

HUB Advisory Council Meeting Minutes

Forms & Supply, FSI
6410 Orr Road Charlotte, NC
August 14, 2018
10:00 am

Attendees: Council Members

Andrea Harris	Calvin Stevens
Terrence Holt	Annette Stevenson
Latif Kaid	Arron Thomas
CC Lamberth	
Kimberly Leazer	
Lenwood Long, Sr.	
Russell Parker	
Iris Reese	

Council Member Attendees via Phone: Dorrine Fokes, Vinnie Goel, Valerie Jordan, Odessa McGlown, Doug Morton, Greg Richardson

Absent Council Members: Jeremy Collins, Kristen Hess, Tiffany Peguise-Powers, Mary Williams-Stover

Additional Attendees: Machel Sanders, *Secretary, Department of Administration*; Christy Agner, *Deputy Secretary, Department of Administration*; Tammie Hall, *Director, HUB Office*

HUB Office Staff Attendees: Carla Daniels, John Guenther, Alicia Lyon, LaShona Johnson, Christina Theodorou

Guest: James Mitchell, Jr., *City of Charlotte Council Member (at Large)*; Kym Gardner, *Turner Construction*; Anita Staton, *Miles Enterprises*; Natalie Williams, *Women's Business Center of Charlotte*; Gwendolyn Peart, *Progressive Education Solutions*; Nancy Rosado, *City of Charlotte, Charlotte Business Inclusion*; Larry Brown, *Life's Image Photography*; Shelby Scales, *NC Department of Transportation*; Jay Brooks, *Bobby's Painting Co., Inc.*; Bobby Nichols, *Bobby's Painting Co., Inc.*; Chiquitha Lloyd, *Charlotte-Mecklenburg Schools*; Cy Kennedy, *Value Innovation Technologies*; Maya Siggers, *City of Charlotte, Charlotte Business Inclusion*; Rachele Latimer, *TRS&I Group, Inc.*; LaPronda Spann, *Lain Consulting, LLC*

- **Call to Order**

- CC Lamberth, Advisory Council Chair, called the meeting to order, welcomed all in attendance and introduced Councilman James Mitchell, Jr.

- **Remarks**

- Councilman James Mitchell, Jr. greeted the Council and provided brief remarks.

- **Roll Call**

- **Iris Reese, Advisory Council Secretary**, asked for roll call and indicated a quorum was present. Council Chair agreed and asked for a motion to approve 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.
- **City of Charlotte Business Inclusion Program**
 - Presentation: Nancy Rosado, City of Charlotte Business & Inclusion Manager, Disparity Study Review and Program Overview
 - Report with data points distributed
 - Charlotte Business Inclusion provided and overview on the Program History, Good Faith Efforts and Methodology, Disparity Study and Key Objectives of the Program and Key Findings on their Disparity Study; to include recommendations.
 - Questions:
 1. Question was asked in reference to the \$81 million spend, which is comprised of city dollars. Any idea of what was the pool? Spend was broken out and distributed subcontractor spend and prime spend.
 2. Where is the office located, as it relates to procurement? Answer: Office housed in the Management and Financial Services Office.
 3. Council Member provided feedback on best practices for spend. Who develops the language for inclusion? Nancy indicated their office has a strong relationship with procurement and they have created a form for the utilization of for solicitation and provided the policy for procurement.
 4. Question was asked about resources as it relates to HUB Coordinators/individuals? Answer: 10 staff members; 2 Certification Specialist, 3 Compliance Specialists, Outreach Staff and, Reporting Staff.
 5. Question asked if there is a curriculum for the Central Piedmont Office Business classes provided. Answer: It depends on the course of interest and number of attendees.
 6. Question was asked about the rationale for not looking at any of the cities that were federally, or state funded for contracts? Answer: Anything federally funded falls under DBE and has its own separate requirement and rules and they will not necessarily look at those earlier funded projects. The City could've paid for that type of study, but they were interested in their progress on compliance or noncompliance in the areas presented.
 7. You want your supply base to mirror your customers, is there a barrier to business as to why companies are not in business? Answer: The Economic team is working on this finding by asking, "How can we help these individuals get developed in these areas and build to get wealth?" It not necessarily a mission of their office but they support those efforts.

