

**MBE/WBE and Small Business Enterprise Procurement Program
Advisory Committee Meeting Minutes**



*The MBE/WBE and Small Business Enterprise Procurement Program Advisory Committee convened
in a Regular meeting on Tuesday, June 7, 2022.*

CALL TO ORDER

Committee Chair, Reginald Worlds called meeting to order at 5:34pm.

BOARD MEMBERS IN ATTENDANCE:

In-Person: Reginald Worlds (Chair)

Virtual: Lena Banks, Daniel Berner, Tina Cannon, Erica Douglass, Eliza May, Talan Tyminski

Absent: Ahmed Moledina (Vice-Chair), Barbra Boeta, Schiller Liao

CITIZEN COMMUNICATION: GENERAL

None

1. APPROVAL OF MINUTES

The minutes for the regular meeting of May 3, 2022 were considered for approval. The minutes were approved on a motion by Committee Member, Tina Cannon and seconded by Committee Member, Lena Banks. Minutes approved on a 6-0 vote

- Committee Members Eliza May and Schiller Liao were not present during approval of the minutes.

2. NEW BUSINESS

For discussion and possible action on recommendations to City Council (City Code § 2-1-163(B)) regarding the following:

- a. Discussion and appropriate action on updates and directions from the Chair and Vice-Chair on MBE/WBE Program changes or enhancements.
 - Committee Chair Reginald Worlds stated that Colette Holt of Colette Holt & Associates will be presenting on the disparity study at the July 12th meeting.
- b. Director's updates and announcements with discussion and possible action.
 - Board Liaison, Nakia James outlined the rules/protocol for Special Called meetings.
- c. Update on the Disparity Study with discussion and appropriate action.

- SMBR Director, Edward Campos gave the update on the disparity study.
 - City Manager, Spencer Cronk has been briefed on the contents of the disparity study.
 - SMBR will provide an overview to City Council during an Executive Session on June 14th, the Inclusive Procurement Working Group on June 17th and at the next Advisory Committee meeting on July 12th.
 - After these overviews have been provided, SMBR will go on a roadshow with various entities and stakeholders for an opportunity to participate.
 - The disparity study will be uploaded online so the Committee and the community will get an opportunity to read the document then provide questions and comments. SMBR will prepare responses to any questions and comments. This information and any discussions will be presented to Council prior to Council taking action in early Fall to adopt the study.

- d. Discussion and appropriate action regarding updates on the status outcomes, issues, and discussions from and for the Inclusive Procurement Working Group.
 - SMBR Director, Edward Campos gave the update.
 - Last month the Committee reviewed the proposed recommendations from the IPWG. Once the IPWG is briefed on the disparity study, SMBR will work with the IPWG to move the recommendations from proposed to actual recommendations related to programmatic changes, administrative changes, and changes to the MBE/WBE ordinances and/or rules.
 - The IPWG recommendations to Council will be shared with the Committee so that the Committee can either provide support or comments related to a potential change to the ordinance.

- e. Overview of the FY 2022-2023 SMBR Budget with discussion and possible action.
 - SMBR Resources Division Manager, Thomas Owens provided the budget update.
 - Committee Member Tina Cannon asked SMBR Director Edward Campos if SMBR has enough FTEs to maintain service levels this year? Or is there a need to ask the City manager for more FTEs? SMBR Director Edward Campos responded that SMBR has been in discussion regarding potential areas such as outreach to general compliance. SMBR is In the process of working with the Budget Office to request services.

- f. Discussion and appropriate action regarding parameters of a report for non-construction from Financial Services.
 - This agenda item will be put on a future agenda later in the year. The Vice-Chair requested this item be placed on the agenda but was not in attendance.

Discussion:

Committee Member Lena Banks asked SMBR Director Edward Campos, How much support conversation is there around the non-construction portions of SMBR? SMBR Director Edward Campos responded that SMBR reviews all solicitations over \$50,000 that are competitively bid. The majority of the items solicited by purchasing are in technology and non-professional services. For goal-setting and solicitations that have unique scopes of work they fall under the professional services and the construction space. By volume, there is a lot of IT non-professional services that Ahmed (Committee Member) was interested in. But in terms of actual goal setting, it does fall into that other category.

3. OLD BUSINESS

For discussion and possible action on recommendations to City Council (City Code § 2-1-163(B)) regarding the following:

- a. Monthly update on the 1) Council Awards; 2) Third-Party Project; 3) Request for Change (RFC); and 4) Certification Roll.
 - SMBR Compliance Officer, Felecia Shaw gave the updates on the Council Awards, Third Party Project, and the Request for Change reports. These reports are posted on the MBE/WBE Advisory Committee website.
 - SMBR Certification Division Manager, Elton Price gave the update on the Certification Roll report. This report is posted on the MBE/WBE Advisory Committee website.

4. FUTURE AGENDA ITEMS

- Presentation on the Disparity Study

ADJOURNMENT

Committee Chair, Reginald Worlds adjourned meeting at 6:22 pm without objection.

On July 12, 2022 the minutes for this meeting were considered for approval. The minutes were approved on a motion by Committee Member, Eliza May and seconded by Committee Member, Schiller Liao. Minutes approved on a 9-0 vote.