

Civil Rights Labor Management Technical Advisory Group Meeting

October 24, 2006

Portland, Maine

Attendees

Leslie Wootan-Hartung – MT – Dot - [TAG COORDINATOR](#)
John Oberdiek – MO – Info Tech - [InfoTech TAG Liason](#)
Liz Rodgers – FL – Info Tech
Kelly-Ann D Kelly – CT – DOT Construction
Tony Bianchi – AASHTO CRLMS Project Manager
Nancy Worline – MN – MNDOT
John Eustis – DE – DeIDOT
John Lombardi – NJ – Info Tech
Loran Lemmen – MI – MichDOT
Shirley Daugherty – NE – Info Tech
Bill Bradberry – AR – AHTD
Teresa Franklin – FL – Info Tech
Barbara Scruggs – VA – VDOT
Jackie LaPerriere – ME – Maine DOT Civil Rights
Monelle McKay – FL – Info Tech
Liz Wunderlich – NE – NDOR
Scott Seiter – OK – Oklahoma DOT
Leonard Lidback, Jr – ME – DOT
Scott Bickford – ME – Contracts
Todd Bergland – MN – DOT - [TAG Member](#)
David Hoge – GA – GADOT Contract Administration
James M. Hill – GA – GADOT IT Project Management
Skip Powe – AL – Construction - [TAG Member](#)
Roger Bierbaum – IA – Contracts - [TAG Member](#)
Mike Jenkins – IN – DOT BITS (IT) - [TAG Member](#)
Rebecca Snowden – ME – DOT - [Assistant TAG Coordinator](#)
Gus Wagner – MN – DOT - [New TAG Member](#)
Diana Brown – NYS – IT (dbrown@dot.state.ny.us) Requests copy of the proposal
Maryellen Mayer – ME – FHWA - [New TAG Member](#)

Introductions

Review Mission Statement – Provide guidance and coordination for the development and implementation of a modern comprehensive civil rights and labor management system within the framework of a total transportation information system.

Mike Jenkins moved to accept as written.

Skip seconded.

Mission Statement is accepted by the TAG

Long Term Goals –

1. Insure that Trns•port handles the software and database needs of the Civil Rights and Labor Management personnel of the DOT's.
2. Assist the TRT as needed in the oversight for the development of CRLMS.
3. Review current and changing regulations and methods to insure that the AASHTO Trns•port products support the functions necessary to comply with all regulation and evolving methods.
4. Monitor the development of CRLMS and provide recommendations for implementation o the new system and maintenance of problems identified by Trns•port users.

Mike moved that we accept long term goals

Skip seconded

Long Term Goals are accepted by the TAG

Short Term Goals –

1. Continue to identify areas of concern.
2. Prioritize known issues and areas of concern affecting the development of the proposed system.
3. Review issues and provide oversight for areas of functions affecting the maintenance of other Trns•port modules.
4. Help promote and support the AASHTO solicitation for CRLMS Project.

Mike moved that we remove #4, seconded by?

Remove #4 from the short term goals. Number 4 will stay and has been accepted.

Mike asked about the current status of the solicitation. 10 have responded informally. Tony has two formal responses from Oklahoma and Nebraska. The solicitation is for \$316,500 from each participant over the next two years. Mike is not sure Indiana will be able to participate for the full amount. 11 states have responded positively. Virginia, Minnesota, Arkansas, Missouri, Florida, Iowa, Nebraska, Michigan, Montana, Oklahoma. Alabama, Maine, Indiana, Georgia. Todd will follow-up with Louisiana, Wisconsin (at lower \$ value). If the solicitation deadline is extended from October 27, 2006, the project will not start until at least 12 participants have responded.

There will be an article about the CRLMS (Civil Rights and Labor Management System) in the next Trns*port newsletter.

The TRT (Technical Review Team) will form after the project is underway. Leslie asked for further discussion. Roger asked how much the TAG (Trns•port User Group) may be needed to be involved with the TRT. Leslie thought we should have interaction. Gus mentioned that the TAG will really need to be involved, because they will have different focus than the TRT. Roger discussed the structure and process of the actual software development related to software sprints. Roger suggested that the TAG be involved in Webinars to participate regularly with the monthly sprint. Mike suggested that we go one

step further and start sitting in on the Webinars for current development. Roger suggested getting involved in the Cloverleaf forums and to check out the current development on-line. Gus said that we need to remind management and get them re-involved in the project.

Leslie asked Todd what the TRT would like to see from the TAG. “Be involved in the process, monthly meeting to go over the status and be active in the TRT.” Todd appreciates what has been done so far and the goals of the group. The concept of Agile Development is that lots of users are involved in the development of the product. January will (hopefully) be ready to kick-off CRLMS. The funding has been set up to include a kick-off in Gainesville. One of the roles of the TAG is to look at ongoing developments. The TAG needs to look at the other percentage of items that might not be in the proposal and focus on working those items into the architecture of the software. Additional funds might be needed. The Proposal through awards TAG is working closely with the TRT and conducting monthly meetings.

