



Business Enterprise Council
OUTREACH SUBCOMMITTEE MEETING
Monday, February 10, 2020
1:30 pm – 3:30 pm
Chicago JRTC Room 4-100;
Via Teleconference Number - 888-494-4032
Access Code: 258-721-3722

Minutes

SUBCOMMITTEE COUNCIL MEMBERS IN ATTENDANCE

Emilia DiMenco; Alex Bautista; Bola Delano; Karen Eng; Jesse Martinez; Sharron Matthews;

SUBCOMMITTEE COUNCIL MEMBERS NOT IN ATTENDANCE

Hedy Ratner;

OTHERS IN ATTENDANCE

N/A

COUNCIL SECRETARY

Terrance Glavin

CMS STAFF IN ATTENDANCE

Terrance Glavin; Irma Lopez; Mike Merchant; Kajanda Love; Patrick Nolan

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Freedom of Information Act (5 ILCS 140) the above meeting is open to the public

BEP Council Outreach Subcommittee



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Teleconference Meeting Number: 888-494-4032

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AGENDA

- I. Welcome
- II. Call to Order
- III. Roll Call
- IV. Posted Business
 - Approval of November 26, 2019 Outreach Subcommittee Meeting Minutes
 - Discussion on Stipend for BEP Council Members
 - Update on Attendance Policy
 - Update on Program Reception for all New Directors
 - Update on One-Pager Language
 - Update on Onboarding File
 - Update on Pending Legislation at the Committee and Council Meeting
 - Update and Review of Outreach Strategic Plan
 - Update on Key Performance Indicators
 - Define Action Items
- V. Define Action Items
 - Update on all subcommittee and council members receiving meeting invitations
 - Update on rotating the subcommittee chairs at the Council meeting
- VI. Upcoming Business Enterprise Council and Subcommittees Meeting dates:
 - Next Council Meeting – February 24, 2020
 - Next Subcommittee Meeting – March 23, 2020
- VII. Public /Vendor Testimony
- VIII. Adjournment

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I. Welcome

Chair DiMenco welcomed everyone to the meeting.

II. Call to Order

Chair DiMenco called the meeting to order at 1:44 pm and performed roll call.

III. Roll Call

conducted Roll Call. Quorum was established.

IV. Posted Business

- **Approval of November 26, 2019 Outreach Subcommittee Meeting Minutes**

Chair DiMenco called for approval of the minutes for the **November 26, 2019** Outreach subcommittee meeting pending further review. Member Bautista motioned to approve the minutes. Member Matthews seconded. All approved. The motion was passed.

- **Discussion on Stipend for BEP Council Members**

Chair DiMenco stated that the stipend discussion was recommended to the Director and asked if there needed to be discussion on this matter. Mr. Glavin said that Ms. Lakhani would join the meeting later and be able to provide more information. Chair DiMenco announced the topic would then be discussed later.

- **Update on the Attendance Policy**

Member Bautista summarized the discussion of the Attendance Policy from the November 26, 2019 BEP Council meeting. He said that a diverse number of opinions were shared. Member Bautista detailed that Member Ivory and others expressed concern about proxies; electronic attendance was discussed, and that at the end, he summarized the reason for there being a need to implement an attendance policy. Member Bautista said the attendance policy was circulated and that Ms. Lakhani did not receive much feedback, however there was feedback given at the meeting and that it was again requested that members contact Ms. Lakhani if they desired to provide any. Chair DiMenco declared that since the attendance policy has been moved to the Council, there is no longer any need to discuss it further at the Outreach Subcommittee and suggested a motion for such.

Member Delano emphasized the importance of moving forward, getting new blood onto the board, maintaining quorum, and questioned that although there are two or three people that have concerns, whether those concerns merited holding back on proceeding with

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implementation of the policy. She added that there is a shortage of private sector members on the table.

Member Matthews moved that the topics of the attendance policy, program reception and stipend be placed on the agenda for decision at the next Council meeting. Member Delano seconded the motion. Member Bautista requested further discussion. He pointed out that there was no draft policy of the stipend, however that discussion could lead to a draft policy. Speaking as a member, Chair DiMenco offered that the stipend policy topic was outside the scope of the Outreach Subcommittee. Member Bautista suggested an amendment to the motion that the topics of the attendance policy, program reception and one-pager be placed on the agenda for decision at the next Council meeting and then recommend to the council the idea of whether a stipend is appropriate for the Council. Members Matthews and Bautista discussed that the effect of offering or not offering stipends for members could have an effect on membership.

