



EEO COMPLIANCE COMMITTEE

Meeting Minutes Thursday, October 1, 2020 via Microsoft Teams

In attendance: Ananth Prasad, Scott Pittman, Linda Bailey, Carli Bailey, Clarissa Dellinger, Calvin Davis, Dee Anna Hayes, Herschel Neel, Jose Mazorra, Maria Perez, Joseph Portilla, Kevin Buchanan, Linda Shutt, Monika Stander, Robin Phillips, Stacy Barber, Susana Herrera and Sandi Dorman.

Ananth Prasad, President FTBA @ 1:05 p.m.

Welcomed the committee to the meeting.

Introductions: There were members of the committee that were not present for the initial meeting that were introduced. Dee Anna Hayes, Jose Mazorra, Joseph Portilla and Maria Perez. Each gave a brief description of their professional capacity along with their anticipated goals as a participant of this committee.

Ananth Prasad

Provided screenshots via an email from Dan Hurtado with regard to obtaining the Daily Work Reports (DWR). This is a follow up to concerns about obtaining the DWRs from the RCS prior to the pay week ending dates. Over the past week there have been issues in obtaining the DWRs from the site. Ananth is going to check back with Dan to address the password and access issues. The need for a Citrix account was discussed and again, the need to be able to access these reports as soon as they become available is crucial.

Linda reminded the committee that their input and suggestions to each of the subcommittees and in general are necessary to achieve the overall goal of the committee.

Subcommittee Overviews – *there was a slight delay in Carli joining the meeting*

1. Subcommittee – Wage Decisions (Carli Bailey, de Moya Group, Inc.)

Committee members: Susana Herrera, Bonnie Rimel

^The update was reviewed as presented (see attachment Meeting Minutes 10.1.2020 – Attachment 1)

Additional comments:

Many members of the committee argue that on too many of the federal projects, classifications that should be 'standard' need to be added.

- The turnaround time on the additional classifications can take weeks. This would not be a huge concern if the 'standard' classification were already on the wage decisions(s).
- The wage decisions don't correspond with the OJT program and there are many duplicate definitions for the same or related classifications. (i.e. driver versus operator, etc.)

- The approved wages chosen or the requested wage that is adjusted prior to approval are not consistent across the counties.

Susana noted she was part of a wage classification committee in 2013 where they conducted a wage decision analysis. Susana will provide additional information regarding that analysis.

Some would suggest that a review of the scope of work be conducted prior to the wage decision being presented to the project. It appears this is a larger issue and will be addressed in the upcoming meeting with Dan.

2. Subcommittee – OJT (Clarissa Dellinger, DAB Constructors)

Committee members: Kevin Buchanan, Linda Shutt, Linda Bailey

^The update was reviewed as presented (see attachment Meeting Minutes 10.1.2020 – Attachment 2a&b)

Additional comments:

In summary, Clarissa noted that although the OJT pilot program was more work on her end, it was seamlessly done across four different FDOT projects. It took communication and partnering between both DCCMs, inspectors, the PA and the trainees.

It was discussed that the OJT program should be open to all individuals regardless of race, sex or income. This was discussed in length and was noted that yes, the federal OJT program is geared to diversity and employees of all races however, non-minority males can participate as long as you meet your percentage points for females (6.9%) and minorities (49%) shown on your most current company wide report. Many did not know this. Additional points discussed:

- Good Faith Credit allowance (terminations, etc.)
- Early % for proficiency observation
- Who approves the weekly time reports?
- Do the weekly time reports need to be submitted?
- Excel timesheets – easy for field employees to use
- Use of digital signatures for OJT forms
- End dates on the OJT schedule

As we reviewed each of the subcommittee's notes, it is evident that although each subcommittee has been tasked with an individual charge, all concerns cross the path of the other. The wage decisions affect the classifications, the classifications affect the OJT definitions, etc.

Ananth assured the committee that he is committed to working with the leaders in Tallahassee to shed light on all these concerns. This is still a work in progress.

Training:

Ananth presented a link and information provided to him from Mr. Terry Watson of the EOC office. Many would argue that the annual 'testing' that is involved in maintaining your log in has no relevance to the actual EOC system. It is more geared to computer safety. In learning this information, Ananth will follow up this Terry and address those concerns.

Examples were given again where specific needs for an 'on site' or more specific EOC training was needed. It was noted that when asking for assistance, the RCS is unable to 'see' the same screens that we do therefore, unable to assist.

Ananth also confirmed that the districts are holding their virtual meetings in the upcoming weeks and that he hopes the DCCMs will be continuing their monthly meetings soon.

