

Southwest LRT DBE and Workforce Advisory Committee
Thursday, December 19, 2019
2:00 – 4:00 p.m.
Southwest LRT Project Office
Park Place West, Suite 500
6465 Wayzata Boulevard, St. Louis Park, MN 55426
Meeting Minutes

Members Present: Tracey Jackson, Mel Reeves, Mary Schmidt, Barry Davies, Elaine Valadez, Julie Brekke, Vince Fuller, Gilbert Odonkor, Sean Skibbie, Barb Lau, Shelia Olson, and John O’Phelan

Members Absent: Keith Baker, Ann-Marie Kuiper, and Sam Ndely

1. Call to Order

- a. Tracey Jackson, OEO, called the meeting to order at 2:10 PM. Jackson shared that Elaine Valadez, MnDHR, will be co-chairing today’s meeting in lieu of Salima Khakoo’s absence.

2. Approval of November 21, 2019 Meeting Minutes

- a. There were a few changes made to the November minutes. Those changes will be reflected in the final draft.
- b. The minutes were approved at 2:15 PM

3. Public Comments *

- a. Jeanne Hager made a public comment. She shared her concerns that the workforce numbers from Veit report were not yet shared. She emphasized the importance of making the workers feel included and welcomed. The work goes beyond just reaching the project goals and the worker’s experience is very important as well. She thanked the committee for their work.

4. SWLRT Project Update (Slides 3-13)

- a. Sam O’Connell, Public Affairs, shared the SWLRT year in review. In 2020, there will be construction on all 16 stations, the commencement of LRT trackwork, SouthWest Transit operating out of temporary station, the excelsior bridge construction, TH-62 tunnel construction, Kenilworth tunnel completion, and more. O’Connell highlighted the ways that the project is sharing information with communities. She highlighted the weekly construction update, social media, and the project website. Additionally, the construction update is sent to over 16,000 people with an impressive 48% open rate. She shared digital metrics from the SWLRT website, and social media. Additionally, O’Connell shared some metrics from the 24-Hour Construction hotline. The project will continue to do business outreach in regard to access and signage. O’Connell shared the in-person outreach efforts that the team has enacted over the year. In 2020, the team hopes to continue and even

further these outreach efforts. The team is hoping to do more project videos to help people better understand the project. O'Connell shared information the upcoming SWLRT Construction Training Program Expo Fair on January 22nd. Julie Brekke asked if the outreach team uses the app Nextdoor to promote these events. O'Connell responded that since the Council is not a resident in the community there is a barrier to using that application. However, if the project office coordinates with a neighborhood association, a member of the neighborhood association may share the information. Sean Skibbie asked which training organizations will be at this fair. O'Connell shared and told the committee members to reach out to Aaron Koski if they want to be involved or get more information. Gilbert Odonkor asked if the contractor will be a part of this event? It is separate from the contractor but is similar to events that the contractor is providing. O'Phelan asked if there is a way to get the electronic copy, O'Connell replied that she can follow up with O'Phelan. There was a brief discussion on the title of the event, but the committee concluded that the title was indeed representative of the information that would be shared at the event.

5. Workforce Presentations Follow up Discussion (Slides 14-15)

- a. Valadez said that this time is for the committee to discuss the presentations that were given at the last meeting. O'Phelan highlighted some of the positives that have resulted from the Registered Apprenticeship program. Valadez shared John Aiken had highlighted that the program had recently graduated a large class of women, which is why the numbers from the last presentation may have seemed low. Jackson reminded the committee of the upcoming event and to reach out to Aaron Koski with more questions.

