



Q4 2022 ADOT DBE Joint Task Force Meeting

Date & Time: November 01, 2022, 9:00 a.m. to 10:30 a.m.

Location: Zoom Meeting

Attendees: See number of participants at bottom

NOTES

Outline of the conversation:

1. Call to order – Nikki Weiss called meeting to order
2. ADOT DBESS Updates – Dr. Janis Hodge reported the update
 - a. November 15, 2022 ADOT DBESS Task Force Workshop
 - i. Words that Work: How to Write and Use Job Descriptions Effectively
 - ii. Special Presentation on the ADOT DBE Availability Study Results, presented by Keen Independent
 - b. December 6-7, 2022 ADOT DBE and Small Business Conference – “Driving Business Expansion”
3. Presentation – **“Organization & Time Management Strategies for Small Businesses”** – Maisha Christian moderated the panel
 - a. Introduced the panel:
 - i. Sergio Oliden, Principal, Ethos Engineering
 - ii. Patti Olds, Economic Impact Advisor, Kuniklo
 - iii. Yung Koprowski, Principal/CEO, Y2K Engineering
 - iv. MODERATOR – Maisha Christian, President, Beauty & the Boss
 - b. Overview of Discussion:
 - i. Intro – describe how you started your business: What made you take the leap and how big is your staff now?
 - ii. The Background of Building the Business - Talk to us about how you built your team - How did you decide to make your first hire?
 - iii. How did you develop Roles & Responsibilities and an Org. chart? How has that changed over time?
 - iv. Do you find it difficult to delegate? What helps you effectively delegate to your team?
 - v. Current Operations - How do you manage your time now?
 - vi. What tools and resources do you find are useful in time management and organization?
 - vii. How did you land your first government contract? What did the strategy look like back then, and what does it look like now?
 - viii. How do you prioritize what you work on?

- ix. What are your “Wet Gremlins”?
 - x. How do you have a difficult conversation with a client?
 - xi. Looking Ahead to the Future – Recruiting staff and building a team is hard for everyone – how do you compete now for talent?
 - xii. What is next for you in your business?
4. Update from **ECS** – Cedric Johnson reported the update
- a. Current projects <https://azdot.gov/business/engineering-consultants/advertisements/current-advertisements-engineering-consultants>
 - i. Contract No. 2023-008 – Full Service Construction Engineering Services (CE) for the I-10: Ina Road Traffic Interchange (TI) to Ruthrauff Road TI and Sunset Links Road from Santa Cruz River to River Road
 - b. Upcoming projects <https://azdot.gov/business/engineering-consultants/upcoming-advertisements>
 - i. Contract No. 2023-002 – Final Design SR303L Lake Pleasant Parkway - I-17
 - ii. Contract No. 2023-006 – City of San Luis - Cesar Chavez Boulevard, Roadway Widening
 - iii. Contract No. 2023-007 – North South Corridor Study Design Concept Report (DCR) and Tier 2 Environmental Impact Statement (EIS) Study (I-10 to Arizona Farms Road)
 - iv. Contract No. 2023-009 – Statewide On-Call Services for Geotechnical Investigations
 - v. Contract No. 2023-010 – Sonoran Corridor Tier 2 Design Concept Report (DCR) and Environmental Impact Study (EIS)
 - vi. Contract No. 2023-012 – SR347, I-10 to City Of Maricopa Roadway Widening
 - vii. Contract No. 2023-013 – On-Call Bridge Engineering, Assessment and Evaluation. Statewide Locations
 - viii. Contract No. 2023-014 – Final Design - US 93, Cane Springs Road

Meeting adjourned at 10:21am

Participants

Attendees: 22

Panelists: 13

Link to video recording:

<https://www.dropbox.com/s/l8m4fp5on9e8jaw/video1104678778.mp4?dl=0>