

**Caltrans Statewide Small Business Council – Meeting Record**  
Lanatt Street Training Center, 3390 Lanatt St., Sacramento, CA 95819  
November 21, 2014, 8:30 a.m. to 12:00 p.m.

Action/Task	Who is responsible/ presented	By when	Status
<b>A. Meeting called to order at 8:41 a.m.</b>	Angela Shell, Assistant Director, OBEO and Council Chair		
<b>B. Action Items to Date</b>	Chair Shell		
<b>Action Item from previous meetings:</b>			
<b>ACTION ITEM #3:</b> Chair Shell to take the language on insurance requirements presented by Ms. Llewellyn to Caltrans Legal and OE for review and feedback.	Chair Shell	11-21-14	<b>ASSIGNED</b> – work on this matter will continue with the Construction and DBE Participation Committees.
<b>Action Items from the July 2014 meeting:</b>			
<b>Action Item #1:</b> Status on inclusion of commodities suppliers in pre-bid manual as a means to fulfill DBE goal.	Ramon Carlos	11-21-14	<b>ASSIGNED</b> – the mandatory pre-bid manual is currently being updated; OBEO will send the link to the revised manual when it is completed most likely in January 2015.
<b>Action Item #3:</b> Design/Build breakdown of A&E numbers.	Councilmembers Rod Garcia and Richard Hernandez to work with Ray Tritt	11-21-14	<b>ASSIGNED</b> – nothing to report at this time; Mr. Garcia will contact Mr. Tritt. Mr. Tritt’s contact information emailed to Mr. Garcia on 12-11-14 by Carole Ching, OBEO.
<b>Action Items from the September 2014 meeting</b>			
<b>Action Item #1:</b> SB/DVBE study by DGS distributed.	Angel Carrera/Tanya Little with Carole Ching	11-21-14	<b>ASSIGNED</b> – per Mr. Carrera, the study is in its third draft; a link will be provided to members in December.
<b>Action Item #3:</b> Minority Business Enterprise Certificate – other purposes?	Janice Salais	11-21-14	<b>COMPLETED</b> – per Ms. Salais, issuing this certificate was suspended after the enactment of Prop.209; there is a proposal to abolish this certificate in 2015; Council Member Zeke Patten, who initially raised this question stated no further action was necessary.
<b>Action Item #4:</b> SB set aside program – can it be done?	Chair Shell	11-21-14	<b>ASSIGNED</b> – suggested by the council that Caltrans review the BART SB certification program to determine whether it would be feasible for Caltrans to also implement.
<b>Action Item #5:</b> DBE Supportive Services consultant requested to attend SBC meetings.	Ramon Carlos	11-21-14	<b>COMPLETED</b> – the consultant, GCAP, attended, provided a PowerPoint presentation, and answered

