

Governor's Commission on Minority and Women's Business Enterprises

Quarterly Public Commission Meeting
IGCS, Conf. Room C, 302 W. Washington St.,
Indianapolis, IN 46204

Friday, February 22, 2019 | 1:00 p.m. EST

Meeting Minutes

I. Call to Order

Chairman Wilson called the meeting to order Friday, February 22, 2019 at 1:00 p.m. EST

II. Roll Call

Kesha Rich took roll call. Those members present were:

Gregory L. Wilson Chairman	Lesley Crane Indiana Department of Administration – Commissioner	Maia Siprashvili-Lee Minority and Women's Business Deputy Commissioner	Aaron Vigil-Martinez Director, Small Business & Entrepreneurship Indiana Economic Development Corporation
Elizabeth Kiefner Crawford Indiana Department of Transportation Representative	Cassandra Wilson Central Representative	Remo Mezzetta Central Representative	John Bartlett State Representative
Frances Vega-Steele Northern Representative	Alfonso Vidal Southern Representative	David Olivencia* Northern Representative	Jean Breux Indiana Senator

*Present via teleconference

III. Establish quorum

Having 8 voting members, a quorum was established for the meeting after the meeting began.

IV. Adoption of the Electronic Voting Policy

Chairman Wilson entertained a motion to adopt the Electronic Voting Policy.

The motion was unanimously passed and the Electronic Voting Policy was adopted.

V. Adoption of Past Minutes

Chairman Wilson entertained a motion to adopt the minutes from the December 10, 2018 meeting.

The motion was unanimously passed and the Governor's Commission on Minority and Women's Business Enterprises meeting minutes were adopted.

VI. Adoption of the Report of the Governor's Commission on Minority and Women's Business Enterprises

Chairman Wilson entertained a motion to adopt the March 2019 Report of the Governor's Commission on Minority and Women's Business Enterprises.

The motion was unanimously passed and the March 2019 Report of the Governor's Commission on Minority and Women's Business Enterprises was adopted.

VII. State Educational Institution (SEI) Reports

Each SEI gave a brief overview of their overall goals and utilization percentages for the quarter.

The SEIs that presented their reports were:

- Ball State University: MBE: 5.42%, WBE: 0.35%, IVOSB: 0.02%
- Indiana State University: MBE: 1.88%, WBE: 0.00%, IVOSB: 0.00%
- Indiana University: MBE: 2.29%, WBE: 4.73%, IVOSB: 1.52%
- Ivy Tech Community College: MBE: 1.78%, WBE: 1.56%, IVOSB: 0.00%
- Purdue University: MBE: 1.34%, WBE: 2.76%, IVOSB: 0.20%
- University of Southern Indiana: MBE: 8.72%, WBE: 28.61%, IVOSB: 2.53%
- Vincennes University (not in attendance): MBE: 0.00%, WBE 21.56%, IVOSB 0.00%
- The Commissioners had the following comments/questions and recommendations for the SEIs:
 - SEIs are encouraged to partner with IDOA DSD in efforts to increase utilization;
 - SEIs to consider sending out notifications of what is needed on the front end of a bid;
 - MBE/WBE utilization percentages are low, especially in professional services;
 - Commission would like to know the good faith efforts and consider looking into the process in which each SEI selects a contractor;
 - SEIs to increase the efforts in contacting M/WBEs about contract opportunities;
 - Commission offered support and asked what legislators could do to ensure goal attainment by the SEIs.

VIII. Deputy Commissioner's Report

Maia Siprashvili-Lee, the Deputy Commissioner of the Division of Supplier Diversity gave a general overview of 1st quarter 2019. The report included:

- Overview of the creation of the Division, M/WBE participation goals and the three (3) main functions of the Division: certification, contract compliance, business outreach
- Overview of the Division's organizational chart
- Certification review which highlighted the Division's average days to process M/WBE certifications (28.12 Days) and IVOSB Certifications (13.3 days), progress of the Electronic Certification project, new hire in certification, reporting system improvements per the Commission's request
- Review of the integration of the IVOSB program and its application process, expected time to certify, plans to lengthen the term of the certification, as well as the recertification process
- Compliance review that identified number of audited contracts (5), the authority of IDOA DSD on contract changes, DSD's engagement in pre-proposal meetings, and the process for contract amendments
- Business outreach update that addressed plans for the 2019 business conference season, IVOSB outreach opportunities, partner events, and SEI sponsorships
- Review of the 2020 Disparity Study timeline and projected deliverables

IX. Deputy Director of Certification's Report

Amy Wolf, the Deputy Director of Certification, gave a general review of certification data for 1st quarter 2019:

- Provided comparative numbers of 2018 1st quarter to 2019 1st quarter new incoming MBE/WBE applications (40), recertification applications (28), applications completed (36), preliminary denials issued (3), applications denied (0) and average processing time (22.13 days)
- Reported MBE and WBE new applications received and recertification's received for 1st quarter

2018 compared to 1st quarter 2019

- Reported the data for total certified firms: 1st quarter 2018 through 1st quarter 2019
- Reported the data for the number of certified MBE and WBE firms by ethnicity
- Provided comparative numbers of 2018 4th quarter to 2019 1st quarter new incoming IVOSB applications (8), recertification applications (1), applications completed (14), and average processing time (16 days)
- Provided a an update on certification achievements and challenges

X. Deputy Director of Business Development and Compliance's Report

Kesha Rich, the Deputy Director of Business Development and Compliance gave a general review of Compliance and Outreach in the 1st quarter of 2019:

- Provided a compliance update that reported 24 INDOT Good Faith Effort Reviews were conducted in the 1st quarter – 20 were granted and 4 were not granted; Division of Supplier Diversity attended 11 pre-proposal meetings and tracked 12 RFP's with MBE/WBE participation
- Reported the payments made to M/WBE subcontractors: MBE \$29,231,222.97, WBE \$29,439,426.86
- Reported the payments made to commitment goals- percentage of spend MBE 5.33%, WBE 5.33%
- Reported the dates for the 2019 Certification Webinars
- Reviewed the Division's outreach activities that detailed 5 outreach events attended, 1 of which was the Indiana Latino Institute 2019 Indiana Latino Legislative Breakfast in Indianapolis, IN.
- Discussed the remaining 2019 Commission Meeting dates

XI. Deputy Commissioner of Procurement's Report

Erin Kellam, Deputy Commissioner of Procurement, gave a general overview of procurement report:

- Reviewed 2018 certified prime spend data and payments made to prime contractors: MBEs were awarded \$58,787,723.21 at 5% and WBEs were awarded \$191,181,303.93 at 15% of the total state spend of \$1,243,748,624.19 in 2018

XII. INDOT DBE Program Update

Elizabeth Kiefner Crawford presented the Indiana Department of Transportation DBE program update. She provided an update on certification, contract compliance and support services. She reported certification statistics, including number of certified firms. She also included updates on current and future INDOT projects in relation to their supplier diversity goals.

XIII. Public Comments

PUBLIC COMMENTATORS:

**Brenda Darnell
Diana Brenner**

NO FURTHER PUBLIC COMMENTATORS.

XIV. Adjourn

Chairman Wilson adjourned the meeting Friday, February 22, 2019, 3:11 p.m. EST