

**Business Enterprise Program Council for Minorities,
Females, and Persons with Disabilities Meeting**

MEETING MINUTES

Monthly Council Meeting

100 W. Randolph
Room 2-025
Chicago, IL 60602

401 S. Spring St.
Room 500 1/2
Springfield, IL 62706

Monday, September 26, 2011 - 1:30 p.m.

COUNCIL MEMBERS IN ATTENDANCE

Alesia Hawkins
Beth Doria
Charisse Witherspoon
Charles L. Lowder
Florence Cox
Hedy Ratner
Jesse Martinez
Joan Archie
Lawrence Parrish
Nelida Smyser Deleon
Omar Duque
Richard Boykin
Rodney Lewis

COUNCIL MEMBERS IN ATTENDANCE VIA TELECONFERENCE FROM SPRINGFIELD

Aaron Cartel
Art Moore
Ben Bagby
Fred Coleman
Joe Kim
Margaret VanDijk
Michele Casey
Samantha Hufnagel
S.E. McCurdy
Timothy Fishburn

COUNCIL MEMBERS NOT IN ATTENDANCE

Alfred R. Ramirez
Fred Coleman III
Larry D. Ivory
Lynne M. Turner
Perry A. Nakachi

COUNCIL CHAIRMAN

Malcolm Weems, CMS/ Director

COUNCIL SECRETARY

Ruddy Ortiz, BEP/ Deputy Director

CMS STAFF IN ATTENDANCE

Alesia Hawkins, CMS

Denise Reed, CMS

Tasha Green Cruzat, CMS

Dante Watson, CMS

Chimaobi Enyia, CMS

Jay Brown, CMS

Wanda Ortiz, CMS

Timothy J. Coleman, CMS

Philina King, CMS/ Deputy General Counsel – BEP

Nadine Lacombe, CMS/ General Counsel

Agueda Corona, CMS/ Disparity Study Manager

Jacob Johnson, CMS/ Bureau of Strategic Sourcing

Norma Sutton, CMS/ Bureau of Strategic Sourcing

Sharla Roberts, CMS/ Bureau of Strategic Sourcing

Susan Hartman, CMS, Bureau of Strategic Sourcing

Matthew Runyen, CMS, Bureau of Strategic Sourcing

Carlos Gutierrez, CMS/ Business Enterprise Program

Gladys Rodriguez, CMS/ Business Enterprise Program

Elias R. Ngwayah II, CMS/ Business Enterprise Program

Harry Reinhard, CMS/ Business Enterprise Program

Maria Lazic, CMS/ Business Enterprise Program

OTHERS IN ATTENDANCE

George Outlaw, IDOT

Gilbert Villegas, CDB

Dr. Ewa Ewa, Human Rights Commission

Kacy Bassett, Illinois Department of Transportation, Office of the Secretary

Omar Brown, University of Illinois at Chicago

Sharon D. Matthews, HFS / Assistant Director

Vir Doshi, HFS

Vittorio Gomez, DOT

AGENDA

1.0 CALL TO ORDER

2.0 ROLL CALL

3.0 APPROVAL OF THE MINUTES OF THE REGULAR COUNCIL MEETING HELD ON
August 22, 2011

4.0 CHAIR'S REPORT

5.0 POSTED BUSINESS

5.1 Permanent Waiver Request Process – Philina King

- 5.1.1 Emergency Waivers – Philina King
- 5.2 M/WBE Data Collection Report -
- 6.0 UNFINISHED BUSINESS
 - 6.1 Committee Updates
 - A. Exemption/Compliance Committee
 - B. Bonding Committee
 - C. Professional Services
 - D. Policy/Enforcement Committee
- 7.0 NEW BUSINESS
 - 7.1 Contractor/Subcontractor Monthly Expenditure Rpt. –Sharron Matthews
- 8.0 ADJOURNMENT

CALLED TO ORDER

1. Malcolm Weems, Director for Illinois Department of Central Management Services, called the Business Enterprise Program Council meeting to order at 1:30 PM.
 - 1.1. Director Weems introduced and gave a warm welcome to the new Council members and stressed the importance of the Council member’s role and attendance to the monthly Council meetings.
 - 1.2. Director Weems instructed that there would be time allotted for questions towards the end of the meeting.

