



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

Wednesday, July 18, 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, Bob Reece and Juneitha Shambee

MEMBERS ABSENT: Kenneth Rodgers

STAFF PRESENT: City Manager Wally Bobkiewicz, CFO/ City Treasurer Hitesh Desai, Purchasing Manager Tammi Nunez and Business Diversity Compliance Coordinator Sharon Johnson

OTHERS PRESENT: Deputy Garrison Manager U. S. Army Garrison Bavaria Germany Mike Mathews and Evanston ReBuilding Warehouse Lou Dickson

PRESIDING MEMBER: Ald. Braithwaite

Declaration of a Quorum

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

Approval of Minutes

Motion to approve the Minutes as presented from April 18, 2018 made by J. Oldani and seconded by J. Gutstein. **Vote called and taken. Motion passed unanimously.**

Guest Introduction:

Deputy Garrison Manager U. S. Army Garrison Bavaria Germany Mike Mathews;

Deputy Garrison Manager Mathews shared with the committee the purpose of his visit. DGM Mathews gave a brief overview of the efforts of the joint Army and ICMA program (provides Deputy Garrison Managers, the "city managers" of Army posts, an opportunity to see how cities are managed).

Evanston ReBuilding Warehouse Lou Dickson;

Ms. Dickson gave a brief introduction of the work Evanston ReBuilding Warehouse is doing in Evanston community. Ms. Dickson will prepare a proposal for the committee to consider using penalty funds for training reimbursement.

Unfinished Business

- a. Procurement 101 Workshop debriefing report: Workshop was held May 11, 2018 here at the city. Overall the workshop was a success despite low attendance; received positive feedback from participants and vendors.

- 33 business attended the workshop, 7 of the businesses that attended were non-Evanston; 22 businesses pre-registered.
 - Consideration for next year: hold mini workshops for returnees, include a success story from attendee that connection, work on advertisement; more committee participation, work as ambassadors of the workshop and share with their local contacts.
 - Survey and feedback reviewed; workshop expenses \$379.88.
- b. Under 20 Spend Update: Memo presented to the committee; brief overview of the project and approach was discussed. As stated in the memo Staff identified 84 vendors that make up over 70% (\$4,075,065) of the city 2016 spend; and that are ripe for possible transition to local entities. Staff will have an update at the next committee meeting in September.

STAFF REPORTS

- a. MWEBE Tracking Report Update
Business Workforce Compliance Coordinator S. Johnson reviewed the MWEBE Tracking report with the committee, gave an overview of the report:
- Structures Construction Corporation, Howard Street Construction Theatre: project is currently at 23% compliant.
 - Monson Nicolas Inc., Service Center Parking Deck Restoration: project still on schedule to go through June 9th, one Evanston resident, currently at 25 % compliant.
 - Bolder Construction, 2018 Water Main Improvements & Resurf.: 15% compliant.
 - Bolder Construction, Emerson St Wholesale Water Meter Construction; 10% compliant.
 - Overall we are 24% MWEBE goal currently.
- b. 2018 Capital Planning Projects – No report submitted this month.
- c. Bulley & Andrews Vendor Fair Debriefing: Business Workforce Compliance Coordinator S. Johnson gave a brief update on the vendor fair and upcoming employee fair.
- Ald. Braithwaith asked staff to schedule a meeting with Alderman Braithwaite, Rue-Simmons, Erika Storlie and Lara Biggs (preferably a Friday). Contact and invite Erika Storlie, Lara Biggs; Bulley & Andrews to attend next meeting in September, with an update on project (vendor and employee fair (explore work/employment of non-union employees opportunities on the project) and bidding schedule for project).
 - Check with Project Managers Lara/Stefanie if self-performance was part of the RFP (language included in RFP document); if Bulley & Andrews is performing any of the work instead of sub-contracting work.
 - Ms. Johnson will email the job fair flyer to committee members.

New Business

- a. Bids & Proposal Notification
- Based on recommendation from MWEBE Committee and Procurement 101 Attendees to notify Evanston Business of upcoming projects in the city. Staff implemented bids and proposals bulletin that businesses can sign up for to receive notification of new bids and proposal at the city.
- b. Local Spend – Amazon Policy
- City Manager Bobkiewicz explained the draft proposed policy for the committee's consideration. The policy will help increase local spend with local Evanston Businesses. Starting September 1, 2018 City staff will be allowed to use Amazon.com for purchases of approved commodities.
 - Ald. Braithwaite asked staff to forward him the total Amazon spend to date.
- c. Committee voted to cancel August 15, 2018 meeting (summer break).

- d. Committee discussed changing September 19, 2018 (holiday observation couple committee members would not be able to attend) to September 12, 2018. Moving the meeting would allow all members to hear updates from Staff and Bulley and Andrews contractor on the Robert Crown Project.

Adjournment

Motion to adjourn made by Ald. R. Rue-Simmons and seconded by Y. Lassere. **Vote called and taken.**

Motion passed unanimously. Meeting adjourned at 7:59 pm.

Respectfully Submitted,
Tammi Nunez, Purchasing Manager