6. DBE Achievement Reporting (Slides 16-17)

- a. Jon Tao, OEO, shared the DBE Achievements of LMJV and Veit. Dale Even added that LMJV is on track with the DBE Goals. Tao and Jackson shared the changes that they are making to improve the DBE report in response to the advisory committee's request. Tao shared that it is hard to quantify the amount of the project complete, which is why they use the "billed to date" measurements. Sean Skibbie asked if there have been changes in commitment to a DBE firm? Even replied by saying that the commitment to the overall DBE goal has not changed, he asked for clarification. Even continued by sharing that the contract is often in flux, but most changes have been increases in DBE dollars. Tao shared an example of how the R Olson Trucking, a DBE firm, was not able to commit to their bid on the project due to unforeseen impacts of construction along the I-94 corridor to St. Cloud. Even shared that they found another DBE to take over that scope of work. Tao shared that another DBE, Trackworks, was removed for safety reasons. Even challenged that Trackworks was removed for safety reasons. He shared that their scope of work was removed by the Council and it was in the best interest for the railroad to take flagging responsibility into their own hands. Even shared that LMJV made a good faith effort to keep Trackworks on the contract, but it was not possible. Jackson reminded the committee of the more detailed report coming in January. Barb Lau expressed the importance of this committee in holding contractor's accountable and thanked the Council for being transparent. O'Phelan asked Lau if there was a way for the committee to learn more about the "games" that can occur in the industry. There was a brief discussion on how to make the committee more aware of

schemes that can occur in the industry in regard to DBEs. Okondor asked if the revised report will show change-orders. Tao shared that it would show amended contracts, but not change-orders because the timeline of change-orders is quite situational. Odonkor shared his concerns about transparency around the timeline of change-orders. Jackson asked how many change-orders there have been on civil thus far. Even replied that there has been approx. 150 owner directed changes, and around 30 have been agreed upon. Jackson shared that the project office is aware of these issues and are actively working to address them. Lau asked if the status of change-orders can be a regular part of this meeting. Brekke asked what the best practices for transparency in regard to projects are that are not of this magnitude. The committee shared that there are so many players within the industry that it is hard to come to an industry-wide consensus. Even shared that LMJV is working diligently to track the scope of DBE dollars in outstanding change orders. He shared there is not a lot to report right now, but there is more information coming. He is not aware of any DBEs that are out of a lot of money due to change orders at this time. Even shared how the Council is tracking any additional work in the field in eBuilder through, "force account tracking." Everyone has access to that tracking, including subcontractors and DBEs. Schmidt asked for clarification if there are federal regulations around DBEs and Change-Orders, similar to substitutions. Jackson clarified that she didn't believe that the regulations cover that.

7. LMJV Update on DBE Activities (Slides 18-20)

- a. Even shared that last week LMJV held a Small Business and DBE Workshop at their project office. The event included introductions of important staff, the assignments of mentors and liaisons. They introduced the SWLRT Quality Management Program. Additionally, they talked about workforce goals and strategies, as well as the payment process. Even shared the 6-Week Look Ahead in regard to DBE Participation. Skibbie asked if there is an issue where someone contacts Manny at McCrossan, will someone from Lunda be involved in the conversation? Even replied that was not how they structured it but assured the committee that Manny and himself are working closely together. Brekke asked if there is a way to know when there will be a larger need for a skilled workforce on the project? She shared that this information is helpful for the community-based organizations to prepare for the need and build that skilled workforce. Yolanda McIntosh, LMJV EEO, clarified that there has been a constant and consistent effort to reach out and communicate with community-based organizations. McIntosh reminded the committee that often, they do not get responses from community-based organizations; if they do not have an established connection. Brekke was wondering what could be done proactively to see what trades would be needed, at what time, and in what volume. Mel Reeves brought up the workforce projection tool that has been used on other projects in the past, such as CCLRT. Odonkor shared that on CCLRT the contractor utilized their schedule to project need in their outreach efforts to ensure that they did not promise people work. Even replied that a schedule predicting need the needs to that level of detail might be difficult with the number of subcontractors on this project. Brekke further emphasized how this information would be useful for non-profits to be as inclusive as possible and help kickstart people's careers. Sheila Olson added that it is helpful to know the peak seasons so they can better meet the needs of the contractors. McIntosh shared that the contractor does share information about need for skilled

workforce. Barry Davies shared that unions look at schedules and try to project the needs for various projects. Davies shared that they adjust their apprenticeship programs to match the needs of the projected workforce. Odonkor shared that these market forecasts would be more beneficial if it included the needs of the industry in the region.

