



Charlotte Business INCLUSION Advisory Committee

Thursday, December 10, 2020

WebEx-Virtual Meeting 8:00

-9:30 a.m.

Meeting Summary and Action Items

- I. **Attendance:** Chyna Green, Michele Ho, Jamal Cook, Valerie Del, Vernetta Mitchell, William D. Stricker, Stephanie Kegley, Edison P Cassels, Cheavonne Willis, Nicole Reina and Harrison Williams Absent: Lissett Velez, Charity Kimmel, Jessie Jacobs and Johanna Suarez Staff: Steven Coker, Eric Nelson, Thomas Powers, Shaunne Thomas and NaTasha Smith
- II. **Welcome:** Chairman Cassels welcomed everyone and called for a motion to approve the November 18, 2020 meeting minutes. After some discussion, Vernetta Mitchell made the motion and Nicole Reina seconded it.
- III. **CBI Staff Update:** CBI Program Manager, Steven Coker, provided an update on the Disparity Study's RFQ process, the Bonding Readiness Program and strategic planning for CBI. Shaunne Thomas explained B2G data collection process and then discussed Early Bird, the city's software for active and in development procurement opportunities.
- IV. **Sub Committee Reports:** Each subcommittee discussed their goals, objectives and mission statements. Thomas Powers informed the subcommittees of the meeting attendance policy.
- V. **Open Discussion:** There was no topic to discuss
- VI. **Old Business:** Chairman Cassels reminded staff of its request to demonstrate B2G, the city's diversity compliance software. He asked staff to conduct an Early Bird presentation at the January meeting and Early Bird during February. Steve Coker and Thomas Powers were asked to research CBIAC file sharing.
- VII. **Plans for Next Meeting:** January 13, 2021
- VIII. **Adjournment:** There being no additional business, Chairman Cassell called for a motion to adjourn. Vernetta Mitchell made the motion, and Valerie Del seconded it.
- IX. The meeting adjourned at 9:19 a.m.

The action items captured from December 09, 2020, CBIAC Committee Meeting are as follows:

Action Items-CBIAC Meeting December 09, 2020				
	TASKS	RESP.	DUE	Completed
1.	Sub-committees will meet (in-person) prior to next CBIAC meeting to discuss strategic plans	Sub-committee Chairs	11/18/2020	11/18/2020
2.	Sub-committee will formulate a mission statement for their committee.	All Committee Members		
3.	Provide committee with an example of the policy challenges via slide deck in effort to obtain committee feedback.	Steve Coker	12/09/2020	
4.	Begin working on the CBI Disparity Study.	All Committee Members		
5.	Steve will meet with Thomas Powers to discuss CBI policy, Disparity Study, certification not utilized by CBI and use of a CBIAC Shared Drive.	Steve Coker and Thomas Powers	12/09/2020	12/10/2020
6.	Early Bird presentation	Shaunne Thomas	1/13/2021	

December 09, 2020, CBIAC Meeting Summary and Action Items submitted by:

NaTasha Smith 12/10/2020