

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

MONTHLY COUNCIL MEETING MINUTES

100 W. Randolph
Room 9-040
Chicago, IL 60601

401 S. Spring St.
Room 500 ½
Springfield, IL 62706

Monday, October 27, 2014- 1:30 PM

COUNCIL MEMBERS IN ATTENDANCE

Fred Coleman, Florence Cox, Larry Ivory, Beth Doria, Corinne Pierog, Chima Enyia, Jesse Martinez, Perry Nakachi, Rodney Lewis, Hedy Ratner, Charisse Witherspoon, Denise Barretto, Jaime Martinez

COUNCIL MEMBERS NOT IN ATTENDANCE

Lynne Turner, Nelida Smyser-Deleon, Samantha Hufnagel, Karen Eng, Susan Shaw, Charles Lowder

COUNCIL CHAIR

Simone McNeil, Chairlady

COUNCIL SECRETARY

Absent

CMS STAFF IN ATTENDANCE

Elias Ricks Ngwayah II, Vince Bass, Susan Hartman, Austin Baidas, Harry Reinhard, Carlos Gutierrez, Ellen Daley, Tom Mikrut, Ben Jones

OTHERS IN ATTENDANCE

Vir Doshi, Gustavo Geraldo, Philip Dalmage, Thierry Walsh, John Cieslik, Art Moore, Ben Bagby, Michelle Casey, Kenyatta Fisher, Adam Flores, Deanna Rossetto, Thomas McElroy II, Sandi Raphael, Sharon Bustic

**PUBLIC NOTICE
STATE OF ILLINOIS**

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

100 W. Randolph
Room 2-025
Chicago, IL 60601

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

AGENDA

October 27, 2014
1:30 p.m. – 3:30 p.m.

- I. Welcome
- II. Call to Order
- III. Roll Call
- IV. Approval of Minutes of Council Meetings held on September 22, 2014.
- V. Chair's Report
- VI. Posted Business
 - Veterans Program Update
- VII. Committee Updates
 - Procurement Committee
 - Business Development Committee
 - Capital Access and Banking Committee
 - Certification Committee
 - Policy, Rules and Enforcement Committee
- VIII. New Business
- IX. Public/Vendor's Testimony
- X. Adjournment
 - Next Council Mtg. – December 8, 2014

Please note: In case you need to connect to the meeting via teleconference, please use the following number and access code:

**Teleconference Number
Access Number**

**888-494-4032
2587213722**

I. Welcome

- Chairlady Simone McNeil welcomes all.

II. Call to Order

- Chairlady Simone McNeil called the meeting to order at 1:45pm. She asked Acting Secretary Chima Enyia to conduct the roll call.

III. Roll Call

- Roll call conducted. Quorum was established.

IV. Approval of Minutes

- Vote was taken and Minutes were approved.

V. Chair's Report

- Chairlady McNeil told the Council that she was hoping that Karen Eng was going to be present so she could introduce her to the Council. She said it was nice to see a lot of members present.

VI. Posted Business

- **Veteran Business Program Report**

Acting Secretary Enyia informed the Council that Secretary Cerpa had a family emergency and could not be present therefore the Veterans Business Program report will be rescheduled for the next joint November/December Council to be held on December 8, 2014. He further said all members will be provided with information prior to the report being presented. He also told the Council that we have had quite a few outreach and also new certifications. He reiterated that we will continue to work with the Department of Veterans Affairs, community partners, and other stake holders to continue to make progress on that front.

Member Jaime Martinez wanted to know how many SDVOSBs and VOSBs are currently certified with the State. Counsel Ben Jones informed the Council that the numbers of certified Veterans are on our website and is constantly updated for the public.

Member Ivory recommended that in order to enhance Veterans participation, we will need to take a look at our spend, and also take a look at who we have in our vendor pool that would qualify for a significant portion of that spend. If we

find that there is a point of entry that is not capital intensive then I think we should have a workshop to let Veterans know who may be in business or may not be in business and that there significant business opportunities. He believes this would help Veterans across the State. Member Enyia concurred with member Ivory and said we will continue to take a community based approach. He said it has been very difficult but we have been making progress. He explained that whenever an outreach is conducted we look for the local elected official from that area and access his database for businesses he might know in the area.

Member Pierog wanted to know whether the outreach is reaching out to vendors in Kane, Kendall, and Dupage Counties. Member Enyia said yes. He further said we are taking a regional approach to outreach. Member Pierog recommended having an outreach in Aurora because all three counties almost intersect there. Member Enyia said they have been in touch with the official from that area. Member Doria recommended posting something at Hines hospital or a Veteran hospital.