8. Workforce Participation Reporting (Slides 21-23)

- a. Valadez shared the workforce participation percentage breakdown from October 2019. The breakdown showed the workforce participation of women, and people of color compared to the goals, as well as the percent of the contract completed to date. She then shared the hours worked by the various groups. Schmidt clarified that this data represents the workforce breakdown of the Joint-Venture and all the Subs. Maura Brown asked if there will be more details included in this report, similar to the reports created by the CCLRT. Valadez added that the reports CCLRT produced were created by the contractor. Brown added that in the summer the committee had requested to have more detailed workforce reports. Reeves added that the stadium project had more resources to help project the needs of the workforce so the project could exceed the goals that they had set. He added that it would be beneficial to help figure out what is needed to in order hit the goal. He emphasized that it is important to put these statistics together in regard to see what the needs are and reach the goal. Jackson added that we are on track to reach the goal for DBE and that we have not yet reached the goal for workforce. She shared that the Council and LMJV are committed to reaching the goals set. Reeves suggested that for the next meeting it would be beneficial to have someone familiar with the Workforce Projection Tool explain the importance and usefulness of it. Lau expressed that there is a difference between numbers for vertical projects, and horizontal projects; since SWLRT was being compared to the US Bank Stadium. Reeves also emphasized that he believed it was important to have a representative from McCrossan at this meeting. Valadez shared information on the Veit report and how the project was over before they were aware of it and able to get on site. Valadez shared that one of the reasons MDHR has not reported on this was because Veit had not shared the number themselves. Davies asked if there are ramifications for Veit not making these goals. Valadez shared that MDHR is not able to levy financial sanctions and asked if the Council has financial sanctions written in the contract. Jackson shared that Veit did meet their DBE goals, and that once the Council was aware that Veit did not meet the workforce goals they were in communication with them. She also reemphasized that this project was very short. It was addressed that Veit has been sanctioned before, which is why the committee is frustrated by this issue. Valadez shared that MnDHR is aware of this and Veit is on their radar. MDHR does not have the capability to levy financial sanctions like the City of Minneapolis had done in the past. Davies asked that if they are cited for violating the Responsible Contractor Law and are the low bidder for a new contract, would they be awarded that contract? Valadez replied that they could suspend their workforce certificate, and then the Responsible Contractor Law would be in effect. O'Phelan shared that these numbers are extremely disheartening and suggested that the advisory committee write Veit a letter. Lau asked what are the workforce experts in the room are most frustrated with when they reviewed these achievements? Some replied by saying that people do not necessarily trust Veit's numbers, and this is another example of poor results. They believe

that they can try to make Veit change. Jackson said that the Council and MDHR will look at potential actions to take, and this will be brought up at the next meeting.

b. **LMJV Workforce Activities (Slides 24-27)**

McIntosh shared the efforts that LMJV is putting forth to make this an inclusive place for women and people of color. LMJV is working to build a relationship with people through career fairs and mock interviews and attending their graduations. LMJV is trying to become a familiar face to potential employees to ensure that they know it is a good place to work. LMJV also does trainings to ensure that their staff are also creating a welcoming environment. She shared that they also conduct random site visits at least once a year. They will provide surveys to every member of the crew to ensure that everyone is feeling welcomed. She also reminded the committee that these numbers are based on hours, not headcounts. Additionally, the project is still in its early stages.

9. 2019 Committee Review (Slide 28-29)

- a. In 2019 the committee discussed the construction workforce overview, registered apprenticeships, workforce development, pay cycles, retainage, and change orders. They did not discuss driver licenses, procurement disparities innovations and retention.

10. 2020 Look Ahead (Slide 30-31)

- a. In 2020, they will look at meeting locations, workforce projection tools, change orders, workforce retention, and the needs of DBEs. Valadez also mentioned the “yard” training that Lunda provides for apprentices to get some field experience. McIntosh shared the importance of having a strong support system. She shared that LMJV tries to tell potential employees that they need a strong support system because the work is hard. Jackson thanked the committee for their passion and commitment to this project. The next meeting will be held on January 16th.

