

## HUB Advisory Council Meeting Minutes

Virtual Teleconference

Wednesday, May 27th at 10:00 AM

10:00 am

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**Attendees:** Council Members

Latif Kaid	Russell Parker
Dorrine Fokes, joined at 9:46am	Odessa McGlown
Terrence Holt, joined at 9:46am	Valerie Jordan
Kristen Hess, joined at 9:52am	Annette Stevenson, joined at 9:47am
CC Lamberth	Vinnie Goel
Lenwood Long, Sr.	Kimberly Leazer
Jeremy Collins, joined at 10:19am	Iris Reese, joined at 10:18am

**Absent Council Members:** Mary Williams-Stover, Doug Morton, Aaron Thomas, Greg Richardson, Calvin Stevens, Tiffany Peguise- Powers.

**Additional Attendees:** Catherine Rivera, *Secretary's Office, Department of Administration*; Machele Sanders, *Secretary, Department of Administration*; Thomas Stith, *District Director, Small Business Administration*; Emily Roach, *Policy Director, Diversity and Inclusion Council, Department of Administration*, Tammie Hall, *Director, HUB Office*.

**HUB Office Staff Attendees:** Alicia Lyon, LaShona Johnson, John Guenther, Traci Herrod, Alisha Puckett, Melissa Terrell, Jamahl Greene, Sharonetta McIntyre, Nicole GyeNyame, Seth Lemon.

**Guests:** Bridget Wall-Lennon, *BLWall Consulting*, Betty-Marrow Taylor, *Deputy Secretary, Department of Administration*, Grant Schwab, *Fiscal Analyst, NC General Assembly*; Michele Clark-Jenkins, *Senior Director, Griffin & Strong*

- **Call to Order**

- CC Lamberth, Advisory Council Chair, called the meeting to order and welcomed all in attendance.

- **Roll Call**

- Annette Stevenson asked for roll call and indicated a quorum was present. **The Council Chair** agreed and asked for a motion to move and accept the minutes. The minutes

were approved and accepted unanimously. **The Council Chair** asked for a motion to approve and accept the agenda. The agenda was approved and accepted unanimously.

- **Update on Public Meetings**

- **Catherine Rivera, Secretary's Office, Department of Administration**

- Reporting rules for virtual meetings have been established and include:
  - Identifying who is speaking
  - Any voting must be done by role call
  - Virtual meeting notes include timestamps for when voting members enter/exit the meeting to ensure a quorum is present
  - Any chat or messages sent through the virtual meeting are subject to public record
  - Cameras should be on and microphones should be muted

Question by Annette Stevenson: For votes required by role call, does this include minutes and agenda approvals?

Answer by Catherine Rivera: Yes, they do. All votes must be done by role call for all virtual meetings and it is better to call out the entire list in case you have last minute members who join.

- **Roll Call**

- **The Council Chair** called for a new approval of the minutes and agenda under the virtual meeting rules. Annette Stevenson recorded the roll call for the approval of 1) minutes and 2) agenda:
  - Jeremy Collins: Yes, Yes
  - Odessa McGlown: Yes, Yes
  - Latif Kaid: Yes, Yes
  - Mary Williams-Stover: No Response
  - Greg Richardson: No Response
  - Valerie Jordan: Yes, Yes
  - Dorrine Fokes: Yes, Yes
  - Doug Morton: No Response
  - CC Lamberth: Yes, Yes
  - Vinnie Goel: Yes, Yes
  - Kristen Hess: Yes, Yes
  - Annette Stevenson: Yes, Yes
  - Aaron Thomas: No response
  - Iris Reese: Yes, Yes

- Kimberly Leazer: Yes, Yes
- Russel Parker: Yes, Yes
- Lynwood Long, Sr.: Yes, Yes
- Terrence Holt: Yes, Yes
- Calvin Stevens: No Response
- Tiffany Peguise-Powers: No Response

- **Special Virtual Tribute – Ms. Andrea Harris**

- A PowerPoint presentation was provided for Ms. Andrea Harris, Advisory Council Member, who recently passed away. She was recognized for her leadership over the decades and her commitment to North Carolina in the fight for equality and inclusion.
- **The Council Chair** remarked that she was a legend and mom to many and was the person who set the stage for the fight for all minority and woman-owned businesses in North Carolina. She was a champion for HUB, who helped pave the way for Statewide Uniform Certification and various other achievements made by HUB and the Advisory Council.
- **Secretary Machele Sanders** remarked that Ms. Harris was a strong woman, one of courage and compassion. She was a warrior for the community, and she had a heart of gold and a big voice. Working with her was always a privilege and her fierce courage to stand for what was right in the face of adversity was remarkable. We must follow her lead and continue the fight for people of color and others as well. She noted 5 characteristics that described Ms. Harris: courage, skill, wounded, dedicated, and valor.
- Many other Advisory Council Members along with Director Hall spoke about Ms. Harris and her small stature, but huge presence. Her determination and commitment were unmatched and her ability to take direct action is what will lead the Advisory Council forward.
- **The Council Chair** then asked for 3 minutes of silence in her honor.

