



**MINORITY, WOMEN, DISADVANTAGED & EVANSTON BUSINESS ENTERPRISE  
DEVELOPMENT COMMITTEE**

**Wednesday, December 17, 2025, 6:00 P.M.**

**Lorraine H. Morton Civic Center, 909 Davis Street, 3rd Floor**

**AGENDA**

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<b>1. CALL TO ORDER/DECLARATION OF A QUORUM</b>	
<b>2. PUBLIC COMMENT</b>	
<b>3. APPROVAL OF MINUTES</b>	
A. <u>March 19, 2025, Minutes</u> <a href="#">MWDEBE MINS 03-19-25</a>	3 - 4
B. <u>April 16, 2025, Committee Meeting (No quorum)</u> <a href="#">MWDEBE Notes from 04-16-25</a>	5 - 6
C. <u>October 15, 2025, New Member Introductions/ Committee Overview</u>	
<b>4. STAFF REPORTS</b>	
<b>5. NEW BUSINESS</b>	
A. <u>2026 Proposed Committee Meeting Schedule</u> <a href="#">DRAFT MWDEBE 2026 Memo Meeting Schedule</a>	7
B. <u>2026 MWDEBE Committee Workplan (2025 Workplan Review)</u>	8 - 9

**6. OLD BUSINESS**

**7. OTHER BUSINESS**

**8. ADJOURNMENT**

Order & Agenda Items are subject to change. Information about the Minority, Women & Evanston Business Enterprise Development Committee (M/W/EBE) is available at: [www.cityofevanston.org/mwebecommittee](http://www.cityofevanston.org/mwebecommittee). Questions can be directed to Tammi Nunez at 847-866-2935.

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**MINORITY, WOMEN, DISADVANTAGED & EVANSTON BUSINESS ENTERPRISE  
(M/W/D/EBE)  
DEVELOPMENT COMMITTEE**

Wednesday, March 19, 2025  
6:00 P.M.  
Meeting Minutes

**MEMBERS PRESENT:** CM Bobby Burns, CM Devon Reid, Jared Davis, Bonaventure Fandohan, Lenice Levy, and Michael McLean

**MEMBERS ABSENT:** CM Krisse Harris, Tawana Johnson, Angela Pennisi, and Rachel Williams

**STAFF PRESENT:** Tammi Nunez, Purchasing Manager; Lara Biggs, Bureau Chief - CIP/City Engineer; Alexandra Ruggie, Corporation Counsel; Daniel Biss, Mayor; Steve Ruger, Deputy City Manager; CM Clarie Kelly, Liza Roberston-Young, Chief Legislative Policy Advisor; Joseph Fields, Workforce Development Manager

**GUEST:** Jeremy Esparza, Robert Piani, Nadia Hernandez

**PRESIDING MEMBER:** Councilmember Bobby Burns

**1. Declaration of a Quorum**

With a quorum present, Councilmember (CM) Burns called the meeting to order at 6:06 PM.

**2. New Member Introduction/ Public Comments**

- A.** Lenice Levy – New Member representing the Evanston Chamber of Commerce
- B.** Robert Piani discussed prevailing wage jobs in Illinois, emphasizing the importance of paying carpenters the established union rate and highlighting issues with contractors who underreport hours or use inferior materials.
- C.** Jeremy spoke in favor of the Responsible Bidder Ordinance (RBO), highlighting the need for reputable contractors and the importance of standards in the bidding process.

**3. Approval of Minutes**

CM D. Reid motioned to approve the March 19, 2025, minutes, seconded by J. Davis. The motion passed, and all voted in favor of approving the minutes.

**4. Old Business**

**A. Responsive Bidder Ordinance Discussion Included:**

**Excessive Pass-Through Prohibited:**

- Discussion on setting a percentage for general contractors to perform work directly. Suggestions included scaling based on project size and including a clause for added value by contractors.

**Apprenticeship Training Program:**

- Debate on the requirement for contractors to be affiliated with a USDOL-certified apprenticeship program. Concerns were raised about the feasibility for non-union contractors to comply.

- **Near Business Enterprises (NBE):**
- Consider reducing the 15-mile radius for NBE to potentially 5 miles or focusing on businesses with Evanston roots.

**Projects of Similar Size and Scope:**

- Contractors must submit documentation of similar projects completed in the past five years. The committee discussed the implications for new businesses and the potential need to adjust the threshold amount.

**Waiver Process:**

- The committee considered the possibility of creating a city-run apprenticeship program in partnership with unions to address training needs and support local employment.
- Consider a waiver similar to the LEP program, though concerns were raised about incentivizing non-compliance.

**Committee Recommendations**

- Scale excessive pass-through requirements based on project size.
- Explore flexibility in apprenticeship requirements, possibly involving city-union partnerships.
- Re-evaluate the NBE radius to better capture local economic benefits.
- Consider raising the threshold for project documentation requirements.