Member Matthews withdrew the original motion. Member Bautista moved that the topics of the draft attendance policy, endorsement of the outreach subcommittee program reception, approval of the draft one-pager marketing piece, and discussion of the stipend for BEP Council members be placed on the agenda for decision at the next Council meeting. Member Delano seconded. All agreed. The motion was passed.

- **Update on Program Reception for all New Directors**

This topic was not discussed.

- **Update on One-Pager Language**

Ms. Lopez noted that Members Delano and Matthews submitted edits which were included in the draft. Chair DiMenco read the draft to the subcommittee. *A fire drill temporarily interrupted the meeting*

Chair DiMenco and the Members resumed review of the one pager. She announced that the term “principles of procurement” was added, and that “embodied in”, State law, and underlining were taken out. Chair DiMenco pointed out that the purpose of this one-pager is internal, and that it is not a marketing piece. Member Bautista said there were minor typos, and that in the third line “works” needed to be added. Chair DiMenco also pointed out that in the second to last line it should be plural “works”.

Mr. Glavin offered that “professional” be removed. Member Bautista stressed that contact information should be placed at the end such as the web address. Ms. Lopez suggested the number to the BEP front desk be added, as well as the two dedicated BEP email addresses. Chair DiMenco asked if there were more comments. Member Matthews stated that

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“aspirational” in the second grouping of sentences, last sentence of 2nd category was redundant explaining it is weakness because it tells folks that we don’t have to do that. Member Bautista agreed, stating that “aspirational” can be problematic and that perhaps placement of a sentence emphasizing good faith efforts after that sentence would be helpful. Member Delano agreed, also advising members not to get so bogged down in wording and specifics that the purpose of the one pager be lost. She added that most agencies argue that they can’t meet the goal, so rather than leave it as “aspiration”, it can be “goal” and left at that. Chair DiMenco stated that in that case, the one pager can’t begin that sentence with “The Act”. Mr. Glavin stated that the risk is low that the one pager would be looked at as a legal document but for instance begin the sentence can begin “Generally the Act says..,” which refers someone to go look at the language. Chair DiMenco continued and reread the sentence stating that “...Generally, the Act provides.., “. Member Bautista asked if Mr. Glavin said “establishes”. Mr. Glavin restated his comment as “Generally.., establishes a goal..,”. Chair DiMenco continued the sentence as, “...establishes with few exceptions a goal of 20% of the total dollar amount of state contracts should be awarded to businesses owned by minorities, women, persons with disabilities.” Member Bautista added “...a goal of no less than 20%...”.

Member Matthews commented that the feds use the term disadvantaged but said the businesses don’t like that. Chair DiMenco questioned whether they would begin using different terms internally. Member Bautista stated that they could use underrepresented and reread the statement using “underrepresented (i.e. disadvantaged)”. Chair DiMenco asked whether there were any other comments or changes. There were none. Chair DiMenco stated that the vote is for the 1st, the 2nd, and the discussion. A vote was taken. All agreed. There were no abstentions. The motion passed.

Chair DiMenco clarified the motions taken to transfer to the BEP Council the stipend, the attendance policy, and one pager have been removed from the Outreach Subcommittee to the Council for decision, not to be returned to the Outreach Subcommittee. All agreed. Member Bautista asked Ms. Lopez to confirm whether anything was needed from the subcommittee for the reception because it was going to be handled at the staff level. Ms. Lopez stated that nothing was needed from the subcommittee for the reception. Member Bautista asked whether the date had been finalized. Ms. Lopez responded that February 28th is the date and that members will be sent a save the date for the 2-part event. She explained that the 1st half will be the Higher Education event, and the 2nd half will be the reception for the directors.

Members Matthews and Delano stated that it was too soon to hold the reception. Member Matthews said it should be moved to March. Member Delano agreed. Ms. Lopez said she would bring that up. Member Matthews and Chair DiMenco commented the Governor’s Office needs to be involved. Member Matthews disapproved that the Governor’s office had not even been contacted yet. Chair DiMenco affirmed that the Outreach Subcommittee

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proposed the reception but that it has now been moved to the full Council. Member Bautista asked Ms. Lopez to send him a Save-the-Date and stated he would be there. Member Delano stated that right now results are needed, that they want it moved, to let the record show that it has to be moved, and that they want to make sure that all the directors are there including the Governor. She continued, stating that what is not wanted is to have an event that is just going to be a networking reception for other members of the staff and not be able to present all BEP issues. Member Delano added that she understands that the Director knows where they are coming from, but if they could stress the urgency of how important this is because the outreach that is being done is to specify that all agencies be compliant with BEP standards, goals. Member Matthews added that they need to know that it is important to the Governor's office. Member Delano and Ms. Lopez agreed.

