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 DBE Supportive Services

## 2016 DBE Small Business Annual Meeting

Wow! Another terrific DBE Annual Meeting has already come and gone. I want to thank everyone who took the time out of their busy schedule to attend or present a session, as well as all of those who worked behind the scenes to help coordinate this extraordinary event.

I think the amount of people we see returning every year is a testament to the benefits that this meeting has to offer everyone.



David Neese presenting at the Annual Meeting

On the first day after lunch, I had the opportunity to present the "Do's and Don'ts for DBEs" session. As a first time presenter at the meeting, it may have been hard to hear me over my knees knocking and my voice cracking, but I made it through, and I received some positive feedback (at least on the topic anyway). Another state DOT representative even asked if she could incorporate the document I used for her own state's program. Of course I thought it was a great idea, as I am all for the sharing of ideas between other state DOT programs. Whenever one state has a great initiative, it is not uncommon for word to get out and for other states to come

knocking on their door wanting to mimic the process.

This free flowing of ideas we use between state DOTs can also work for your small business. Have you noticed another DBE incorporating some unique aspect into their business or trying some unorthodox method that gets results? Ask them about it. See a DBE getting a lot of jobs and wonder why you are not so "lucky"? Call them up and to see how they achieve such success.

People like to brag on their company and will often times welcome such inquiries. Even prime contractors can be a great source of knowledge. Many have told me they enjoy talking with DBEs and helping them to grow when they talk to them. A lot of the times, we do the same thing over and over again until it becomes habit. Sometimes, it is the wrong thing and we have just done it so long, it seems like that is how it is supposed to be. That is why I made my presentation - to make sure you are on the right track. And that is why I challenge you to speak to your fellow DBEs, prime contractors, DBE Supportive Service or our TDOT staff to help make sure you are contacting everyone you can to ensure you are on the right track to success. It's too late to network at this year's meeting, but 2017 will be here before you know it so stay tuned.

#### David Neese

Director of the Small Business Development Program



# At This Year's DBE Small Business Annual Meeting...

Networking opportunities, educational sessions, and much more highlighted this year's event!



**T**hanks to your attendance and all of your supportive comments, we were excited with the results of our Annual Meeting. The event was a huge success! Many of our attendees said they gained knowledge from the sessions that we hope will have a positive affect and enhance the transportation construction industry in the coming year. We are already looking forward to next year's event and many more success stories!

This edition of the DBE ACCESS Newsletter offers a summary of our 2016 DBE Small Business Annual Meeting! Hope to see you next year!

## Opening Session Challenge

**D**uring the opening session on Day 1, **Marshall Tabb of The Tyler Group**, challenged participants to seize opportunities to "Learn, Innovate, and Grow" over the two-day conference. He stated leaders who emphasize continuous learning encourage employees to do the same. Participants were encouraged to look for innovative ways to create a healthy and happy work environment for their employees, thus improving overall productivity. Finally, he challenged participants to grow their personal networking and marketability chances by meeting five new individuals.



**Ericka Hayes of The Tyler Group**, talks with two DBE's about the up-coming sessions, speakers involved and directions to the different activities. Ms. Hayes mentioned that many of the DBE's attending really enjoyed the two day event and looked forward to coming back next year!



## Cash Flow Management and the Related Business Impact



*Greg Alford speaking during the Annual Meeting*

**Mr. Greg Alford** and **Mr. Christopher Sisk** (*not shown*) of Marcum, LLP, discussed the importance of good cash flow management. They identified characteristics of successful contractors who manage their cash flow by timely review of financial information, hiring and managing quality employees, use of financial ratios in managing daily cash requirements and embracing technology. They also warned participants of ‘cash traps’ such as idle equipment, purchases of excess inventory/material and hiring non-productive employees or family. Their parting word of advice was to hire trusted advisors that are experts in their field of specialization to assist in managing cash flow.

