



Charlotte Business INCLUSION Advisory Committee

Wednesday, October 14, 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, Chyna Green, Cheavonne Willis, and Charity Kimmel
Absent: Nigel Long, Johanna Suarez, Nicole Reina, Staff: Kay Elmore, Steven Coker, Shaunne Thomas, Eric Nelson, Thomas Powers and NaTasha Smith
- II. **Welcome:** Chairman Cassels welcomed everyone and called for a motion to approve the September 09, 2020 meeting minutes. After some discussion, Vernetta Mitchell made the motion, and Stephanie Kegley seconded it.
- III. **CBIAC Committee Guest Panel Discussion:** Chairman Cassels welcomed Guest Panelist, Candance Ratliff, Charles Brown, Rob Crane, and Juli Ghazi and asked each to introduce themselves. After introductions, they shared their experiences-challenges and successes- as City Certified MWSBEs. After much discussion and questions received from the floor, the panelist concluded their presentation.
- IV. **CBI Staff Update:** CBI Program Manager, Steven Coker, provided an update on the Disparity Study's RFQ process, the discontinuation of setting WBE goals on Construction projects, and a high-level overview of the CBI Update presentation made to the City's Workforce & Business Development Committee on October 12, 2020.
- V. **Committee Assignments and Reports:** Chairman Cassel briefly discussed the committee assignment process and tasked each committee chair to schedule a meeting with their members during the next two weeks. He also indicated he and Vice-Chairman Mitchell would be interested in attending their meetings.
- VI. **Open Discussion:** Chairman Cassels reminded committee members of the City's attendance policy and the importance of reading and familiarizing themselves with the CBI Policy in its entirety. During this meeting period, Committee members agreed to create more opportunities for MWSBE firms to build relationships and make community connections.
- VII. **Old Business:** There was no old business.
- VIII. **Plans for Next Meeting:** November 18, 2020
- IX. **Adjournment:** There being no additional business, Chairman Cassell called for a motion to adjourn. Vernetta Mitchell made the motion, and Stephanie Kegley seconds it.
- X. The meeting adjourned at 9:38 a.m.

The action items captured from October 14, 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	
2.	Sub-committee will formulate a mission statement for their committee.	All Committee Members		
3.	Chairperson and Vice Chair will attend the sub-committee meetings to assign different task to the committee.	Cassells and Mitchell		
4.	Begin working on the CBI Disparity Study.	All Committee Members		
5.	Committee member are to read the CBI Policy before next meeting.	All Committee Members	11/18/2020	
6.	Provide procurement forecast in all work categories if possible.	Shaunne Thomas		
7.	Vice Chair will correct the header on the Sub-committee assignment sheet.	Mitchell	10/14/2020	Complete

October 15, 2020, CBIAC Meeting Summary and Action Items submitted by:

NaTasha Smith 10/15/2020