



Charlotte Business INCLUSION Advisory Committee

Wednesday, November 18, 2020

WebEx-Virtual Meeting 8:00

-9:30 a.m.

Meeting Summary and Action Items

- I. **Attendance:** Lissette Velez, Michele Ho, Jamal Cook, Valerie Del, Vernetta Mitchell, William D. Stricker, Stephanie Kegley, Jessie Jacobs, Edison P Cassels, Cheavonne Willis, Harrison Williams and Charity Kimmel
Absent: Chyna Green and Johanna Suarez Staff: Steven Coker, Eric Nelson, Thomas Powers, Venesia Draughn and NaTasha Smith

- II. **Welcome:** Chairman Cassels welcomed everyone and called for a motion to approve the October 14, 2020 meeting minutes. After some discussion, Vernetta Mitchell made the motion and William Stricker seconded it.

Chairman Cassell also welcomed Harrison Williams, the CBIAC representative on the committee for the Black Chamber of Commerce. Harrison immediately proceeded to introduce himself providing the committee with a high-level background overview on himself.

- III. **CBI Staff Update:** CBI Program Manager, Steven Coker, provided an update on the Disparity Study's RFQ process, the Bonding Readiness Program and challenges to the CBI policy.

- IV. **Sub Committee Reports:** The Chair for each subcommittee provided-see attached-an overview of their recent committee meeting and reviewed their short and long-term goals. After much discussion, the sub-committee updates concluded.

- V. **Open Discussion:** The committee members also discussed the potential expansion of certifications designations not currently utilized by CBI i.e. Disabled and Veteran Business Enterprise, LGBTQ owned businesses, etc. Attorney Powers indicated NC State Statue governs this area of the program and that the city doesn't possess the authority to make changes to the statues.

Chairman Cassell reemphasized a desire for refresher presentation on the City's Diversity Compliance System, the establishment of share-file for committee meeting minutes and other documents and the reminded members to establish standard committee meeting days and time. He also acknowledged the receipt of Nigel Long's resignation from the CBIAC Committee.

- VI. **Old Business:** There was no old business.

- VII. **Plans for Next Meeting:** November 18, 2020

- VIII. **Adjournment:** There being no additional business, the meeting was adjourned by Chairman Cassell.

The meeting adjourned at 9:24 a.m.

The action items captured from November 18, 2020, CBIAC Committee Meeting are as follows:

Action Items-CBIAC Meeting October 14, 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	

November 18, 2020, CBIAC Meeting Summary and Action Items submitted by:

NaTasha Smith 11/19/2020



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Subcommittee Goals and Objectives

1. Measured Sustainability
 - Explore capital funding resources and educational methods to inform the construction community about funding resources and how to access them.
 - Work with the CBI staff to create an electronic score card that will rate a company's progress and participation in the CBI programs and their overall development as a small business. This scorecard should document a company's progress over the life of their participation as well as a rating of participation as of the current date.
2. Dynamic Opportunity
 - Short-term
 1. Identify top five areas of procurements
 2. Identify to five areas MWSBE firms are awarded contracts/purchases
 3. Work with the City to develop a workshop on meaning and use of NIGP codes
 4. Improvements to the CBI database by making it more user friendly.
 - Long-term
 1. Encourage the City to collect bid/proposal data to determine MWSBE engagement
 2. Develop a process to audit the CBI database
 3. Establish a process to debrief unsuccessful MWSBE bidders/proposers
3. Integrated Development
 - Short-term
 1. Update construction NIGP codes for accurate identification of trades
 2. Separate residential and commercial contractors
 - Long-term
 1. Establish education courses for gaps in construction, i.e. healthcare, aviation, pharmaceutical, etc.