



**Charlotte Business INCLUSION Advisory Committee**

**Wednesday, February 10, 2021**

**WebEx-Virtual Meeting 8:00**

**-9:30 a.m.**

**Meeting Summary and Action Items**

- I. **Attendance:** Chyna Green, Jamal Cook, Vernetta Mitchell, Edison P Cassels, Cheavonne Willis, Nicole Reina, Harrison Williams, Lissett Velez, Charity Kimmel, William D. Stricker, Stephanie Kegley, Valeria Del and Jessie Jacobs Absent: Michele Ho Staff: Steven Coker, Eric Nelson, Thomas Powers, Shaunne Thomas, Sonia Bows, Venesia Draughn and NaTasha Smith
  
- II. **Welcome:** Chairman Cassels welcomed everyone and called for a motion to approve the January 13, 2021 meeting minutes. After Chairman Cassels collected each committee member's vote to accept the meeting minutes, Vernetta Mitchell made the motion and Cheavonne Willis seconded it.
  
- III. **Introduction:** William Stricker introduced Sharon Walters as his replacement for the CBIAC seat representing Carolinas Association for General Contractors. This was William Sticker's last meeting as his term has been completed.  
  
Shaunne Thomas introduces two new CBI staff members, Sonia Bows and Sharrian Taylor.
  
- IV. **CBI Staff Update:** CBI Program Manager, Steven Coker, provided an update on the Disparity Study, Bonding Readiness Program and the CBI Strategic Plan. Colette Holt and Associates was selected to conduct the Disparity Study.
  
- V. **Sub Committee Reports:** Each subcommittee discussed their goals and objectives (see attached)
  
- VI. **Old Business:** Edison Cassels inquired about the Share-Point folder for CBIAC committee information. Shaunne Thomas indicated that updates to the CBI website are in progress. Shaunne Thomas indicated that the B2G presentation will occur after the CBI Annual Report is completed.
  
- VII. **Open Discussion:** Vernetta Mitchell inquired about the process to allow Open Forum during committee meetings. Thomas Powers gave legal counsel on how to address public participation. Thomas Powers suggested the committee adopt the City Council's process for Public Forum. Vernetta Mitchell reminded the committee to review the meeting protocol.
  
- VIII. **Plans for Next Meeting:** March 10, 2021
  
- IX. **Adjournment:** There being no additional business, Chairman Cassell called for a motion to adjourn. Vernetta Mitchell made the motion and Stephanie Kegley seconded it.
  
- X. The meeting adjourned at 9:30 a.m.

The action items captured from February 10, 2021, CBIAC Committee Meeting are as follows:

Action Items-CBIAC Meeting February 10, 2021				
	TASKS	RESP.	DUE	Completed
1.	Shaunne Thomas to reach out to Steven in IT to get the update of completion of the CBI webpage	Shaunne Thomas	2/10/2021	2/10/2021
2.	B2G presentation	Shaunne Thomas	TBA	
3.	CBI Staff will reach out to Gerald Carr to inquire about his comments or concerns	CBI Staff	2/10/2021	2/15/2021
4.	Begin working on the CBI Disparity Study.	All Committee Members	TBD	
5.	Steve will give an update on the level of engagement for CBIAC per each phase of the Disparity Study	Steve Coker	2/10/2021	
6.	Thomas Powers and CBI staff will compose a Process and Policy for the committee to adopt for Open Forum	Thomas Powers Steve Coker Shaunne Thomas	4/14/2021	
7.	Share the CBIAC meeting dates and time with community partners and businesses.	All CBIAC members	On going	

February 15, 2021, CBIAC Meeting Summary and Action Items submitted by:

NaTasha Smith 02/15/2021

## Charlotte Business INClusion Advisory Committee

### Subcommittee Goals and Objectives

Dynamic Opportunity	Integrated Development	Measured Sustainability
<p>Mission Statement: <i>The mission is to improve exposure of CBI firms through the accessibility of accurate &amp; reliable data</i></p>	<p>Mission Statement: <i>Integrate educational and procurement opportunities with MWSBE development and increase their utilization</i></p>	<p>Mission Statement: <i>To empower MWSBE firms with opportunities and educational support to build sustainable businesses resulting in socioeconomic mobility for those in our community.</i></p>
Short Term Goals	Short Term Goals	Short Term Goals
<ol style="list-style-type: none"> <li>1. More functional, user friendly, database</li> <li>2. Workshops on identifying appropriate NIGP codes.</li> <li>3. Top five (5) areas of City procurement</li> <li>4. Top five (5) MWSBE awards</li> </ol>	<ol style="list-style-type: none"> <li>1. Update construction NIGP codes and provide a conversion to CIS Codes for accurate identification of trades.</li> <li>2. Separate residential and commercial contractors</li> </ol>	<ol style="list-style-type: none"> <li>1. Explore capital funding resources and educational methods to inform the construction community about funding resources and how to access them.</li> <li>2. 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</li> </ol>
Long Term Goals	Long Term Goals	Long Term Goals
<ol style="list-style-type: none"> <li>1. Collect bid data</li> <li>2. Audit the MWSBE database</li> <li>3. Debrief of unsuccessful bidders</li> <li>4. Improve MWSBE firm information in database</li> </ol>	<p>Establish education courses for gaps in construction, i.e. healthcare, aviation, pharmaceutical, etc.</p>	