InfoTech will work closely with the TRT representatives. Progressive work that is accomplished will be shared as it progresses. Webinars would likely be set up between InfoTech and the participating states.

Roger Bierbaum spoke about some of the Civil Rights requirements that are currently being addressed in the NGT. States can go to Cloverleaf and access the NGT software and see what is being put out by InfoTech and can comment on the newly developing software.

Rebecca asked about Texas solicitation on collecting Davis-Bacon Payroll reports, looking for funding from USDOT. Gus indicated that from their experience, they (federal agencies, DOT, FHWA, DOL, etc.) are supportive, but can't be depended on for funding. Mike Jenkins said his experience is just the opposite. Tony said that AASHTO has approached the FHWA about funding. Fed Lands have been contacted by Minnesota and they were not interested in participating.

Should the TAG be involved in the effort for BidX DBE's “small business tab”? This is InfoTech's product, for the benefit of the DBE subcontractors to be involved in the electronic bidding process. It is not an AASHTOWARE product. This product helps with compliance in “good faith efforts”, “prompt payment” and compliance with 49 CFR 29.47. Roger Bierbaum posts the information to the free piece of BidX to ensure that every contractor has the availability of the information.

Are there additional parts of the BidX product that may help enhance the CRLMS effort? The TAG notes that there is a possible interface between BidX and CRLMS.

Barbara asked if any agencies did their certification “out of the house”. Some (Indiana, Michigan) used to do it, but not as much anymore. Barbara said another agency is taking care of their certification and they are having issues.

Some states do DBE certification in house – some certification processes are not.

Scott (OK) – Asked about outline or architecture related to the new software. Todd said that the proposal has been sent to IT directors. Scott said that the Materials TAG is being asked to provide User Stories. He suggested that this group provide User Stories. Todd said that this groups User Stories have been pretty well defined from Minnesota’s earlier studies. The Use Cases were provided to the TAG and were voted on. There may be a need to get information about the CRLMS to those states that have the two efforts separate. Gus asked if that was a role for this TAG ... identify a problem and test it.

Mike Jenkins said the hardest sell for participating in the CRLMS development is going to show that it will cover only 40% of the current needs for Civil Rights. He thinks we should focus on the other 60% and get that information prioritized. Gus agreed. Mike said we need to get really involved so all specific state requirements are met. Todd would like to see any additional monies put towards chipping away at the backlog. Gus asked if this group needs to have influence on other areas. Leslie and Skip thought that there was some involvement and influence on other areas (Bid Express). Prompt payment and other areas are part of the goal of joint development regardless of the particular program.

Someone asked about when and how to join the TRT. The form and resume should be submitted with the reply to the solicitation. Roger asked about follow-up. AI (Action Item) - Leslie offered to follow-up with non-responses. Todd said that he has tried to get everyone involved he could. If there is anyone that he has missed and would like to be involved, they should contact Todd or Leslie.

AI - Roger asked Tony to send us the status in a week or two of the responses to the proposal. The AASHTO Civil Rights Subcommittee has been left out of the loop. They do not currently have a copy of the solicitation. Should there be some outreach to this group?

Gus asked where in each agency these functions under discussion are taken care of. Some states are in a dedicated Civil Rights group, others are spread around in different functional areas. List serve provided by Charles Groshens (MN DOT) has given lots of good information.

Skip asked about a new program that someone mentioned in MN. Monelle mentioned that the FHWA has been putting up a new Civil Rights site with tools (DBE Program assessment). Every state will have to complete this assessment. The state responds then goes to Division FHWA and then goes to FHWA HQ. Tool kits will be provided for Labor Management soon.

There was much more discussion on data that is captured in the current P/L and other programs. It was emphasized that the team really needs to get involved in the current NGT development.

AI - Barbara suggested that this group submit a list of the data they are currently utilizing in P/L, Bid Express, etc.

The FHWA has a new site for Civil Rights. The FHWA has an assessment (DBE) that each State has to do. Tool Kits will be coming out for the rest of the CR's for other parts of the program aside from the DBE program.

The vendor table information needs to be paid close attention to ensure that the gender/race/race neutral information is in the system and available if necessary.

Are the "supplier" subcontracts tracked for the DBE program? In most states it is not. There are fields in CAS and SiteManager to flag "supplier".

Action items

All TAG members – Provide a list of Civil Rights-type data that states are currently using in various modules.

Tony - Send Leslie a list of the solicitation contacts.

Leslie – Will follow-up with all states that did not make any response to the solicitation, in and effort to make sure the correct individuals in each state are aware of the effort.

Leslie – Will provide CRLMS proposal/solicitation information to Diana Brown, NYSDOT (dbrown@dot.state.ny.us). (Completed Monday, October 30, 2006)