11. Adjourn (Slide 32-33)

- a. The meeting was adjourned at 4:07 PM

SWLRT DBE and Workforce Advisory Committee

Initials	Last Name	First Name	Title	Organization/Agency Name
	Alexander	Jim	Project Director	Southwest Project Office
	Baker	Keith	President	National Association of Minority Contractors
	Bolton	Trina	Supervisor, Small Business Unit	Metropolitan Council
JAB	Brekke	Julie	Executive Director	HIRED
	Bronson	Christine	Sr. Dir. Of Services and Programs	Goodwill Easter Seals
MB	Brown	Maura	Representative	Hire MN
	Caufman	Robin	Director of TSD Administration	Southwest Project Office
	Cigolo	Nkongo	Community Outreach Coordinator	Southwest Project Office
	Cummings	Molly	Interim Council Chair	Metropolitan Council
BRD	Davies	Barry	Business Manager for Ironworkers Local 512	Mpls. Building & Construction Trades Council
	Davies	David	Sr. Community Outreach Coordinator	Southwest Project Office
	Dial	Nick	Assistant Director of Construction	Southwest Project Office
RC	Even	Dale	Professional Engineer	Lunda/CS McCrossan Joint Venture
MP	Fuller	Vince	Special Projects Manager	Twin Cities RISE
	Ginis	Sophia	Manager Public Involvement	Southwest Project Office
	Gorski	Dave	Manager Contract Compliance & Business Development	City of Saint Paul - Human Rights EEO
	Hollick	Joan	New Starts Director	Southwest Project Office
	Jackson	Tracey	Senior Manager	Southwest Project Office
	Jordan	Cyrenthia	Director of Office of Equal Opportunity	Metropolitan Council
	Khakoo	Salima	Interim Equity and Inclusion Supervisor	MN Dept. of Human Rights
	Klem	John	Associate Director	HIRED
	Kuiper	Anne-Marie	Director of Strategic Development	Summit OIC
	Lau	Barb	Executive Director	Association of Women Contractors
	Lee	Sarah	Sr. Contract Services Analyst	Hennepin County Purchasing and Contracts
	Lopez-Urbina	Mary Elena	HR Generalist	Lunda/CS McCrossan Joint Venture
	Lucero	Rebecca	Commissioner	Mn Dept. of Human Rights

SWLRT DBE and Workforce Advisory Committee

Initials	Last Name	First Name	Title	Organization/Agency Name
	Maus	Katy	HR Generalist EEO	CS McCrossan
YMC	McIntosh	Yolanda	EEO Officer	Lunda
	Mockovciak	James	Community Outreach Coordinator	Southwest Project Office
	Ndely	Sam	Business Consultant	Metropolitan Economic Development Association
CNO.	Odonkor	Gilbert	Manager of Constrution Procurement	Hennepin County Purchasing and Contracts
	Ogilvie	Elaine	EO Consultant II	Metropolitan Council
S.O.	Olson	Sheila	Chief Services and Programs Officer	Goodwill Easter Seals
	O'Connell	Sam	Senior Manager, Public Affairs	Southwest Project Office
JOP	O'Phelan	John	CHC Program Manager	Ramsey County Solutions
	Pingol	Lynn	CEO	MaKee Company LLC
	Reeves	Mel	Representative	Hire MN
	Robbins	Kent	Principal	Robbins Consulting
	Roy	Trevor	Sr. Communications Specialist	Southwest Project Office
	Runzel	Brian	Director of Construction	Southwest Project Office
MS	Schmidt	Mary	Director of Advancing Equity	MN Department of Transportation
	SisloSchutta	Brianna	Intern	Metropolitan Council
SS	Skibbie	Sean	Director, Contract Compliance	City of Minneapolis - Contract Compliance
	Sweeney	Jerri	AWC President	Association of Women Contractors
J.V.T.	Tao	Jon	LRT DBE Specialist	Southwest Project Office
EJ	Valadez	Elaine	Equity and Inclusion Officer	MN Dept. of Human Rights
SV	Vang	San Nying	EEO Officer	Lunda/CS McCrossan Joint Venture
	Walk	Manny	Sr. Project Manager	Lunda/CS McCrossan Joint Venture
	West	Leroy	Chief Administrative Officer	Summit OIC
	Williams	Melanie	Career Coach Manager	Twin Cities RISE
	Winkelaar	Jenny	Director of Marketing & Public Relations	Mpls. Building & Construction Trades Council
	Woyee	Leslie	Contract Compliance Officer II	City of Mpls. - Contract Compliance
	Yenter	Justin	Project Controls	Lunda/CS McCrossan Joint Venture

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Public Comments Speaker Sign-in:
Please print your information and limit comments to 2 minutes per speaker.

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