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			questions from the members.
<b>Action Item #6:</b> provide a calendar of procurement fair dates.	Ramon Carlos	11-21-14	<b>COMPLETED</b> – refer to the Caltrans Event Calendar on the OBEO web page.
<b>Action Item #7:</b> FTA disparity study report.	Ramon Carlos	12-31-14	<b>COMPLETED</b> – link and contact information emailed to members.
<b>Action Item #8:</b> requesting the DBE certification workshop in webinar format.	Janice Salais	11-21-14	<b>ASSIGNED</b> – per Ms. Salais, the Certification and Outreach Branches of OBEO will be working together to develop a webinar formatted workshop.
<b>Action Items from the November 2014 meeting</b>			
<b>Action Item #1:</b> clarify titles in OBEO’s Commitment at Award reports.	Ramon Carlos	1-16-15	<b>ASSIGNED</b> – update during the January SBC meeting.
<b>Action Item #2:</b> provide Ray Tritt’s contact information to Councilmember Rod Garcia.	Carole Ching	12-11-14	<b>COMPLETED</b> – Mr. Tritt’s email and phone information sent to Mr. Garcia via email.
<b>Action Item #3:</b> review BART’s SB set aside program to determine whether it would be feasible to apply it to Caltrans.	Ramon Carlos	1-16-15	<b>ASSIGNED</b> – update during the January SBC meeting.
<b>Action Item #4:</b> provide district reports presented by the District Directors online.	Ramon Carlos	1-16-15	<b>ASSIGNED</b> – update during the January SBC meeting.
<b>Action Item #5:</b> have GCAP provide a status update on their work after six months have elapsed in their contract period.	Ramon Carlos	1-16-15	<b>ASSIGNED</b> – GCAP is tentatively projected to present at the March SBC meeting.
<b>Action Item #6:</b> can SBs and DVBEs also be served by the DBE Supportive Services contractor?	Ramon Carlos	1-16-15	<b>ASSIGNED</b> – further clarification to be provided at the January SBC meeting.
<b>Action Item #7:</b> provide the link to the DGS Consolidated Annual Report (CAR) when it becomes available.	Tanya Little with Carole Ching	1-2-15	<b>COMPLETED</b> – DGS Bulletin and direct link emailed to members.
<b>Action Item #8:</b> provide the link to OBEO’s website for members to post on their organization’s website.	Carole Ching	1-2-15	<b>COMPLETED</b> – link emailed to members.
<b>Action Item #9:</b> regarding GCAP – request for schedule of upcoming trainings.	Ramon Carlos	3-20-15	<b>ASSIGNED</b> – update during the March SBC meeting.
<b>Action Item #10:</b> regarding GCAP – what is the estimated time line on goals?	Ramon Carlos	3-20-15	<b>ASSIGNED</b> – update during the March SBC meeting.
<b>Action Item #11:</b> regarding GCAP – in regards to data, how is this information gathered, how will the data be utilized in the future. Also requested statistics gathered to date.	Ramon Carlos	3-20-15	<b>ASSIGNED</b> – update during the March SBC meeting.
<b>Action Item #12:</b> regarding GCAP – request for more details on what is GCAP considers to be “realistic, quality business plans.”	Ramon Carlos	3-20-15	<b>ASSIGNED</b> – update during the March SBC meeting.

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<p><b>A. Agenda review and remarks – Chair Shell</b></p> <ol style="list-style-type: none"> <li>1. Meeting packet document review.</li> <li>2. Reports – also available online through the OBEO web page; Carole will send link. [Link sent via email to council members on 12/12/14.]               <ol style="list-style-type: none"> <li>a. OBEO is independently working on ways to track subcontractors being committed to SB participation, and finding ways to identify participation.</li> <li>b. Re: ceiling for Minor B construction – Mr. Carlos stated projects related to state funded emergencies will often have larger amounts; will be setting up a separate category for this in future reports.</li> <li>c. Award Tracker – OE now includes a summary for the month and fiscal year; to access the full report, go to the Office Engineer web site, “Contractors Corner.” Besides the Award Tracker report, individual contractor activity can also be accessed.</li> <li>a. Fostering SB element program – this is OBEO’s summary of what has been done over the last two years, activities OBEO has engaged in; DSBL activities that support the fostering SB measure - suggested Caltrans look at the SB program that BART and L.A. Metro are administering to determine the feasibility of implementing something similar.</li> </ol> </li> </ol> <p><b>Action Item review – refer to Action Item list on pages 1 and 2 of this meeting record.</b></p>			
<p><b>B. Highlights from the Director’s Office – Kome Ajise, Chief Deputy Director (newly appointed) for Malcolm Dougherty, Director</b></p> <ol style="list-style-type: none"> <li>1. New appointments – Kome Ajise, Chief Deputy Director; Amarjeet Benipal, District Director, District 3; Tom Hallenbeck, Chief, Traffic Operations.</li> <li>2. Goals – working on objectives and performance measures.</li> <li>3. 2015 strategic plan development – should be completed by the end of January.</li> <li>4. A pilot program has been approved and begun for user charge; public elements to be available as the year unfolds.</li> <li>5. Development of revenue streams to supplement funds from gas tax receipts.</li> <li>6. Would be interested in furthering the discussion on African American DBE participation/utilization.</li> </ol>			
<p><b>C. District 10 Report – Grace Magsayo, Acting District Deputy Director, Programming and Project Management for Director Dennis Agar</b></p> <ol style="list-style-type: none"> <li>1. \$725 million spread over 34 ongoing projects.</li> <li>2. Since the last SBC meeting, the California Transportation Commission has approved a total of \$283,000 for projects in San Joaquin, Tuolumne and Alpine Counties.</li> <li>3. Procurement spending for the fourth quarter – total SB participation, 46.4%; total DVBE participation, 4.8%; DBE commitments for the 2013/2014 federal fiscal year is 17%.</li> <li>4. The district has achieved 13% overall DBE participation.</li> <li>5. Events – over recent months, the district has hosted and attended several DBE events and is currently planning additional collaborative outreach events that will target small, diverse, and veteran-owned businesses.               <ol style="list-style-type: none"> <li>a. 9/27/14, workshop, “Veterans Business and Benefits,” Stanislaus County – the district facilitated the workshop in collaboration with DGS, CPUC, and the Stanislaus County Veterans Service Officer; five businesses were SB/DVBE certified on the spot.</li> <li>b. 10/9/14, San Joaquin County Hispanic Chamber’s Annual Procurement Fair – DBE workshop presented by the District 10 Small Business Liaison; panel presentation included Director Agar, Alicia Smith (OBEO), Gabriel Cronan (DPAC), and Frank Elizondo (DPAC).</li> <li>c. 10/30/14, workshop, “State Small Business and Certification,” Merced – facilitated the workshop; partnered with HSR, DGS, local resource partners; highly successful.</li> </ol> </li> <li>6. The district computer lab continues to be open one day each month for businesses to receive hands-on training; this is a commitment the district will continue to</li> </ol>			

