



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

Wednesday, February 20, 2019
6:30 P.M.

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

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

MEMBERS ABSENT: Ald. Braithwaite, Kenneth Rodgers, and Nasutsa Mabwa

STAFF PRESENT: City Manager Wally Bobkiewicz, Public Works Agency Director Dave Stoneback, Bureau Chief – Capital Planning/City Engineer Lara Biggs, Purchasing Manager Tammi Nunez, Business Diversity Compliance Coordinator Sharon Johnson, and Kumar Jensen Chief Sustainability and Resilience Officer

OTHERS PRESENT: Suhaib Khan – LEND and Aina Gutierrez – Evanston Rebuilding Warehouse

PRESIDING MEMBER: Ald. Rue-Simmons

1. Declaration of a Quorum

With a quorum present Ald. Rue-Simmons called the meeting to order at 6:32pm.

2. Approval of Minutes

Motion to approve the Minutes as presented from January 16, 2019 made by J. Oldani and seconded by Y. Lassere. **Vote called and taken. Motion passed unanimously.**

3. Guest Introduction:

Suhaib Khan – LEND and Aina Gutierrez – Evanston Rebuilding Warehouse

President of LEND Organization at Northwestern, provide capital and support to in Evanston. Support includes We provide access to small loans, offer business training services in which we will partner with you to think through your most pressing business challenges, planning, operations, and bookkeeping; grant process to obtain \$2,500 funding for support with professional services, development and equipment. Look forward to finding ways to work with City MWEBE Committee.

4. Unfinished Business

- a. City Manager Bobkiewicz informed the Committee that the City will be moving forward with accepting Value Innovation Technologies (VIT) e-Link Gateway Proof of Concept study to determine and demonstrate the feasibility of an Evanston e-commerce marketplace and sign an execute an agreement. The scope of the concept and deliverables were negotiate to include VIT will deliver: a report documenting the number of local businesses identified to participate in the Evanston Local Marketplace; survey documenting the interest of local businesses in participating in Evanston Local Marketplace; savings report that documents potential savings identified during proof of concept; and deliver to City a branded and customized online shopping site, within e-Link Gateway platform, include one or more sampling shopping catalogs available up to

three local businesses. Proof of concept cost \$5,000 and term of online market place will be 30 days. Funding will come from LEP Reserve Account. Committee Members requested Wally also require e-Link (VIT) to include in deliverable: names and details of Evanston Businesses that sign up and participate in program and their feedback. Possible in place by April or May.

- b. Aina Gutierrez - Evanston Rebuilding Warehouse Proposal Update – revisions proposal were made, established partnership sub-agreement with the Minority Business Consortium (AKA Bennett Johnsons group), this is a condition. We are not dictating the terms or the compensation (but that there is something), whatever they agree on is fine but I want it documented. Committee agreed to full \$40,000 in support. Career pathway and strengthen building trade’s employment in our community. MWEBE Committee request (approval of proposal and use of LEP funds).

1. STAFF REPORTS

- a. MWEBE Tracking Report Update

Business Workforce Compliance Coordinator S. Johnson gave an overview of the report:

- 1. Not much project activity this month.
- 2. Monitoring Community Development Albion Planned Development Project LEP participation (need to vet local labor hired).
- 3. Ms. Johnson little over \$76,000 is available currently in the fund and anticipated 34,000 in penalty fees for 2018 rollover projects and mentioned anticipated balance by the end of the year.

- b. 2019 Capital Planning Projects Lara Biggs highlighted and reviewed 2019 CIP report; pointed out total 2019 project budget and which projects are eligible for LEP (or not due to Federal, Grant or Loan funding).

2. New Business

- a. 2019 CIPP Sewer Rehabilitation Contract A - Award of Contract committee discussed Visu-Sewer waiver request, exhibit concerns (PW staff & Visu-Sewer) or ordinance language. Committee discussed and determined staff should:

- 1. Deny waiver
- 2. Go back to Visu-Sewer to complete remaining steps (they did not comply with all steps)
- 3. Add statement to Exhibit for future projects (Failure to complete all steps is deemed no compliance)

- b. LEP Ordinance Penalty Language Discussion – **held until next month**

- c. Green Jobs Presentation by K. Jensen – subcommittee set to discuss and report back to committee at next meeting.

Sub-Committee formed to discuss further and report back to the Committee. Members: Kumar Jensen - staff, Malik Kemokai, Possible member from Environmental Board, Ald. Rue-Simmons, and Sharon Johnson – staff

- d. Procurement 101 Discussion – subcommittee set to discuss and report back to committee at next meeting possible changes, plan to hold later in the year.

Brief Procurement discussion of previous workshop, what worked, need for refreshing the workshop (Job fair, New name, Marketing, Larger businesses details, Topic - How do I grow my small business, Topic – comp building workshop series

Sub-Committee formed to discuss further and report back to the Committee. Members: Jessica Oldani, Joshua Gutstein, Juneitha Shambee, Ald. Rue-Simmons and Tammi Nunez – staff

3. Adjournment

Motion to adjourn made by J. Gutstein and seconded by M. Kemokai. **Vote called and taken. Motion passed unanimously.** Meeting adjourned at 8:22 pm.

**Respectfully Submitted,
Tammi Nunez, Purchasing Manager**