**Next Steps**

- Consider the implications of the ordinance on local contractors and provide input at the APW meeting.
- The ordinance will be forwarded to .
- Further research and collaboration with staff and legal teams to refine the ordinance before the next APW meeting.
- A motion was made to move the ordinance to the Administration and Public Works (APW) Committee with the committee's feedback and recommendations by CM D. Ried; seconded by B. Fandohan. No further discussion was requested. The Committee approved the motion.

**B. MWDEBE Small Business Survey – Item held**

**5. Staff Reports – Items held**

**A. LEP Projects Tracking Updates**

**B. MWDEBE Tracking**

**6. New Business**

**7. Other Business**

**8. Adjournment**

The meeting concluded with a motion to adjourn at 8:07 PM.

**MINORITY, WOMEN, DISADVANTAGED & EVANSTON BUSINESS ENTERPRISE  
(M/W/D/EBE)  
DEVELOPMENT COMMITTEE**

Wednesday, April 16, 2025  
6:00 P.M.  
Meeting Discussion

**MEMBERS PRESENT:** CM Bobby Burns, CM Krisse Harris, Jared Davis, Tawana Johnson, Angela Pennisi,

**MEMBERS ABSENT:** CM Devon Reid, Bonaventure Fandohan, Lenice Levy, and Rachel Williams

**STAFF PRESENT:** Tammi Nunez, Purchasing Manager; Joseph Fields, Workforce Development Manager; Jessica Cooper, Workforce Development Coordinator; Cheryl Stuart, Purchasing Specialist

**GUEST:** Nadia Hernandez

**PRESIDING MEMBER:** Councilmember Bobby Burns

1. **Declaration of a Quorum**

No quorum was present, and the discussion started at 6:06 PM.

2. **New Member Introduction/ Public Comments**

3. **Approval of Minutes**

No quorum was present to approve the March 19, 2025, item held.

4. **Old Business**

A. **MWDEBE Award Proposal**

**Criteria for Recognition:** The committee discussed criteria for recognizing businesses, including contributions to the community and employee commitments.

**Sustainability and Dollar Amount:** Concerns about sustaining the awards and determining an appropriate dollar amount were raised.

**Consultant Role:** The role of a consultant in establishing the awards process was discussed, including marketing and managing nominations.

- Assist in developing criteria for the awards proposal, focusing on how businesses can qualify.
- Collaborate with Tammy to explore potential consultants for conducting the survey.

B. **Work Plan + MWDEBE Resolution 74-R-97**

The resolution outlining the committee's responsibilities was reviewed, highlighting areas such as identifying needs, developing programs, and reviewing procurement practices. The importance of focusing efforts on specific tasks outlined in the work plan was emphasized, including the Minority Business Directory and awards proposal. Plans for the next meeting include revisiting the resolution and work plan to guide future committee efforts

C. **MWDEBE Small Business Survey**

The committee considered hiring a firm to conduct a scientific survey to assess the needs of the MWDEBE Community.

5. **Staff Reports**

A. **LEP Projects Tracking Updates**

Jessica Cooper presented the LEP report, covering projects completed since the last meeting and compliance issues with local unions.

**Project Compliance and Penalties:** Discussion on compliance rates and penalties for non-compliant projects. Options for assessing penalties were presented, including full, partial, or waived penalties.

**Superintendent Role Issue:** The committee discussed the non-compliance of a superintendent role in a project and the options for penalty assessment.

B. **MWDEBE Tracking**

A report on MWDBE compliance for awarded projects was presented, showing a 61% compliance rate.

**Waivers Granted:** Several projects were granted waivers due to various reasons, such as commodity purchases and specialized work

6. **New Business**

7. **Other Business**

8. **Adjournment**

The meeting concluded at 7:40 PM.



# Memorandum

To: Members of the M/W/D/EBE Development Committee

From: Tammi Nunez, Purchasing Manager

Subject: Approval of the 2026 Meeting Schedule

Date: December 17, 2025

Recommended Action:

Staff recommends approval of the M/W/D/EBE Development Committee's proposed 2026 meeting schedule.

Summary:

The M/W/D/EBE Development Committee meeting is held in person every month on the third Wednesday at the Lorraine H. Morton Civic Center, 909 Davis Street, Evanston, IL 60201, 3<sup>rd</sup> Floor. The meeting starts at 6:00 p.m. The Staff recommends selecting an alternate meeting date for April and May 2026. Due to the U.S tax day falling on Wednesday, April 15, 2026, and the observance of a religious holiday that begins at sundown on Wednesday, May 20, 2026

<b>2026 M/W/D/EBE Committee Meeting Schedule</b>
Wednesday, January 21, 2026
Wednesday, February 18, 2026
Wednesday, March 18, 2026
<b>Wednesday, April 15, 2026 (*)</b>
<b>Wednesday, May 20, 2026 (**)</b>
Wednesday, June 17, 2026
Wednesday, July 15, 2026
Wednesday, September 16, 2026
Wednesday, October 21, 2026
Wednesday, December 16, 2026
Months with No Meeting Scheduled: <b>August and November</b>