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<p>adhere to into 2015.</p> <p>7. Results of the district’s outreach efforts – over the past four months, there has been an increase of 171 (24%) state certified SB or DVBE, which includes new and returning businesses, and an additional ten (12%) DBE firms.</p> <p>8. Ms. Magsayo closed by inviting the members to visit the district’s website for upcoming events.</p>			
<b>D. District 11 Report – Lorna Rice, Deputy Director, Administration, for Director Carrie Bowen</b>			
<p>1. Ocean View Rehab Project - I-5 rehabilitation, Oceanside to San Diego-Orange County Line; \$43 million project; will involve lane closures nightly; includes removal of damaged sections and installation of replacement concrete.</p> <p>2. 9/27/14, Annual Prime Contractor Awards brunch – attended by over 60 individuals; honored Prime Contractors in both construction and A&amp;E who attained the highest percentage of UDBE, DBE, and DVBE utilization. A&amp;E honorees: CH2M HILL, 6.2% UDBE utilization; Caltrop Corporation, 6.8% UDBE utilization; Helix Environmental Planning, 8.4% UDBE utilization. Construction honorees: Peterson-Chase General Engineering Construction, 13.9% DBE/DVBE utilization; D.J. Miller, 16.6% DVBE utilization; S&amp;B Engineering, 23.2% DBE utilization.</p> <p>3. SR-163 at Clairemont Mesa Blvd. – reconstructing the interchange; \$8 million project cost; DVBE participation incentive of up to \$250,000; opens for bid on 12/11/14.</p> <p>4. Minor B - budget of \$3.9 million for 2014/2015 fiscal year; four projects completed, of which three were awarded to a SB.</p> <p>5. Calmentor</p> <p style="margin-left: 20px;">a. Total of 25 pairings for the current cycle, which is scheduled to conclude on December 31, 2014.</p> <p style="margin-left: 20px;">b. 25% of the pairings have completed or are close to completing their MOUs.</p> <p style="margin-left: 20px;">c. Graduation of this group is scheduled for 3/5/15.</p> <p style="margin-left: 20px;">d. Next cycle due to begin in May 2015.</p> <p>6. Corridor updates</p> <p style="margin-left: 20px;">a. 1-805 North Design Build – approximately 95% of the design is complete, construction is 54% complete; one and a half years of construction remaining; total expended to date is \$40.3 million; DBE goal is 8%, but the district estimates a utilization rate of 9%.</p> <p style="margin-left: 20px;">b. North Coast Corridor of I-5 - Flatiron-Skanska-Stacy and Witbeck selected as the Construction Manager/General Contractor (CM/GC) for Phase 1; this is one of six pilot projects in the state using the CM/GC procurement method; estimated construction cost of \$550 million; there will be multiple construction contracts over the next few years with many opportunities for SB and DBE participation. Initial sub-contractor outreach expected to begin in spring 2015.</p> <p style="margin-left: 20px;">c. SR-76 Corridor – broke ground in November on Phase 2; three-year project; awarded to Ames Construction at \$75.2 million; DBE goal 10.9%.</p>			
<b>E. District 3 Report – Susan Elkins, Deputy District Director, Administration, for Director Amarjeet Benipal</b>			
<p>1. Awarded three federal aid contracts worth over \$11 million; DBE commitment of 9.1%; hope to exceed the 15.4% participation the district achieved in the past fiscal year.</p> <p>2. North Region construction forecast estimated at \$316 million for the current fiscal year in comparison to \$296 million last year; program is stabilizing after some peak years.</p> <p>3. DPAC report indicates good numbers - the district achieved 36.2% SB participation, 3.7% DVBE participation.</p> <p>4. North Region Calmentor Program – nine pairings; recent meeting was well attended; additional workshops are being planned for 2015.</p> <p>5. Minor B projects, 2014/2015 fiscal year – offering to only SB-certified contractors using the SB/DVBE option; this program has a total value of \$2.9 million.</p>			

