

ODOT DBE Advisory Committee Charter

September 2022

Project background

In September 2020, the Oregon Department of Transportation's Office of Civil Rights (OCR) received funding for Disadvantaged Business Enterprise (DBE) Supportive Services as part of federal funding allocated by the Oregon Transportation Commission (OTC). This funding will be used to identify and address barriers that DBE certified firms face when competing for work with ODOT.

To center DBE perspectives in this process, ODOT established an advisory committee made up of DBE firms, large prime contractors, and industry partner representatives. This group will meet as a cohort starting in September 2022 through July 2023 to build on previous work that identifies barriers DBE firms face when contracting with ODOT and develop recommendations to address those barriers. Future cohorts will continue this work, while also monitoring ODOT's progress toward implementing recommendations from prior cohorts and other similar efforts.

Goals

The goal of the of DBE Advisory Committee is to share recommendations with ODOT to address challenges and barriers that Oregon certified DBE firms face when pursuing work with ODOT.

Specific goals of advisory committee cohorts will be:

- To determine availability and capacity of DBE firms in ODOT's relevant market area.
- To determine challenges and barriers for DBE firms in ODOT's solicitation and contracting process.
- To identify other possible contracting disparities between the availability and the utilization of ready, willing, and able firms to participate in contracts for goods and services related to the operations, maintenance and construction of highways, bridges, and other related transportation facilities in the state of Oregon.
- To review work of the prior cohort, including revisiting the list of barriers faced by DBE firms and assessing progress made toward reducing those barriers.
- To present a prioritized list of recommendations to ODOT to evaluate for implementation.
- To develop DBE specific supportive services to address identified barriers.
- To establish a long-term legacy for future cohorts so the DBE Advisory Committee may serve as an on-going resource for ODOT and the Oregon DBE community.

Outcomes of this work will include a refined and prioritized list of challenges and barriers DBE firms face when contracting with ODOT and a recommendations report suggesting how to address those barriers.

Measuring success

The DBE Advisory Committee's success will be defined by the following metrics:

- Majority agreement among DBE firms participants taking an end of term feedback survey that the committee was a positive and meaningful experience for them.
- The committee develops a prioritized list of recommendations.
- The committee's recommendations are shared with relevant ODOT staff, including senior administrators.
- ODOT initiates an analysis and plan for implementing recommendations within three months of cohort completion.
- There is a 20% increase in contracts with DBE firms as primes within one year of cohort completion.
- There is a 20% increase in contract value committed to DBE firms on contracts with prime contractors within one year of cohort completion.
- There are DBE commitments in every ODOT work area within one year of cohort completion.
- There is a 20% increase in dollars committed to DBE firms in contracts within one year of cohort completion.

Committee structure

This committee includes representatives from DBE firms. Additional committee members will include industry organizations with a mission to helping promote and develop business for DBE firms and large firms that often work with ODOT and require sub-consultants to support their work. This first cohort of the committee includes the following individuals:

DBE firm members

1. Arti O'Brien, [Advanced Government Services](#)
2. Debbie Rockway, [AllSource Construction and Safety Supply](#)
3. Herb Yamamoto, [BIM Connection](#)
4. James Faison, [Faison Construction](#)
5. Karisa Mata, [Certified Personnel Service](#)
6. Khang Tran, Humanus Labs
7. Lillian Stevenson, [Berrien Concrete](#) (BCI)
8. Marcela Alcantar (Kiekari Wiya), [Alcantar & Associates](#)
9. Matt Calhoun, [GI Junk Removal](#)
10. Monica Leal, [Global Transportation Engineering](#)
11. Rene Christianson, [High Point Construction](#)
12. Suzanne Donaldson, [Donaldson Consulting](#)
13. Trisha Cauthorn, [Corpac Construction](#)

