

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

**Webex Video Conference<sup>1</sup>**

Monday, September 14, 2020 | 1:00 p.m. – 3:00 p.m.

**Meeting Minutes**

**I. Call to Order**

Chairman Wilson called the meeting to order Monday, September 14, 2020 at 1:00 p.m. EST.

**II. Roll Call**

Dr. Vonda Brooks took roll call. Those members present were:

Gregory L. Wilson Chairman	Lesley Crane Indiana Department of Administration – Commissioner	Maia Saprashvili Division of Supplier Diversity Deputy Commissioner	John Bartlett State Representative
Elizabeth Kiefner Crawford Indiana Department of Transportation Representative	Jean Breaux State Representative	Alfonso Vidal Central Representative	Litany Pyle Central Representative
Ellen Dunnigan Central Representative	Rebecca Kubacki Northern Representative	Christine Jeffers Indiana Small Business Development Center	

**III. Establish quorum**

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

**IV. 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.

**V. 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:

- Vincennes University: MBE: 1.68%, WBE 13.66%, IVOSB 2.21%
- University of Southern Indiana: MBE: 2.13%, WBE: 3.92%, IVOSB: 1.28%
- Indiana University: MBE: 3.83%, WBE: 7.01%, IVOSB: 0.68%
- Ball State University: MBE: 12.09%, WBE: 18.10%, IVOSB: 0.81%

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<sup>1</sup> Due to COVID-19 pandemic, the public meeting took place electronically, via Webex.

- Purdue University: MBE: 2.50%, WBE: 3.71%, IVOSB: 0.62%
- Indiana State University: MBE: 4.07%, WBE: 1.41%, IVOSB: 0.00%
- Ivy Tech Community College: MBE: 7.11%, WBE: 7.01%, IVOSB: 0.09%

## VI. Deputy Commissioner's Report

Maia Sibrashvili, Deputy Commissioner of the Division of Supplier Diversity gave a general overview of 3<sup>rd</sup> quarter 2020. The report included:

- Overview of the creation of the Division, MBE/WBE/IVOSB participation goals and the three (3) main functions of the Division: certification, contract compliance and business outreach.
- Overview of the Division's organizational chart and MBE/WBE/IVOSB participation goals.
- Certification review which highlighted the automatic extension until August 2020 and the Division's influx in MBE/WBE/IVOSB certifications
- Continuation of the 2020 goals for certification which include: the Electronic Certification project
- Compliance review switched to an electronic process, an influx in change request and Good Faith Effort reviews on INDOT projects
- Business outreach update that addressed the **2020 Business Outreach Strategy,- Seeing the Big Picture**, addressed the number of webinars held since April and the 12<sup>th</sup> Annual Division of Supplier Diversity Business Conference
- Review of the 2020 Disparity Study timeline and projected deliverables.

## VII. Certification Update

Ralph Adams, Deputy Director of Certification gave a general overview of certification data for the 3<sup>rd</sup> quarter 2020:

- Provided 2020 quarterly comparative numbers of new incoming MBE/WBE applications (122), recertification applications (111), applications completed (189), preliminary denials issued (14), applications denied (0) and average processing time (24 days).
- Reported MBE and WBE new applications received and recertification's received 2020 each quarter of 2020.
- Reported the data for total certified firms each quarter of 2020.
- Reported the data for the number of certified MBE and WBE firms by ethnicity.
- Provided 2020 quarterly comparative numbers of new incoming IVOSB applications (18), recertification applications (5), applications completed (25) and average processing time (10.25 days).

## VIII. Contract Compliance Update

Kesha Rich, Deputy Director of Contract Compliance gave a general review of Compliance in the 3<sup>rd</sup> quarter 2020:

- Provided a compliance update that reported 10 INDOT Good Faith Effort Reviews were conducted in the 3<sup>rd</sup> quarter – 10 were granted and 0 were not granted; Division of Supplier Diversity attended 13 pre-proposal meetings and tracked 3 RFP's with MBE/WBE participation.
- Reported that there was 0 payment/utilization issue and 10 subcontractor replacements on statewide contracts.
- Reported the payments made to M/WBE subcontractors: Committed - MBE \$2,682,728,738.69; WBE \$2,402,465,507.09; Paid to date - MBE \$22,901,123.02; WBE \$17,764,692.48.
- Reported the payments made to commitment goals- percentage of : Committed - MBE 5.13%, WBE 4.59%, Paid to date - MBE 5.62%, WBE 5.51%.