Chairlady McNeil said that another branch of outreach they are undertaking is with 1871, the incubator, which now has a person that is devoted to working with Veterans. He is from the Governor's office. His name is Brendon Bordeau. We thought we give him a few weeks before we reach out to him.

Member Jaime Martinez said as a follow-up with Acting Director Garcia is whether the Illinois Joining Forces Foundation, as it starts up within the working group that takes care of employments and or business services, is if they now have a subcommittee that is dedicated to this particular issue: identifying the Veteran within the network, which has been the Governor's goal, and then tying them with these resources for these outreach. Member Enyia responded by saying that we will sure we do follow-up on that. He said if there is any relationship or connections that members have that will assist in that endeavor please let us know.

VII. Committee Updates

a. Procurement Committee

Chairlady Witherspoon said that the committee would like to revisit the idea of forecasting. She said the way we usually get the word out is event marketing as compare to individual marketing. She said a lot of people when they think about doing business with the government they think about city, county, and state. She said she had the city department of procurement services as a client of her marketing firm and one of the things that we did was to tell success stories. This helps with certification. She acknowledged that it can be cumbersome but rewarding. She was wondering whether we could put success stories on the

website which could inspire would-be vendors. Also, she said the procurement committee thinks it is a good idea to proceed with the forecast especially now since we have more than 80% of the agencies have responded. She said putting the forecast on the website so the vendors can see what they can look forward to or prepare for and have more time than an RFP will provide. Member Enyia said he thinks those are good ideas. He said we have to make sure the potential vendors know what's the value proposition is for getting into the program. He said we are putting together a listing of all vendors that have had contracts with the state that are BEP and those that are subcontracting relationships. Regarding forecasting, he said we have helped vendors navigate the Illinois Procurement Bulletin. He said vendors should keep an eye out for contracts that are expiring because most of the times they will be re-bid. Member Witherspoon said there is progress made in other areas but we tend generally to market certification. Counsel Jones said he thinks Vince Bass might be working on something similar because he has mentioned something about telling success stories.

Member Barretto talks about receiving a call from Vince Bass that encouraged her to move forward with her certification. She also said that there are lots of websites out there that confused vendors. She said we should be strategic look at how we are digitally going out there. She cited example as CMs website versus CPO's website. Member Witherspoon said her anticipated question to Paul was how many websites this information can be on.

Member Pierog wants to know whether all similar contracts such as service contract can be aggregated together to make it easy to access. Member Enyia said in the ideal world that is how we would want it to be. However, he said we have four procurement bulletins boards: Higher Ed, General Services, Capital, and Toll Way. He further said that in the past there have been discussions with the CPO's offices on how to consolidate those bulletins. He said that conversation needs to take place at the secure level about how we can consolidate those bulletins. He said CMS no longer manages the Illinois Procurement bulletin. Member Witherspoon said she will do follow-up on these issues. Member Enyia said he will meet with Vince Bass this week to see where we are with reference to the outreach and then will reach out to Ben Bagby and other CPOs regarding where they are with reference to the consolidation of the bulletins.

b. Business Development Committee

Chairman Rodney Lewis said that they have talked about a proposal about an issue which was presented in the past about looking at the state databases to find businesses that will meet the criteria of the BEP program so in the future we can have a test case in a county or two to see how useful that is. The proposal will be presented in the future. Three proposals he made are: 1. Having an online

events calendar; 2. Fifteen (15) minutes video which highlights the main programs the state has to offer for small businesses/BEP categories. It could be placed on YouTube or laptops at conferences; and; 3. Having an 18" x 24" poster at military installations, Veteran Hospital, or high frequent places.

Member Doria said she is a member of a group that is currently working with the city sister agencies, the county, and the state for an all across bulletin of events that will cater to the public. This would prevent us stepping on each other toes and will also give the vendor an opportunity to see what is going on. She said they are working with an organization that is putting everything together. She said she believes it is going to happen. Member Enyia also spoke of the CMS website that contains a calendar of events.

c. Capitol Access and Banking Committee

Chairman Coleman said the committee is continuing to make progress with getting the database of non-profit, venture capitalists, and other agencies that provide capital to small and diverse businesses. He said they continue to make progress by having the vetting of that information performed by these agencies and organizations. He mentioned the help being received from the Department of Commerce and Economic Opportunity (DCEO).

