



Charlotte Business INCLUSION Advisory Committee

Wednesday, September 09, 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, Stephanie Kegley, Jessie Jacobs, Edison P Cassels, Chyna Green, Cheavonne Willis and Charity Kimmel
Absent: Nigel Long, Lissette Velez, and Michele Ho, Staff: Kay Elmore, Steven Coker, Shaunne Thomas, Eric Nelson, and NaTasha Smith
- II. **Welcome:** Chairman Edison welcomed everyone and called for a motion to approve the August 12, 2020 meeting minutes. After some discussion, Vernetta Mitchell made the motion, and Stephanie Kegley seconded it.
- III. **Introductions:** Chairman Cassels welcomed the Committee's two (2) newly Mayoral appointments, Charity Kimmel and Cheavonne Willis, and ask each to introduce themselves.
- IV. **CBIAC Committee Guest Speaker-A Historical Perspective:** Chairman Cassels welcomed Stephanie Berwald, past CBIAC Chairperson and Guest Speaker. Stephanie shared her knowledge of the CBIAC Committee, goals, objectives, committee roles and responsibilities and the initiatives accomplished during her tenure on the Committee. After some discussion and questions received from the floor, Stephanie concluded her presentation but indicated her willingness to share historical documents with the Committee.
- V. **CBI Committee Open letter of Understanding Update:** Chairman Cassels asked the staff to provide a status update on the open letter. Staff indicated the open letter is ready for publication and distribution to the general public. After much discussion, the open letter is to be placed on the CBI and CBR Website, distributed to the organizations selected by the committee members and placed on, the City's Diversity Compliance System, inclusionCLT. The distribution of the open letter is to be performed by committee members and staff.
- VI. **New Program Manager & CBI Program Updates:** Kay Elmore introduced Steven Coker, new Program Manager, and Steven provided the Committee with background information on himself. Shaunne Thomas provided an update on the Disparity Study's RFQ process.
- VII. **CBIAC New Officer:** Staff provided the results of the Committee's vote for Chairman and Vice-Chairman. Edison Cassels and Vernetta Mitchell were elected Chairman and Vice-Chairman, respectively.
- VIII. **Open Discussion:** Chairman Cassels asked Stephanie Kegley to speak about the mentoring program she and Chyna are working on with MMCA. The program, which comes in phases, helps to educate MWSBEs on how to do business within different market segments such as healthcare, aviation and industrial.

- IX. **Old Business:** There was no old business.
- X. **Plans for Next Meeting:** October 14, 2020
- XI. **Adjournment:** There being no additional business, Chairman Cassell called for a motion to adjourn. Stephanie Kegley made the motion, and Nicole Reiner seconds it.
- XII. The meeting adjourned at 9:32 a.m.

The action items captured from July 8, 2020, CBIAC Committee Meeting are as follows:

Action Items-CBIAC Meeting Sept. 09, 2020				
	TASKS	RESP.	DUE	Completed
1.	Edison will create ballot for Committee Member to select a sub-committee	Edison Cassels	09/10/2020	Complete
2.	CBIAC Committee Member will review and select a sub-committee.	All Committee Members	9/14/2020	
3.	Subcommittees will meet, select a chair to each committee and meet at least once before the October 14 th meeting	All Committee Members	10/14/2020	
4.	Eric will follow-up with Steven Fisher to have the CBIAC Open Letter placed on the CBI website.	Eric Nelson	9/10/2020	Complete

September 10, 2020, CBIAC Meeting Summary and Action Items submitted by:

Eric B. Nelson 7-08-2020