
Meeting Minutes

District Contract Compliance Managers' Meeting

November 16-17-18, 2004 - Orlando

This is a statewide meeting; minutes are posted on the
FDOT Construction Office Website.

Nov. 16 & 17, 2004

8:30 am-5:00 pm

Chair: Sylvia Barge
Attendees: listed at end of minutes
Handouts: Agenda,
Draft of Tier 2 Business Plan for Equal Opportunity Construction Contract Compliance

1. INTRODUCTIONS & GUESTS

- A. Inspector General's office attendees: Marie Walker and Myndi Smith attending to learn the interfaces of various offices, What we do & how we do it
- B. Tyrone Scorsone: EEO Specialist, reporting to Art Wright

2. GENERAL DISCUSSION

- A. Specification for certification of FHWA 1273 compliance scheduled to begin with letting of Jan. 2005.
Contractors will need to be made aware of this change and it's implications.
- B. This is the annual period for review, revision, update of the Contract Compliance Workbook and the majority of this meeting addressed that. The revised Workbook and forms will be issued in January 2005.

3. CONTRACT COMPLIANCE WORKBOOK & FORMS

The group undertook an extensive review of each chapter of the Workbook and many of the forms

4. Tier 2 Business Plan for Equal Opportunity Construction Contract Compliance (T. Scorsone)

Tyrone Scorsone, EEO, facilitated the review and finalization of the Tier 2 plan which will be shared by the State Construction Office, the District Contract Compliance Managers and the Equal Opportunity Office.

Thursday, Nov. 18, 2004

8:30 am- 12:00 pm

Chair: Sylvia Barge
Attendees: Listed at end of minutes
Handouts: Florida Highway Wage Survey and instructions

5. COMPLIANCE REVIEWS

- A. Compliance reviews are a required part of the compliance program and must be made a priority.
- B. GLF was found in non compliance with FHWA 1273 regarding recruitment, pay disparity and a workforce that included no females in Districts One and Three.
- C. Compliance Reviews are project and area specific. Districts are encouraged to share information with each other regarding the outcome of reviews; however a contractor is not exempt from a review solely on the basis that the contractor was reviewed in another District within a specific time frame.

6. CHAIN OF QUESTIONS/CLARIFICATIONS

- A. Clarification and questions from third parties regarding compliance matters must first be directed to the DCCM in which the interested party or project is located.

7. PROPER USE OF NOTICE OF NONCOMPLIANCE LETTERS

- A. Districts are to ensure that Non Compliance Notice letters are not used for communicating any information other than the purpose for which it was intended. Non Compliance.
- B. Districts may develop their own format for letters they want to issue advising contractors that compliance documents have been received.

8. CCCA REVIEW FORMAT

- A. The form in the DOT forms library is not up to date; Districts are directed to develop their own format for this review. This will allow addressing each District's unique work organization
- B. The importance of RCS' going to the project site, on occasion, was emphasized.
- C. Districts are to develop their CCCA format and be prepared to share the document at the next meeting,

9. NATURAL DISASTER EMERGENCY CONTRACTS (FDOT FORM 375-040-61)

- A. This "S" contract includes reference to FHWA 1273 .The form is being used for consultant as well as construction contracts.
- B. Florida's Governor may issue normal reporting EEO exemptions for emergency contracts however contractors are still bound by the contractual obligations of the 1273. Reporting requirements for Davis Bacon can only be exempted by the President of the U.S.
- C. There is no vehicle for identification of Wage Tables on the S contract form. The DCCM's will work on developing a compliance summary document addressing emergency compliance requirements (Similar to District 4's)

9. PAYROLL & WAGE UPDATES (Mark Wright)

- A. CARS update is almost ready; it will be part of the TSO system
- B. Uniform deductions can be viewed in the Bizweb Register. Contractors are to send their authorizations to Mark Wright
- C. Employment Agency payroll deduction authorizations are to be included in the Register even though they do not have EEO Policies and plans
- D. Davis Bacon Question and Answer section will be added to the State Construction office website

E. Electronic Payrolls: A proposal for a pilot project is being looked on a large contract in District 2 for payroll reporting.

6. Davis Bacon Wage Survey (form WD-10) (Mark Wright)

- A. Collection of contractor data will occur starting in March/April 2005
- B. Mark Wright will ask John Bates of USDOL, Atlanta office to provide training to DCCM's and will also hold four meetings across the state to instruct contractors
- C. Data will be collected on projects active Sept 1, 2003 to Aug 31, 2004. Specific projects will be selected by DOL and other projects may report on a voluntary basis. Each contractor on these selected projects will submit wage data for their 'peak employment' period.
the web site for the reporting is
www.dol.gov/esa/programs/dbra/wd10/index.htm

7. TENTATIVE 2005 QUARTERLY DCCM MEETING SCHEDULE & LOCATIONS:

January 26 & 27, 2005; Tallahassee
April
July 2005 Boca Raton
October

Attendees: DCCM Nov.16-18, 2004 Meeting (X=ATTENDED)							
OFFICE	ATTENDEE	TITLE	TUES 11/16/05		WED 11/17/05		THU 11/18
			AM	PM	AM	PM	AM
FDOT Inspector General's Office	Marie Walker	Sr. Internal Financial Services Auditor	X	X	X		
	Myndi Smith	Sr. Internal Management Auditor	X	X	X		
Equal Opportunity	Sylvia Barge	State Contract Compliance Administrator	X	X	X	X	X
	Tyrone Scorsone	Equal Opportunity Specialist	X	X	X	X	X
State Construction Office	Mark Wright	Prevailing Wage Coordinator			X	X	X
District 1	Jacqueline Brown	District Compliance Specialist	X	X	X	X	X
District 2	Brenda Crews	District Contract Compliance Manager	X	X	X	X	X
	Frankie Lake	Project Support Specialist	X	X	X	X	X
District 3	Wanda Syfrett	District Contract Compliance Manager	X	X	X	X	X
Dist rict 4	Marty Anderson	District Contract Compliance Manager	X	X	X	X	X
	Adrienne Brown	District Compliance Specialist	X	X	X	X	X
District 5	Morris Scott	District Contract Compliance Manager	X	X	X	X	X
District 6	Stan Ford	District Contract Compliance Manager	X	X	X	X	X
District 7	Joyce Joliff	District Contract Compliance Manager	X	X	X	X	X
	Tyrone Reddish	District Compliance Specialist	X	X	X	X	X
Turnpike	Lloyd Miller	District Contract Compliance Manager	X	X	X	X	X