MINORITY, WOMEN & EVANSTON BUSINESS ENTERPRISE (M/W/EBE)
DEVELOPMENT COMMITTEE
Wednesday, July 19, 2017
6:30 P.M.
Lorraine H. Morton Civic Center, 2100 Ridge Ave, Aldermanic Library

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

MEMBERS ABSENT: Jean Murphy and Jessica Oldani

STAFF PRESENT: Purchasing Manager Tammi Nunez and Business Workforce Development Coordinator Sharon Johnson

Guest: CSI3000 President Rey Rivera and Executive Stephen Vasanth

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 May 17, 2017 by K. Rodgers and seconded by R. Rue-Simmons. **Vote called and taken. Motion passed unanimously**.

   Guest Introduction: CSI3000 President Rey Rivera and Executive Stephen Vasanth – Wanted to introduce CSI3000 they are currently working with Northwestern University over the next year.

3. Unfinished Business
   a. Assist Agencies Certification inclusion changes:

      At the direction of the Committee, staff was asked to review the city MWEBE/LEP Ordinance and Purchasing Manual policy to determine if the city decided to accept WBENC certification what if anything would it require a change to the ordinance, policy revision or administrative change.

      o After review of MWEBE/LEP Ordinance 60-O-14 and City of Evanston Purchasing Manual. Purchasing Manger T. Nunez stated no changes would be required to the Ordinance or Manual accepting WBENC certification would require an administrative change to city Bid and RFP/Q Exhibit M/W/EBE Participation Compliance Form and communication to Project Managers. Mockup of exhibit with change was handed out during the meeting.

       ○   Committee Member J. Gutstein asked if it was too late to submit Chicago Minority Supplier Development Council (ChicagoMSDC) certification information for consideration. Ald. Braithwaite asked J. Gutstein to follow up with Ms. Nunez and forward information for inclusion at the next meeting in September.

4. Staff Reports
   a. 2016 Under $20k Spend Update: Purchasing Manager T. Nunez updated the committee with the following information: after discussing the 2016 spend data, to have a better understanding of data and look for opportunities to direct out of city spend back to local Evanston vendors; Mayor Hagerty, Ald. Braithwaite and Evanston Chamber Executive Director Linda Larkin discuss the possible initiative for the city and chamber to partner on the project. The Evanston Chamber agreed to pay an intern to work with city purchasing staff to review the data and make recommendations.
      ○ Evanston Chamber, Northwestern University city staff met to discuss initiative, data, position job description, skills, timetable and deliverables.
      ○ Intern identified and tentatively scheduled to begin July 25th.
   b. MWEBE/LEP Tracking Report: Business Workforce Development Coordinator S. Johnson reviewed the report. To date we are slightly over MWEBE goal at 27% compliant (total to date of $16,741,633.82); Year to Date penalty for 2016 is $9,395 for 2016 (total does not include Penny Park and 2016 Parking Lot project penalties).
   c. LEP Summary – 2017 Capital Planning Projects Tentative Schedule – report included in packet. Ald. R. Rue-Simmons asked staff to follow up on Fleetwood-Jourdain Community Center project rebid and status update from Public Works Agency Capital Planning and Engineering Bureau Chief Lara Biggs.
   d. Economic Development – Entrepreneurship Support Program Update – report handed out.

5. New Business
   a. August 16, 2017 next month Committee meeting was discussed and voted by those in attendance to cancel the meeting and reconvene September 20, 2017**. Vote called and taken. Motion passed unanimously.**

6. Adjournment
   Motion to adjourn made by K. Rodgers and seconded by B. Reese. **Vote called and taken. Motion passed unanimously.** Meeting adjourned at 7:19 pm.

Respectfully Submitted,
Tammi Nunez, Purchasing Manager