- **Update on Onboarding File**

Member Bautista reported he needed to turn it over to Ms. Lopez by next Thursday and that it needs a little history which he said Member Matthews will write.

- **Update on Pending Legislation at the Committee and Council Meeting**

Mr. Glavin reported that as of New Year's quite a few bills have come in and kicked in a couple weeks ago. He said that Ms. Lakhani is completing legislative reviews. Mr. Glavin pointed out that the Bureau of Strategic Sourcing (BOSS) is also weighing in since they now work more closely with BEP. Ms. Lakhani should have a summary ready by the next full Council meeting.

Member Matthews announced that she is on the Legislative Policy Committee for her agency (IDHS) which must review everything their office sends them. She explained that there are two pieces of legislation that she has to submit positions on today. One she thinks is great, asks CPOs to work with BEP to create a centralized database containing all the information on bad actors who are no longer supposed to be working with the state, including information on waivers, everything that came in from a bid, such as letters, Uplan, and all of that in a centralized file rather than different files. Member Bautista requested the bill number. Member Matthews stated it is # HB4630 submitted by Representative Sonya M. Harper. She further explained that the house bill also proposes centralized information on waivers, bad actors and information from each bidder.

Member Matthews said the second piece of legislation she is not recommending is # HB 4710, put in by Joe Sosnowski, to allow another classification of BEP vendors, employee qualifying businesses, which she gave the definition as any business dealing with the disabled that has at least 66% of employees looking like what BEP looks like now. Member Matthews' agency is opposing it because it undermines intent of BEP and serves as a backdoor to get into BEP. She added that a lot of vendors would set up for certification very

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quickly. Chair DiMenco thanked Member Matthews and cited it as a good example of legislation that the Council needs brought to their attention.

Member Bautista presented one more, HB 4260, which he described as an omnibus and amends certain definitions of race, which affects the BEP Act. He recommended that Mr. Booth send a periodic update on bills that filed and have an impact on the BEP Act, as well as any legislation that BEP is advancing to amend the BEP Act. Member Matthews added that such legislation also needs to be reviewed before final decisions are made. Member Delano pointed out one more piece of legislation, the one to increase the BEP cap, which to her agency's understanding there are others who are going to push it. She emphasized that this means the rich will get richer due to greater access to the program.

Chair DiMenco suggested that legislation be brought to the full Council as soon as possible and in effect this would make the meetings more robust, interesting, and relevant. Member Matthews chimed in that they should be notified before final decisions are made. Chair DiMenco stated it should be as early as possible and not two seconds before legislation is passed. Member Bautista said he is not well versed in legislation and is looking forward to being more educated on the Council's role in legislation. He expressed concerns over how they would be able to receive information in a timelier fashion. Member Matthews suggested an ad hoc administrative policy, with, hypothetically, 5 designees to review and present their recommendations right away. Member Bautista voiced that he will want to give opinion on those bills. Member Matthews replied that he should then be on that committee. Member Bautista stated it will be interesting to see what the whole council thinks and that the designees will need to be well-formed. Member Matthews offered that Member Bautista would make a good member.

Mr. Glavin explained that historically during legislative sessions, they periodically provided a summary to full Council with brief analysis, synopsis, and maybe some brief commentary. Chair DiMenco revealed that full Council has asked for this repeatedly. Members Delano and Bautista agreed. Chair DiMenco offered that there should be a motion that it should be a priority for the full Council to be briefed on pending legislation, so they can do the required advocacy in providing oversight to BEP. Member Bautista motioned to establish a policy or practice for the consistent briefing of the Council as to legislation impacting the BEP Act as a priority. Member Matthews seconded. Chair DiMenco called for discussion.

