



**Business Enterprise Program Council
OUTREACH SUBCOMMITTEE MEETING**

Tuesday, November 27, 2018

1:30 pm – 3:00 pm

Room 4-404

Via Teleconference Number - 888-494-4032

Access Number - 2587213722

Minutes

SUBCOMMITTEE COUNCIL MEMBERS IN ATTENDANCE

Emilia DiMenco, Hedy Ratner, Alex Bautista, Bola Delano

SUBCOMMITTEE COUNCIL MEMBERS NOT IN ATTENDANCE

Karen Eng, Khari Hunt, Jesse Martinez

OTHERS IN ATTENDANCE

Ngozi Okorafor

COUNCIL SECRETARY

Cate Costa

CMS STAFF IN ATTENDANCE

None



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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
 - Update on the Invitation to the Department of Corrections
 - Update on pending legislation for BEP Council Meeting
 - Camelot/Lottery Invitation update
 - Outreach Update
- V. Define Action Items
- VI. Suggestions for full BEP Council meeting agenda item(s)
 - Next Council Meeting – December 3, 2018
 - Next Subcommittee Meeting – January 29, 2019
- VII. Public /Vendor Testimony
- VIII. Adjournment



I. Welcome

Chair DiMenco welcome 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 Outreach subcommittee meeting minutes**

Approval if the minutes was postponed because of lack of quorum.

- **Update on the invitation to the Department of Corrections**

There is going to be an outreach to the Department of Corrections Director's office regarding this invitation.

Member Bautista stressed encouraging 'board etiquette' with BEP Council. He said at some point it might be helpful to have a board development session.

Secretary Costa thanked member Bautista about recommending the thank-you notes for guest speakers at BEP Council meetings. She said it will now be a standard operating procedure moving forward.

Member Ratner proposed that the BEP Council become a Commission that reports directly to the Governor and the Legislators so that the entities of government must be responsive to Council request. She said if the Council have something to be addressed, it should be addressed and not be ignored.

Chair DiMenco motioned to have a discussion at BEP possibly changing the authority of BEP so that it is elevated to a level where it has some authority. Motion seconded by members Bautista and Ratner.

Member Bautista stated that as a junior member to the Council, he respects the position of Member Ratner based on her years of experience. He said he sensed there is a need for an enforcement mechanism. He said he will welcome discussion on what needs we have and the mechanism to meet those needs. He ended by saying he will join Member Ratner in the accountability discussion and will support some kind of enforcement mechanism for BEP.

Member Delano said it would be helpful to know what BEP does. She said people need to know who we are and what do we do. She said we assume that people know who we are, but they do not. She stressed the need for accountability.



Secretary Costa explained to the subcommittee that statute sets an aspirational goal, but the statute does not require any agency to comply with a BEP request. She also said the recent executive order does require agencies to submit goals to BEP. She stated that prior to the executive order, the agencies did not have to submit goals to BEP. She cautioned that executive orders can be undone by another governor if he/she chooses.

Member Delano cited federal guidelines as an example to implement within the BEP framework.

Chair DiMenco said she thinks we need to have a discussion given the pending January changes about BEP's role going forward. She said this is tied to the fact that we extend invitations for speakers, and nobody shows up. She said this raises the question of what responsibility does anyone have to be responsive to us.

Chair DiMenco wants to know whether there are other speakers scheduled to come to the Council meeting. Secretary Costa said it will only be Corrections.

Member Bautista encouraged the subcommittee to invite on an annual basis, the big spending agencies to tell us where they are and their challenges.

Secretary Costa urged the subcommittee to delay such plan because of the changes at hand until the new directors for the various agencies are in place.

Member Delano suggested sending out a one page "Invitation to BEP" to the new directors of the various agencies.

Assistant Director Okorafor said this has been done as part of the transition activities. She said BEP as a significant part of CMS has been discussed with the in-coming administration.

- **Update on the pending legislation for BEP Council Meeting**

Assistant Director Okorafor said Wendy Butler has spoken to Representative Davis, who is the sponsor of Senate Bill 2365 which implements a scoring system requiring mandatory diversity training for the CPOs and APOs. Update on this legislation will be given at the BEP Council meeting on Monday.

Update on Survey Responses

Secretary Costa said they did not get a huge number of responses regarding the BEP Council survey on prospective speakers and topics. She said they got only two responses.

Chair DiMenco is wondering whether there is anyway the subcommittee could institute a measure for Council member attendance. She acknowledged they are all volunteers but



standards were needed. Member Bautista recommended reporting attendance to the Governor's office. Secretary Costa said she believes some mechanism for attendance expectation could be put in place to address this issue. Chair DiMenco said it should be put on the agenda for the BEP Council Meeting.

Member Bautista said he was putting together an orientation binder for new BEP members. He said this would help with new member onboarding.

- **Camelot/Lottery Invitation Update**

Secretary Costa said she did not have an update on the Camelot/Lottery update. She further said Assistant Director Jones, who was not present, had the update.

Assistant Director Okorafor said Camelot had been invited and attended previous meetings with the BEP Council and the Task Force. She believes they are weary of answering questions that they believe they have repeatedly answered.

Chair DiMenco said subcommittee's responsibility is to do outreach and we have no idea of measuring if what we are doing is working because we have no baseline. She said we are spinning our wheels on this subcommittee talking about outreach if we do not know if what we are doing is effective. She said there is no business in the world that is managed without some form of measurement.

Member Bautista said we need metrics and analytics to gage direction, speed, and progress.

Member Delano said there are two issues. She said there are issues with both outreach and in-reach. She said internally departments and agencies are not talking to each other and then there is the issue of difficulty communicating with external parties.

Secretary Costa said there must be a mechanism whereby agencies have to give us the data. Chair DiMenco said the process has to survive the people.

Chair DiMenco said we have to first outline the subcommittee's role on a strategic level and then determine how we get there on a tactical level.

V. Define Action Items

- A discussion around BEP's 'wish list' under the new administration, with the key focus being how does BEP obtain more authority and elevated status so that it can have greater impact.
- A discussion around creating policy around attendance and participation of BEP Council members
- How do we get access to data analytics so we can see if what we are doing is working?



- Creating a BEP one-pager as introduction to new agencies' directors
- Inviting directors with high spend to come before the Council
- Member Bautista will provide the subcommittee with a rough draft binder for on-boarding

Member Bautista said it would be nice to complete the one-pager and have it available so that when information is required, it can be readily available to distribution.

Chair DiMenco wants to establish rules on phone participation. Counsel Glavin advised that a vote should be had in the subcommittee to establish procedure.

Member Bautista said there should be a mechanism established for attending by phone, but it should be a good cause.

Secretary Costa asked Counsel Glavin to review the Open Meeting Act and draft something relating to attendance by phone.

VI. Public/Vendor Testimony
None

VII. Adjournment

Member Bautista moved to adjourn. Member Delano seconded. Meeting adjourned at 2:46pm.