

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

Quarterly Public Commission Meeting
Columbus City Hall
123 Washington St., Room #1, Columbus, IN 47201
Monday September 11, 2017 | 1:00 p.m.

Meeting Minutes

I. Call to Order

Chairman Gregory Wilson called the meeting to order Monday, September 11, 2017, 1:20 p.m.

II. Roll Call

Kesha Rich took roll call – those members present were:

Gregory Wilson Chairman	Tim Grogg Indiana Department of Administration	Maia Sprashvili-Lee Indiana Department of Administration Executive Director	Elizabeth Kiefner-Crawford Indiana Department of Transportation Representative
John Bartlett State Representative	Cassandra Wilson Central Representative	Frances Vega Steele Northern Representative	David Olivencia Northern Representative
Alfonso Vidal Southern Representative			

III. Establish quorum

Chairman Wilson established that there was a quorum for the meeting.

IV. Adoption of Past Minutes

Chairman Wilson entertained a motion to adopt the minutes from the June 12, 2017 meeting. The motion was unanimously passed and the June 12, 2017 Governor’s Commission on Minority and Women’s Business Enterprises meeting minutes were adopted

V. Chairman’s Welcome Remarks and Updates

Chairman Wilson welcomed Commission members and attendees and underlined the following matters:

- Additional Commission Meetings – Chairman addressed the importance of the Governor’s Commission on MWBE Enterprises and attending every meeting to make necessary decisions. He introduced the idea of meeting more frequently than already established 4 quarterly meetings in a year. Commissioners discussed creating a process and starting by contacting the members and identifying why the Commissioners are unable to attend the Commission meetings. The question was raised if they cannot attend 4 meetings if it would be possible for them to attend more meetings.
- Commissioners’ Retreat – Chairman requested for the Commission to have a retreat to discuss some of the ongoing matters. Motion moved to have the retreat.
- MWBE Participation Reporting – Chairman requested information to better understand the MWBE spend reporting across the state. Commissioners agreed to discuss this at the retreat.

VI. Division of Supplier Diversity Deputy Director's Reports

Maia Saprashvili-Lee, Executive Director, gave an update on the following:

- Streamlining the certification process to include:
 - Travel policy that was implemented in April 2017
 - Implementation of ad hoc certification meetings
 - Change in review forms to ensure the correct questions are being asked of vendors
 - Implementation of ad hoc preliminary denial meetings
- Hiring new staff members
- Cross-training of all DSD staff
- Renewing partnerships with INDOT, IMSDC, & City - MOU agreements
- E-certification process
- Streamlining the Business Development & Outreach events
- 5 GFE reviews for INDOT.

Amy Wolf, Deputy Director of Certification, gave an update on certification statistics:

- 46 New Incoming Applications during the 3rd quarter
- 65 Recertification Applications during the 3rd quarter
- 116 applications completed in the 3rd quarter
- 12 preliminary denials and 1 application denied
- Average Processing Time (Days to Certify) 57.4
- 652 MBE's
- 1,126 WBE's

Tim Grogg provided an overview of Business Development & Outreach as well as procurement updates

Kesha Rich, Deputy Director of Development & Compliance, the division's outreach activities. She presented information about past and upcoming DSD outreach efforts in 2017.

VII. INDOT DBE Program Update

Elizabeth Kiefner-Crawford presented the Indiana Department of Transportation DBE program updates. She provided data on INDOT certification, contract compliance and support services. She reported certification statistics, including number of certified firms, as well as current and future projects in relation to INDOT's supplier diversity goals.

VIII. New Business

No new business was discussed.

There were three (3) public commentators.

IX. Adjourn

Chairman Wilson adjourned the meeting Monday, September 11, 2017, 3:00 p.m.