- **Remarks**

- **Deputy Secretary Machele Sanders, Department of Administration**

- Secretary Sanders spoke about this unprecedented time during COVID-19 and thanked those on the front lines who are protecting all North Carolinians. COVID-19 has made a brutal impact on the economy in the state and particularly for small and minority owned businesses, this pandemic is making a negative impact.
- She Praised Governor Cooper's commitment during this time and noted that together everyone is working to ensure that minority and woman-owned businesses are receiving equitable relief and support. This is a top priority for Governor Cooper.

- She noted that the HUB Office has continued to partner with the SBA to host virtual town halls (a total of 8 so far) to offer supports to HUBs. Most recently, the HUB Office partnered with NC A&T University for assistance in the areas of farming and agriculture. Thus far, 6 firms have been awarded upwards of \$1 Million dollars in procurement opportunities. The dedicated work of the HUB Office has not stopped, and Director Hall's leadership has been extremely valuable during this pandemic.
  - On May 22, North Carolina entered Phase II – which lifted COVID-19 restrictions. The next steps taken will be determined by Governor Cooper based on data and the security of all North Carolinians.
  - Governor Cooper and The Dept. of Health & Human Services has recently partnered with The Restaurant Association to provide aid to small businesses during this time. We must all remember the 3 W's – wear, wait, and watch.
- **Thomas Stith, District Director, Small Business Administration**
    - A PowerPoint presentation was provided titled “SBA Support for Coronavirus Related Economic Disruptions,” which provided an overview of the support opportunities available currently for small businesses. He provided the following remarks:
    - On March 18, The SBA declared the entire state (all 100 counties) of North Carolina as a full disaster area as result of Coronavirus.
    - On March 27, The Coronavirus Aid, Relief, and Economic Security Act (CARES Act) passed to allow for relief efforts.
    - The Paycheck Protection Program, Small Business Debt Relief, and Economic Injury Disaster Loans are the three main focuses right now for the SBA.
    - The Paycheck Protection Program (PPP) is a multibillion-dollar loan program applying to small employers with 500 employees or less, non-profits, and self-employed individuals. This program allows these employees to obtain local loans for salaries, wages, and payments of cash tips up to an annual rate of pay of \$100,000. As of May 23, over 4.4 million loans have been approved and there are still funds available.
    - The Economic Injury Disaster Loans (EIDL) and Grants provides funds for economic relief to businesses currently experiencing a temporary loss of overall revenue. As of May 23, 11,164 NC loans approved and as of May 26, 80,118 grants approved.
    - Small Business Debt Relief (and other types of loans) are still available on the SBA website at [sba.gov](http://sba.gov)

Question by Russel Parker: After filing for PPP for my business was *not* qualified because I was not qualified and I only had two employees, I filed disaster relief paperwork March 18<sup>th</sup>, yet I have not received money. What can the SBA do assist in this situation?

Answer by Thomas Stith: The suggestion from the SBA is to reach out to the senior area managers in the local areas across NC along with the resource partners. Funding is still available, so the SBA

will work with these businesses one on one. Most funds are directly deposited but do take time to process. PPP loans are done directly with local lending institutions and they are the first point of contact. If lenders are unresponsive, the SBA will get involved at that point.

Director Hall noted that recent NC COVID-19 legislation can help small businesses and that can be discussed privately due to fine details.

- **Latif Kaid, Director, State Construction Office (SCO) and Odessa McGlown, DOA Purchase and Contracts**

- The construction industry has been declared by Governor Cooper as an essential field and employees in construction industry do not have to stay home.
- SCO has not seen many blockades except for expected delays. Four projects have had to be placed under an MOU specifically concerning Hospital projects. Plan reviews & renewals have been moved to an online format, increasing speed.
- SCO office continues to do inspections, review plans, and make approvals and work as usual.
- For procurement, several state term contracts were not able to be met under COVID-19, some of those included state critical items. State Dept. of Health & Human Services were able to deliver those critical items.
- To help small businesses during this time, all collection of late fees on e-procurement payments are not being charged and we are working on NC Legislation that would allow interest to not be charged.

