



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

Wednesday, February 15, 2017

6:30 P.M.

Lorraine H. Morton Civic Center, 2100 Ridge Ave, Aldermanic Library

**MEMBERS PRESENT:** Ald. Peter Braithwaite, Joshua Gutstein, Yves Lassere, Jean Murphy, Jessica Oldani, Kenneth Rodgers and Robin Simmons

**MEMBERS ABSENT:** Ald. Brian Miller and Bob Reece

**STAFF PRESENT:** Assistant City Manager Martin Lyons, Purchasing Manager Tammi Nunez, Business Workforce Development Coordinator Sharon Johnson, and Economic Development Specialist Cindy Plante

**PRESIDING MEMBER:** Ald. Braithwaite

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1. Declaration of a Quorum

With a quorum present, Chair Braithwaite called the meeting to order at 6:35 pm.

2. Approval of Meeting Minutes

Motion to approve January 18, 2017 minutes with following corrections noted Le Tour de Noir "Entreprise" Evanston and Yves Lassere with amend changes was made by Joshua Gutstein and seconded by Yves Lassere. **Vote called and taken. Motion passed unanimously.**

3. New Business

4. Unfinished Business

a. Procurement 101 Workshop

- The Procurement 101 Workshop is scheduled on April 21, 2017 from 8am-12pm. Sub-Committee met and drafted "Did You Know" flyer. Ms. Olddani reviewed the flyer with Committee; additional changes and suggestions were discussed. The sub-committee will bring another a second draft to the March 15, 2017 meeting.

b. LEP Participants Update Meeting (union card carrying members)

- Participants meeting will be held Thursday, February 16, 2017 at the Civic Center. Sharon Johnson gave a brief update for meeting. The meeting will be moved from Parasol Room on the 4th floor to either 2402 or 2404. Allen Anderson from Northwestern will also speak at meeting in addition to the City followed by question and answers from participants.

c. Union Update with Workforce Development Meeting (non-union)

- Union meeting will be held Thursday, March 9, 2017 at the Levy Center. Sharon Johnson gave a brief update for meeting currently still collecting the unions to participate at the fair. The flyer for this meeting will be forth coming. Ms. Johnson reached out to eleven unions. Potential participants include the following unions: Electricians, Carpenters, Glaziers, Tuck-Pointing, Labors, Drywall, Pipe Fitting and Sheet Metal.

## 5. Staff Reports

### a. Economic Development

- Small Business Initiative – Economic Development Specialist Cindy Plante shared the work of Sub-committee (Sub-Committee members: J. O Oldani, R. Simmons; City staff M. Lyons and C. Plante). Ms. Plante walked the Committee through the draft Entrepreneurship Support Program (revised name) – Application Instructions & Guidelines, February 2017; focusing on the program purpose and overview; funding source; eligibility criteria and services. Committee members gave additional information that would be helpful.
- Ms. Simmons will send the group a sample business plan to review for use (after tweaks) with application.
- Possible rollout of program and application will take place after ED final review approval (ED Committee, ED and Health Department Directors) then City Council review and approval.

### b. MWEBE Tracking Report

- MWEBE tracking report was presented by Business Workforce Development Coordinator S. Johnson.

### c. LEP Tracking Report

- Ms. Johnson stated the tracking report included one new LEP eligible project, Robert Crown Community Center Ice Complex with Woodhouse Tinucci Architects; Mr. Lyons explained the contractor will hire less MWEBE's during the first phase of the project (design and outreach); will see more MWEBE hiring by Woodhouse Tinucci Architects during the second phase of the project (construction drawings, site supervision and ect.) overall the project will have over 30% MWEBE participation.
- LEP Penalty Update Ms. Johnson walked the Committee through 2013 – 2015 funds total of penalties collected for three years minus training and events held during this period; Total LEP funds to date collected is \$65,078.45.

### d. Capital Planning Projects and LEP Summary

- The LEP Capital February report was presented to the committee by M. Lyons.

### e. Workforce Collaborative with Northwestern update

- Meeting was held with Northwestern, Oakton and City staff to address lack of skilled labor in the city. Oakton will take the lead with Northwestern working closely with them. Oakton will prepare a proposal to developing curriculum to address the issue.

## 6. Adjournment

Motion to adjourn made by Dr. Jean Murphy and seconded by Kenneth Rodgers. **Vote called and taken. Motion passed unanimously.** Meeting adjourned at 7:52 pm.

Respectfully Submitted,  
Tammi Nunez, Purchasing Manager