



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

Wednesday, **January 17, 2018**

6:30 P.M.

Lorraine H. Morton Civic Center, 2100 Ridge Ave, Room 2403 - Lagoon Conference Room

MEMBERS PRESENT: Ald. Braithwaite, Ald. Rue Simmons, Joshua Gutstein, Malik Kemokai, Yves Lassere, Jessica Oldani, Kenneth Rodgers and Juneitha Shambee

MEMBERS ABSENT: Bob Reece

STAFF PRESENT: Mayor Stephen Haggerty, Interim CFO/ City Treasurer/ Budget and Finance Manager Ashley King, Purchasing Manager Tammi Nunez, Business Diversity Compliance Coordinator Sharon Johnson and Capital Planning & Engineering Bureau Chief Lara Biggs

OTHERS PRESENT: Sean van Dril

PRESIDING MEMBER: Ald. Braithwaite

Declaration of a Quorum

With a quorum present, Chair Braithwaite called the meeting to order at 6:33pm.

Approval of Minutes

Motion to approve the Minutes as presented from December 20, 2017 made by K. Rodgers and seconded by Y. Lassere. **Vote called and taken. Motion passed unanimously.**

Staff Introduction:

Ashley King, Interim CFO/ City Treasurer/ Budget and Finance Manager

Unfinished Business

- a. Mr. van Dril gave an overview of the 20k Project, which is to determine whether opportunity exists for the City of Evanston to increase under \$20,000 spend with Evanston businesses. His task was to review city data and recommend possible spending changes to the committee.
 - The committee asked Mr. van Dril to bring a report to the next month meeting that would outline the progress made based on September data, next steps, recommendations/ wrap up of the project.
 - Sub-committee was formed to review data (city under 29K report and Sean's September update report), discuss next steps to bring to the full committee for consideration. Sub-committee members are S. van Dril, J. Oldani, K. Rodgers and Ald. Rue-Simmons. The meeting will take place following Thursday, January 25, 2018 at 6:30pm. Staff will

supply meeting location to the group; send sub-committee city under 29K report and Mr. van Dril September update report.

- b. LEP Fund discussion (EFD Recruitment Process) A. King informed the committee the LEP Ordinance requires Council approval to use the LEP penalties funds for EPD Fire Fighter exam. Ms. King drafted a memo to request Council approve spending Local Employment Program (LEP) penalties on the upcoming Evanston firefighter applications (memo and application included in committee packet). Request committee to review or give direction to move forward with memo to be on agenda for Monday Council meeting. Committee discussed memo; recommended adding “for workforce development by financing the application and Candidate Physical Ability Test (CPAT) test fees for local Evanston firefighter applicants” edits and directed staff to confirm all fees to be paid and requirements with Chief Scott (will be added to memo and attachment). Staff will clarify applicant fee payment will be made directly to which institution to administer application process. Work/advertising with the Explorer program. **Motion was** made to move Use of LEP penalty fees memo with necessary changes as needed and direction to staff to get it done by K. Rodgers and seconded by Y. Lassere **Vote called and taken. Motion passed unanimously.**
- Further suggestions to track success/outcome of the program;
 - Mayor Haggerty challenged the committee to think about new ways to consider use of fees, workforce development frontier; committee should consider how do we apportion the money between multiple programs or set parameters around how we could receive the biggest bang for investments.
 - Further use of funds discussion took place; possible training sessions to offer that would benefit LEP participants, looking at recommending expanding use of funds. Staff will contact Minority Business Consortium to inquire if LEAD certification training would be something their members would benefit from; look at hosting training at city. Add marking material to next month agenda for discussion.

Note: Alderman Braithwaite had to step out the meeting, due to another meeting with the Mayor; meeting handed over to Alderman Rue-Simmons to chair the remainder of the meeting.

STAFF REPORTS

a. MWEBE Tracking Report Update

Business Workforce Compliance Coordinator Johnson reviewed the MWEBE Tracking report with the committee, gave an overview of the report; most projects have not had much change since last and LEP Tracking Reports.

- Copenhagen Construction, Fountain Sq. Reno., struggling at 13%, 872 EV hours.
- Joel Kennedy Construction, 2017 Water Main Improv., wrapped up project; finished at 18%, 949.5 EV hours.
- Building Paving, Parking Lot Improv., partial compliant 13% (partial fine \$1,584.) 348.5 EV hours.
- Elanar Construction, James Park North Field Reno., 22% compliant (May 2018 completion).
- Water Resources Inc., Water Meter Replacement Program, just started roughly 130.75 EV hours; 1 LEP resident licensed plumber.
- Kenny Construction, 2017 CIPP Sewer Rehab Contract B, full fine of \$3,385.00; 0 hours.
- Central Lakes Company, Fleetwood Jourd. Ctr. HVAC Elec., at 9.5 %, 39.5 EV hours; project mostly electrical and mechanical work; 1 LEP resident out with medical issue; working to fill with EV labor.

Approved

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- Ambler Mechanical Contractors, Chandler Newberger Ctr. HVAC & Elec. Improv., project starting 3/2018 no movement to date.
- b. Apprentice Proposal – holder over from last committee meeting; request to hold until next meeting.
- c. 2018 Capital Planning Projects – A. King gave report for Lara Biggs who could not stay for the meeting. Overall capital plan for 2017 was 56 million; year end 40 million contracted about 16 million differences due to projects delayed; during 2017 \$40 million, \$18 million LEP eligible. 2018 capital plan has two very larger projects that are high volume \$86 million in the budget. At the next meeting Lara will present plan 2018 projects and what % are LEP eligible.

New Business

- a. Local Contractors List NSP2 Bid Application – staff meeting with ED department to discuss application process on January 23, 2018. Will provide report at next meeting.

Next month agenda: Staff asked to report at next meeting LEP history and violators. Committee will consider further repeat offender penalties.

Adjournment

Motion to adjourn made by Y. Lassere and seconded by K. Rodgers. **Vote called and taken. Motion passed unanimously.** Meeting adjourned at 8:07 pm.

Respectfully Submitted,
Tammi Nunez, Purchasing Manager