STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION

RECORD OF PROJECT PERSONNEL EEO MEETING

1. COMPANY NAME:	2. FINANCIAL PROJECT #:	3. DATE OF MEETING:
Straight Up Fence Inc	422203-1-58-01	8-18-11
4. FEID # OR FDOT VENDOR #: 13-4253109	5. NAME AND TITLE OF PERSON CONDUCTING MEETING: Ruth Smith President / EEO Off	
6. CHECK ONE: _PRIME _SUBCONTRACTOR	7. DESCRIBE LOCATION WHERE WAS MEETING HELD: 5749 Young Pine RD Office Orlando FL 32829	

8. CERTIFICATION OF MEETING:
The signature below is certification that a meeting was held with project personnel informing them of their equal employment opportunity (EEO) civil rights, company's policies and various wage/payroll protections. The major topics wer addressed and a signed attendance record was made.

SIGNATURE: Ruth Smith, **Meeting Leader**

9. MAJOR TOPICS ADDRESSED:

- ✓ EEO Policy and Affirmative Action Plan
- ✓ Identification of EEO Officer
- ✓ Work force diversity and recruitment
- ✓ Wages and Payrolls
- ✓ Utilization of Disadvantaged Businesses
- ✓ Bulletin Boards
- ✓ Interviews by State and Federal representatives
- ✓ Training opportunities
- ✓ Complaints

9. ATTENDEE SIGNATURES	ATTENDEE SIGNATURES
Catherine Detisler	
Harold Smith	

ATTACH ADDITIONAL PAGES IF NECESSARY