Large firm and industry partner committee members

1. Ben Hert, [David Evans and Associates](#)
2. Collina Beard, [Oregon Association of Minority Entrepreneurs](#) (OAME)

3. Devanta Black, [Kiewit](#)
4. Joe Sky-Turner, [Business Impact Northwest](#)
5. Matt Hennessee, [Professional Business Development Group](#)
6. Mario Alexander, [Conference of Minority Transportation Officials](#) (COMTO)
7. Stephanie Serpico, [HDR](#)

The cohort will be supported in technical matters by a group of advisors from several Oregon agencies, including:

- Bobbi Matthews, [Port of Portland](#)
- Carrie L. Baxandall, [Certification Office for Business Inclusion and Diversity](#) (COBID)
- Larry Ilg, [ODOT Statewide Project Delivery](#)
- Maria Ellis, [ODOT Office of Social Equity](#)
- Melissa Canfield, [OregonBuys](#) and [ODOT Office of Procurement](#)

The committee will be administered and supported by ODOT’s Office of Civil Rights (OCR) and their consultant, PRR. These staff are responsible for administration of the committee:

- Angela Crain, OCR Manager
- Diponker Mukherjee, OCR DBE Program Manager
- Brett Houghton, PRR Facilitator
- Hayley Nolan, PRR Communications Support
- Kristen Bishop, PRR Communications Lead
- Malika Klingler, PRR Facilitator

Meeting schedule and format

The committee will meet once a month from September 2022 through March 2023, except December, and then again in June and July 2023. Some meeting dates will include only DBE firm representatives (small group) while others will include the entire group (large group).

Meeting	Objectives
<p>September 14, 2022 Large group</p>	<ul style="list-style-type: none"> • Introduce advisory committee members to one another • Introduce project • Confirm committee goals and milestones with committee members • Establish meeting structure and confirm meeting time for future committee meetings • Prioritize the challenges and barriers DBE firms are facing when pursuing work with ODOT for this committee to consider

Meeting	Objectives
<p>October 12, 2022 Small group</p>	<ul style="list-style-type: none"> • Refine list of challenges and barriers DBE firms are facing when pursuing work with ODOT to top five most pressing and actionable items to address • Split into subcommittees to begin research on case studies or possible solutions from other DOTs or agencies
<p>November 9, 2022 Small group</p>	<ul style="list-style-type: none"> • Subcommittees share subcommittee findings and refine recommendations and ideas
<p>January 11, 2023 Large group</p>	<ul style="list-style-type: none"> • Review recommendations and ideas from small group meetings • All committee members have an opportunity to ask questions, share comments and refine recommendations
<p>February 8, 2023 Small group</p>	<ul style="list-style-type: none"> • Subcommittees and all small group committee members have an opportunity to incorporate or respond to input from January meeting
<p>March 8, 2023 Large group</p>	<ul style="list-style-type: none"> • Committee members review all recommendations to propose to ODOT • Identify plan to present to ODOT leadership • Committee members finalize list of prioritized recommendations
<p>June 14, 2023 Large group</p>	<ul style="list-style-type: none"> • ODOT presents plan for implementation of committee's recommendations • Committee has an opportunity to respond to the plan • ODOT staff have an opportunity to ask any questions and share barriers they have discovered

Meeting	Objectives
<p>July 12, 2023 Large group</p>	<ul style="list-style-type: none"> • ODOT shares final plan to implement recommendations • Committee members and PRR share a recap of year one, lessons learned, and transition plan for the next cohort • Everyone celebrates the work of the inaugural DBE Advisory Committee!

Meetings will be virtual and held on Zoom. Meetings will be two hours long. The team will determine meeting times after consulting with each committee member. Once determined, each meeting will be held at a consistent time.

Roles and responsibilities

ODOT is committed to helping create an environment where committee members can take risks and share honestly about their experiences and their needs. For the DBE Advisory Committee to accomplish its objectives, members and staff will work together to create a space in which people feel comfortable sharing their perspectives openly with confidence ODOT is listening.

