

**Business Enterprise Program Council for Minorities,
Females and Persons with Disabilities Meeting**

MONTHLY COUNCIL MEETING MINUTES

100 W. Randolph
Room 2-025
Chicago, IL 60602

401 S. Spring St.
Room 500 1/2
Springfield, IL 62706

Monday, November 26, 2012 - 1:30 P.M

COUNCIL MEMBERS IN ATTENDANCE

Richard R Boykin	Florence Cox	Beth Doria	Marva Boyd
Fred Coleman	Alesia Hawkins	Larry D Ivory	Lynne turner
Jesse Martinez	Hedy Ratner	Charisse Witherspoon	
Nelida Smyser-DeLeon			

COUNCIL MEMBERS NOT IN ATTENDANCE

Omar Duque	Joan Archie	Samantha Hufnagel	Rodney Lewis
Perry Nakachi	Alfred Ramirez		

COUNCIL CHAIR

Malcolm Weems, Chairman, CMS Director (Not Present)

COUNCIL SECRETARY

Paul Cerpa, BEP Deputy Director

CMS STAFF IN ATTENDANCE

Angela Stinson-Mark	Harry Reinhard	Elias Ricks Ngwayah II
Philina King	Chimaobi Enyia	Leslie Taylor
Susan Hartman	Sharla Roberts	Carlos Gutierrez
Ellen Daley	Agueda Corona	Ngozi Okorafor
Matt Runyen	Kevin Connor	

OTHERS IN ATTENDANCE

Ben Bagby	Matt Brown	Art Moore	Sharron Matthews
Sharon Ferguson	Carlos Charneco	Kevin Krass	Constance Umbles-Sailers
Tim Fishburn	Gustavo Giraldo	Tom Mikrut	Matthew Grady

AGENDA

November 26, 2012 - 1:30 p.m.

- I. Welcome
- II. Call to Order
- III. Roll Call
- IV. Approval of the Minutes of the Council Meeting held on October 29, 2012
- V. Chair's Report
- VI. Posted Business
 - Disparity Study Update
- VII. Unfinished Business
- VIII. Committee Updates
 - Procurement Committee
 - Business Development Committee
 - Capital Access and Banking Committee
 - Certification Committee
 - Policy, Rules and Enforcement Committee
- IX. New Business
- X. Vendors' Testimony
- XI. Adjournment
 - Next Council Mtg. – December 18, 2012

Welcome

Secretary Paul Cerpa called the May Business Enterprise Program (BEP) Council meeting to order at 1:50pm on November 26, 2012. Chairman Weems had another engagement and was absent.

Roll Call

Council Secretary Paul Cerpa took the roll and announced that a quorum has not been obtained.

Correction to the Minutes: Council member Marva Boyd noted that she was not present for the October meeting but her name was on the Minutes. Council member Beth Doria referenced corrections she gave to Secretary Cerpa and Elias Ricks Ngwayah for the Policy, rules, and Enforcement subcommittee. Florence Cox noted that it was important that the companies that were appealing their denials be mentioned in the Minutes going forward.

Council Hedy Ratner called in and quorum was established.

Vote and approval of the Minutes of the Council Meeting held on October 29, 2012

Chair's Report

- No Chair report. Chairman is not present.

Posted Business

- **Disparity Study Update**
 - Secretary Cerpa informed the Council that BEP had moved diligently to have the Disparity Study finalized and approved. He stated that at the last meeting, it was indicated that all evaluations had been completed and we were ready to post it with intent to award. According to Secretary Cerpa, that period has come and gone. Secretary Cerpa announced that we are now signing and looking forward to officially awarding the contract to Ms. Colette Holt and Associates. He further stated that as we move forward, we will be contacting the various agencies and universities about what will be expected from them for the eighteen-month period. It will cover all aspects of our procurement activities. According to the Secretary, one of the first things we will be looking at is the IT aspect which is related to the Sheltered Market Workshops which we have done. He promised to keep the Council members apprise on what is going on.

- Council member Florence Cox asked how often the Council will be given updates on this award.
- Secretary Cerpa replied that it will be on a monthly basis. He also stated that one of the things we would like to do is to initiate a kick-off meeting with the agencies and also with all of the Council members. He said we are looking at a start time of mid-December.
- Council member Alesia Hawkins is noted as be in attendance.
- Council member Florence Cox asked whether any portion of the recommendations will become part of the basis of this study.
- Secretary Cerpa answered yes, especially as it relates to the IT component He said there will undoubtedly be other Hearings for other activities and that all the findings that were shared with the Council will be incorporated as well.