Additional Training Notes:

Linda noted that District 5 DCCM, Cindy Wolcott conducted a virtual Job Site Bulletin Board Training, These impromptu trainings are important and can provide useful information to use when introducing a new subcontractor, a new staff member working for your subcontractor or just as a refresher to the federal project world. The handout was attached to this meeting agenda.

Linda reminded the committee to please forward your training experiences to the group email. If anyone attended an FDOT training, please note which training, attach any training materials and add your take-away from that training.

Sublet Information Update: Carli Bailey (de Moya Group)

We discussed sublet submissions during our initial meeting. There was a need to discuss further as the confusion still exists over the inputting into the EOC. The instructions were provided on the agenda and are noted below however, committee members still find themselves questioned by the RCS with input totals not matching the subcontract.

Instructions for Form:

The contractor must provide enough information through a Schedule "A" spreadsheet to determine which pay-item(s) are being sublet, the amounts, and cost. For sublet calculations, the amount will be calculated based on the actual contract unit price(s) unless there is a partial sublet. For partial sublets, use the unit prices from the actual sub-contract.

General Comments – New or inexperienced RCSs coming on board may be reasons there is some uncertainty regarding the actual process. Additional training was suggested for all RCSs to be on the same page.

Subcommittees: Linda Bailey

Subcommittee assignments are still open. If you are part of a subcommittee, please jump off the FTBAEEO group distribution listing and create your own subcommittee network. Please be reminded that the purpose of the subcommittees is to provide recommendations/suggestions for a specific charge to include a more consistent policy and procedure flow, a consistent overall plan and an opportunity for better communication and partnership. We need everyone's help!!!

- Forms Committee – review the current forms for updates; more user friendly
- Workbook/Manual Committee – review layout, definitions, procedures; more defined interpretation
- Communication Committee (Notices, PRV, DWL, DL); no consistency
- Partnership Committee – plans for face to face meetings and events

Linda quickly reviewed the current subcommittees and thanked them for their input on today's agenda, they are:

OJT

Linda Shutt
Kevin Buchanan
Clarissa Dellinger
Linda Bailey

Wage Decisions

Carli Bailey
Susana Herrera
Bonnie Rimel

If you have examples of situations that would benefit the progress of a subcommittee, please forward it through the group distribution list. Linda asked if anyone was interested in stepping up to address the committees mentioned.

Stacy Barber (Ranger Construction), agreed to begin working on the FORMS subcommittee. There is a great need to organize and manage all the forms that we use on a consistent basis.

Maria Perez (Preferred Materials), agreed to begin working on the COMMUNICATIONS subcommittee. After only two meetings, there is a great need to address the communication/flow of notices whether it is payroll violations, compliance notices and/or deficiency letters.

Linda thanked both Stacy and Maria for stepping up and suggested and Ananth agreed, if you have time to join in on one of these additional opportunities, please do. If you have challenges that involve any of the subcommittees and their charge, please address them to a member of that subcommittee.

In conclusion of the items discussed today, Ananth recognized and thanked Linda for opening the door and for bringing us all together.

Linda acknowledged that what we do today will benefit us all in the future. We still have a lot of work to do and again, thanked the committee for their commitment.

Ananth will organize a meeting in the coming weeks with Dan Hurtado and a few committee members; Linda Bailey, Carli Bailey, Susanna Herrera and Clarissa Dellinger. A full committee meeting will follow approximately the beginning of November to review the details of that meeting.

Linda will prepare a summary of items to be addressed and report to Ananth prior to the meeting with Dan.

Next virtual meeting – Tuesday, November 10, 2020 @ 1:00 p.m. – 3:00 p.m.

Ananth thanked the committee for joining him today and adjourned the meeting at 2:25 p.m.

Submitted: 10.19.2020 lb
Approved: 10.19.2020 sp

^Inclusions:

^The update was reviewed as presented (see attachment Meeting Minutes 10.1.2020 – Attachment 1)

^The update was reviewed as presented (see attachment Meeting Minutes 10.1.2020 – Attachment 2a&b)

Subcommittee – Wage Decisions (Carli Bailey, de Moya Group, Inc.) – Meeting Minutes 10.1.2020 – Attachment 1

Issue #1:

Truck Driver: Off Road – Using the FDOT CRM database the description for Truck Driver: Off Road is not detailed enough so the USDOL always comes back approving it as a Truck Driver: Dump Truck. Then have to appeal it explaining a Dump Truck driver is paid more than an Off Road Truck Driver because the Dump Truck Driver is required to obtain a CDL driver's license and requires more skill than an Off Road Truck Driver.

