

35W/Lake Street Project Diversity and Inclusion Commitments

Attendees on Conference Call: Jason Zins (EEO Officer, Shafer), Tanya Kesti (EEO Officer, Ames), Yolanda McIntosh (EEO Officer, Lunda), Justin Gabrielson (Operations Manager, Ames Construction), Jason Block (Project Manager, Ames), Dale Even (Project Manager, Lunda), Steve Barrett (Engineer, MnDOT), Byron Millea (Civil Rights, MnDOT), Charleen Zimmer (Outreach Consultant, Zan Associates)

	Commitment	Questions	Commitment Details	Timeline
1	Work with unions to finalize a plan that maximizes opportunities for both apprentices and journeypersons	What type of plan is envisioned and when will that be finalized? How will these relationships be strengthened or formed? Who will keep records of outreach and communications?	This commitment is in reference to DEED/Cement Masons unions. Cement Masons trainer Tom Reger is working with ALS and the other unions. Cement Masons class is going to meet with other unions because not everyone will end up being a cement mason. ALS has already been working with Cement Masons (presentations, and attended graduations). ALS want CBOs to contact them directly rather than waiting for graduates contacting them. ALS plans to contact CBOs to work with trainees on specific issues (transportation, attendance, etc.). Will not work with CBOs on issues of egregious behavior or failing drugs. See commitments #3 and #5 for other initiatives to strengthen/build CBO relationships. Each contractor will maintain separate records and will also provide a copy to Yolanda.	On-going and in process. Will happen for future DEED/Cement Masons trainings. In process
2	Strengthen existing relationships with community-based organizations and form new partnerships with others (list of specific orgs is in bid proposal)			
3	Prior to the start of project, ALS will host an outreach event targeting CBOs identified (in list referenced above)	Has this happened? If not, please provide details on when this will happen?	Event has not happened. ALS has attended events that CBOs have been at. ALS anticipates hosting CBOs at project office once that is established (Hoping to be in there by Sept 21) for the last week of September.	Last week of September
4	Hold at least quarterly career fair events at Sabathani Community Services	When will the first event happen? Will all the subs that have jobs available be at these events? Do you anticipate or have interest in having CBOs, trade/tech schools, unions at these events?	Yolanda is proposing March/April event. Subcontractors will be invited to attend. Other stakeholders will be invited. For now, ALS has been having prospective employees fill out a form at various events so that ALS can contact them in the spring when hiring will happen.	March and April event
5	Host a Spring Startup Outreach Event with CBOs throughout the life of the project	Do you know where you plan to hold this event? Is this a job fair, networking event, or both? Do you anticipate this event being in March or April?	Will be held at the project office. Inviting the leaders of CBOs to discuss anticipated workforce needs. Also discuss the project generally. Will be like the first event at the end of September (see #3 above).	March and April event
6	Continuing to attend job fairs, mock interviews, graduations, coaching sessions, as they occur	Who will keep records of outreach and communications related to these activities? Who will organize/chair these meetings? Who will take notes? Which contractors will be on each call?	Each company will keep their own records and get a copy to Yolanda Yolanda and Byron will chair/organize. Yolanda/Byron will take notes Meeting will be held as a conference call. However, when Pilot Project II meetings come up that meeting will double	On-going
7	Holding mandatory bi-weekly project meetings addressing (1) project updates (2) current workforce totals (3) total of minorities and women working on the project by trade area (4) recruitment sources (5) total number of candidates hired by community-based organizations (6) forecast for project completion by individual contractors (7) hiring needs by trade			Anticipated first call in October. Will determine at the end of September.

			<p>as the bi-weekly project meeting. Agenda is as stated in the commitment.</p> <p>Every active sub will be expected to participate.</p> <p>Plan is to keep deficiencies internal. OCR will be notified in the event there are issues getting the subs to take corrective measures.</p>	
8	<p>Work with subcontractors who do not comply with the contract EEO special provisions to hold them accountable, and to address the deficiencies and employ corrective measures</p>	<p>Are the numbered items in the commitment the standing agenda for each call?</p> <p>Will OCR be notified of deficiencies and corrective measures?</p> <p>How will these be tracked/recorded?</p> <p>Is there or will there be any kind of written mentor-trainee policy (i.e. guidelines for the mentor and the trainee)?</p> <p>Is there an orientation process for the mentors and trainees?</p> <p>Will there be a log created and maintained of trainees and their assigned mentors?</p> <p>When will this occur?</p> <p>Who will do the trainings?</p> <p>Will there be one set of trainings for all 3 prime contractors?</p> <p>Will subs be involved or given an opportunity to send their employees to the trainings?</p>	<p>MnDOT's existing mentor training program. In order to utilize that, there is a meeting with mentor-trainee to cover the expectations (i.e. orientation meeting).</p> <p>Each company will keep their own records and get a copy to Yolanda.</p> <p>Currently require site-specific orientation. As part of the orientation D&I training will happen, but not in great detail.</p> <p>A more formal and detailed diversity and inclusion program is still being discussed amongst ALS leadership.</p> <p>Anticipates the formal program will occur during Spring all-staffs for each contractor.</p>	<p>On-going</p> <p>On-going</p> <p>Requires more discussion between ALS leadership. Will report back to OCR at the end of September.</p>
9	<p>ALS will build a robust Diversity & Inclusion program, including assigning mentors to work closely with OJT Trainees</p>			
10	<p>Implement project-specific Diversity and Sensitivity Training at start-up and annually thereafter. Topics will include, but are not limited to (1) Transgender in the Workplace, (2) Religious Accommodation (3) Implicit Bias (4) Disparate Treatment vs. Disparate Impact</p>			