(\*) **US Tax Day**

(\*\*) **Observance of religious holiday, begins at sundown.**

MWDEBE Committee Work Plan	Status	Next Step	Timeline
Goal 1: Position Evanston's MWDEBE Committee as a leader in MWDEBE advocacy in Evanston.			
Strategy 1: In collaboration with community partners, develop and maintain a MWDEBE directory that is accessible to the public.			
Tactic 1: Prepare and distribute an email form to gather directory information for MWDEBE businesses	Completed		
Tactic 2: Aggregate available business registration information on MWDEBE businesses to create a directory	Unknown		
Tactic 3: Seek input from and / or collaboration with the Black Business Consortium, Evanston Chamber of Commerce and other potential partners.	No current activity; unknown if new business registration process is underway that would allow activation of this tactic		
Strategy 2: Identify and assess the needs of the MWDEBE community through a minimum of quarterly initiatives and outreach efforts.			
Tactic 1: Survey businesses that identify as MWDEBE through the business registration process	Initial survey completed		
Tactic 2: Host in-person and virtual listening events, including ward meeting attendance	On hold		
Strategy 3: Collaborate with the Economic Development Committee to facilitate discussion of their agenda items, allowing the MWDEBE Committee to provide an assessment of impact on the MWDEBE community.	MWDEBE liaison serving on Economic Development Committee completed; however MWDEBE meetings always held in advance of Economic Development, but before Economic Development agenda is ready for review and discussion by MWDEBE	Coordination with Economic Development to provide draft agenda in advance of MWDEBE meeting so MWDEBE committee could provide consensus input	
Strategy 4: Seek opportunities to collaborate with community partners to provide networking and supportive programming for the MWDEBE community.			
Tactic 1: Provide an MWDEBE Committee presence at existing and planned networking events.	Consider discontinuing depending on amendments to ordinance		
Strategy 5: Prepare an annual report to the Mayor and City Council, summarizing actual versus proposed MWDEBE participation in city budget items and related cost factors, as well as the assessed needs of the MWDEBE community and supportive activities of the MWDEBE committee.	Consider discontinuing depending on amendments to ordinance		
Strategy 5: Prepare an annual report to the Mayor and City Council, summarizing actual versus proposed MWDEBE participation in city budget items and related cost factors, as well as the assessed needs of the MWDEBE community and supportive activities of the MWDEBE committee.		Consider contracting with the same vendor completing the survey to provide a structure for this report; staff could summarize the prior year's MWDEBE compliance report annually	
Goal 2: Increase local firms that provide goods and services the City needs			
Strategy 1: Create a Supplier Diversity Program at the City that may include designing a training program for the purpose of increasing the capacity of local firms to provide the goods and services the City needs.			
Strategy 2: Review and evaluate the City of Evanston's procurement and competitive bidding practices in order to maximize opportunities for MWDEBE businesses.	Ongoing		
Tactic 1: Include questions about procurement and the procurement process in surveys, focus groups and biannual town hall meetings assessing the needs of the City's MWDEBE community	Initial survey completed		
Tactic 2: Post procurement opportunities 10 days earlier to the MWDEBE community			

Tactic 3: Actively advertise opportunities and recruit MWDEBE contractors for participation in the procurement process, including open houses featuring different vendors Supported with Ryan Field project

Tactic 4: Create a self-assessment and hold Q&A sessions to help MWDEBE businesses prepare for participating in the City's procurement process Supported with Ryan Field project

Tactic 5: Partner with workforce development organizations to provide training for MWDEBE growth in Evanston Ongoing

Tactic 6: Specify percentage of work/bids to be awarded to MWDEBE through contracting and subcontracting processes Ongoing

Tactic 7: Breakdown municipal contracts into smaller sizes to increase accessibility for small businesses.

Goal 3: Increase the number of local contractors that work as general contractors and subcontractors on major projects in Evanston Unknown

Strategy 1: Provide training, networking and business opportunities for MWDEBE businesses connecting them to major projects in Evanston, such as the NU stadium project Ongoing / Completed

Tactic 1: Launch a training center to create a pipeline for laborers into the trades, as well as supporting transition from tradespeople to business owners Discussions advancing

Tactic 2: Create a directory of active contractors

Tactic 3: Re-evaluate hiring criteria to increase work opportunities

Tactic 4: Incentivize real estate owners with a possible tax incentive to utilize local small businesses

Strategy 4: Increase access to small business training resources

Tactic 1: Consider the SBA 8A Mentor/Protégé program to support a regenerative business environment in which local business mentor small businesses to gain greater access to opportunities

Tactic 2: Consider a permanent home for small business assistance program for Evanston businesses, aimed at clearing obstacles to growth and opportunities

Tactic 3: Engage with the high school to educate the promote small business and entrepreneurship, including training in the 8A program requirements