Possible Solution #1:

The updated description from the CARS database to the CRM does now state that a CDL is not required. **May need to get a little more detailed.**

Current Definition:

A truck used strictly for movement of material on project site that does not require a CDL no usage on highway.

Possible Update:

A truck used strictly within the project for movement of material. Truck cannot enter highway and does not require the driver to obtain a CDL license. Does not require a driver's license of any kind to operate.

Issue #2:

Operator: Piledriver Leadsman – This classification always is denied, and we are instructed to use Operator: Piledriver. We then appeal explaining that an Operator: Piledriver is the employee in the crane and requires a substantial amount of skill more than an Operator: Piledriver leadsman which is just the employee on the ground signaling the Operator: Piledriver.

Possible Solution #2:

The definition for Operator: Piledriver Leadman's is the same as Operator: Piledriver in the CRM database. **Needs to be updated to separate the two.**

Current Definition:

Sets up wooden steel or concrete pile in leads places cushion cap on the pile to prevent splitting guides pile while being driven plumbs plies with jack to maintain vertical position signals the pile driver operator to start and stop hammering.

Possible Update:

Assists the operator: Piledriver setting up wood, steel or concrete piles while being driven or to be driven using various (hand/verbal) signals to ensure the pile is placed in the correct position.

Issue #3

Form setter – this classification was removed when the USDOL redid all the wage tables a while back. Depending on the county it is either grouped in with a Carpenter or a Concrete Finisher. The description in CRM is the same a Form Curb & Gutter however Form setter is also used as the level below a Carpenter who assists the carpenter. In OJT, we train as a form setter then a Carpenter.

Possible Solution #3

Make another classification in the CRM for Form setter as a Carpenter assistant and nothing to do with Curb & Gutter. When the wage table does not group carpenter and formwork together the USDOL has approved adding the form setter it just takes a lot of back and forth and explaining. However, when it is grouped together, they deny it.

Issue #4

We've had the DCCM not validate a classification request because he wanted more information first. For example, he would not approve Traffic Signal Laborers, Traffic Signal Installers, or Traffic Signal Mechanic because he said they should all be classified as electricians. When the classification descriptions in the CRM defined all 3 clearly and they were not electricians. These classifications were not validated until months after their request after receiving a letter from our sub stating they agreed with the definitions in the CRM.

Possible Solution #4

DCCM's should have a timeframe of how long they can take before validating a request. Also need clarification to what grounds a DCCM has for denial of a request or not validating one. I do not believe they should be able to deny a request on the basis they feel everyone is an electrician which requires schooling, certifications, etc.

Issue #5

Inspectors are not knowledgeable in the type of equipment being used onsite. For example, its very common they list a Boom Truck as a Crane Op.

Possible Solution #5

Inspectors need better training on the type of equipment onsite as well as maybe using site manager.

OJT Training Recommendations

1. Process to transfer trainees takes too long -
 - DAB participated in an OJT Pilot Program last year that was very successful – graduated 12 trainees in 7 months – We trained across FDOT, County and Municipal projects. We provided a schedule of what jobs trainees would be working on and got approval in advance, then we were able to move the trainees seamlessly between jobs. We submitted a weekly schedule at first but throughout the trial we tweaked the process until I was able to only submit a revised schedule monthly. The crew supervisor introduced the trainee to the lead inspector on each project when they arrived, so they knew who they were observing and signed off on the OJT time sheet. With monthly MTR, we submitted the supporting payrolls to one RCS for approval and tracking. Below are our suggestions for implementing this into the OJT program permanently. We currently are enrolling a trainee over 4 FDOT jobs between D5 and D7. [See attached pilot FDOT schedule along with a company excel tracking schedule.](#)
 - This should be an option that a contractor may choose to implement in their program as opposed to changing the entire process.
 - Select an FDOT project to enroll trainee against. Communicate with DCCM plan with regard to what projects trainee is expected to be working on for approval.
 - Using the current OJT schedule template that we have; we suggest just adding information above the highlighted boxes for the dates to indicate jobs working on.
 - Schedule will be submitted to RCS for each project and lead inspector for each project to keep everyone aware of when to expect trainee on their projects.
2. Training hours are too high breakdown for hours required for each proficiency is unbalanced on many of these proficiencies. - [see attached pdf](#). We are still working on some of these.
3. Training classifications do not match classifications on wage decisions - There should be an available OJT training classification for each of the 549 classifications that can appear on our wage decisions. This will eliminate the need to request additional training classifications unless we truly have something unique.
 - An example of this, Gradall Operator appears on every one of our wage decisions. We just graduated a trainee on this, but we had to request an additional training classification to even enroll him. But was already a classification on our wage decision.
4. Purpose of OJT is to increase number of skilled craft workers in our field. The current parameters make this difficult. We can only train minorities or disadvantaged persons. However, the manual states that this training is to be available to all with no discrimination for any reason, so eliminating Caucasian males because they are not minority or disadvantaged is discriminating in itself. We would like to change this and make it open to all. Maybe there still needs to be a percentage of our enrollees / trainees that fall under the minority or disadvantaged category but at least make it available to all.
5. We have also found that especially for our entry level laborers, this position tends to be covering several positions. We would like to also suggest that the option be presented to train across 2 classifications at once. We focused on the following as these seem to be the ones that fit this scenario the best:
 - Laborer – Traffic Control Specialist
 - Laborer – Erosion control Specialist
 - Laborer – Grade Checker
 - Roller Operator
6. We are open to any other suggestions