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6. DSBL Liza Whitmore continues outreach and education to SBs, DVBEs, and DBEs in the district. <ol style="list-style-type: none"> <li>a. Sacramento Metro Chamber “Metro Expo” – “Connecting with Government Contracting” panel member; panel offered again on 10/28/14.</li> <li>b. 10/1/14, CalVet Veterans Business Forum, “Conference Exposition and Business Matchmaking;” DSBLs from District 3 and 10 provided one-on-one matchmaking sessions.</li> <li>c. 11/19/14, Connecting Point, organized by Sacramento Public Agency Consortium, which Ms. Whitmore co-chairs; attended by over 600 businesses, nearly 60 government/public agencies and utilities; on site workshops; business matchmaking sessions conducted by the CPUC.</li> <li>d. 12/4/14, “Boots2Business” workshop at Beale AFB.</li> <li>e. January, “2015 North State Economic Forecast Conference” organized by Chico State’s Center for Economic Development; Ms. Whitmore is leading the panel, “Connecting with Government Contracts.”</li> </ol>			
<b>F. District 8 Report</b> – Linda Bingham, Interim Deputy District Director, Administration, via phone bridge, for Director Basem Muallem Re: Southern Region Small Business Council meeting, 10/1/14 <ol style="list-style-type: none"> <li>a. Met for two hours.</li> <li>b. Intent is to introduce Caltrans to business leaders and educate them on how to get involved with Caltrans projects.</li> <li>c. Currently working on the council Operating Guidelines.</li> <li>d. Developing mission, vision, and goals.</li> <li>e. Next meeting is scheduled for February, 2015; specific date to be determined.</li> </ol>			
<b>G. District 12 Report</b> – Lynette Vann, District Small Business Liaison, via phone bridge, for Director Ryan Chamberlain <ol style="list-style-type: none"> <li>1. The district participated in several outreach events, including CalCon, Long Beach; Asian Business Association of Orange County, ProCon, in Anaheim; Orange County Transportation Authority (OCTA) Expo in Anaheim.</li> <li>2. Mandatory Pre-Bid Meeting, September – I-5 HOV Lane Extension Project, San Clemente; seven primes and seven SB sub-contractors participated.</li> <li>3. District representatives will be speaking at the Women Transportation Seminar, Orange County (WTS-OC) Breakfast Meeting in January.</li> <li>4. The district recently participated in the first meeting of the Southern California Regional Small Business Council held in October. This is a collaborative effort involving Districts 7, 8, and 12.</li> </ol>			
<b>H. FHWA Update</b> – Vincent Mammano and Lance Yokota <ol style="list-style-type: none"> <li>1. The final rule has been completed and is available for review.</li> <li>2. Congress has extended MAP-21 to May, 2015.</li> <li>3. December 11 marks the deadline for Congress to act on appropriations – while FHWA was hoping for longer term appropriations, it remains an annual act; difficult to know how the new Congress will handle this matter.</li> <li>4. Fostering SB plan – Mr. Yokota noted more prime DBEs – nearly triple the number before implementing the plan – have been getting contracts as a result of unbundling.</li> <li>5. Reporting – OBEO is required to do so every six months, however, under Chair Shell’s leadership, OBEO now collects data on a monthly basis.</li> </ol>			
<b>I. DGS Update</b> – Angel Carrera and Tanya Little <ol style="list-style-type: none"> <li>1. Mr. Carrera introduced Ms. Little to the council; Ms. Little will be the DGS representative at SBC meetings.</li> <li>2. Consolidated Annual Report (CAR) – should be available in January; members will be provided a link to the CAR.</li> <li>3. Ms. Little provided a brief background of the work she has done in the past and what she hopes to bring to her new position with DGS.</li> </ol>			