## 2016 Employment Law Update

The 2016 Employment Law Update for Small Business Owners session was presented by attorneys **Brian Neal** and **Matthew DeVries**, from the **law firm of Burr Forman, LLP**. Brian and Matt provided an overview of the following employment laws topics;

- Social Media
- Wages/Overtime
- Employee vs. Contractor
- Workers’ Comp
- Employee Handbooks

This presentation was a great opportunity for attendees to engage and discuss employee issues that impact their businesses daily. Matt and Brian both shared valuable insights on how best to handle employee issues and situations. Attendees were invited to ask questions and asked they did! The group reviewed questions about employee issues regarding worker’s comp, the new overtime rule and disciplinary actions. Matt and Brian concluded the session by reminding attendees the importance of developing their employee handbook to communicate policies and procedures to employees.



*Brian Neal presenting during a classroom session*



*Matthew DeVries brought a lot of energy to his presentation*



**Commissioner Schroer** addresses the attendees during the luncheon on Monday. Commissioner Schroer shared with the audience TDOT's accomplishments in 2015-2016 and what the Department is doing to be the best Department of Transportation in the nation.



*"Commissioner Schroer addressed attendees during the Lunch and Learn session on Monday"*



*Pamela Kordenbrock*

### **DBE Fraud and Abuse Awareness**

A team from the Federal Highway Administration (FHWA) and the U.S. DOT Office of Inspector General (OIG) presented detailed information in an easy to understand format on the subject of DBE Fraud and at this year's meeting.

**Pamela Kordenbrock, FHWA TN Division Administrator**, began the presentation by offering an attention-getting statement of "10 ways to Lose Your Money in the DBE Program." Ms. Kordenbrock addressed the provisions to ensure prime contractors fulfill commitments to use DBE subcontractors, DBE termination or substitution procedures, as well as the requirement that DBE's on DOT contracts must complete a Commercial Useful Function review.



*Jeffery Burnett*

**Jeffery Burnett, the U.S. DOT Office of Inspector General**, concluded the session by conducting a presentation reviewing past and current examples occurring nationwide of DBE Fraud and Abuse in DOT-assisted contracts. Mr. Burnett detailed the objectives of 49 CFR Part 26.

The presenters were very informative and provided valuable information to assist DBEs and Prime contractors with expanding their awareness of the Federal and State regulations related to the DBE Program. Many thanks to the FHWA and OIG team for their continued support of the DBE program.

### **Do's and Don'ts for DBEs on DOT Contracts**

**David Neese, Director of TDOT Small Business Development Program**, presented information and a step-by-step guide to understanding DBE Program Regulations. Mr. Neese's session was a follow up of the early session on DBE Fraud. He mostly reviewed TDOT's specific DBE Program regulations including TDOT Special Provisions, Circular Letters, 49 CFR Part 26, DBE paperwork, and Prompt Payment submittals. The audience was particularly interested in how DBE credit is counted for DBE Truckers and Regular Dealers. The information provided heightened everyone's urgency to know and understand the DBE Regulations.



*David Neese presenting the "Do's & Don'ts"*



## The Uberization of Small Business

To close Day 1 on a high-note, attendees were treated to an inspiring address from **Dr. Sybil Brown, Professor in the Department of Media Studies at Belmont University** in Nashville, Tennessee, and Emmy-award winning Social Media Strategist. Dr. Sybil Brown, affectionately known as “Dr. Syb,” delighted, inspired and challenged attendees with her thought-provoking presentation on “The Uberization of Small Business.” Attendees were encouraged to expand their knowledge about the versatile use of social and multimedia for their businesses.