Unfinished Business

- None

Committee Updates

- Procurement Committee – Chairlady Charisse Witherspoon announced that the subcommittee had a meeting. According to the Chairlady, the committee spent time talking about marketing and outreach. During their meeting, they discovered that many of the challenges we faced are outreach related. Chairlady Witherspoon reported that they looked at all the opportunities that did not have BEP goals and came to the conclusion that there have to be greater outreach efforts to get more companies certified and also involved in the bidding process. She stated that they discovered that there were three positions for outreach and only one is fill by Carlos Gutierrez. She described this as a gridlock in the outreach process. According to Chairlady Witherspoon, one solution to the gridlock is having vendors who are certified or have not been certified but are available and capable of getting the work done, are aware of forthcoming opportunities for them to be awarded contracts. She further said that the committee believes that it is best when vendors are aware of opportunities at the forecast stage and not at the RFP stage. She explained that they analyzed the FY11 report because the FY12 will not be available until March 2013. She said based on the FY11 report we observed that we are still not doing as well as we can. There are so many companies capable of doing the work but had not been certified. She also said that the Procurement subcommittee also wants to look at as an example the experiences that were expressed in the recent Hearings.
- Business Development Committee—No Report
- Capital Access and Banking Committee – Chairman Fred Coleman told the Council that the subcommittee did not have a quorum for the

November 19th meeting. Only the Chairman and Council member Larry Ivory were present. Both members had a teleconference with Mr. Michael Williams, Co-owner of North American Construction Services (NACS), Inc. and CCI Surety. The discussion centered on the roles of the two companies and how they focused on small, emerging, and minority businesses by providing them with surety products and surety bonds. The subcommittee discovered that each company is set up to handle very specific set of circumstances. CCI Surety handles the bonding aspect of it and NACS handles the funds control. The primary focus areas of the NACS use an escrow account and funds control. The funds control is used to provide capital start up for small, emerging, and minority businesses. NACS uses the fund control account to set up an escrow account where NACS acts as the escrow administrator between the owner and the contractor and make sure that the funds were contracted for.

Chairman Coleman said that there are certain questions and answers that were part of the conversation as it relates to the success of his program and approaches to the bonding education.

He also said there will be continuation of this conversation with two other companies that are providing similar services such as providing surety and having a bonding education. What Mr. Williams company provides is a nice contrast to the other two companies we will be speaking to in a couple of months.

- Council member Beth Doria asked Chairman Coleman whether he had been in touch with Mr. Matt Cooper. Chairman Coleman is no, and asked who was Mr. Cooper?
- Gustavo Giraldo responded that he is with Inner City Underwriting.
- Secretary Cerpa asked Beth why she asked the question.
- Council member Doria said Mr. Cooper has a program he developed that will be launched in January. So, if you are looking for information on other programs and how they are being implemented you might want to touch base with him.
- Chairman Coleman responded by thanking council member Doria and promised to contact Mr. Cooper.
- Council member Hedy Ratner reminded Chairman Coleman about a conversation about Viper and Hood and express interest in pursuing it. She encouraged him to get in touch the vendor.

- Certification Committee – Chairlady Florence Cox informed the Council that was no appeal since the last meeting therefore there was no report.
- Secretary Cerpa informed the council that there is one vendor that has decided to appeal to the whole council. A tentative date of January 2013 has been scheduled. Information will be provided to the Certification committee.
- Policy, Rules, and Enforcement Committee – Chairlady Beth Doria informed the Council that a meeting was held on the 29th of October. The committee had met prior to that – on October 18. There were two waivers requests that they were denied at the October 18 meeting. However, the chairlady further informed the Council that they did not have access to additional information that committee member Jesse Martinez had. Council member Jesse Martinez presented the additional information and based on that the committee did vote to overturn the original decisions of both waiver requests.
- Council member Richard Boykin points out his misspelled name and asked that it be corrected. He also pointed out that only one waiver was voted on and overturned not both. He reminded the subcommittee members that the other vendor sent a letter stating that they had always received waivers therefore they were expecting it.
- Chairlady Doria said she will review her note and make the necessary corrections.
- Council member Florence Cox again reiterated that the entity be identified in the Minutes.

New Business

- Secretary Cerpa acknowledges that even though it is not part BEP agenda, he announced that the Certification Manager Gladys Rodriguez was retiring at the end of the month. He acknowledged her immense contribution and dedication to the department and said she will be missed.
- Council member Hedy Ratner also praised Mrs. Rodriguez and said she was a wonderful representative of BEP and wish her success.
- Council Member Florence Cox asked whether the recommendation that were made for the Sheltered Market been moved to JCAR yet.
- Secretary Cerpa said not quite, but we are just about there. Probably within the next two weeks.

Public/Vendors' Testimony

- None

Adjournment

- Secretary Cerpa asked the council if they were willing to have a meeting in December or have it in January.
- Council member Marva Boyd asked whether there was anything of significant input that needs to be discussed in a timely fashion.
- Secretary Cerpa told the Council that the JCAR Rules are moving forward. The only thing that might come about is a meeting with the Disparity Study consultant. She would like to meet with the Council. It could be a special meeting before hand so we will not have to go through a full agenda.
- Council member Larry Ivory asked the Council to whether a discussion was held on findings from the Hearings that were held.
- Secretary Cerpa said no.
- Council member Larry Ivory said that he felt it was important that the Council finds out what we got from the Hearings that we spent so much time and energy on.
- The Next Council Mtg. – December 18, 2012