Services – Johnathan Hou, Chair a. Reviewed accomplishments over the past year. b. Outreach events – suggested all contracts be publicized through outreach events at least two months ahead; for contracts that are $1 million aggregate, publicize four months in advance. c. Safe harbor rate – rates are point of discussion; considering an experimental program for fledgling companies; will be revisiting the rate; A&I will be re-clarifying the rate, which is adjustable. d. A&E utilization report – high praise for Mr. Carlos; requested this be a quarterly report to track progress. e. Materials testing contracts – the labs and testers are required to be EA certified, which is a burden for smaller labs; the committee is working on solutions to this dilemma; will report results during the January meeting. f. SR 91 – no monitoring being done DBE.			
C. African American Work Group – Eddy Lau, Chair 1. Smaller attendance due to loss of momentum when the September meeting had to be cancelled. 2. Suggested meeting before the standing committees, perhaps 10:30 a.m.; will look at flights into San Diego to determine whether the time is feasible. 3. PowerPoint presentation by La Sonja Peisker, District 11 – Mr. Lau reported his conversation with Ms. Peisker was very productive; the PowerPoint presentation Ms. Peisker is developing will be shared during the January meeting. 4. Telephone survey – will be starting with the 52 firms identified by Mr. Carlos; may consider expanding to the 900+ certified firms; will be using Survey Monkey to be set up by Ms. Peisker and Matthew Ajiake; questionnaire to be developed by Ms. LaCome.			
D. New Business – Chair Halverson, Facilitator 1. Consider input from members on the Support Services contract scope of work. 2. Ethics training provided by the California Attorney General's Office – send members link. 3. Statewide Whistleblower Program – send members link. 4. Fitness for Duty – send members the PowerPoint document put together by Julie Dunning's unit.			

Action/Task	Who is responsible/ presented	By when	Status
5. Workplace violence training for supervisors – send members more information about this topic.			
Meeting adjourned: 12:58 p.m.			
Next meeting: January 17, 2014, San Diego, specific details to be sent to members.	Carole Ching to notify SBC members.	12-19-13	New and renewed council members notified of the January SBC meeting at the District 11 Office in San Diego.

DOCUMENTS included in the meeting packet/distributed during the meeting:

- Meeting agenda.
- Disadvantaged Business Enterprise Participation Committee meeting record, September 25, 2013.

PRESENT

Council Members:

1. Ajiake, Matthew (Alt.) (teleconference)
2. Butler Garcia, Brenna
3. Chavez, Chris
4. Chen, Lynn
5. Cunningham, Lee
6. Garcia, Rodrigo
7. Halm, Eric
8. Hernandez, Richard
9. Hou, Johnathan
10. Hunsaker, Debbie (teleconference)
11. LaCome, Diana
12. Lau, Eddy
13. Leslie, Scott (teleconference)
14. Llewellyn, Rebecca
15. Patten, Zeke (teleconference)
16. Quintana, Brenda (teleconference)
17. Robinson, Jim (Alt.)

Caltrans Staff:

1. Halverson, René, Assistant Director, OBEO & Council Chair
2. Carlos, Ramon, OBEO
3. Ching, Carole, OBEO
4. Martinez, Steven, District 10
5. Negri, Francesca, DPAC
6. Peisker, La Sonja, District 11
7. Shell, Angela, Construction
8. Yokota, Lance, FHWA

Approved by:

René Halverson

RENÉ HALVERSON
Assistant Director, Caltrans, Business and Economic Opportunity
California Department of Transportation