



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

Wednesday, May 17, 2017

6:30 P.M.

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

MEMBERS PRESENT: Ald. Peter Braithwaite, Ald. Robin Simmons, Joshua Gutstein, Yves Lassere, and Kenneth Rodgers

MEMBERS ABSENT: Jean Murphy, Bob Reese and Jessica Oldani

STAFF PRESENT: Mayor Stephen Hagerty, Assistant City Manager Martin Lyons, Purchasing Manager Tammi Nunez, Public Works Agency Director David Stoneback, Water Production Bureau Chief Darrell King, and Business Workforce Development Coordinator Sharon Johnson

Guest: Kyle Dubuque-LEND, Suhaib Khan-LEND, Charitra Subramamain-LEND, John Threats-Union, Doug Amaya-Union and Bennet Johnson-EMBCI

PRESIDING MEMBER: Ald. Braithwaite

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 April 19, 2017 by K. Rodgers and seconded by J. Gutstein. **Vote called and taken. Motion passed unanimously.**

3. Guest Public Works Apprentice Program

- a. Director D. Stoneback gave an overview of the City current apprentice job training program guidelines; discussed Water Worker I position apprentice classification description, compensation, benefits and success of apprentice program.
- b. Bureau Chief D. King gave an overview of Operator in Training Pilot Program that was recently approved at ETHS. The OIT program (which derived from a program at his previous employer and in addition currently) in addition to two other sites located in Lake County will serve as models to be replicated throughout the State and Nation.

4. Unfinished Business

- a. Procurement 101 Workshop Debriefing
 - o The Procurement 101 Workshop was held on April 21, 2017 from 8am-12pm. The workshop was a success over 60 attendees; results of workshop survey were discussed: majority of attendees was their first time in attendance; Useful topics: rfp process and certification

- information; Resources to develop: B to C Support and Networking; Committee suggested enough coverage for all tables and full day coverage of presenters.
- Workshop Expenses: advertisement - \$50; office supplies/refreshment items - \$74.66; Food - \$251.34; Total Expenses - \$376.00
 - M. Lyons noted meeting with Evanston Minority Business Consortium, Inc. and the additional effort the city looks to make to make it easier for Evanston business to access information and receive more city business; Will look into drilling into

5. Staff Reports

- a. 2016 Under \$20k Spend: Purchasing Manager T. Nunez reviewed City spends reported \$13,127,716 total spend; spent locally in Evanston \$2,016,125; \$7,667,881 in state of Illinois; and \$3,443,629 out of state. Report summarized various commodities by biggest account numbers; included summary of various Evanston payments; department spend by dollars and percentage.
 - M. Lyons will look into ways to analyze Illinois and out of state data spend. Possible opportunities to partner with Evanston Chamber. Ald. Braithwaite also asked to request spend numbers from District 202 and 65.
- b. MWEBE Tracking Report: Business Workforce Development Coordinator S. Johnson reviewed the report. To date we are slightly over goal at 27.2% compliant (total to date of \$13,168,675.29).
- c. LEP Summary – 2017 Capital Planning Projects Tentative Schedule – report included in packet

6. New Business

- a. Assist Agencies Certification process Ordinance – request to consider certification from Women’s Business Enterprise National Council (WBENC) comparison was presented to Committee members for consideration. Forms would need to be changed to help stream line the certification process by accepting additional certifications. Ald. Braithwaite offered vision to offer as a service for other opportunities to become certified.

7. Adjournment

Motion to adjourn made by Yves Lassere and seconded by Kenneth Rodgers. **Vote called and taken. Motion passed unanimously.** Meeting adjourned at 8:05 pm.

Respectfully Submitted,
Tammi Nunez, Purchasing Manager