



Calmentor



February 2024

CALMENTOR

QUARTERLY STEERING

Committee Coordination Meeting

Thursday, February 22, 2024

1:00 p.m. – 2:00 p.m.

District 4 Room 9-760, 111 Grand

Avenue (9th Floor), Oakland CA

Virtual Meeting: [Zoom Access Link](#)



Steering Committee – Calmentor Program Quarterly Meeting

1. Roll Call for Quorum and Agenda Approval Attendees (5 mins):

- **Steve Mendenhall, Chairperson,**
- Lupe Amith
- Jazz Oden
- Chris Catbagan
- Jie Yao
- Robert C. Wong, P.E.
- Deema Tuffaha, CCM
- Deo Blas

2. Action Item (10 mins):

- a.** Meeting Minutes from December 5, 2023, and Special Meeting Minutes from February 8, 2024, were approved by the Steering Committee.
- b.** The Steering Committee approved the 2023, 3rd & 4th Quarterly Program Database Reports. Quarterly Reports will be available on the Website.
- c (i-viii).** Lupe discussed the details of the Program Website, Program Event Calendar and reported on Agenda item(s). Caltrans Webmaster is in the process of updated and archiving files on the website.

3. Discussion Item (45 mins):

Steering Committee Members

- a.** The Steering Committee also agreed upon final menu items to be served at the Annual Luncheon: Chile Rellenos, Rocky's Chicken, Grilled Seasoned Organic Vegetables. The details of an Audio/Visual meeting that took place internally. Staging, microphone setup, video display setup, testing and other logistics were discussed.
- b.** Jane discussed 2 upcoming Caltrans events: Small Business procurement Fair (4/10/23) and another unconfirmed virtual event (3/18/24), Jane has to reach out to see if she can share the virtual link to others. Steve would like to promote filling the open seat vacancies as well as steering committee volunteer/participation.
- c (i-v).** Lupe welcomed topics and presenters for the next Quarterly Membership meeting. Steve and Robert and Jane discussed details and gave candidates for speakers as well as key issues for topics. There is a 2-pronged approach for protege/mentor pairing recruitment via social media and through the Caltrans Calmentor website. Lupe discussed the Graduate and Honorees recognition relating to the Annual Luncheon. Steering Committee decided certificates will be ideal. Steve confirmed subcommittee and subcommittee duties (sponsorship subcommittee, membership subcommittee). Steve also discussed creating subcommittee to go after various subjects such as; exposure, marketing and attendance to outreach programs. Per Chris and Steve it is a great way to increase the levels of involvement.

Adjourned (5 mins)