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<ul style="list-style-type: none"> <li>a. Currently working on a guided strategic business plan.</li> <li>b. Advocates fostering SB.</li> <li>c. Exploring the use of videoconferencing as an outreach tool; considering town hall meetings via videoconference.</li> <li>d. Success stories – for the department, primes, subcontractors; would like to have an end of the year award to recognize achievements.</li> <li>e. Would like to know how the department can capture the ethnic background of contractors; targeting 2017 to be able to measure this, which can help focus outreach efforts.</li> <li>f. Current annual report regarding construction – where has the state not met goals? Determine where the gaps are, determine why they exist.</li> </ul>			
<b>J. Meeting Record approval</b>			
<ul style="list-style-type: none"> <li>1. Council Member Eddy Lau provided a correction to the record – page 6, I. Ad Hoc Committee Report, 1., should read: “Re: setting a separate African American goal, according to CFR 26.15.”</li> <li>2. Motion to approve the meeting record as corrected, Mr. Lau; seconded by Council Member Johnathan Hou; the ayes have it.</li> <li>3. Meeting record approved as corrected.</li> </ul>			
<b>K. Presentation, DBE Supportive Services – Ed Salcedo, GCAP (refer to handouts, including a PowerPoint presentation, provided by Mr. Salcedo.)</b>			
<ul style="list-style-type: none"> <li>1. Mr. Salcedo stated he is a champion of SBs, especially DBE firms and potential DBE firms.</li> <li>2. 21% of all minority and women owned businesses in the U.S. reside in California.</li> <li>3. 67% of businesses in California are either minority or women owned.</li> <li>4. Strategies include:                             <ul style="list-style-type: none"> <li>a. Branding programs.</li> <li>b. Heavy utilization of the web site.</li> <li>c. Developing realistic, quality business plans.</li> <li>d. Bid matching through identifying opportunities in each district.</li> </ul> </li> <li>5. Intends to increase the number of DBE contractors involved with Caltrans beyond the current estimate of 150.</li> <li>6. Data management – needs improvement; employing the case management system; online recording; each participant can access all their documents and data online.</li> <li>7. Establishing strategic partnerships, i.e., Goldman Sachs.</li> <li>8. Business Development Program (BDP) – firms must make a 6-month commitment to participate in the program; goal is self-sufficiency as a prime; currently have 24 firms enrolled, goal is 100.</li> </ul>			
<b>Comments, discussion:</b>			
<ul style="list-style-type: none"> <li>• Council Member Rod Garcia – looking for statistics, schedule of upcoming trainings, data in general, estimated time line on goals; suggested Mr. Salcedo utilize the council members as a resource.</li> <li>• Council Member Johnathan Hou – looking for data with substance and how the information gathered will be utilized in the future; would like more details on what is considered to be “realistic, quality business plans.”</li> <li>• Mr. Salcedo – the data management system tracks all levels of participation; an evaluation process provides feedback immediately. Mr. Salcedo would like to return in six months to report on their progress.</li> </ul>			

