



Charlotte Business INCLUSION Advisory Committee

Wednesday, August 12, 2020

WebEx-Virtual Meeting 8:00

-9:30 a.m.

Meeting Summary and Action Items

- I. **Attendance:** Johanna Suarez, Nicole Reina, Jamal Cook, Valerie Del, Vernetta Mitchell, William D. Stricker, Nigel Long, Edison P Cassels, Chyna Green, Lissette Velez, Michele Ho, Absent: Stephanie Kegley and Jessie Jacobs, Staff: Shaunne Thomas, Eric Nelson, NaTasha Smith, and Thomas Powers
- II. **Welcome:** Chairman Cassels welcomed everyone and called for a motion to approve the July 08, 2020 meeting minutes. After some discussion, Vernetta Mitchell made the motion, and Nigel Long seconded it. The meeting begins at 8:12 a.m.
- III. **CBIAC Outreach Letter of Understanding:** Chairman Cassels confirmed the receipt of the Open letter by committee members. After committee discussion, Chairman Cassels will work with the City's Marketing and Communications staff to complete any final edits.
- IV. **CBI Program Update Staff Update:** Staff presented an overview of the CBI Program's FY19 Annual Performance Report and highlighted several areas of the prior year's success to include MWBE Spend, MWSBE certifications, and twenty-two MWSBE firms receiving \$1MM+ in payments. Staff also provided a brief overview of its efforts to solicit and encourage HUB certified companies to become City Certified MWBEs.
- V. **Open Discussion:** Chairman Cassels asked a follow-up question regarding the challenges related to getting small businesses to become certified. Committee members and staff discussed the potential to increase the program's education and outreach efforts.
- VI. **Committee Assignments and Updates:** Chairman Cassels confirmed the receipt of the description of the three sub-committees and their review and familiarity of it by committee members. Chairman Cassels verified sub-committee members' assignments and briefly discussed the election of officers and sub-committee appointments at the next meeting.
- VII. **Old Business:** There was no old business.
- VIII. **Plans for Next Meeting:** September 09, 2020
- IX. **Adjournment:** there being no additional business, Chairman Cassell called for a motion to adjourn. William Stricker made the motion, and Valerie Del seconded it.
- X. The meeting adjourned at 9:36 a.m.

The action items captured from August 12, 2020, CBIAC Committee Meeting are as follows:

Action Items-CBIAC Meeting August 12, 2020				
	TASKS	RESP.	DUE	Completed
1.	Follow-up with Marketing & Communications staff to edit the Open Letter	Edison Cassels	08/24/2020	
2.	Provide a copy of Shaunne's PPT presentation and the Program's FY19 Annual Report with CBIAC Committee Members.	Eric Nelson	8/14/2020	Complete
3.	Place the Committee's letter of understanding on the CBI program's Diversity Compliance system B2G and Charlotte Business Resources web-sites.	Shaunne Thomas	8/24/2020	
4.	Share the open letter with members of the CAGC.	William Stricker	8/24/2020	
5.	Share the open letter with members of her link-in network.	Chyna Green	8/24/2020	
6.	Share the open letter with members of the NABOW organization.	Nicole Reina	8/24/2020	
6.	Provide Committee Members with a list of members' contact information.	Eric Nelson	08/13/2020	Complete
7.	Committee members are to develop a shortlist of ideas on how best to increase CBI/Certification education and outreach message efforts and be prepared to discuss their thoughts at the September 09 meeting.	All Committee Members	09/09/2020	
8.	Edison is to extend an invitation to Stephane Berwald to attend the September 9, 2020 meeting	Edison Cassels	08/31/2020	

August 12, 2020, CBIAC Meeting Summary and Action Items submitted by:

Natasha Smith 8/12/2020