



Business Enterprise Program Council
COMPLIANCE SUBCOMMITTEE MEETING MINUTES

Thursday, May 31, 2018
1:30 pm – 3:30 pm
James R. Thompson Center
100 W. Randolph Street, Suite 4-404
Chicago, IL 60601

SUBCOMMITTEE COUNCIL MEMBERS IN ATTENDANCE

Larry Ivory, Sharla Roberts, Jesse Martinez

SUBCOMMITTEE COUNCIL MEMBERS NOT IN ATTENDANCE

Edward McKinnie, Denise Barreto, Beth Doria, Sheila Hill-Morgan,

Staff Assistant

Leslie Taylor

COUNCIL SECRETARY

Cate Costa

CMS MEMBERS IN ATTENDANCE

Ben Jones, Harry Reinhard

OTHERS IN ATTENDANCE

None



**Business Enterprise Program Council
COMPLIANCE SUBCOMMITTEE MEETING**

Thursday, May 31, 2018

1:30 pm – 3:30 pm

Room 4-404 JRTC

Via Teleconference Number - 888-494-4032

Access Number - 2587213722

AGENDA

- I. Welcome
- II. Call to Order
- III. Roll Call
- IV. Posted Business
 - Review Rules and Regulations for the implementation of the program for business owned by minorities, women and persons with disabilities. (UPlan)
 - Compliance Plan
- V. Define Action Items
- VI. Suggestions for BEP Council meeting agenda item(s)
 - Next Council Meeting – June 25, 2018
 - Next Subcommittee Meeting – July 25, 2018
- VII. Public / Vendor Testimony
- VIII. Adjournment

I. Welcome

Chair Roberts welcomes all.

II. Call to Order

Secretary Harper called the meeting to order at 1:40pm and proceeded with roll call.

III. Roll Call

Roll call conducted, and quorum was not established.

IV. Posted Business

- **Review Rules and Regulations for the implementation of the program for businesses owned by minorities, women, and people with disabilities (UPlan)**

Chair Roberts said they are scheduled to review the Utilization Plan (UPlan) and that their utilization plan does not look like the BEP utilization plan. she said they have to ensure that it does look like BEP utilization plan. She said BEP utilization plan should be sent to Chief Procurement Officer Ben Bagby in order for theirs to be replaced with the ones from BEP. She said CPO Bagby posted the older version of the utilization plan and needs to have the updated ones from BEP. Chair Roberts also said they need to have the updated UPlan posted on our website. Counsel Jones said they are due to meet in two weeks at which time it should be updated.

Chair Roberts raised the issue of the language used in the utilization plan. She made specific reference to the use of the word “subcontracting”. She said the word could mean something different with reference to procuring goods and services. Counsel Jones said he sees her point and they would have to modify the word for clarity.

- **Compliance Plan**

Chair Roberts said in the Compliance Plan, it says the agencies and universities must submit an annual and a semi-annual report. She said currently they are not requesting a semi-annual report from the universities. She said they will have to comply with the law. She said it has to be implemented.

Member Ivory said he agrees with Chair Roberts. He said it is important to be in compliance with the law. Mr. Reinhard confirmed that it has not been done in the past.

V. Define Action Items

- 1) Update the Utilization plan
- 2) Updated Utilization Plan should be sent to CPO Ben Bagby
- 3) Hosting Utilization Plan on our website
- 4) Figuring out how to implement a semi-annual compliance report in addition to the annual compliance report.

Chair Roberts said the Utilization Plan and the Letter of Intent should be one document. She also noted that the Utilization Plan should be part of the solicitation documents.

Counsel Jones said they will have to work with the CPO office to remove the link and make the utilization plan as part of the solicitation documents.

Member Ivory said it is important the work that the council and the subcommittees are doing reach members of the Task Force, so they know the important work that is being done. He said the optic is important and that we should celebrate our success.

Member Martinez it is important that the business community need to understand the good work that is being done by the council.

Chair Roberts asked the secretary to put together some highlights of successes that have achieved by the council within the past five years. They are to be shared at the next council meeting.

VI. Suggestions for BEP Council Meeting Agenda (Items)

- Next Council Meeting – June 25, 2018
- Next Subcommittee Meeting – July 25, 2018

VII. Public / Vendor Testimony

None

VIII. Adjournment

Meeting adjourned at 2:30pm.