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<ul style="list-style-type: none"> <li>• What is the focus, who is your audience? Mr. Salcedo stated the program is intended for any DBE firm at whatever their level of development. The BDP is intended to be for more mature firms. Intent is to increase the capacity of DBEs.</li> <li>• How can we “package” the program for our constituents? Mr. Salcedo stated he wants to develop partnerships with chambers of commerce and small business associations to outreach to SBs and DBEs.</li> <li>• Are DVBEs eligible to enroll? Yes, but they must also be DBEs. Mr. Mammano mentioned he will look into whether there is an opportunity to for DVBEs to participate.</li> <li>• How is success measured? Mr. Salcedo responded there are multiple success factors, such as completion of the program, submission of a bid, completing a business plan. There are fifteen milestones are identified and tracked in the data management system.</li> <li>• DBEs have varying levels of capacity upon enrollment. In consideration of those with lower capacity, six months participation in the program may not be enough to be able to submit a bid. Mr. Salcedo recognizes this, and stated the minimum commitment is six months, however, the firm can commit for a longer period of time.</li> </ul>			
<p><b>L. Ad Hoc Committee Report – African American DBE Participation</b> – Eddy Lau, Committee Chair            Low committee participation - only two council members attended the meeting; the remaining four were Caltrans and FHWA staff. Mr. Lau will be meeting on Thursday morning, January 15, in San Diego. At that time, he will determine whether to continue the committee.</p>			
<p><b>M. Committee Meeting Reports</b></p>			
<p><b>1. Local Assistance</b> – Rod Garcia for Richard Hernandez, Chair</p> <ul style="list-style-type: none"> <li>a. Mr. Garcia noted only two of the eight present at the meeting were council members.</li> <li>b. This committee addresses DBE goals set by local agencies, which is why it is important for it to continue its work.</li> <li>c. Discussed implementation of the Local Assistance DBE Strategic Plan Pilot Program, which began in October –the program will continue for a year; developed in response to the concern expressed over the low goal levels; during the pilot program, local agencies submit their goal calculations to Caltrans for review and approval. Local Assistance expects to receive four to five requests per month, which should increase in the spring.</li> <li>d. Case study – Riverside County Department of Transportation – historically low goals; committee will be watching the situation to see if it improves under the pilot program.</li> <li>e. The committee wants to maintain monitoring of local agencies to avoid returning to the status quo.</li> <li>f. With the final rule determined, revisions to the manual can be completed.</li> <li>g. Discussed tendency for local agencies not using federal funds for the design phase of a project, which results in no goals for the design phase. Caltrans has no means to require goals for the design phase if no federal dollars are involved; committee is seeking a way to resolve this issue, will be exploring how to proceed.</li> </ul>			
<p><b>2. Professional Services</b> – Bill Ulmer, Chair</p> <ul style="list-style-type: none"> <li>a. Reviewed the committee’s goals in anticipation of the January planning meeting.</li> <li>b. Recommendations for A&amp;E – DPAC officially responded to all 14 recommendations and provided suggestions on how to proceed with those rejected due to language.</li> <li>c. A&amp;E selection process – discussion of pilot; challenges around consensus scoring, concern about how stronger voices might influence decisions; committee</li> </ul>			