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
ON THE JOB TRAINING SCHEDULE

SECTION 1: PROJECT IDENTIFICATION						
1. Financial Project No.:	2. F.A.P. No.:	3. Contract No.:	4. County:	5. District	6. Contractor Name	7. FEID No.
41656125201	78100355	T7388	PASCO	7	D.A.B. Constructors, Inc.	65-002-6542
8. Name of Training Program	9. Revision No. (Original = 0)	10. Total No. Trainees Required	11.Total Banking Certificates used to fulfill No. Trainees Required		12. Original No. Contract Days	13.Estimated Mo/Yr of Project Completion
<input checked="" type="checkbox"/> FDOT/ FTBA <input type="checkbox"/> Other: specify below	14	14	0		1090	11/11/2020

SECTION 2: Schedule of Training by Classification		2	4	6	8	10	12	14	16	18	20	22	24	26	28	30	32	34	36	38	40
Training Classification		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Scrapper Operator (J. Joyless) Term 307.50 hr good faith credit	2/15/18																				
	4/15/18																				
Rough Roller – T Serrano (graduated)	5/29/18																				
	10/30/18																				
Finish Roller (H Roberts)	11/6/18																				
	9/30/19																				
	M/D/Y																				
	M/D/Y																				
	M/D/Y																				
	M/D/Y																				
	M/D/Y																				
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	M/D/Y																				
	M/D/Y																				
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	M/D/Y																				

SECTION 3: SIGNATURES			
14. SUBMITTED BY: CONTRACTOR'S SIGNATURE/DATE	15. CONCURRENCE OF PROJECT ADMINISTRATOR	DATE	16. CONCURRENCE/APPROVAL OF DIST. CONTRACT COMPLIANCE MGR

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<input checked="" type="checkbox"/> FDOT/ FTBA <input type="checkbox"/> Other: specify below		14	14		0		1090		11/11/2020		

Section 2: Schedule of Training by Classification	3	4	4	4	4	4	5	5	5	5	5	6	6	6	6	7	7
Training Classification	8	0	2	4	6	8	0	2	4	6	8	0	2	4	6	8	0
	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Finish Roller – H Roberts -graduated	11/6/18																
	5/24/19																
Pipe Layer (H Lee) - graduated	12/10/18																
	4/5/19																
Erosion Control Specialist (T Serrano)-graduated	1/14/19																
	3/12/19																
Erosion Control Specialist (Demetrius Brinson) graduated	5/6/19																
	7/19/19																
Rough Roller (Anthony Falco) terminated	5/6/19																
	7/19/19																
Erosion Control Specialist (T. Phillips) good faith credit	5/6/19																
	7/19/19																
Erosion Control Specialist (M. Roman) graduated	7/7/19																
	10/15/19																
Loader Operator – Amber Tracy (transferred)	9/23/19																
	2/15/20																
Traffic Control Specialist – Marc Roman (graduated)	9/28/19																
	2/22/20																
	M/D/Y																
	M/D/Y																

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Section 2: Schedule of Training by Classification		7	7	7	8	8	8	8	8	9	9	9	9	9	1	1	1	1	1
Training Classification		4	6	8	0	2	4	6	8	0	2	4	6	8	0	0	2	4	6
		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Loader Operator – Amber Tracy (transferred)	9/23/19																		
	2/15/20																		
Traffic Control Specialist - Marc Roman (graduated)	9/28/19																		
	2/22/20																		
Pipe Layer (Tekova Castilla) (terminated)	12/16/19																		
	2/15/20																		
Rough Roller (Marc Roman) (graduated)	12/16/19																		
	4/5/20																		
Rough Roller (Jarvis Wilson) (transferred to T5637 D5) but credit will go to T7388	3/16/20																		
	5/15/20																		
Grade Checker (Reginald McFadden) Terminated	5/4/20																		
	8/14/20																		
Gradall Operator (Alex Mendoza)	6/22/20																		
	9/14/20																		
Grade Checker (Hunter Fetrow)	6/10/20																		
	8/14/20																		
Pipe Layer (Deon Sewell)	9/7/20																		
	10/23/20																		
	M/D/Y																		
	M/D/Y																		
	M/D/Y																		