Using videos, case studies and live demonstrations, Dr. Syb Brown educated, engaged and empowered participants to leverage creativity and productivity using digital tools. Dr. Syb presented the latest trends in online innovation. Just in case you missed this presentation, you can view a copy of Dr. Bennet's Presentation via this link: <https://storify.com/drsyb/the-uberization-of-small-business>



(Shown from left to right) Will Reid, Jason Blankenship, John Paul Saalwaechter, & Laura Larkins



## “Specs to Checks”: TDOT Contract Payment Process

The presentation on TDOT’s Contract Payment Process was led by **Will Reid, Director of TDOT Construction Division**, and his staff. **Jason Blankenship, Assistant Director of Construction, Region 4**; **Laura Larkins, Transportation Project Specialist**; and **John Paul Saalwaechter, Civil Engineering Manager 1**, all provided essential information for those seeking a better understanding of how TDOT Construction Contracting processes work. You can view their instructional slide presentation via this link: [http://www.tn.gov/assets/entities/tdot/attachments/TDOT Contracting and Payment Process.pdf](http://www.tn.gov/assets/entities/tdot/attachments/TDOT_Contracting_and_Payment_Process.pdf)

## Contract Law for Subcontractors

**Matthew DeVries, Partner, Burr & Forman, LLP**, presented information on how to reduce contractor risk on construction projects by reviewing and understanding your contract. Mr. DeVries’ presentation style kept the audience engaged from start to finish. He used plain everyday words to explain the legal language in contracts. Matthew also explained what is and what is not covered by your commercial general liability insurance policy. In all, it was a must attend session.





# Women in Construction Panel: Building New Roads

Panel discussions have become a popular session at the TDOT DBE Small Business Annual Meeting and this year was no different with the “Women in Construction: Building New Roads” leading the charge.



The panel guests included: (From left to right):

Susan Dakak, President, Intuitive Technologies, Inc.; Rebecca Wood, President, Superior Traffic Control, Inc.; Dorothy Sinclair, President, Brighter Days & Nites, Inc., Patsy J. Hayward, President, Hayward Bolt and Specialty, Inc.; Pat Robertson, President, J R Construction Company; and Nisha Powers, President, Powers Hill Design, LLC

## Our Women Panel Session...

The discussion was engaging and the panelists gave great tips and helpful advice to all business owners. When it came to making the case for women business owners, the panelists were able to deliver a timely and productive dialogue that provided a common consensus that being a business owner first has been their focus. They did not concern themselves with their gender but focused on being knowledgeable and a competent leader for their businesses.

When asked about contract negotiations, **Dorothy Sinclair, President of Brighter Days & Nites**, said that “seeking information and researching the previous contract” has been one of her best techniques when bidding on a contract.

The discussion concluded with the importance of networking and building meaningful business relationships for a successful business. As **Nisha Power, President of Powers Hill Design** stated, “the best time to build a banking relationship with a banker is before you need a loan.” Consistency and persistence were also echoed throughout the discussion by the panel.

We would like to thank all our panel members for their contributions and for sharing their expertise with us.



Teresa Daniel with Tyler Construction Engineers, P.C. was moderator for the Women In Construction Panel

Just in case you missed the presentations at this year’s Annual Meeting, you can view each presenter’s presentation slides via this link: [www.tylerengineers.com/supportive-services](http://www.tylerengineers.com/supportive-services)



# TDOT Civil Rights Division Bridge Builder Awards



## DBE Company of the Year J. R. Construction Company

Positive business growth, performance, participation in Supportive Services development program and a great Entrepreneurial Spirit.



## Prime Contractor of the Year Lehman-Roberts Company

Accepting the award is David Reeves of Lehman-Roberts. Lehman-Roberts is a long-time supporter of TDOT's DBE Program objectives and EEO efforts. From their corporation leadership team and throughout the organization, Lehman-Roberts has demonstrated a template for others to follow.



## TDOT Employee of the Year Jim Currey, PE., Project Manager

Mr. Currey, from TDOT Aeronautics Division, is an advocate for Small and Disadvantaged Business Enterprises as well as for Title VI issues.





An enlightening conversation from a phone call made to David Reeves by Marshall Tabb, a consultant with the Tyler Group.

# A Chat With David Reeves

I called David, Director of Human Resources at Lehman-Roberts Company, to congratulate him and Lehman-Roberts Company for receiving the “Prime Contractor of the Year Bridge Builder Award” during TDOT’s 2016 DBE Small Business Annual Meeting.