Member Bautista responded that if Mr. Booth, the CMS legislative liaison, periodically sends an update and builds a file, it would be a good way to see the trend. Member Matthews agreed. Member Bautista added that he would like to see a wrap-up at end of session for Council members to see what was passed and impacted the BEP Act which will inform their planning. Member Delano pointed out that if they don't have end results, one issue that is happening with minority businesses is that they are never on par on legislature, and that this should be a regular role of the Council. She emphasized that it is not only knowledge

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but building member capacity instead of coming in later in the process, which in addition to its role in advocacy and support or involvement, is what the Council is missing. Member Delano called for this topic to be discussed at the next BEP Council meeting. Member Matthews added that this requires attention especially because there are those that want to change BEP with either good or bad motives. Mr. Glavin asked to give feedback on the database that was brought up or they could vote on this issue first. Chair DiMenco requested a vote on this issue. All agreed. The motion passed. No opposition, nor abstentions.

Member Martinez expressed concerns about being on opposite sides but said he does not foresee this happening. Member Bautista admitted there will be times when a members' agency may hold an opposing position on a piece of legislation, but that such legislation will be properly vetted by their agency. Member Martinez added that it would be concerning when a member and their agency disagree. Chair DiMenco and the members responded that that is something that would need to be worked on internally.

Mr. Glavin returned to the database issue, stated that aggregating business intelligence is a great idea but cautioned that when aggregating information on bad actors, to make sure debarment is fair and that there is no way anyone will be disbarred without due process, since the goal is information gathering and sharing. Member Delano why is this different from BidBuy. Member Matthews said this new process makes it the responsibility of the CPOs to enter their data in real time, requiring them to have all documents per bid. Chair DiMenco pointed out that these are discussions to have at the Council meeting and encouraged members to bring their notes so they would all be prepared.

- **Update and Review of Outreach Strategic Plan**

Ms. Lopez announced that Mr. Ngwayah has been working very hard on the Black History Month celebration that will take place on February 14. She said that the Higher Education has to move forward on February 28th. Ms. Lopez added that she is co-hosting an event in Rockford with Mr. Richie and the Construction Business Development Center.

Chair DiMenco asked her what she is doing in Aurora, which is rich in diversity, entrepreneurship, and that they have an office there. Ms. Lopez said that is good to know and reported that she has been working with the DCEO (Department of Commerce & Economic Opportunity), which has experienced a lot of turn around. She stated that Alma Tello, the Deputy Director of the Office of Minority Empowerment & Entrepreneurship (OMEE) has graciously offered her staff to help work on the Road Show. Chair DiMenco encouraged Ms. Lopez to bring her to Aurora, which has a Women's Business Center because it is very underserved and is a huge opportunity for the State to find vendors.

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Member Delano added that they just opened a Community Financial Center, which she is working closely with to roll out the Bank One program and said Ms. Lopez can host a workshop there. Chair DiMenco said that the Hispanic Chamber only has one person and offered to help put Ms. Lopez in contact with someone to host an event. Ms. Lopez reported that Ivy Hart is already on board for the Rockford event on March 28th. She said that she reached out to Daryl Thomas to cover the SPDCs and PTACs to be able to increase their outreach throughout the state. Ms. Lopez added that coming back to the DCEO, they have OMEE and the Regional Economic Development Team. Member Delano stated they got money from Bloomberg and described that the center looks like “World Business Chicago”. Chair DiMenco stated they run the only women’s business centers in Illinois located in Chicago and Aurora, and that they run both. Ms. Lopez reported that she will be working more with Alma Tello and will have more to report next time.

- **Update on Key Performance Indicators**

Chair DiMenco explained that they could make a list of what they would like to see but that where they should start is what information is available. She stated that at the last Council meeting they received push back from other members on the need to be revealing how well they were doing. Chair DiMenco pointed to some of the work Ms. Love is doing to try to pull Governor’s office data to know how well the state is doing. Ms. Love said that was just a small portion and that they are concentrating on increasing the vendor numbers. Chair DiMenco voiced the need to know the baseline, such as what number of contracts were awarded and the demographics. She posed the question, what is the point to be working on outreach without having a measurement to know if they were successful. Ms. Love said they agreed with her and are working on that, but that there is a process to that, and it has been going on for many years. She said they are doing just a small portion now just trying to task what the Director is direction of just increasing the partnerships and also looking at the number of incomplete applications, so they just have a small portion. Ms. Love stated that they haven’t been tasked with finding out the amount of applications that are entered as far as overall.

Chair DiMenco asked if compliance could give them data that they are looking at and whether that data should be presented at the full Council meeting. She clarified that she would like to know the number of contracts the state has that are within BEP’s authority and what’s outside of BEP’s authority, and secondly of those within BEP how many responses to RFP’s were received from women, minorities, and persons with disabilities, including how they were awarded and the pattern by agency. Ms. Love explained that it is doable but that the information is siloed.