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Section 2: Schedule of Training by Classification	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Training Classification	0	2	4	6	8	0	2	4	6	8	0	2	4	6	8	0	2	4	6	8
Loader Operator	11/2/20																			
	1/22/21																			
	M/D/Y																			
	M/D/Y																			
	M/D/Y																			
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Subcommittee – OJT (Clarissa Dellinger, DAB Constructors) – Meeting Minutes 10.1.2020 – Attachment 2b

		May-19														Jun-19																																		
		13	14	15	16	17	18	#	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
Ryan Corman's Crew	Start Date	661 / T7412														622 / T7383							662 / E5234							653 / T5605 SR 200																				
R. Austin - Sweeper	6/4/2019																																																	
Q. Merriweather - Luteman	5/14/2019																																																	
A. Parrish - Paver Operator	5/14/2019																																																	
D. Jones - Rough Roller	5/28/2019																																																	
		- Demarcus moved to Tom's crew on 6/19/19																																																
Tom Everett's Crew		624 / Lake County Annual Resurfacing																												651 / E8Q92 Turnpike				655 / CR466A		634 Demoya Toll Booth			678 / Private											
W Glover - Luteman (Term. 6/1)	5/16/2019																																																	
L Sesler - Rough Roller	5/16/2019																																																	
		- Latavea moved to Gary's crew on 6/17/19																																																
D. Jones - Rough Roller	5/28/2019																																																	
		- Demarcus moved to Tom's crew on 6/19/19																																																
Gary Fitzgerald's Crew																																																		
L Sesler - Rough Roller	5/16/2019																																																	

		Jul-19															Aug-19																																														
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Ryan Corman's Crew	Start Date	Holiday Shutdown															622 / T7383				661 / T7412				653 / T5605 - SR 200							624 / Lake County Resurfacing				674 / Sumter County Buena Vista Blvd				675 / Sumter County Morse Blvd																							
R. Austin - Sweeper	6/4/2019																																																														
Q. Merriweather - Luteman	5/14/2019																																																														
A. Parrish - Paver Operator	5/14/2019																																																														
Tom Everett's Crew		Holiday Shutdown															634 Demoya Toll Booth		647 / 4th St		634 Demoya Toll Booth Sumter County							635 / T7388 SR 54				622		677 / Private		662 / E5234		622 / T7383		662 / E5234							635 / T7388		634		665												
D. Jones - Rough Roller	5/28/2019																																																														
		- Demarcus moved to Gary's crew on 8/12/19																																																													
J. Clark - Luteman	8/21/2019																																																														
C. Lawrence - Roller	8/27/2019																																																														
Gary Fitzgerald's Crew		Holiday Shutdown															661 / T7412 SR 56																																														
L Sesler - Rough Roller	5/16/2019																																																														
D. Jones - Rough Roller	5/16/2019																																																														
James Fischer's Crew		Holiday Shutdown															653 / T5605 - SR 200																																														
G. Rushing - Backhoe Operator	7/8/2019																																																														
Jonathan Jenkin's Crew		Holiday Shutdown															673 / T7430 US 301 Dade City							662 / E5234		673 / T7430 US 301 Dade City																																					
J. Castro - Concrete Finisher	7/8/2019																																																														
Mike Triano's Crew																	634 Demoya		624 / Lake Cty		673 / T7430		674 / Sumter County Buena		675 / Sumter County Morse Blvd				674 / Sumter County Buena Vista Blvd				665 / E8R53																														
R. Hart - Screed Operator	8/1/2019																																																														
Mike Thomas's Crew																																																															
T. Boyd - Traffic Control Specialist	8/16/2019																																																														

		Sep-19															Oct-19																																													
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Tom Everett's Crew		673 / T7430 US 301 Dade City															653 / T5605				661 / T7412		653 / T5605							** 671 / T5637		679 / Silver Spring Shores		Private		671 / T5637		679		655		671																				
J. Clark - Luteman	8/21/2019																																																													
C. Lawrence - Roller	8/27/2019																																																													
Gary Fitzgerald's Crew		661 / T7412 SR 56																																																												
D. Jones - Rough Roller	5/16/2019																																																													
James Fischer's Crew		653 / T5605 - SR 200																																																												