8. Question: Nancy indicated 20.9 identified but not certified. How are they identified? Answer: Surveys were conducted from several data sources.
9. Question: In the 99% that the study speaks to, do you feel like your office drive to the subcontractor level? Answer: It's a combination but the City is aggressive with the subcontractor goals that are set. They make them realistic, but they also make them stretch. They are strict to ensure that primes are meeting the contractor goals at bid.
10. Question: Subcontractor goals are specific to construction? Answer: They set goals on Architecture and Engineering, but the participation comes mostly from construction. Subcontracting is only a tool to assist with meeting the Good Faith Effort Goals.
11. Question: How do you report primes? Is that total 100% minority primes? Answer: In their report, they are included in the prime spend. Prime spend is separated out of the contractor spend.
12. 6 bids were rejected for not meeting the goal. The prime bidder must meet the goal at the time of bid. If they don't meet the goal, there is a 3-day grace period to submit the Good Faith Effort. (The State's GFE is followed by the City of Charlotte, Business and Inclusion Office.
13. Question: Have you assessed contractor patterns within services and professional services? Until recently they did not have a system in place to track that spend. It has been difficult to track. That will be next phase, as they move forward.
14. Question: Do you track your P-Card spend? Answer: Next phase. The City spends millions of dollars and they have no way of knowing how much was spent with Minority/Women Businesses.
15. Question: What is the name of the software to capture the spend? Answer: B2G Now. Training has begun with staff and primes. Primes will have to enter their spend and not the City.
16. Question: If the goal is not met, are you providing recommendations or providing feedback? Answer: They have a policy that is utilized that everyone has a responsibility. Best practices are shared on how they can increase their spend. When they pull the report and notice the miss opportunities, they sit down with the contractor to ask why they did not utilize a Minority/Women Business firm. The firm is informed they are monitoring their spend.
 - The Council Chair and members of the Council, commended the Councilman, The City of Charlotte and the HUB Office on their efforts to assist HUB Businesses and make a change.
 - Action Item: Share PowerPoint Presentation and Forms with the Council.

- **Welcome**

- Machel Sanders, Secretary, NC Department of Administration welcomed the Council and all attendees with a warm greeting. She reiterated the GREAT work of the City of Charlotte and the Partnership of Councilman Mitchell. She agreed

with still have some work to accomplish by moving forward. She indicated the toughest part of change is the culture. She thanked Tammie Hall, HUB Office Director, for engaging and finding places for us to be at the table. Christy Agner, Deputy Secretary, Department of Administration was thanked for her leadership. She reiterated the commitment from Governor Cooper and herself for the inclusion of a business environment that works for all our citizens, and as community business leaders, to assist our state with moving the effort forward. Shelby Scales, Director for Office of Civil Rights, was thanked for providing the funds to assist with the Disparity Study.

- **HUB Office Year End Review/E025**
 - Tammie Hall, Director, Office for Historically Underutilized Businesses, provided an in-depth overview of the HUB Office year End Review/E025
 - Shared HUB office action and indicated the HUB Office owns the Certification process.
 - Introduced new members

- **Construction & Goods and Services Report**
 - John Guenther, Compliance Officer, Office for Historically Underutilized Businesses, provided an update on the Quarterly HUB Spend.
 - Terrence Holt provided a report for the Construction Sub-Committee
 - Annette Stevenson provided a report for Goods and Service Sub-Committee
 - Presentation handout
 - Overview of construction, goods and services slides
 - Action Item: Ms. Harris will provide supporting cabinet agencies

- **Update on Disparity Study**
 - Christy Agner, Deputy Secretary, Department of Administration, provided an overview and introduction of the Disparity Study.
 - Announced secured available funds
 - RFP is ready to go and in final stages of specifications

- **Open Discussion**
 - No open discussions were brought to the table. “CC” Lamberth announced the date of the **next meeting – November 7, 2018 (Raleigh, NC)**

Meeting Adjourned at 1:30pm