Member Delano said going back to the minority contractor initiative, the statue was very clear on what information needed to be provided. She continued that for years agencies had been siloed, for years no information has been shared and she asked the question

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before. Member Delano revealed that IPG and BidBuy and whatever they were, were set up with different machineries to compile information which was never really delivered. She explained that then part of the discussion went to Comptroller's office and they fought tooth and nail with the previous administration to get an agreement for them to be able to transfer that information so that they could see what Chair DiMenco has asked because they have to pay that money, so that when they pay that money they could report those figures. Member Delano stated that they got the agreement signed under the current administration thanks to Mr. Glavin, but what they are seeing is that the systems don't talk to each other, it is a lot more problematic, which is why they argued to be on BEP, because they as an agency were not represented, and they didn't know what information other agencies were looking for, for matching data. She pointed out the one reason why she is here is because they are not in position to do a proper report to the legislature because they can't get that information, therefore her role with the Council is to get to that stage. It is going to take a while to merge the information, but by statute she must give a report every year and has been giving a very good overview of what's happening, but her frustration has been that she can't give the figures. Ms. Love concurred that nobody can because the databases are not together.

Chair DiMenco argued that each agency can provide those numbers which would at least move them forward a little bit. Member Matthews agreed. Member Delano stated that the reason they can't is because they don't know, and this is why CMS needs to be linked, because they just pay, but the agencies won't give out race information, rather they give the FEIN number and the name of the company. She said what they need is a database that has all the factions being discussed and they are not rebuilding it. Members Matthews stated that this is the connectivity and interoperability that she has been talking about. She noted that the most information they have is from six months after the fiscal year, which is provided through the Comptroller's Office by Compliance as a summary and is broken up into BEP classes that shows how many contracts by each agency including another part put together by Mr. Reinhard, BEP Compliance Manager, which lists other information like the FEIN, company name, and the spend. Member Matthews explained that it is sent to them to verify the information then send back and then used to create the annual report. She qualified that the data provided comes 6 months afterwards, but it shows trends, other data, and someone would have to take that data and break that down.

Member Matthews further explained that there are two steps, one is the bidding and the actual contract award which should be tracked and there should be a direct correlation from when a vendor attends the conference to when they are awarded a contract. She noted that this is different than what is being asked for KPIs for Outreach that need to be tied to how many events occurred. Chair DiMenco observed that may not be trackable. Ms. Lopez asked to speak to this and introduced Patrick Nolan from CMS, who is helping Outreach.

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Mr. Nolan responded, stating he started with CMS 6 weeks and 2 months ago. He said he manages data and analytics for the Director's Office. Mr. Nolan pointed out that they have a lot of different places, pieces of information and to address the question the interoperability between BidBuy and B2GNow is really DoIT's business. He shared that he has donated code to them to assist in acceleration and his main recommendation here is isolating outreach and their metrics. Mr. Nolan explained there are a few things he wants to do, such as defining terms and traditionally marketing and sales teams fight over leads, that there is a parallel dynamic here between Certification and Outreach. He adduced that he would almost separate the part where the bids happen from the parts Certification and Outreach perform. Mr. Nolan stated it is the most important metric.

Chair DiMenco expressed concern over how Ms. Lopez will do that. Mr. Nolan responded that could be achieved using certain principles such as being more active than passive and Outreach doing more of the reaching out which leads to being more targeted, accountable and measure stuff. Chair DiMenco agreed and countered how Ms. Lopez would go about collecting that data. Ms. Love offered that that is what Rapid Results is doing, looking at how Ms. Lopez is conducting her classes and how applicants are receiving that information and applying, asking are they applying, are they knowledgeable, where is the hold up? Mr. Nolan explained that the reason he laid out moving from passive to active is that they need to think about getting a list to reach out to, and that when they built this funnel they need to think about the two sources, the people requesting the event, and folks who are unknown and just running a business who have heard of the program. He said that is why an RFI form, which can be filled-out at the website, was proposed.

Member Delano noted she understood what he is saying but that it is all about paperwork and documentation. She said her question is what kind information he is preparing to help the Outreach team attain the results they want. Mr. Nolan responded that Outreach would collect their own information and that they proposed five different metrics; number of businesses represented at BEP public events, , the number of new business contacts added to this RFI list, the number of prospective applicants contacted, new applications started, and new applications completed.

