



NOTICE

**Business Enterprise Council
OUTREACH SUBCOMMITTEE MEETING
Tuesday, November 24, 2020
1:30 pm – 3:30 pm
Location: Webex Videoconferencing**

MINUTES

I. Welcome

Chair DiMenco welcomed everyone.

II. Call to Order

Chair DiMenco called the meeting to order at 1:34 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	
Karen Eng			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			
	Radhika Lakhani			
	Julie Langrehr			x
	Nicole Mandeville			
	Ivan Ramirez			
	Rebecca Roussell			

Total: 7 CMS and other Agency Employees attended this meeting.



Posted Business

a. Approval of September 29, 2020 Outreach Subcommittee Meeting Minutes

Member Delano motioned to approve the minutes from September 29, 2020.

Member Martinez seconded. All agreed. The minutes were approved

b. Update on One-Pager Language:

- i. Ms. Mandeville stated they are revising the outreach strategy and have no updates to discuss. She reported they have recently pre-recorded some of the webinars. Ms. Mandeville said they are continuing the webinars, Procurement Chats, and heritage month celebrations. She added they are working with quite a few community organizations they have identified for the Partnership Series.
- ii. Ms. Mandeville invited council members to provide input on outreach initiatives.
- iii. Chair DiMenco stated they can provide insight on the One-Pager at the next meeting. All members agreed.
- iv. Ms. Roussell and Ms. Mandeville reported they with the help of Ivan Ramirez are currently managing Outreach since the Outreach Manager retired.

c. Update on Onboarding File

- i. Member Delano reported they did not have an update on the onboarding file. She suggested obtaining the information in order for herself and Member Matthews to complete.

d. Update on Pending Legislation at the Committee and Council Meeting

- i. Ms. Mandeville reported there will be no veto session and they will not be able to discuss what their proposals are until receiving confirmation from the Governor's Office. Ms. Lakhani confirmed this.
- ii. Member Ratner emphasized the need for the council to have information on new legislation matters as quickly as possible.
- iii. Ms. Lakhani affirmed that as soon as she receives direction she will move forward with the next steps and they can work together as a team.
- iv. Member Delano stated there is a senate bill out regarding subcontractor payments which will impact procurement and BEP as well as the way they do things in the Comptroller's Office. She said she would send them the details.



- v. Member Ratner suggested meeting with new legislators to introduce them to the work they are doing and promote understanding of the commitment to expanding opportunities for minority and women owned businesses.
 - vi. Member Martinez stated he has defended BEP at senate hearings. He said he highlighted the value of BEP to senators and commented they are not aware of how to use the BEP Council.
 - vii. Chair DiMenco noted having discussed a Springfield trip to advocate for the council. She asked if there was anything planned to discuss the purpose and achievements of the council.
 - viii. Ms. Mandeville stated there is value in informing the elected officials and community at large on the significance of BEP. She said they were required by Senator Hunter to appear in 60 days which places them before December 25th and that once they receive the okay from the Governor's Office they should be able to share it with the council.
 - ix. Member Delano attested they need to have their information documented and confirm what their message is. She added that most of them present are state employees and asked where are all the private members.
 - x. Chair DiMenco stated her organization keeps a short list of people they need to keep in contact with.
 - xi. Chair DiMenco noted that based on what has been said, there is an advocacy and communication agenda for them, which could be part of the Strategic Plan. She said this could include a trip, with various meetings set-up with legislators, and throughout the year they could provide updates. She affirmed this needs to be a part of their plan.
 - xii. Chair DiMenco stated they need to pick certain things and forget about everything else in order to make progress. She confirmed that if they are going to have turnover they need to quickly onboard, so they will need that.
- e. Update on Review of Outreach Strategic Plan**
- i. Chair DiMenco stated she would like to see them incorporate an outreach and communication strategy with the legislators, a quick way to onboard, and a plan to advocate for diversity on the council. She underscored the need for more business owners because they will help with advocacy efforts.
 - ii. Chair DiMenco highlighted that under Ms. Lopez during the pandemic months she observed a huge improvement in communication in that the webinars and speakers were terrific. She opined that those efforts need to continue.
 - iii. Ms. Roussell asserted they want to ensure that the next person in the outreach role will have a strong marketing and communications background.



