



Charlotte Business INCLUSION Advisory Committee

Wednesday, January 13, 2021

WebEx-Virtual Meeting 8:00

-9:30 a.m.

Meeting Summary and Action Items

- I. **Attendance:** Chyna Green, Michele Ho, Jamal Cook, Vernetta Mitchell, Edison P Cassels, Cheavonne Willis, Nicole Reina, Harrison Williams, Lissett Velez, Charity Kimmel, and Jessie Jacobs Absent: William D. Stricker, Stephanie Kegley, Valeria Del, and Johanna Suarez Staff: Steven Coker, Eric Nelson, Thomas Powers, Shaunne Thomas, Kay Elmore, Mary Mars, Amelia Beonde, Brandon Miller, Michelle Moss, and NaTasha Smith
- II. **Welcome:** Chairman Cassels welcomed everyone and read the new remote meeting information issued by the City Attorney, Thomas Powers. Chairman Cassels called for a motion to approve the December 09, 2020 meeting minutes and amendment. After Chairman Cassels collected each committee member's votes to accept the meeting minutes, Vernetta Mitchell made the motion, and Charity Kimmel seconded it.
- III. **Introduction:** Kay Elmore introduced Marcy Mars as the new Deputy Chief of the Procurement Office.
- IV. **CBI Staff Update:** Amelia Beonde and Brandon Miller gave an Early Bird presentation and demonstration.
- V. **Sub Committee Reports:** Each subcommittee discussed their goals and objectives (see attached)
- VI. **Open Discussion:** There was no discussion.
- VII. **Old Business:** Vernetta Mitchell reviewed the action items from the December meeting. Vernetta Mitchell inquired about scheduling the B2G presentation and the Share-Point folder for CBIAC committee information.
- VIII. **Plans for Next Meeting:** February 10, 2021
- IX. **Adjournment:** There being no additional business, Chairman Cassell called for a motion to adjourn. Vernetta Mitchell made the motion, and Charity Kimmel seconded it.
- X. The meeting adjourned at 9:31 a.m.

The action items captured from January 13, 2021, CBIAC Committee Meeting are as follows:

Action Items-CBIAC Meeting January 13, 2021				
	TASKS	RESP.	DUE	Completed
1.	Chairman Cassels will send each subcommittee chair the template to use to document meeting for the shared file	Edison Cassels	01/14/2021	01/14/2021
2.	Sub-committee will formulate a mission statement for their committee.	All Committee Members		01/13/2021
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	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.	Early Bird presentation	Shaunne Thomas	1/13/2021	01/13/2021
7.	Vernetta Mitchell and Shaunne Thomas will discuss the B2G presentation schedule and information	Vernetta Mitchell Edison Cassels Shaunne Thomas	02/10/2021	
8.	Steve Coker will follow up with Stephanie Bello, City Clerk's office, on guidance on the correct tool to use for sharing files	Steve Coker	02/10/2021	

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

NaTasha Smith 01/15/2021

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 & 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"> 1. More functional, user friendly, database 2. Workshops on identifying appropriate NIGP codes. 3. Top five (5) areas of City procurement 4. Top five (5) MWSBE awards 	<ol style="list-style-type: none"> 1. Update construction NIGP codes and provide a conversion to CIS Codes for accurate identification of trades. 2. Separate residential and commercial contractors 	<ol style="list-style-type: none"> 1. Explore capital funding resources and educational methods to inform the construction community about funding resources and how to access them. 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
Long Term Goals	Long Term Goals	Long Term Goals
<ol style="list-style-type: none"> 1. Collect bid data 2. Audit the MWSBE database 3. Debrief of unsuccessful bidders 4. Improve MWSBE firm information in database 	<p>Establish education courses for gaps in construction, i.e. healthcare, aviation, pharmaceutical, etc.</p>	