Chair DiMenco asked Ms. Lopez for her reaction to this. Ms. Lopez replied it is a clerical issue of having someone being able to scan the cards she brings in, but then moved on to a question of purchasing a scanner which are no longer on the market, then it came to a decision to purchase an app to scan the cards, but for that an active credit card is needed which is another barrier. Member Matthews chimed in stating she knows of no agency that has credit cards.

Mr. Nolan clarified that the proposal is to have a URL to give out, which people complete on their phone, taking about 25-30 seconds to complete and then it's on the database. Member Bautista proposed a special session to hear out Mr. Nolan, Ms. Lopez and Ms. Love.

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He expressed excitement about what he had heard, and a need come to an agreement on their needs to make sure it is tailored and that to arrive at a definition of KPIs is good for them. Mr. Bautista acknowledged that KPIs are needed for the entire enterprise, and that the need is urgent. He declared he wanted to go out with Outreach to be able to speak with some of the attendees and to be able to show that ROI and get into targeted. Member Bautista added that many municipalities have certification processes with massive pools, and he believes that some of them would be glad to have some form of reciprocity.

Chair DiMenco interjected that what she finds interesting comparing public and private sector is that they are required to provide this information, work overtime to collect the number bids and contracts awarded and that the state requires this data from those receiving funding that they themselves can't supply. She said they must also submit economic impact report stating that their work contributed to their getting that contract. Chair DiMenco pointed out that they have to work really hard to prove they earned every cent given to them. Member Bautista remarked that there is a lot of information in the Annual Report. Member Delano stated that is what they are fighting for. Member Bautista countered that there are certain processes within the state where one has to reconcile their activity, like with hiring, with the Shankman report and Rutan that are like a mini audit. Chair DiMenco suggested a motion for a 1-hour or 1st hour of the next meeting be devoted to this topic. Member Bautista motioned to hold a special session sometime in March for an hour to discuss their needs. Member Matthews seconded. All agreed. Chair DiMenco asked for any abstentions or opposition. There were none.

Chair DiMenco asked where they were on the committee chair. Mr. Glavin said he would look into it and get back to her. Member Bautista asked if she was leaving. Chair DiMenco answered that she will remain with the committee but would like to step down as chair having done her time and that she believes it is healthy to rotate committee chairs and members. She added that having the same person coming from an agency run both Compliance and Certification is a conflict of interest much like policing themselves. Member Delano agreed that they should be chaired by a private member. Member Matthews concurred on the point that each chair should be a different person and it should be termed.

Member Bautista remarked that concerning public service and KPIs, there is a lot of performance happening and encouraged capturing it. He reasoned that it would give a measure of how much effort results in work accomplished. Chair DiMenco agreed. Returning to the committee chair and membership discussion, she stated this item has to be on the agenda because there was no resolution. Member Bautista suggested having terms. Chair DiMenco and Member Delano stated this was brought up at BEP Council. Member Delano added that invitations need to go out to recruit new businesses onto BEP Council and that if some people are trying to object to the policy, they asked that the Director or

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they go to the Governor so he can make nominations for others to come onto BEP. Chair DiMenco affirmed that the topic, new members, term limits, a healthy rotation of chairs and committee member, should stay in full Council. Member Delano explained that if they comply with the attendance policy it would open the door for them to bring in new members, relieve current chairpersons of their positions, and most importantly that you can't be an agency person chairing. She emphasized that this is a partnership with the private sector, and they should be chairing.

Member Matthews spoke of Outreach, stating that folks need to be motivated to come and it needs to be made administratively mandatory, such that for any bid over certain amount, the agency needs to say why they are not pushing for a pre-bid conference. She emphasized that is the greatest tool which is not being utilized. Chair DiMenco requested that she make a note of this and bring it up at the next meeting.

V. Define Action Items

1. Update on all subcommittee and council members receiving meeting invitations
2. Update on rotating the subcommittee chairs at the Council meeting

VI. Upcoming Business Enterprise Council and Subcommittees Meeting dates:

- **Next Council Meeting – February 24, 2020**
- **Next Subcommittee Meeting – March 23, 2020**

VII. Public / Vendor Testimony

Chair DiMenco asked if there was public/vendor testimony. There was none.

VIII. Adjournment

Member Bautista motioned to adjourn. Member Matthews seconded. All agreed. The meeting was adjourned at 3:51 pm.