



**Business Enterprise Council  
OUTREACH SUBCOMMITTEE MEETING  
Tuesday, September 24, 2019  
1:30 pm – 3:30 pm  
Room 4-404  
Via Teleconference Number - 888-494-4032  
Access Number - 2587213722**

## **Minutes**

### **SUBCOMMITTEE COUNCIL MEMBERS IN ATTENDANCE**

Emilia DiMenco; Alex Bautista; Bola Delano; Sharron Matthews

### **SUBCOMMITTEE COUNCIL MEMBERS NOT IN ATTENDANCE**

Karen Eng; Khari Hunt; Jesse Martinez; Hedy Ratner;

### **OTHERS IN ATTENDANCE**

N/A

### **COUNCIL SECRETARY**

Radhika Lakhani

### **CMS STAFF IN ATTENDANCE**

Steve Booth; Radhika Lakhani; Mike Merchant



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**AGENDA**

- I. Welcome
- II. Call to Order
- III. Roll Call
- IV. Posted Business
  - Approval of August 12, 2019 Outreach Subcommittee Meeting Minutes
  - Update on the Attendance Policy
  - Update on BEP Onboarding File
  - Update on the Survey Monkey
  - Update on the Promotion of BEP by Council Members
  - Update on the One-Pager
  - Update and review of Outreach Strategic Plan
  - Update on Key Performance Index
  - Update on Outreach
- V. Define Action Items
- VI. Suggestions for full Business Enterprise Council Meeting Agenda Item(s)
  - Next Council Meeting – October 28, 2019
  - Next Subcommittee Meeting – November 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 performed roll call.

**III. Roll Call**

Roll call conducted. Quorum was not established.

**IV. Posted Business**

- **Approval of August 12, 2019 Outreach Subcommittee Meeting Minutes**

Chair DiMenco deferred approval of the minutes for the August 12, 2019 Outreach Subcommittee meeting pending further review.

- **Update on the Attendance Policy**

Radhika Lakhani presented the new version of the attendance policy and her summary of research regarding the attendance policy based on Robert's Rules of Order, outlining issues to resolve. Chair DiMenco stated the importance of achieving quorum and two points; use of the right parliamentary procedures and compliance with the statute. Member Bautista discussed putting in place something that communicates the time commitment required of members.

The possibility of establishing proxy voting rules was discussed. Three levels of membership with differing proxy voting rights were identified; state agency members, who could be allowed to name a designee, organization members, and appointees.

Radhika Lakhani suggested an annual review of attendance. Bola Delano offered statements in support of such. Chair DiMenco confirmed that it is important to keep track of attendance. Radhika Lakhani proposed a 24-hour notification of attendance requirement. The in-person policy for establishing quorum was then discussed. Chair DiMenco directed that Radhika Lakhani, together with Steve Booth and Mike Merchant draft a document regarding quorum and proxy policy.

Alex Bautista suggested publishing the attendance for the last year and bringing it to the next Committee meeting and creating a discretionary level of discussion for a member to meet with the Director and go over their attendance record. Steve Booth brought up establishing the ability to submit in advance either a vote or statement when a member is unable to attend. Bola Delano emphasized the need to keep the policyigid.

- **Update on BEP Onboarding File**

Alex Bautista is ready to turn everything over to Irma Lopez. Chair DiMenco stated that once the Onboarding document is completed, it will be distributed to all Members.

- **Update on the Survey Monkey**



This topic was skipped.

- **Update on the Promotion of BEP by Council Members**

This topic was skipped.

- **Update on the One-Pager**

Radhika Lakhani presented a draft one-pager for review. Changes in the language were suggested. (Bola Delano left the meeting.) Individual agency legislation procedures were briefly discussed.

Inviting speakers and agency Directors to meetings to promote BEP was discussed. Bola Delano pointed out that some agency Directors are unaware of the role played by BEP and how it relates to their agencies. A workshop meeting was suggested to remedy this situation.

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

Irma Lopez summarized that work was carried out in Southern and Eastern Illinois during FY 2019. Irma Lopez spoke of there being much interest in the Persons with Disabilities event that is being planned for the first time. Ten applicants have already committed to speak, exhibit or both. Vendors are also applying. Irma Lopez expressed difficulty in getting medical providers to participate.

Alex Bautista discussed promoting participation in the U.S. Census. Chair DiMenco advised Irma Lopez to continue her briefings, including a summary sheet with details and calendar.

- **Update on Key Performance Index**

Member Bautista proposed making KPI measurements an agenda item. Chair DiMenco and Mike Merchant agreed. Mike Merchant added that some new people with extensive Key Performance Index (KPI) experience have been brought on and will be working with BEP, which will help them establish the KPIs. Sharron Matthews stated that she is working on developing a relationship with primes.

- **Update on Outreach**

Member Matthews stated that primes do not participate because they have already or should have already locked-in their BEP requirements and vendors once they are awarded the procurement and may have other contractual needs. She suggested having industry experts come in to discuss forecasting or trends, recognizing those primes that are doing well, and for BEP to create some new ways for them to become involved and develop a relationship with primes.

Member Matthews brought up that many agencies have upcoming offerings and that BEP needs to be at the pre-bid conferences. She gave her APO (Agency Purchasing Officer) a list of all current certified BEP vendors that fit within the scope of work for their particular procurement and a list of



the primes who would be coming to bid on it. She affirmed that the pre-bid conferences are an opportunity for BEP to make themselves known in a big way.

Member Matthews suggested contacting the regents board or the equivalent of Community Colleges to offer technical assistance as BEP. Irma Lopez explained that the Community Colleges do not have to post on the BEP higher education procurement bulletin boards, for example, one of the Community College POs provided her a list of their purchasing staff which she handed out to her vendors and purchasing staff, and requested capability statements from vendors to have on file. Community Colleges have to either post on their website or community paper.

Member Bautista offered that liaisons could be contacted to distribute information and to speak. Irma added that she would be presenting to the DoIT purchasing staff that evening. Member Bautista added that he too is very interested in expanding the relationship between primes and BEP, and holding special meetings.

Steve Booth and Mike Merchant discussed a collaboration with the Secretary of State's office regarding registered firm listings sent directly to BEP, which will be relayed to Irma Lopez to identify as a potential BEP vendor.

**V. Define Action Items**

1. Attendance policy update
2. Move forward on Program reception for all new Directors
3. Bola Delano and Alex Bautista to help with One Pager language
4. Applicable pending legislation at the Committee and Council meeting
5. Outreach Strategic Plan updates at every meeting
6. Discuss what KPIs will be at the next meeting
7. Turn onboarding over to Irma Lopez
8. Chair DiMenco to review agenda and minutes ahead of time

**VI. Suggestions for full Business Enterprise Council meeting agenda item(s)**

- **Next Council Meeting – October 28, 2019**
- **Next Subcommittee Meeting – November 26, 2019**

**VII. Public /Vendor Testimony**

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

**VIII. Adjournment**

Member Bautista moved to adjourn. Member Matthews seconded. Meeting adjourned at 3:06 pm.