David, who was very surprised and humbled about the award, said he is privileged to work for a 4th generation leader who believes in and promotes its core values of humility, excellent stewardship, continuous improvement and high-quality relationships.

David said after a meeting with TDOT’s Contract Compliance Officer Barbara Booker, Lehman-Roberts management stated “Let’s be the example for other companies in working with DBE companies and diversity.” Lehman-Roberts Company makes a special effort to look for females and minority candidates for employment.

Lehman-Roberts Company is also trying to change it’s company culture and has top management support in doing so. They have been trying to identify problems at the foreman level and provide extensive training twice a year.

Thank you Lehman-Roberts Company for being a True Champion and Advocate of TDOT’s DBE Small Business Program!



David Reeves talking with Matthew DeVries during the DBE Small Business Annual Meeting

*Special Thanks to our...*

## Annual Meeting Speakers

- John Schroer, Commissioner of Transportation
- Deborah H. Luter, Director, TDOT Civil Rights Division
- David Neese, Director, TDOT Small Business Development Program
- Marshall Tabb, The Tyler Group and Supportive Services Consultant
- Greg Alford, Partner, Marcum LLP
- Christopher Sisk, Marcum LLP
- Pamela Kordenbrock, TN Division Administrator, Federal Highway Administration
- Jeffery Burnett, the U.S. DOT Office of Inspector General
- Dr. Sybril Brown, Professor of Media Studies at Belmont University
- Brian Neal, Burr & Forman, LLP
- Matthew DeVries, Partner, Burr & Forman, LLP
- Will Reid, Director of TDOT Construction Division
- Jason Blankenship, Assistant Director of Construction, Region 4
- Laura Larkins, Transportation Project Specialist
- John Paul Saalwaechter, Civil Engineering Manager 1





# Captured Annual Meeting Images



Special Thanks to all:

# Marketplace Hall Participants

- Abbie Jones Consulting
- TDOT Multimodal
- Accentuate
- TDOT Civil Rights Division
- Alabama A&M University, DBE Supportive Services
- U.S. Small Business Administration
- Bell & Associates Construction, L.P.
- USDOT Mid-South Atlantic SBTRC
- Benefits Inc.
- UT-PTAC
- Charles Blalock & Sons, Inc.
- Tyler Construction Engineers, P.C.
- Crowder's Trucking, LLC
- Development & Environmental Planning Associates
- ELC & Company, Inc.
- GISbiz Inc
- Governor's Office of Diversity Business Enterprise
- Hayward Bolt & Specialty
- Jerry Young and Sons Construction
- Kiewit Infrastructure South Co.
- Oman Systems, Inc.
- Metro Knoxville Airport Authority
- Pantegon, LLC
- Peak Promotions Inc dba BrandMySwag.Com
- Skye Connect Incorporated
- Southfork Lift Truck, Inc.
- Superior Construction Company
- SBCRA
- Small Business Certification and Registration Agency
- TDOT / Local Programs / State Aid
- The LoJac Companies

## In Remembrance of Christopher "Chris" Cooper



*Chris Cooper taking part in TDOT's DBE Small Business Annual meeting panel discussion*

**Christopher "Chris" Cooper**, a supporter of TDOT's DBE Program and member of the DBE Advisory Committee, passed away September 15, 2016. The funeral was held on Saturday September 24, 2016 at Cornerstone Church in Madison, TN.

Chris was an employee with the Governor's Office of Diversity Business Enterprise (Go-DBE) and was a familiar face at our annual meetings through Match-Maker events and in presenting material related to the Go-DBE program and state contracting opportunities. Chris was an all-around great guy and will be missed by his friends and colleagues at TDOT.

*TDOT Civil Rights Division & Supportive Services Consultants*

Special Thanks to our...