**IX. Business Development and Outreach Update**

Dr. Vonda Brooks, Deputy Director of Business Development and Outreach gave a general review of Outreach in the 3<sup>rd</sup> quarter 2020:

- Provided the dates for the bi-monthly Certification Webinars and Pay Audit Webinars.
- Reviewed the Division's outreach activities that detailed 24 outreach events.
- Discussed the remaining 2020 Commission Meeting dates.

**X. Deputy Commissioner of Procurement's Report**

Erin Kellam, Deputy Commissioner of Procurement, gave a general overview of procurement report: Reviewed the 3<sup>rd</sup> quarter 2020 certified prime spend data and payments made to prime contractors. Minority \$20,216,319.43 – 5%; Women \$46,341,112.51 – 13%; Total State Spend \$351,727,966.54

**XI. Public Comments**

**PUBLIC COMMENTATORS:**

Due to the electronic formatting, the public was advised to send the public comments to the [mwbe@idoa.in.gov](mailto:mwbe@idoa.in.gov) mailbox. The following comments were submitted:

Melanie Thom emailed [mwbe@idoa.in.gov](mailto:mwbe@idoa.in.gov) with the following public comment: ***"The gentleman (Kevin) speaking indicated confusion as to why he was getting responses that the projects with RFPs being classified as not as being in the area of interest, and being confused by this. I can report that my information is incorrect and my emails to address this mistake have gone unanswered."***

Senator Greg Taylor emailed [mwbe@idoa.in.gov](mailto:mwbe@idoa.in.gov) with the following public comment: ***"Most of these companies have websites, so how can a phone number keep you from contacting a vendor? If they do not respond the email may be going to a spam filter. More effort needs to be done. Again, why missing Professional Services? No Excuse for this."***

Vanessa S. Stiles, APR emailed [mwbe@idoa.in.gov](mailto:mwbe@idoa.in.gov) with the following public comment: ***"In conjunction with question today about why businesses may request not to be included on RFPs from a specific organization, I suggest the Commission schedule a quarterly meeting in which the Commission asks us - the XBEs."***

Leah Scott emailed [mwbe@idoa.in.gov](mailto:mwbe@idoa.in.gov) with the following public comment: ***"Hello IDOA - as always, it is a pleasure to listen in on the Governor's Commission meetings. The Logo Warehouse is a Promotional Products, Apparel, and PPE business that is WMBE/DBE certified. We are proud to say that we're in the final approval process of being certified for 8a and WBENC and will send updates soon. Please see attached Capability Statement. Can you please connect our company with Michael Morrison (Vincennes) and Jessica Robertson (Purdue)? We are interested in becoming a supplier, and have been unsuccessful in getting a response. We would also like to learn more about how to work with INDOT purchasing departments. I want to suggest that a Commission Meeting could focus solely on open dialogue for the Commission to listen to the XBE suppliers/potential suppliers on issues/successes we are experiencing. The efforts to work with XBE's have been tremendous, however, there are unseen obstacles that many of us face which is why we do not bid or have bid fatigue. I look forward to being able to share more. Thank you and stay safe and healthy!"***

Jim Longstreth emailed [mwbe@idoa.in.gov](mailto:mwbe@idoa.in.gov) with the following public comment: ***“Yesterday I was glad to virtually attend the Third Quarter Governor’s Commission on Supplier Diversity Webinar. Allow me to compliment the Commission. The content, organization and pace was helpful and understandable to me, a first time attendee. I am the CEO of an IVOSB headquartered in Carmel, Indiana, Agile Capital, Inc. My firm needs direction. We contract with cities, school districts and universities but oddly not yet in our home state of Indiana! I believe our services can help the Commission and the Indiana constituents add to the worthy 3% goal set out for IVOSB’s. Agile is a service provider. Recently we have completed our Certification with the State of Indiana and we have registered as a bidder. We are also included in the Buy Indiana program. As we grow our mission is to hire military veterans with an aptitude in our field. Could you please direct me to someone in IDOA that can help us complete anything outstanding so that we can properly engage the Indiana State Procurement network? We like to do things right (a military trait) and would take comfort in guidance and mentoring.”***

**XII. Adjourn**

Chairman Wilson adjourned the meeting Monday, September 14, 2020, 3:00 p.m. EST