To support such an environment, all members, facilitators, advisors, and staff will:

- Arrive on time and prepared to participate.
- Contribute with honesty, fairness, and respect.
- Speak in a clear and concise manner.
- Listen to others without interrupting.
- Commit to no reprisal
- Support the committee to develop recommendations that reflect their interests and priorities.
- Respect the process and aim to reach agreement and closure.

DBE Advisory Committee members, including DBE firms, large firms, and industry partners, will:

- Review agendas and any meeting materials sent in advance.
- Attend all meetings and participate in conversations between meetings.
- Openly share input, ideas, and information to encourage collaborative and efficient dialogue.
- Flag issues or impacts that should be considered in decision making.
- Keep an open mind regarding others’ input, ideas and perspectives.
- Voice concerns about the committee process with the ODOT team and committee members before taking any public action or statement that could impact the process.
- Contribute to the development of the recommendations report.
- Share their experiences respectfully without malice to individual staff members.

DBE Advisory Committee technical advisors will:

- Attend large group meetings.
- Provide support to the committee by offering a non-DBE perspective when appropriate or invited.

- Listen to and answer questions posed by committee members.

ODOT's project team will:

- Provide technical expertise and information to inform committee dialogue and recommendations.
- Consult with the committee, listen carefully and consider all committee input.
- Explain and provide regular updates on how ODOT will use committee feedback and recommendations.

DBE Advisory Committee facilitators (PRR) will:

- Provide meeting agendas to ODOT for approval with enough time to send to committee members in advance of each meeting.
- Provide presentation materials and high-level summaries following each meeting.
- Serve as guides to organize and support the process with no stake in the direction for group recommendations.
- Support the group to stay focused on the agreed-upon task.
- Set protocol for each meeting, suggest alternative methods and procedures, and encourage participation by all group members.
- Work with the ODOT team to coordinate meeting logistics, prepare meeting agendas, materials, and documentation.
- Assist in keeping communication open and constructive between the committee members and ODOT's project team and technical advisors.
- Address access and accommodation needs and requests.

Process of making decisions

ODOT will support the committee to come to agreement in its recommendations. To do this, ODOT and committee members will:

- Present clear, transparent information.
- Ask clarifying questions.
- Make space for all committee members to be heard.
- Engage in constructive conflict. Invite clarifying questions, objections, and disagreement, but not linger there.
- Identify and include any areas of disagreement that are not resolved in the recommendations report.

The group will use a consent agreement decision making process. Consistent with that, the recommendations report will describe areas of agreement and disagreement and clarify where and why there is a disagreement.

Committee communications

Internal

Between meetings, DBE Advisory Committee members should direct questions and comments to consultant project manager Kristen Bishop at PRR (kbishop@prrbiz.com). The project team will commit

to responding to inquiries within three business days, with the understanding that complete responses might require more time. If an advisory committee member would like to communicate with the rest of the committee, they may send the communications lead an email for distribution to the larger group. The communications lead may choose to bundle this email with other emails to the committee.

The project team will use email to communicate with committee members, including:

- Sending meeting materials one week in advance of meetings.
- Sending meeting summaries or any materials requested during the meeting within one week after the meeting.
- Sending important updates as necessary.

External

DBE Advisory Committee members should not represent themselves as speaking for the entire group. Committee members should not represent themselves as speaking for ODOT under any circumstances. This working rule in no way restricts individual committee members, in their capacity as community members, from interacting with elected officials, the media or community organizations.

Compensation

ODOT will compensate committee members who are not otherwise compensated for their participation in the advisory committee as described in the [Equitable Engagement Compensation Plan](#). Committee members who are eligible and choose to participate will be compensated via a prepaid cash card. The amount of compensation is based on participation.

Background information

This committee's work will be grounded in existing research and ongoing discourse in DBE communities. Some materials on which the committee will build their work include:

- [ODOT Strategic Action Plan](#)
- [2022 Disparity Study by Keen Independent Research](#)
- [ODOT BIPOC Contracting Expansion Anti-Oppression Barriers Analysis](#)
- [State of Oregon Racial Justice Council](#)
- Oregon Minority Contracting Task Force