ROLL CALL

2. Ruddy Ortiz, Business Enterprise Council Secretary, took roll call.

MINUTES OF COUNCIL MEETING OF August 22, 2011

3. The minutes of the Council meeting held August 22nd were approved with no opposition or abstentions.

CHAIR REPORT

4. Director Weems expressed the initiative and interest that the Governor’s office has demonstrated in becoming engaged with BEP’s Council.
 - 4.1. Director Weems explained that there are training initiatives being put in place.
 - 4.2. Director Weems introduced Sharla Roberts, CMS/ Bureau of Strategic Sourcing.

POSTED BUSINESS

5. Permanent Waiver Request Process / Emergency Waivers – Ms. Philina King.
 - 5.1. Ms. King talked about the process regarding waivers. Ms. King expressed to the Council that it will be up the Council members to discuss and make decisions on how to handle the three different waiver types and/or exceptions.

- 5.2. Ms. King followed up on questions regarding ethics that the Council members had presented during that morning new Council member orientation. Furthermore, Ms. King introduced the Ethics Officer, Mr. Jay Brown, who was present and available for questions.
- Council Chairman Malcolm Weems, Council members, and Deputy General Counsel Ms. Philina King discussed several Council member questions regarding vendor opportunities in contract procurement, solicitation process, and vendor participation, classification of waivers, emergency procurement, goals, and enforcement actions.
 - Malcolm Weems explained that although there are processes in place, he encourages the Council members to join sub-committees to streamline and create methodological processes to the processes in question.
 - Malcolm Weems expressed that vendor conferences are being looked at to encourage vendors' relationships with the purpose to improve opportunities to all in contract procurement.
 - Sharla Roberts, CMS/ Bureau of Strategic Sourcing offered the opportunity for procurement training session for Council member who are interested on getting more familiar with the process.
 - Nadine Lacombe, CMS/ General Counsel stated that a procurement expert can hold a meeting with the Council to walk them through the solicitation process.

5.3. M/WBE Data Collection Report

Council Secretary Ruddy Ortiz and Susan Hartman presented August 2011 contract award report to the Council. Council members had questions on BEP goals as there were areas in the report that were blank. Ms. Hartman noted that those blank areas were fields that were recently added and therefore no data was there to be reported. Malcolm Weems noted that the percentages and goal setting were in the process of being set; therefore, when the numbers become available they will be populated in the report.

UNFINISHED BUSINESS

6. Committee Updates

- 6.1. Exemption/Compliance Committee – Jesse Martinez, Chair Member asked about methods on approving or denying waiver requests. Ms. Hartman explained that those methods were identified on their specifications. Mr. Martinez asked that copies of waiver reports be brought before the Council so that they may review and make some suggestions.
- 6.2. Bonding Committee – Larry Ivory, Chair Member – No report available due to Chair Member not present during meeting.
- 6.3. Professional Services – Hedy Ratner, Chair Member asked for new members to join this subcommittee.
- 6.4. Policy/ Enforcement Committee – Beth Doria, Chair Member also encouraged new members to participate in this committee.

NEW BUSINESS

7. Contractor/ Subcontractor Monthly Expenditure Rpt. – Ms. Sharron Matthews.
 - Director Malcolm Weems introduced Ms. Sharron Matthews, Assistant Director to HFS. Ms. Matthews's department responsibilities are: Management work group, Strategic Planning, Contract Monitoring, Internal Tracking, and Monitor Planning.
 - Ms. Matthews gave a presentation to the Council about how HFS has managed to increase and not only meet their goal but surpassed it by a significant amount. The Council members were provided with a copy of HFS weekly procurement spreadsheet. Ms. Matthews gave an overview of this weekly report and the process that takes place in order to timely monitor vendor's performance in reaching their goals.
 - Director Malcolm Weems expressed optimism about working with the Council.
 - New committee members expressed their excitement of being part of the committee.
 - The next meeting is scheduled for Monday, October 24, 2011, 2011, Room 2-025, James R Thompson Center, 100 W Randolph Street, 1:30 PM to 3:30 PM.

ADJOURNMENT

Meeting Adjourned at 3:30 PM