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<p>suggested transparency might be a way to deal with this.</p> <p>d. List of eight requirements in the utilization reports – the committee would like to work with Mr. Carlos’ team to see how these can be addressed.</p> <p>e. Education and awareness goal – will be working with Janice Salais’ team on this.</p> <p>f. Stakeholder list – will be inviting targeted stakeholders to future committee meetings.</p> <p>g. Guidance from DPAC - \$250,000 DVBE option in A&amp;E not possible, because A&amp;E is qualification based.</p>			
<p><b>3. Commodities</b> – Lee Cunningham for Chris Chavez, Chair</p> <p>a. Revising DPAC brochure – developing cards to be tailored to specific areas, such as construction, A&amp;E, and so forth.</p> <p>b. Very productive meeting due directly to Caltrans staff providing deliverables.</p> <p>c. Discussed District 11’s recent establishment of a CalMentor program for commodities firms.</p>			
<p><b>4. Construction</b> – Debbie Hunsaker, Chair</p> <p>a. Welcomed Tonya Motta as a new committee member.</p> <p>b. OCIP – Rob Effinger provided a thorough explanation of OCIP and related matters; will be putting together experiences for Mr. Effinger to evaluate; Ms. Hunsaker invited others to send her or Carole Ching (OBEO) their experiences to forward to Mr. Effinger, as well.</p> <p>c. Operating guidelines – main concern expressed revolved around who was responsible for crafting the message to members’ constituency.</p> <p>d. Two-party checks – the DBE Participation Committee continues to work on this matter; currently gathering experiences and examples in the field to review.</p> <p>e. Department of Industrial Relations (DIR) registration requirement in order to be involved with public works projects – deadline is 4/1/2015; mandatory in order to participate in public works projects.</p> <p>f. Safety in construction – Mr. Effinger provided an update on process and procedures; COZEEL does not cover those who are first on or last off.</p> <p>g. Discussed preparations for the January planning meeting.</p>			
<p><b>N. Operating Guidelines</b> – Chair Shell</p> <p>1. Revised guidelines emphasize the need for work to be done at the committee level.</p> <p>2. Each member must be committed to a committee at the start of the year.</p> <p>3. Format for dissemination of highlights to members – OBEO will provide the format for this; encouraged use of online reports and other digitalized documents to make this a paperless process.</p> <p>4. Mr. Lau suggested OBEO provide its web link to post on member organizations’ websites. [Completed – link sent to members on January 2, 2015.]</p> <p>5. Amendment – Mr. Ulmer would like the section on committee meeting records to be called “meeting notes” instead of “meeting minutes.” Revision will be made.</p> <p>6. Council Member Zeke Patten stated the Operating Guidelines should be viewed as a living document – Chair Shell suggested the guidelines be reviewed annually every November.</p> <p>7. Motion to ratify the revised Operating Guidelines as amended, Mr. Patten; seconded by Mr. Hou; the ayes have it, the revised Small Business Council Operating Guidelines is approved.</p>			
<p><b>O. Presentation, DBE regulation changes</b> – Mario Solis, OBEO</p> <p>1. The regulation changes have been two years in the making.</p> <p>2. A link to the Department of Transportation web page with the actual document published in October in the Federal Register can be found on the OBEO website.</p> <p>3. Highlights include:</p>			

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a. Updated application – available on the OBEO website. b. Standardized net worth statement document for all 50 states. c. If a firm is already in the process of completing the older application form, contact Certification for assistance. d. Cap has been increased. e. Requirements for GFE have been tightened – in cases where a DBE has been rejected in favor of a non-DBE, there are now specific requirements to justify why a prime has selected to do so. Chair Shell added that the prime must tell the DBE first before switching, to give the DBE the opportunity to respond. The prime must also give Caltrans complete documents to notify when a substitute is requested. This applies to both construction and A&E. OBEO is working with A&E to update their process. f. Commitment vs. utilization – OBEO collects utilization data on an ongoing basis; requires form 2401 to be collected on a monthly basis; consequences for non-cooperation, including withholds. g. Several sections are yet to be revised – currently going through legal and stakeholder reviews. h. Once everything is finalized, OBEO will share update with the council. i. Outreach to stakeholders – Mr. Solis will be providing more data regarding this matter; includes outreach to other districts.			
<b>P. New Business</b>			
1. Council Member Patrick Lowry announced this is his last council meeting – urged the council to find ways to celebrate success and applauded the work OBEO has been doing. 2. Chair Shell reviewed the Action Items for this meeting.			
<b>Meeting adjourned: 12:05 p.m.</b>			
<b>Next meeting: January 16, 2015, San Diego</b>	Carole Ching to notify SBC members with further details.	12-1-14	Emailed information on meeting dates and lodging to council members.