## Door Prize Sponsors



*TDOT Local Programs Office - Kimery Grant and Lisa Dunn*



*Benefits, Inc., Tony S. Adams, - Specializing in Group Insurance and Employee Benefits*



# New DBEs *Welcome*

**Region 1**  
N/A

**Region 2**  
N/A

**Region 4**  
N/A

**Region 3**

**Pantegon, LLC**

**Anthony S. Davis**

Security Guard Services; Flagging (i.e., traffic control) Services

# Recently Renewed Firms

**Region 1**

**Cable Construction Co. Inc.**  
**Debbie Cable Brewster**  
Trucking, hauling, supplier

**Hicks & Ingle Corporation**  
**Katrina M. Ivey**  
Plumbing, Heating and Air Conditioning Contractor; Commercial and Institutional Building Construction (Fire Sprinkler Installation); Building Inspection Services

**Management Solutions, LLC**  
**Misty D. Mayes**  
Project Management/Project Controls

**MPI Business Solutions, Inc.**  
**Jacqueline Whiteside**  
Commercial and Institutional Building Construction, Facilities Support Services

**Region 2**

**American Custom Manufacturing, Inc.**  
**Lee Otis Burton**  
Manufacturing and supplier of steel pressure vessels and handrails

**F & W Construction Co., Inc.**  
**Sandra Rakestraw**  
Rip rap, curb, gutter, driveways, sidewalks, inlets, catch basins, manholes, and small culverts

**Shrop Construction Company**  
**James Shropshire**  
General Contracting (Residential, Commercial /Public), Building, Moving and Demolition

**Total Outdoor Services**  
**Hannah Cox**  
General Freight Trucking, Local; Street Power Sweeping, Vacuum Sweeping; Commercial Landscaping and Mowing (includes lawn care, edging, and trimming)

**Region 3**

**Carter Safety Consultants, Inc.**  
**Cliftena Carter**  
Engineering Services, Safety & Highway Safety Consultants, Professional and Management Development Training, Administrative Management and General Management Consulting

**Elite Roofing Company of Nashville, Inc.**  
**D'Arcy O. Porter**  
Commercial, Industrial and Residential Roofing, Commercial and Residential General Contractor

**Sod Works**  
**Victor M. Garcia**  
Landscaping Services, Site Preparation, Sod Delivery and Installation

**T.G., Inc.**  
**Tracey Hammonds**  
Office and industrial supplies, Construction materials and supplies

**Region 4**

**Burdine Transportation**  
**Prentis Burdine**  
Poured Concrete Foundation and Structures Contractor, Highway and Street Construction, Earthwork and Trucking

**Conexx Staffing Services, Inc.**  
**Jayton Stinson**  
Employment Placement and Temporary Help Services

**Tioga Environmental Consultants, Inc.**  
**Margaret Fay Strom**  
Environmental Consulting Services: Property Assessments, Soil and Groundwater Studies, Regulatory Compliance, Asbestos Surveys, Lead-Based Paint Inspections and Mold and Air Quality Investigations

**Ys Springtime Cleaning Service**  
**Charlene Moore**  
Janitorial Service



**Scheduled Letting Dates 2016**

Nov. 4, (Mowing & Litter Removal), Dec. 2

**2017**

Feb 10, Mar 31, May 12, Jun. 23  
Aug 18, Oct 6, Nov 3 (Mowing & Litter Removal), Dec. 8

The TDOT Civil Rights Office Small Business Development Program and its Supportive Services Consultants offer a variety of training classes designed to assist TDOT certified DBE firms to succeed in the transportation construction industry. Seminars and informational meetings are made available throughout the state. The primary focus of these seminars is to disseminate industry specific information on strategic marketing, branding, accounting, estimating, cash flow management, business planning, leadership development, and human resource assistance. Look for seminar and workshop announcements soon in your email in-box.

Our Supportive Services Consultants are ready and waiting to assist you with ANY question you have! Give us a call today 888-395.9022.

*“Some people dream of success while others wake up and work hard at it.”*

– Winston Churchill

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