



Charlotte Business INCLUSION Advisory Committee

Wednesday, March 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, Lissette Velez, Stephanie Kegley, Valeria Del, Michele Ho, Sharon Walters, and Jessie Jacobs Staff: Steven Coker, Eric Nelson, Thomas Powers, Shaunne Thomas, Sonia Bows, Venesia Draughn, Marcy Mars, NaTasha Smith, and Kay Elmore
- II. **Welcome:** Chairman Cassels welcomed everyone and called for a motion to approve the March 10, 2021 meeting minutes. After Chairman Cassels collected each committee member's votes to accept the meeting minutes, Nicole Reina made the motion, and Jessie Jacobs seconded it.
- III. **CBI Staff Update:** CBI Program Manager Steven Coker provided an update on the Disparity Study, CBI Strategic Plan, and Quick Pay Initiative.
- IV. **Sub Committee Reports:** Each subcommittee discussed their goals and objectives
- V. **Old Business:** Edison Cassels inquired about the Share-Point folder for CBIAC committee information. Shaunne Thomas indicated the CBI website is in the process of being updated. Thomas Power gave counsel on the logistics of completing the Share-Point folder for public-facing.

Vernetta Mitchell inquired on the status of the B2G meeting for CBIAC members. Shaunne Thomas requested CBIAC committee members submit questions to staff in advance of a meeting with B2G. A meeting will occur after the data for the Disparity Study has been obtained from B2G.

Thomas Power requested a meeting with Edison Cassel and Steve Coker to discuss the process for Public Forum for CBIAC meetings. During the meeting, Thomas Powers will give legal counsel on how to address public participation.

Open Discussion: CBIAC committee inquired about the functionality of B2G. Kay Elmore informed CBIAC of the need for funding commitment to support any potential changes to the system.
- VI. **Plans for Next Meeting:** April 14, 2021
- VII. **Adjournment:** There being no additional business, Chairman Cassels called for a motion to adjourn. Vernetta Mitchell made the motion, and Chyna Green seconded it.
- VIII. The meeting adjourned at 9:22 a.m.

The action items captured from the March 10, 2021, CBIAC Committee Meeting are on the following page:

Action Items-CBIAC Meeting March 10, 2021				
	TASKS	RESP.	DUE	Completed
1.	Shaunne Thomas to reach out to Steven in IT to get an update on the completion of the CBI webpage	Shaunne Thomas	3/10/2021	3/10/2021
2.	B2G presentation	Shaunne Thomas	TBD	
3.	CBIAC members will send questions for the upcoming B2G meeting to Shaunne Thomas in preparation for the meeting	CBIAC	04/14/2021	
4.	Shaunne Thomas will schedule B2G meeting for CBIAC after questions have been received	Shaunne Thomas	04/14/2021	
5.	Begin working on the CBI Disparity Study.	All Committee Members	TBD	
6.	Stephanie will follow-up with Shaunne about scheduling Arturo to attend the Integrated Development subcommittee to discuss site visits	Stephanie Adler Shaunne Thomas	3/10/2021	
7.	Thomas Powers and CBI staff will put together a Process and Policy for the committee to adopt for Open Forum	Thomas Powers Steve Coker Shaunne Thomas	4/14/2021	
8.	Shaunne Thomas will check with upper management to find out if CBIAC can review the CBI Annual Report before it is published.	Shaunne Thomas	04/14/2021	
9.	Thomas Powers will schedule a meeting with Edison Cassels and Steve Coker to discuss public participation during meetings.	Thomas Powers	04/14/2021	

March 10, 2021, CBIAC Meeting Summary and Action Items submitted by:

NaTasha Smith 03/11/2021