

CRLMS TAG Minutes – Oct. 7, 2008

Opening:

Meeting called to order by TAG Chairman, Jim Ferguson, who welcomed everyone to the meeting. Member roll call was taken.

Members or proxies in attendance

Jim Ferguson	NDOR (Nebraska) TAG Coordinator
Roger Bierbaum	Iowa
Shay Hope	Virginia
Todd Bergland	MNDOT
Andy Penny	Oklahoma
Mike Jenkins	Indiana
Bill Kodani	California

Other Attendees:

John Oberdiek	Info Tech, Inc.
Tom Rothrock	Info Tech, Inc.
Shirley Daugherty	Info Tech, Inc.
Sidney Hodgson	Info Tech, Inc.
Monelle McKay	Info Tech, Inc.
Russ Barron	Info Tech, Inc.
Teresa Franklin	Info Tech, Inc.
Brad Parks	Info Tech, Inc.
Tony Bianchi	AASHTO
Charles Groshens	Minnesota
Wilma DeGraffenreid	Missouri
Sharron Knight	LaDOTD
Diana Brown	New York
Jodi Riano	New York
Kevin Thornton	Arkansas
Lisa Durbin	Montana
Kathy James	Montana
David Debo	Texas
Jeremy Kampeter	Missouri
Jaunita Moore	Florida
Janie Valdez	Colorado
Harold Crusan	NYSTA

Total Attendees = 29

Mission Statement

The mission statement was reviewed. Shay Hope made a motion to keep / modify the mission statement as posted / copied below. Todd Bergland seconded the motion; motion carried.

Short term goals:

The short-term goals were reviewed. Roger Bierbaum made a motion to keep / modify the short-term goals as posted / copied below. Todd Bergland seconded the motion; motion carried.

1. Continue to identify areas of future needs of Civil Rights and Labor Management System (CRLMS).
2. Prioritize known issues and future needs affecting the CRLMS.
3. Review issues and provide oversight for areas of functions affecting the maintenance of other Trns•port modules.
4. Help promote and support the solicitation for continued development of CRLMS.

Long term goals:

The long-term goals were reviewed. Roger Bierbaum made a motion to keep / modify the long-term goals as posted / copied below. Todd Bergland seconded the motion; motion carried.

1. Ensure Trns•port handles the software and database needs of the Civil Rights and Labor Management personnel of agencies.
2. Provide oversight as needed for the development of CRLMS.
3. Review current and changing regulations and methods to ensure the AASHTO Trns*port products support the functions necessary to comply with all regulations and evolving methods.
4. Monitor the development of CRLMS and provide recommendations for on-going implementation of the system and the resolution of problems identified by Trns*port users.

Meeting minutes from 2007

The minutes of the 2007 meeting were reviewed. Todd Bergland made a motion to approve minutes as posted. Roger Bierbaum seconded the motion; motion carried.

Election of officers

2007 Coordinator - Leslie Wooten-Hartung

2007 Assistant Coordinator - Jim Ferguson

2008 Coordinator - Jim Ferguson

2008 Assistant Coordinator – Charles Groshens

Updates from past year

Narrative

See attached sheet on CRLMS updates

TMR Discussion

10320 – Ref Code or ID displayed, a descriptor should be displayed along with the code. Want to see this everywhere in the system. TAG endorses this item.

10259 – Create Compliance Data Report – covers both sides, Labor and DBE,

10281 – Export Data for UCP Directory – Note – needs further defining. TAG Coordinator will put on List Serve to define the needs. Real time updating versus static because it was downloaded. Unified Certification Program.

10300 – View Project Field Interview Data – Need the Maintain Data first before the View.

10318 – View / Edit Labor Compliance History – Allows you to view the data relating to the vendor and what has occurred in the past, dealing with the exceptions of previous payrolls. ???

10296 – Merge Contractor / Vendor Email Addresses with Email System???

10317 – Maintain Field Interview Data.

10390 – Payroll Analysis – Level Three – Needs better definition of what Level Three represents. TAG Coordinator will request this happens.

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Endorse – 10320

For every Ref Code or ID displayed, a descriptor should be displayed along with the Code for other than Code Table attributes.

Changes Needed on:

10383 – Create Ad-Hoc Report to Create EEO 13 Reports

10384 – Enter OJT Data. Should be obsolete, already included in CRLMS

10390 – Payroll Analysis needs new description (completed by Charlie G)

Items from Floor

None

A motion to adjourn the meeting was made by _Todd Bergland and seconded by Roger Bierbaum.

CRLMS STATUS UPDATE

- CRLMS TRT was born in May of 2007
- CRLMS is planned to be a comprehensive system that receives and processes the data required to meet federal and state requirements for civil rights and labor compliance activities.
- The initial release has been prioritized with top requirements by the CRLMS Technical Review Team. This is known as “Appendix A”
- CRLMS Beta will be released in January 2009, with production following in May of 2009.
- As of September 2008, the following general work areas have been completed and approved by the TRT to these percentages:
 - Basic system needs were first defined and are all complete or nearly complete.
 - Reference Data – Wage Decisions, DBE Vendor Information, Code Tables and other reference data.
 - Security and System Administration functions
 - Customization processes
 - Packaging and Delivery
 - EEO and Affirmative Action monitoring
 - DBE Commitment
 - Subcontracts
 - Payment Activities
 - Contract Data
 - DBE Goal Analysis
 - Wage and Labor Monitoring
 - Payroll Activities
 - On the Job Training
 - DBE/MBE/WBE Program Monitoring
 - Subcontracting Information
 - Trucking Information
 - DBE Commitment Information
 - CRLMS Business
 - Civil Rights Reporting
 - Labor Management Reporting
 - CRLMS interfaces
 - CRLMS Agency Options
- Next steps will be to determine which two states will be completing beta testing.
- December and January, install and set up beta environments in each of these states.
- Test, Test, Test
- May 2009, release the first production version of CRLMS.
- Begin work on additional functionality (Appendix B) such as direct contractor access for subcontracts and certified payrolls, enhanced statistical functions, access for cities and counties.