- iv. Member Martinez noted that he was always invited to outreach events to help provide more specific and vital direction to vertical construction firms.
- v. Ms. Mandeville confirmed they are continuing to hold weekly Friday certification webinars and are partnering with some of the larger businesses for events.

f. Update on Key Performance Indicators

- i. Mr. Kuchuris reported they set up a Scorecard being solidified by Ms. Mandeville.
- ii. Ms. Mandeville reported that the team needs to meet and decided what is the most valuable to share out to the community at large.
- iii. Mr. Kuchuris stated once that is done and they have year end report, it will be shared with the council.
- iv. Member Delano requested it be shared with the subcommittee before it goes to the council. Ms. Mandeville confirmed they would do so.

II. Define Action Items

- a. CMS BEP staff to request the One-Pager from Member Bautista to assist in completion.
- b. Kori Acosta to send 2021 meeting invitations.
- c. Mentor Protégé Program
 - i. Ms. Mandeville asked members to share best practices.
 - ii. Chair DiMenco recommended reviewing the Illinois Tollway's program which has an incentive to work with small businesses.
 - iii. Member Martinez outlined the need to have contracts for actual work and for vendors to get paid.
- d. Review of the Illinois Tollway and CDB for a listing of best practices.
- e. Survey of vendors who did not get a contract
 - i. Chair DiMenco noted the issue may be whether they would renew their certification. She suggested getting their thoughts on the process.
 - ii. Chair DiMenco said the next step is to add this to the Strategic plan on a continual basis and to determine what surveys would bring insight and progress to their BEP efforts.
 - iii. Member Delano stated there needs to be constant communication so those not receiving contracts can be recycled and that they should consider what would be an indicator of such.
- f. Make opportunities more accessible
 - i. Chair DiMenco suggested they need to know what are the guidelines and process for the promotion of contracting opportunities. She said sometimes



they receive information the day before and when you do things at the last minute, there is no opportunity for new vendors to be brought in.

- ii. Chair DiMenco stated they need to explore whether there are any guidelines anywhere in the State.
- iii. Ms. Mandeville said they do have a State buying plan that is refreshed quarterly but not everyone is in it.
- iv. Chair DiMenco asserted the need to find out how to distribute that information.
- g. Curriculum to teach vendors how to pursue a contract
 - i. Chair DiMenco recommended they bring in established businesses and have them pursue a contract, in order to get more smaller businesses to pursue government contracting.
 - ii. Chair DiMenco suggested the next step is this should be part of the Strategic Plan.
 - iii. Chair DiMenco encouraged Ms. Mandeville to speak to the Illinois Department of Commerce and Economic Opportunity or Mark Pertrilli through the [PTAC](#).
- h. Fast Track
 - i. Chair DiMenco suggested that the next step should be prioritizing the marketing on FastTrack.
 - ii. Ms. Mandeville shared that there are calls to have FastTrack statewide. She stated BEP is exploring furthering FastTrack opportunities statewide in 2021.
 - iii. Ms. Mandeville noted vendors need to be in good standing with the Secretary of State and they will have time to cure it.

IV. Upcoming Business Enterprise Council & Subcommittee meeting dates:

- Next Council Meeting – Monday, January 11, 2020
- Next Certification Subcommittee Meeting – Monday, November 23, 2020
- Next Outreach Subcommittee Meeting – Tuesday, November 24, 2020
- Next Compliance Subcommittee Meeting – Wednesday, November 18, 2020

V. Public / Vendor Testimony

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

VI. Adjournment

Member Ratner moved to adjourn. Member Martinez seconded. All agreed. Meeting adjourned at 3:02 pm.