Member Pierog stated that they have gotten a wink of approval from DCEO to move forward with this. She said they are only awaiting the legal disclaimer stating that "CMS will not be held responsible for this". She wants to have this done by the end of the year. Counsel Jones said Paul had sent him the draft and that he is working on it. Member Coleman read a sample of the letter.

d. Certification Committees

Chairlady Cox said the committee met this morning with European Craftsmanship and voted to rescind the denial after the committee received the requested missing documents that include stock certificates, stocks ledger, and minutes. She said the Council will receive a written report on the decision to rescind the denial.

e. Policy, Rules and Enforcement

Chairlady Doria said the committee met immediately following last month's meeting. She said they had 3 waiver requests to review. The first was the Village of Hopkins Park who was granted the waiver. The second was Roscoe all World Project who was also granted the waiver. And the third was Kankakee County (DCEO elevator project) that was also granted the waiver. Member Jesse Martinez clarified that when they say they granted the waiver, the vendor met some level of participation.

Member Ivory said he hoping that all waiver requests come with the necessary information before a vote is taken so that the members can make intelligent decision. He also talked about Hopkins Park not giving the contract to the vendor that was not voted on and won the award. He urged Jesse Martinez to look into that. He said he heard the mayor overruled the committee. Member Martinez said it is an internal issue that he is not going to get into. He stressed that the goal is going to be met anyway.

VIII. New Business

Member Cox asked that when the packages are put together for all members if it is possible to put the criteria under which member Jesses Martinez can grant exemptions. Member Enyia said yes, we want to make sure we understand the difference between an Exemption, Exception, and Waivers. Member Cox also asked about the updated purchasing laws books that were requested. Elias Ricks Ngwayah said he had them and would distribute them immediately after the meeting. Member Coleman requested an updated roster of council members because we have new members.

Member Ivory said he thinks we should discuss what our next step with the sheltered market is. Member Enyia said they had a sheltered market committee meeting last week. He said there some progress to report with the universities but still have some work to do with general services. He promised to have the agenda and items discussed for the next procurement meeting.

Member Ivory requested an update on the Commissary contract that was discussed few months ago. Lastly, member Ivory also asked for an update on the MSP contract.

Member Enyia said we will reach out to the Brian and others at DOC (Department of Corrections) for update on the Commissary contract. Regarding the MSP contract, this is a major IT contract for services, we will seek an update. We will also invite stakeholders in this to come before the council.

Member Ratner wanted to know if the MSP contract is a GPO (General Purchasing Order) contract. Member Enyia said it is a contract with the inclusion of supplier diversity subcontractors. We believe this is a great opportunity.

Member Ivory said the MSP contract has great potential for minority participation. He urged maximum attention be given to this contract. He said the council should be fully aware of the magnitude of the contract and should seek minority participation in a significant way.

Member Coleman said earlier today he had written to CMS staff and members of the council regarding certification policy and practices. He said he would like these questions answered by CMS staff. He said these questions came about from recent interactions with the southern part of the state. The first question is: How long is the business certified for when it is certified through the traditional full cert or the recognition process? Carlos Gutierrez responded that the BEP policy has not changed. He said it takes 60 days to process the application. Our certification mirrors the host certification and we grant no extension unless the host grants extensions. Our expiration date reflects that of the host agency. With the UCP firms, we allow a 90 day period for the host firms to review the files for any changes. Our agreement with them is for them to give us a start date and an end date. This is to cover ourselves from the internal and external auditors. Usually UCPs are certified for life. If a firm comes from the City of Chicago MBE program and wants to be certified with the state, they will be certified for one year pending their annual renewal from their host agency. If a new firm comes directly to us, they are certified for five years with an annual no-change renewal each year. Another question is: What is your relationship with the local chapters of WBDC and CMSDC and the national chapters in terms of certification? Mr. Gutierrez responded by saying that our agreement is only with the local chapter, not the national ones. We will not recognize the national certification but instead ask them to seek certification through the local chapter in order to be recognized by us.

Member Ratner said any certified WBDC vendor by our local chapter is certified nationally; also any certified WDBC vendor from another state is certified national. She hopes that CMS would do the same when it comes to recognizing these out of state certified WBDC vendors. Member Enyia because of time limitation we will have to look at this issue more closely at a later time. Counsel Jones advised that we refer the issue to the certification committee for further review.

IX. Public/Vendor's Testimony

No Public/Vendor testimony

X. Adjournment

- Chima Enyia called for Adjournment
- Member Doria casts for a motion (moved) for Adjournment
- Member Witherspoon seconded the motion to Adjourn.
- Meeting was Adjourned as of 3:05PM
- Next Council Meeting will take place on Monday, December 8, 2014-1:30 PM