



## Charlotte Business INclusion Advisory Committee

Wednesday, August 09, 2023

10:00 –11:30 a.m.

### Meeting Summary and Action Items

- I. **Attendance:** Vernetta Mitchell, Alex Bui, Sharon Walters, Kymberlyn (Kym) Gardner, Rebecca LaClaire, Valerie Del, Pacino Mancillas, Joaquin Soria, Gary Beal, Camisha Farris, Rochelle Stewart, Stephanie Hand, Ciara Lilly, Harrison Williams, Jerome Marez Absent: Jason Deans Staff: NaTasha Smith, Steven Coker, Sonia Bows, Thomas Powers, Michele Torres, Nyema Mathis, and Kimberly Tibbs.
- II. **Welcome:** Chairman Mitchell welcomed everyone and called for a motion to approve the July 12, 2023 meeting minutes. Stephanie Hand made the motion and Kym Gardner seconded it; thereafter, Chairman Mitchell collected each committee member's vote to accept the meeting minutes.
- III. **CBI Staff Update:** Michele Torres gave a brief update on the Contract Development Program (CDP), Capital Access Program, Economic Impact Study, the Mentor Protégé Program, and upcoming outreach initiatives.
  - Contract Development Program: Michele Torres indicated that there are over 40 active participating firms and orientation begins September 14, 2023. The Airport Parallel Runway Project is the first major City project to tie into the Contract Development Program. Michele Torres asked the committee to direct MWSBE firms to the program whom they think the CDP would be beneficial.
  - Capital Access Program: Michele Torres gave a high-level overview of the program. She indicated that the City has teamed up with CLT Alliance Foundation and Scale Link to introduce a 40-million-dollar fund that will integrate the needs of the CBI certified firms. City Council will vote on the Capital Access Program on August 28, 2023.
  - Economic Impact Study Project: Michele Torres stated that the project is being reviewed by the legal team with the hope of getting it started within the next couple of weeks.
  - Mentor Protégé Program: Measured Sustainability committee has finalized the project plan for the program and submitted it to Steven Coker and Michele Torres for review and comments. After Steven Coker and Michele Torres review the project plan, the document will be given to Thomas Powers for review and comments.
  - Outreach Updates: CBI has started monthly B2G CLT Trainings. Information Technology and Professional Services events are scheduled for September.
- IV. **New Business:** Each subcommittee discussed its goals and objectives.

- **Measured Sustainability:** Kym Gardner, indicated that the Mentor Protégé Program plan is being review by CBI Staff
- **Outreach & Engagement:** No updates
- **Accountability:** Sharon Walters, asked for a visual map of each of the procurement platforms to communicate effectively to the MWSBE community.

**V. Open Discussion:** Marcy Mars spoke to the committee about how and where procurement opportunities are posted and the best method for MWSBE firms to learn about contract opportunities. Current platforms for solicitations are EarlyBird, North Carolina Interactive Purchasing System (IPS), Charlottenc.gov, Bonfire (will be changing to Workday) and the CBI website. Michele Torres and Marcy Mars indicated that firms are notified about solicitations whether there is a goal set on a contract or not.

Chairman Mitchell asked Marcy Mars to schedule a meeting with CBIAC before the campaign for vendors to update their profiles to assure they are added to the new system correctly. Marcy will give a tutorial on what the campaign looks like which will help CBIAC to inform the community and constituents about the new system.

**VI. Plans for Next Meeting:** September 13, 2023

**VII. Adjournment:** There being no additional business, Chairman Mitchell called for a motion to adjourn. Kym Gardner made the motion, and Camisha Farris seconded it.

**VIII.** The meeting adjourned at 10:57 a.m.

August 09, 2023, CBIAC Meeting Summary and Action Items submitted by:

*NaTasha Smith 8/21/2023*