

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

MONTHLY & STRATEGIC PLANNING COUNCIL MEETING MINUTES

**East Bank Club
500 North Kingsbury
Chicago, IL 60654**

Monday, September 28, 2015- 9:00 AM

COUNCIL MEMBERS IN ATTENDANCE

Corinne Pierog, Denise Barreto, Jesse Martinez, Edward McKinnie, Fred Coleman , Larry Ivory, Karen Eng, Kim McCullough, Hedy Ratner, Emilia DiMenco, Selena Gray Sizemore, Charisse Witherspoon

COUNCIL MEMBERS NOT IN ATTENDANCE

Lynne Marie Turner, Susan Shaw, Samantha Hufnagel, Beth Doria

COUNCIL CHAIR

Kim McCullough, Chairman

COUNCIL SECRETARY

Paul H. Cerpa

CMS STAFF IN ATTENDANCE

Elias Ricks Ngwayah II, Harry Reinhard, Ben Jones, Irma Lopez, Carlos Gutierrez

OTHERS IN ATTENDANCE

Karen Greene

**PUBLIC NOTICE
STATE OF ILLINOIS**

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Disabilities***

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Chicago, Illinois 60654**

AGENDA

September 28, 2015
9:00 a.m. – 5:00 p.m.

- I. Welcome
- II. Call to Order
- III. Roll Call
- IV. Approval of Minutes of Council Meetings held on August 24, 2015
- V. Chair's Report
- VI. Committee Updates
 - Procurement Committee
 - Business Development Committee
 - Capital Access and Banking Committee
 - Certification Committee
 - Policy, Rules and Enforcement Committee
- VII. Posted Business
 - Strategic Planning
- VIII. Public/Vendor's Testimony
- IX. Adjournment
 - Next Council Mtg. – October 26, 2015

I. Welcome

Chairwoman Kim McCullough welcomed all members.

II. Call to Order

Chairwoman McCullough called the meeting to order at 9:00am and asked Secretary Cerpa to conduct the roll call.

III. Roll Call

Roll call conducted. Quorum was established.

IV. Approval of Minutes

Minutes of August meeting was approved.

V. Chair's Report

Chairwoman McCullough introduced new member Selena Gray Sizemore and asked her to share her background with the attendees. Ms. Sizemore said she is serving as the Director of Entrepreneurship of the Chicago Urban League and in charge of business development, training, and coaching. Prior to the Urban League, she had worked in the construction field for 13 years.

V. Committee Updates

a. Procurement Committee

No Report

b. Business Development Committee

No Report

c. Capitol Access and Banking Committee

No Report

d. Certification Committees

No Report

e. Policy, Rules and Enforcement

No Report

VII. Posted Business

Strategic Planning Session

Next, Chairwoman McCullough introduced the meeting facilitator, Ms. Heidi Massey. Ms. Massey told the participants she has worked with non-for profit for a long time for which she has had an opportunity to do some strategic planning. Ms. Massey noted she was more than happy to volunteer to help in facilitating this meeting.

In summary, Ms. Massey relayed to the participants that the morning session would consist of **Mission, Vision, Success and Success Metrics, and Priorities** and the afternoon would consist of **Governance, Structures, Processes; & Accountabilities**, along with small and large group conversations.

Chairwoman McCullough also contributed in leading the session discussion and in the development of the various committees being solidified for the council, defining their specific roles and responsibilities and also facilitated the selection of participating members and staff assistants.

During the afternoon discussion, the Council decided to reconstitute its committee structures to better align its responsibilities with Illinois' current business climate. Below are the Committees and Council members participating along with BEP staff assigned (note, two additional BEP staff members were assigned subsequent to the BEP council meeting - Chantel Snelling and Ignacio Cuevas).

1. **Marketing and Community Engagement** – Assist in promoting the BEP and engaging the community in events, activities, and forums, as well as strategic alliances with stakeholder organizations.

Members: Selena Sizemore, Hedy Ratner, Corinne Pierog, vacant.

Staff: Irma Lopez

2. **Certification** – Review certification appeals, waiver requests, and the monitor overall certification process for continuous improvement.

Members: Edward McKinnie, Jessie Martinez, Beth Doria (nominated), vacant (volunteer needed).

Staff: Carlos Gutierrez

3. **Policy and Compliance** – Review agency compliance plans, and exemption requests for approval recommendation to the full council.

Members: Denise Barretto, Larry Ivory, Edward McKinnie, Fred Coleman

Staff: Harry Reinhard

4. **Business Strategy and Growth** – Review best practices to address challenges to M/W/PBE business success including access to capital, technical assistance, partnering, and overall business development.

Members: Emilia DiMenco, Charisse Weatherspoon, Selena Sizemore, Larry Ivory

Staff: Chantel Snelling

5. **Advocacy and Public Policy** – Review public policy and legislative activity for impact on the business enterprise program and make recommendations to the full Council.

Members: Hedy Ratner, Corinne Pierog, Denise Barretto, vacant (volunteer needed)

Staff: Ignacio Cuevas

6. **Executive** – Monitor activity of committees, program outcomes, and set the strategic direction of the BEP Council. Also responsible for setting up onboarding protocol for BEP Council. Membership will consist of the Chair of the Council, as well as Committee Chairs.

Members: Kimberly McCullough, Paul Cerpa, Chairs of 5 Standing Committees.

Staff: Elias Ricks Ngwayah II

Each committee was directed to meet and further flush out the committee's roles, elect a chair, and identify three key priorities with measureable outcomes and a timeline that it wishes to focus on over the next two fiscal years. A report is to be issued by October 16, 2015.

We ended the day with a clearer understanding of the Council's roles and responsibilities as outlined in the Business Enterprise Act.

Ms. Massey then summarized her presentation noting that copies will be sent via email to all participants and ended the session.

VIII. Public Vendor Testimony

None

IX. Adjournment

- a. Meeting was Adjourned at 4:00pm
- b. Next Council Meeting will take place on Monday, October 26, , 2015