**DOCUMENTS included in the meeting packet/distributed at the meeting:**

- Meeting agenda
- Meeting record draft, September 19, 2014 draft
- Caltrans DBE Program – Fostering Small Business Element Update
- 2015 SBC Meeting Schedule
- SBC Operating Guidelines, final draft
- Report, District Contracts Awarded – Federal Aid Construction, YTD 10/1/13 – 9/30/14
- Report, FHWA, Federally Funded Contracts (Awarded) October 2014
- Report, A&E and Minor B contracts, October 1, 2013-September 30, 2013

## Caltrans Statewide Small Business Council – Meeting Record

Lanatt Street Training Center, 3390 Lanatt St., Sacramento, CA 95819

November 21, 2014, 8:30 a.m. to 12:00 p.m.

- Report, DBEs that have received contracts with Construction between October 1, 2013-September 30, 2014
- Report, State Funded Contract Awards, DVBEs, October 2014
- Award Tracker Report, October 2014, Office Engineer
- GCAP PowerPoint presentation, handout, “Disadvantaged Business Enterprise/Supportive Services”
- GCAP flyer, Disadvantaged Business Enterprise Supportive Services
- GCAP flyer, Business Development Program Benefits
- GCAP flyer, Free Assistance
- Brief biography, Edward Salcedo, Jr., Esq.

### PRESENT

#### Council Members:

1. Bley, Ruth (Alt.)
2. Calderon, Josie
3. Chaudhary, Arvin (teleconference)
4. Chavez, Chris
5. Cunningham, Lee
6. Friedman, Candace
7. Garcia, Brenna Butler
8. Garcia, Rodrigo
9. Halm, Eric
10. Hou, Johnathan
11. Hunsaker, Debbie
12. Jordan, Fred
13. Lau, Eddy
14. Lowry, Patrick
15. Motta, Tanya
16. Patten, Zeke (teleconference)
17. Rodriguez, Cathy
18. Ulmer, Bill

#### Caltrans Staff:

1. Shell, Angela, Assistant Director, OBEO & Council Chair
2. Ajise, Kome, Chief Deputy Director
3. Carlos, Ramon, OBEO
4. Ching, Carole, OBEO
5. Delgado, Sylvia, District 7 (teleconference)
6. Effinger, Robert, Construction (teleconference)
7. Elkins, Susan, District 3
8. Gustinell, Sherri, OBEO
9. Gongora, Michelle, District 11 (teleconference)
10. Governor, Karen, OBEO (teleconference)
11. King, Maria, District 7 (teleconference)
12. Magsayo, Grace, District 10
13. Martinez, Steven, District 10
14. Pearsall, Alicia, OBEO (teleconference)
15. Peisker, La Sonja, District 11 (teleconference)
16. Philp, Matthew, District 1 (teleconference)
17. Prandini, Camillo, District 6 (teleconference)
18. Raptis, Maria, District 7 (teleconference)

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19. Rice, Lorna, District 11
20. Salais, Janice, OBEO
21. Smith, Alicia, OBEO (teleconference)
22. Solis, Mario, OBEO
23. Vann, Lynette, District 12 (teleconference)
24. Whitmore, Liza, District 3
25. Zhang, Ray, Local Assistance

**Guests:**

1. Carrera, Angel, DGS
2. Little, Tanya, DGS
3. Mammano, Vincent, FHWA
4. Preston, Patricia, CalMentor North Region
5. Salcedo, Ed, GCAP

**Public Participants:**

1. McCartan, Ethna, Ghirardelli Associates