Question by CC Lamberth: Is there anything you have implemented or plan to implement that would affect minority owned businesses? Are there any processes that would affect minority companies post-COVID-19?

Answer by Latif Kaid: We are working with the HUB office to report accurately on construction and working to update InterScope+ so it can become more efficient for companies to log information. Formally, they did not require reporting minority participation, however concerning design contracts, there has been work to capture minority participation in those fields.

Question by CC Lamberth: For the new reporting models, are there more HUB inclusive language?

Answer by Latif Kaid: HUB inclusive language is included in all procurement and construction contracts.

Question by CC Lamberth: How much money has been spent in relation to emergency projects during our current state of emergency? And how may that impact HUB?

Answer by Latif Kaid and Director Hall: All projects are based on the owner declaring an emergency. No money is set aside for this, it is based solely on owner needs. For construction projects, regardless of if we are in emergency or not, HUB participation and requirements are still in place. The Governor has not removed those requirements in state of emergency for construction.

Question by CC Lamberth: During COVID-19, are there any changes for minority owned contracts (access/participation) and are there any new systems to ensure equity.

Answer by Odessa McGlown: Unless laws are changed, the systems remain the same even during this state of emergency. However, with the current supply chain disruption, it offers us a change to add in more HUB vendors that can meet the demands.

- **Emily Roach, Policy Director, Diversity and Inclusion Council, Department of Administration**

- Updates were provided on the commission that has identified 4 areas for 2020: diversity and disaster, census 2020, cultural competencies, and health and economic stability.
- During the May 20 meeting, the commission talked about diversity and the specific challenges experienced by communities of color due to COVID-19.
- The commission will meet again in June and plans to make policy recommendations to highlight inclusivity and best practices to move forward during times of crisis.
- The commission is currently working with state HR for cultural competencies and The Dept. of Administration will pilot an 8-part program this summer that is planned to eventually be implemented across all state agencies.

Question by CC Lamberth: Is there anything the Advisory Council can do to support your work?

Answer by Emily Roach: We would like a subject matter expert to review our policy recommendations.

Annette Stevenson asked for Emily Roach to email the Advisory Council members to seek participation with the commission.

- **Tammie Hall, Director, HUB Office**

- The HUB Office has been extremely busy during this pandemic and we have held Virtual Town Halls and worked with all our partners and resource groups to continue providing service and supports to HUBs.

- Most recently, NC COVID-19 legislation passed in early May. There was a total of 125 million dollars appropriated and Governor Cooper along with HUB is committed to make sure these funds are distributed equitably.
- **Tammie Hall, Director, HUB Office deferred her remaining time to Michele Clark Jenkins; Senior Director and Project Manager, Griffin & Strong, P.C.**
  - Disparity study 2020 is still underway and is currently in the final reporting stages.
  - They are encountering delays in awaiting accurate data from both community colleges and universities. At this time, they have reached out to finance directors and controllers at all institutions.
  - 6 out of 58 community colleges have been completely unresponsive
  - 4 of 58 have been responsive, but have not sent data yet
  - 7 out of 19 universities have been completely unresponsive
  - 4 out of 19 universities have been responsive, but have not sent data
  - She encouraged advisory council members to help reach out to these colleges and universities.
  - By the next Advisory Council meeting, preliminary results should be shared.

Question by Annette Stevenson: In experience is this roadblock usual and what are our options to get them to respond? Can this be escalated and how?

Answer by Michele Clark Jenkins: In those who remain unresponsive, it remains crickets without any communication. Others are working with us to get that data, who may need more time. Because these are decentralized, individual data sets it has created more delay than expected. Previous collected award data was inconclusive and simply not reported. Colleges have been lacking behind in-regards to maintaining data.

Director Hall proposed a call after this meeting to propose a plan of action. She has already reached out to UNC General Administration, who are supportive of this data collection. Help is really needed with reaching out to community colleges.

- **Open Floor Discussion**

- Jeremy Collins announced that his team is working on an executive order to address racial disparities. Governor Cooper has issued 20 executive orders since March and this new order will aim to set up a task force to destroy these noted historical disparities which include: access to equitable health care, access to equitable distribution of services, economics, and more.

**Meeting Adjourned at 12:33PM.**

All members exited the teleconference by approximately 12:35PM.