



Business Enterprise Council
OUTREACH SUBCOMMITTEE MEETING
Wednesday, February 20, 2019
3:00 pm – 5:00 pm
Room 4-404
Via Teleconference Number - 888-494-4032
Access Number - 2587213722

Minutes

SUBCOMMITTEE COUNCIL MEMBERS IN ATTENDANCE

Jessie Martinez, Emilia DiMenco, Bola Delano

SUBCOMMITTEE COUNCIL MEMBERS NOT IN ATTENDANCE

Hedy Ratner, Karen Eng, Khari Hunt, Alex Bautista

OTHERS IN ATTENDANCE

N/A

COUNCIL SECRETARY

N/A

CMS STAFF IN ATTENDANCE

Ben Jones, Elias Ricks Ngwayah II, Terrence Glavin, Irma Lopez



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AGENDA

- I. Welcome
- II. Call to Order
- III. Roll Call
- IV. Posted Business
 - Approval of September 25, 2018 Outreach Subcommittee Meeting Minutes
 - Approval of November 27, 2018 Outreach Subcommittee Meeting Minutes
 - Update on Business Enterprise Council member attendance policy, including phone participation
 - Update on access to data that will help measure success
 - Update on Business Enterprise Program (BEP) one pager
 - The BEP onboarding file to be provided
 - Update on inviting agency directors with high spend to come before the Council
 - Outreach Update
- V. Define Action Items
- VI. Suggestions for full Business Enterprise Council meeting agenda item(s)
 - Next Council Meeting – December 3, 2018
 - Next Subcommittee Meeting – March 26, 2019
- VII. Public /Vendor Testimony
- VIII. Adjournment



I. Welcome

Chair DiMenco welcomed everyone to the meeting.

II. Call to Order

Chair DiMenco called the meeting to order and requested a roll call.

III. Roll Call

Roll call conducted. Quorum was not established.

IV. Posted Business

- **Approval of September 25, 2018 and November 27, 2018 Outreach subcommittee meeting minutes**

Approval of the minutes was postponed because of lack of quorum. Chair DiMenco voiced her concerns about the minute preparation and urged Assistant Director Ben Jones to review them and make necessary corrections for the next meeting.

- **Update on Business Enterprise Council member attendance policy, including phone participation**

Counsel Glavin advised that the subcommittee establish a procedure regarding attendance and phone participation. It is being worked on.

- **Update on access to data that will help measure success**

Assistant Director Jones said this issue will also be put on the agenda for the full Council meeting for discussion.

- **Update on BEP one pager**

Chair DiMenco reminded the subcommittee that member Bautista had recommended that the one pager be completed to communicate the purpose and responsibilities of BEP.

Member Delano said it would be nice for new directors that come to BEP to have the one pager so that they know what BEP is about and what it does.

Assistant Director Jones said they had something like this in the past, but it was three pages of talking points. Member Delano said a three-pager is too long and recommended a one pager instead. She said this would be an introduction to BEP.



- **The BEP onboarding file to be provided**

Chair DiMenco shared with the subcommittee that member Bautista had recommended there should be an onboarding file for new Council members so they can know their responsibilities and the functions of the BEP Council. Assistant Director Jones said this is a good idea and added this should be passed to long-standing members as well. He said the statutes and administrative rules could be included.

Chair DiMenco said member Bautista told the subcommittee that he had done something like this for his own use when he joined the Council and promised to share it with the subcommittee. Assistant Director Jones said he had not received it yet.

Counsel Glavin reminded the subcommittee that at the last Council meeting, member Bautista brought up this idea and member Doria said in the past a document like this was used, but she did not know the whereabouts of this document.

Outreach Manager Lopez said she and member Bautista had planned to get together to work on this onboarding document.

Chair DiMenco recommended to the subcommittee that it would be helpful to have on the agenda all the open items from prior meetings.

Member Delano said we should make sure that the onboarding document is not a bulky document because people will not read it.

- **Update on inviting agency directors with high spend to come before the Council**

Chair DiMenco talked about prioritizing the schedule of the agency directors' invitation to the Council. She also talked about bringing before the Council pending contracts as well as diversity results. She said she would like to know supplier distribution by contract. Chair DiMenco lastly said it would be helpful to have all the pending contracts, those that have been awarded, and how far they are in achieving their goals. She said we should be recognizing and celebrating those agencies that meet their goals.

Member Martinez said it is important to communicate to vendors that the State is not broke and that it has a mechanism in place to protect their contract payments. This, according to him, will generate interest.

Assistant Director Jones said people are more motivated with positive feedback. He said highlighting the top five agencies that reach their goals will serve to motivate other agencies too.



Chair DiMenco said unless we deliver procurement opportunities and they realize their certification is making a difference, they will let it lapse.

Assistant Director announced to the subcommittee that the largest BEP spend on record was accomplished in FY18. He said one of the strategic goals he wants to implement is gathering data and utilizing it to analyze certified vendors month-over-month, analyzing the trends, and implementing strategies to improve results. He talked about a staff member, Brian Rickett, who came from the Governor's office, is good with data analysis, and could assist with the analytics.

- **Outreach update**

Outreach Manager, Ms. Lopez, told the subcommittee that the survey monkey that they had worked on was sent out in October and December; and they had only two responses, from members DiMenco and Ratner. Ms. Lopez also talked about the certification logo being finalized. She said they are looking forward to getting it uploaded to B2GNow so it can be available to vendors as soon as they become certified. She also said they have a BEP logo. She said it is currently in the Marketing Department being reviewed and will be used by BEP going forward.

Lastly, she said that she did a tally of events she has scheduled and 31 events are scheduled through the end of the fiscal year. She said 17 of them involved workshops, presentations and panel discussions. She said she is working with the "Blue Book Who's Who in Construction" to put on a Construction and Professional Services event to be held at the Thompson Center sometime in May.

Ms. Lopez ended by asking the subcommittee members to kindly include BEP in events they are hosting as exhibitors. Chair DiMenco said if Ms. Lopez can send her a list of all the planned upcoming events, she will make sure to promote all of them. Chair DiMenco asked Assistant Director Jones to have this issue put on the agenda for the full Council meeting. She said there should also be a request for there to be a table to promote the State of Illinois at all Council member events.

Chair DiMenco said she is disturbed by the lack of response to the survey monkey. She asked Assistant Director Jones to send out an email to all Council members and ask them to please respond.



V. Define Action Items

- Business Enterprise Council attendance policy, including phone participation
- Analytics to define data that will help measure success
- Assistant Director Jones to work on the one pager
- BEP onboarding file to be provided
- Inviting directors with high spend to come before the Council
- Chair DiMenco to ask Council members to promote BEP events
- Assistant Director Jones to ask Council members to respond to the survey monkey

VI. Public/Vendor Testimony

None

VII. Adjournment

Member Martinez moved to adjourn. Member Delano seconded. Meeting adjourned at 3:52pm.