



NOTICE

**Business Enterprise Council
OUTREACH SUBCOMMITTEE MEETING**

Tuesday, January 26, 2021

1:30 pm – 3:30 pm

Location: Webex Meeting

MINUTES

I. Welcome

Chair DiMenco welcomed everyone.

II. Call to Order

Chair DiMenco called the meeting to order at 1:33 pm. Kori Acosta proceeded with roll call.

III. Roll Call

Roll call was conducted. Quorum was established.

| BEP Outreach Subcommittee | | | | |
|---|----------------------------|-------------------------------|------------------|---------------|
| ATTENDANCE ROSTER: COUNCIL MEMBERS | | | | |
| Members | Present | | | Absent |
| | In person - Chicago | In person- Springfield | via WebEx | |
| Emilia DiMenco, Chair | | | x | |
| Alex Bautista | | | X | |
| Bola Delano | | | x | |
| Jesse Martinez | | | X | |



| | | | | |
|------------------|--|--|---|--|
| Sharron Matthews | | | x | |
| Hedy Ratner | | | x | |

Note: The meeting was held via WebEx video conference to adhere to the social distancing guidelines due to the COVID -19 pandemic.

| BEP Outreach Subcommittee | | | | |
|---|-------------------|---------------------|-------------------------|-----------|
| ATTENDANCE ROSTER: Agency Representatives | | | | |
| Agency | Representative | Present | | |
| | | In person - Chicago | In person - Springfield | via WebEx |
| Central Management Services | Kori Acosta | | | |
| | Paul Kuchuris | | | |
| | Arielle Johnson | | | x |
| | Radhika Lakhani | | | |
| | Nicole Mandeville | | | |

Total: 5 CMS and other Agency Employees attended this meeting.

IV. Posted Business

- a. Approval of November 24, 2020 Outreach Subcommittee Meeting Minutes
Member Ratner motioned to approve the minutes from November 24, 2020.
Member Delano seconded. All agreed. The minutes were approved.
- b. Introduction of the new BEP Deputy Director

In accordance with the Illinois Open Meetings Act (5 ILCS 120) and the Freedom of Information Act (5 ILCS 140) the above meeting is open to the public
BEP Outreach Subcommittee



- i. Chair DiMenco introduced Arielle Johnson. Ms. Johnson thanked the Council Members for welcoming her.
 - ii. Ms. Johnson explained that her work led her to work for Mayor Duggan running Operation for the Civil Rights Inclusion Opportunities Department and looks forward to learning more at BEP and contributing to the amazing work being done through this Council.
 - iii. Member Matthews asked Ms. Johnson if she had specific objectives, she wanted to meet in 5 years. Ms. Johnson replied she does have short- and long-term goals. She stated some of those short-term goals are directly connected to outreach and marketing and diversifying the vehicles in which they deliver the message. Ms. Johnson said she is interested in building out the Mentor-Protégé Program and identifying different partners that can help in transitioning subs to primes. She pointed to operational opportunities to improve, understanding the people, management, and individual team members so that they can be empowered to execute a quality program.
 - iv. Member Delano agreed and added her support of Ms. Johnson in addressing the digital divide. She stated she wanted to highlight House Bill 3871 passed and that they need to make sure that there are strong inclusion efforts because some companies are getting away with not honoring sub-contractor Letters of Interest (LOIs) and there is no penalty for such actions.
- b. Update on One-Pager Language
- i. Ms. Mandeville suggested making the document “user-friendly” and not full of legal jargon since the one-pager is an outward-facing document.
 - ii. Member Martinez stated the desire to showcase the value of the BEP Council and take it to the legislature once finalized. Chair DiMenco agreed.
 - iii. Member Delano stated she is in favor of branding and getting their message across clearly. She also supported the idea of changing the legalese in favor of using plain English.
 - iv. Member Matthews stated that BEP is the DEI initiative squared with the addition of the economic factor.
 - v. Member Martinez stressed that the value of the Council was to correct the problems of access and advocating for the vendor such as in the case of the contract issue with Verizon.
- c. Update on Onboarding File



- i. Ms. Mandeville stated that included in the onboarding packet would be a copy of the BEP Act, JCAR Rule Section 10, a cheat sheet created by the Legal Team, ex parte communications guide, and a refresher on Robert's Rules of Order.
 - ii. Member Matthews stated she and Member Delano volunteered to assist Member Bautista and requested the rest of the packet that he has worked on in the past 2 years for completion.
 - d. Update on Pending Legislation at the Committee and Council Meeting
 - i. Member Martinez pointed out that legislators look at what they do to remove barriers for vendors to participate in contracting. He said legislators want to celebrate successes as well.
 - ii. Ms. Mandeville reported on the four strategy areas in response to the Senate hearing that BEP had. BEP's strategies include increase outreach to African American community and other targeted communities; increase spend; conduct a disparity study; creating a scorecard for greater transparency, monitoring, and enforcement; increasing the vendor pool using FastTrack and leveraging partnerships.
 - iii. Member Matthews asked who won the contract to perform the disparity study. Ms. Mandeville stated it was Collette Holt & Associates.
 - iv. Member Delano recommended requesting specific practical information on the disparity study towards addressing the issues faced by BEP. She added that they need some action points after receiving the results.
 - e. Update and Review of Outreach Strategic Plan
 - i. Member Bautista brought up that under Director Forde's leadership there has been a dramatic increase in information, marketing, and updating.
 - ii. Member Delano spoke of enforcement issues with contracting, accountability, and as it relates to outreach, making sure people understand the regulations. She said another factor is to make sure your board members attend.
 - iii. Member Matthews advised that the vendors need to know that if a prime does not pay them, that money needs to come back and the prime does not get paid.
 - iv. Chair DiMenco noted how daunting a task it can be for a vendor to complete a public contract proposal for the 1st time. Member Bautista agreed.
 - f. Update on Key Performance Indicators
 - i. Member Bautista called for a day or session to discuss KPI's from the outreach perspective or how to bridge barriers and what is their role.



- ii. Member Delano pointed out that your key indicators are the language that legislators understand.

V. Define Action Items

- a. Member Bautista stated he would finish some of the type-ups on the Onboarding File and get it to them by this Friday.
- b. Ms. Mandeville to invite the Agency Directors and their assistants to the BEP Outreach meetings for discussions.

VI. Open Action Items

- a. This item was skipped.

VII. Upcoming Business Enterprise Council & Subcommittee meeting dates:

- Next Council Meeting – Monday, February 22, 2021
- Next Certification Subcommittee Meeting – Monday, March 22, 2021
- Next Outreach Subcommittee Meeting – Tuesday, March 23, 2021
- Next Compliance Subcommittee Meeting – Wednesday, March 24, 2021

VIII. Public / Vendor Testimony

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

IX. Adjournment

Member Martinez moved to adjourn. Member Ratner seconded. All agreed. The meeting was adjourned at 3:34 pm.