



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

Wednesday, March 15, 2017

6:30 P.M.

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

**MEMBERS PRESENT:** Ald. Peter Braithwaite, Joshua Gutstein, , Jean Murphy, Jessica Oldani, Bob Reece, and Robin Simmons

**MEMBERS ABSENT:** Ald. Brian Miller, Yves Lassere and Kenneth Rodgers

**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:** Senior Committee Member R. Simmons and Ald. Braithwaite

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1. Declaration of a Quorum

With a quorum present, Senior Committee Member R. Simmons called the meeting to order at 6:43 pm.

2. Approval of Meeting Minutes

Motion to approve February 15, 2017 by Dr. Jean Murphy and seconded by Bob Reese. **Vote called and taken. Motion passed unanimously.**

3. New Business - None

4. Unfinished Business

a. Procurement 101 Workshop

- The Procurement 101 Workshop scheduled on April 21, 2017 from 8am-12pm. J. Oldani provided a revised flyer to the Committee. Discussion to approach additional businesses and extend an invitation to participate as workshop presenters; if there is an interest if they cannot this year possibly next year.

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

- Meeting was held Thursday, February 16, 2017 at the Civic Center. Mr. Anderson from Northwestern University reaffirmed their commitment to the LEP program and partnering with the city. Ms. Johnson will provide a full report from Northwestern University at the next meeting.

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

- Meeting was held Thursday, March 9, 2017 at the Levy Center. M. Lyons reported the meeting was a huge success and that the seminar will help re-populate the LEP list with qualified individuals.
- Sharon Johnson reported (7) seven major union shops participated; approximately 80 – 85 attendees; excellent feedback from attendees (received great information). Working on follow up with union reps to get there feedback on what worked/ what didn't work.
- Also in attendance were (2) two of NU major contractors (W. B. Olson and Bulley Andrews) and Construction Industry Service Corporation (CISCO) were also on hand. CISCO primarily works to strengthen unionize the construction industry in the Chicagoland area; they are a one stop shop for all unions and possibly could provide assistance with planning Evanston union meeting in the future.

## 5. Staff Reports

### a. Economic Development

- Small Business Initiative – Economic Development Specialist Cindy Plante presented Entrepreneurship Support Program Development Update memo and revised Application Instruction & Guidelines draft. The memo included a summary of changes that were incorporated into the document and feedback from the last meeting into the current draft program guidelines and application.
- The Committee requested staff move the Application Instruction & Guidelines in its present form with additional minor edits to the application discussed to Council April 17th meeting. Staff to add possible concerns that were discussed in meeting to memo.

### b. MWEBE Tracking Report

- Ms. Johnson reported activity on LEP eligible project \$5.8 million for Fountain Square Renovation with Copenhaver Construction; awaiting pre-construction meeting to be held at this time. Currently we are at 30.8% of the MWEBE goal (exceed by a little over 5% of city goal).
- Request to add LEP Penalty updates as a standing report; Ms. Johnson reported 2016 amount of \$9,200 collected and YTD penalties total of \$74,279.

### c. LEP Tracking Report included in above report.

### 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

- No updates at this time.

## 6. Adjournment

Motion to adjourn made by Jessica Oldani and seconded by Robin Simmons. **Vote called and taken. Motion passed unanimously.** Meeting adjourned at 7:54 pm.

Respectfully Submitted,  
Tammi Nunez, Purchasing Manager