



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

Wednesday, July 15, 2020
5:00 P.M.
Virtual Meeting

MEMBERS PRESENT: Ald. Peter Braithwaite, Ald. Robyn Simmons, Joshua Gutstein, Jessica Oldani, and Jesus Vega

MEMBERS ABSENT: Nasutsa Mabwa

STAFF PRESENT: Interim Admin. Services Director/CIO Luke Stowe, Purchasing Manager Tammi Nunez, and Interim Deputy City Manager Sharon Johnson

OTHERS PRESENT: Kemone Hendricks and Michael McLean

PRESIDING MEMBER: Ald. Braithwaite

1. Declaration of a Quorum

With a quorum present Ald. Braithwaite called the meeting to order at 5:16 pm.

Suspension of Rules for digital meeting Ald. Braithwaite motioned to suspend the rules to permit members to convene via virtual meeting. Second by Ms. Oldani and approved 4-0 (roll call taken).

2. Approval of Minutes

Motion to approve the Minutes as presented from June 17, 2020 made by Ms. Oldani and seconded by Ald. Simmons. **Vote called and taken. Motion passed unanimously 4-0** (roll call taken).

3. Guest Introduction:

New Committee member's introductions: Kemone Hendricks and Michael McLean. Current members and staff gave brief introductions and shared their professional background.

4. Old Business

a. Vlink and Evanston Community Foundation and Chamber :

L. Stowe gave a brief overview of the software, platform and ECF partnership. The platform will allow the larger Evanston business the opportunity to shop locally first using the software. ECF is currently working on potential agreement with Vlink and plan to underwrite a large part portion of the cost (it was noted that ECF is not covering the full cost and partners would be required to make a financial contribution to the project). Vlink stated years 1 and 2 of the agreement they would waive the fees to the businesses. Ald. Braithwaite will have Rebecca Cacayuran come back to the next meeting to give more information on the Vlink agreement with and partnership with the Chamber (other potential partners). The COE has not made an agreement to use the platform/software; we are in beginning stages with renewed discussions with this group and

glad they have a commitment from ECF. The Committee feels that Vlink has not addressed our original questions and concerns.

b. Progress Report on Virtual Procurement 101/Chamber Event:

J. Oldini reported no progress to report at this time. Based on the current environment it seems we don't know what the make of business will be or what people will need; it seems that going ahead with a procurement 101 event at this point is totally inappropriate we're not there it is not what's called for right now. Going with a Business growth fair it could be a fantastic event for infusing a new energy into a newly released business environment if that comes to happen at some point; could be great for getting everyone together and starting fresh, but we really do not know what we are going to need. Possible to use Vlink if it comes on line; that may be a point at which we have some type of workshop on how to pivot or how to become involved or become part of the Evanston Market Place. M. McLean suggested updating the Website with a video that will provide information how to work/ do business with the city (i.e Infographic Video).

c. Website Ideas Discussion:

Website Update – Ald. Braithwaite asked Interim Administrative Services Director/CIO Luke Stowe to work on refreshing the MWEBE webpage that is user friendly; similar to Tacoma Washington; also tasked the Committee to come back with ideals. L. Stowe will create a Google document for collaboration. Various suggestions were made of types of searches and needs of a business owner. Ms. Johnson explained the LEP and MWEBE business list, searches, possible adding a map with projects. Two types of list (connecting and advertising business and committee compliancy's adding links for community partners (after approval from our city legal department) to create a resource page adding a disclaimer; Committee should send list of partners that we could consider (to staff for consideration); adding LEP resources that are available to the community; suggested yearly website updates in annually in November, adding search engines, work on consolidating the current pages on the city website (MWEBE, Business Diversity, LEP; adding links to Bids & Proposal, Merchant Intellect Library website provide business search page, and the city Public Work Engineering site would give a map and visual on ongoing projects.) Mr. Stowe mentioned running data analytics and tracking web traffic on the pages.

5. STAFF REPORTS

a. 2020 CIP Projects update: No report

b. S. Johnson gave an overview of the report for the new committee members; she reported: No real change to the monthly status on the report. Total Construction to date \$8,837,048.18: \$3,275,712.24 MWEBE subcontractors amount (subcontractors represent: 18 Minority, 7 Women, 8 Evanston Businesses); we have reached 37% MWEBE participation 12% over 25% goal. Only change is two (2) waivers added to the report.

6. New Business

a. LEP Funds for Assisting Small Businesses

Discussion to provide \$40,000 to the Economic Development Entrepreneurship support program with funding from the Local Employment Program (LEP) penalty account (account 100.41307 current balance of \$78,492.94) to provide \$50,000 funding for emergency assistance to local businesses to help support growth opportunities during the pandemic and economic

environment Businesses are facing. Motion to use LEP funds for the Economic Development Entrepreneurship Grant in the amount of \$50,000 for COVID emergency grant was made by Ald. Simmons and seconded by J. Oldani. **Roll call vote was taken and passed unanimously 5-0.**

7. Other Business

Adjournment

No Motion to adjourn. Meeting ended at 7:01 pm.

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