



**Charlotte Business INclusion Advisory Committee**  
**Wednesday, January 24, 2024**  
**10:00–11:30 a.m.**  
**Meeting Summary and Action Items**

- I. Attendance:** Pacino Mancillas, Carolina Shoffner, Jason Deans, Harrison Williams, Valerie Del, Rebecca LaClaire, Stephanie Hand, Ciara Lilly, Kymberlyn (Kym) Gardner, Vernetta Mitchell, Gary Beal, Alex Bui, Rochelle Stewart Absent: Joaquin Soria, Sharon Walters, Jerome Marez Staff: NaTasha Smith, Sonia Bows, Kimberly Tibbs, Michele Torres, Nyema Mathis, Steven Coker, Kirk McSwain, and Alexandria Boyd.
- II. Welcome:** Vice-Chairman Williams welcomed everyone and called for a motion to approve the December 13, 2023 meeting minutes. Valerie Del made the motion and Pacino Mancillas seconded it; thereafter, Chairman Mitchell collected each committee member's vote to accept the meeting minutes.
- III. CBI Staff Update:** Steven Coker gave a brief update of the City Council budget retreat. Steven indicated that unbundling contracts related to alternative construction methods were discussed at the retreat. Steven informed the committee about the upcoming project, CBI TV, which will give CBI information to vendors thru media. Steven apprised the committee that LinkUp CLT will be ready to launch in April 2024. Nyema Mathis gave a brief update on the Economic Impact Study.

Kirk McSwain, City Clerk's office, gave guidance on the Boards and Commissions policies to include absences, virtual meetings, and the open seat process and eligibility.

- IV. New Business:** Each subcommittee discussed its goals and objectives.
- **Measured Sustainability:** Kym Gardner gave an update on the Mentor Protégé Program. The committee is waiting for the CBI leadership to give any outstanding action items to assist with the launch.
  - **Outreach & Engagement:** Jason Deans and Pacino Mancillas gave an update on upcoming outreach events.
  - **Accountability:** No updates were given

Chairman Mitchell discussed the upcoming CBIAC vacancies. Chairman Mitchell asked the committee to think about referring any colleagues to join the committee. Chairman Mitchell specified that the February meeting will focus on filling the open seats and voting on a new committee Chairman and Vice Chairman.

- V. Plans for Next Meeting:** February 14, 2024
- VI. Adjournment:** There being no additional business, Chairman Mitchell adjourned the meeting.
- VII.** The meeting adjourned at 11:31 a.m.

January 24, 2024, CBIAC Meeting Summary and Action Items submitted by:

*NaTasha Smith 01/31/2024*