



**Charlotte Business INclusion Advisory Committee**  
**Wednesday, November 08, 2023**  
**10:00 –11:30 a.m.**  
**Meeting Summary and Action Items**

- I. **Attendance:** Vernetta Mitchell, Pacino Mancillas, Jerome Marez, Carolina Shoffner, Jason Deans, Alex Bui, Joaquin Soria, Harrison Williams, Valerie Del Absent: Rebecca LaClaire, , Stephanie Hand, , Camisha Farris, Gary Beal, Rochelle Stewart, Ciara Lilly, Sharon Walters, Kymberlyn (Kym) Gardner Staff: NaTasha Smith, Steven Coker, Michele Torres and James Mitchell.
  
- II. **Welcome:** Chairman Mitchell welcomed everyone and called for a motion to approve the October 11, 2023 meeting minutes. Jerome Marez 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 on the Bidding and Estimating Graduation class of the bonding program. Steven and staff are working with B2G Now and the North Carolina Historically Underutilized Business Office to improve data integrity. Steven indicated that Ron Thompson and Associates has begun the economic impact analysis study and the results should be available by March 2024. In December, Steven and Michelle Torres will present CBI University to the City Manager. Steven and staff are applying for grants to improve CBI programs and processes. Steven spoke about the new CBI staff member, Alexandria Boyd, the compliance and reporting lead. Michele Torres gave updates on CBI upcoming outreach events.
  
- IV. **New Business:** Each subcommittee discussed its goals and objectives.
  - **Measured Sustainability:** Chairman Mitchell reminded the committee members to review the Mentor Protégé draft and send comments to Kym Gardner
  - **Outreach & Engagement:** No updates
  - **Accountability:** Chairman Mitchell, spoke about the committee reviewing the past Disparity Studies to assess past trends and the repeat items.

Chairman Mitchell spoke to the committee about the Charlotte Business Inclusion Advisory Committee annual report that is due December 8, 2023. Once Chairman Mitchell and Vice-Chair Williams have prepared a draft, they will seek input from the committee.

- V. **Plans for Next Meeting:** December 13, 2023
  
- VI. **Adjournment:** Chairman Mitchell adjourned the meeting without a motion.
  
- VII. The meeting adjourned at 10:21 a.m.

The action items captured from the November 08, 2023 CBIAC Committee Meeting are as follows:

November 08, 2023, CBIAC Meeting Summary submitted by:

NaTasha Smith 11/13/2023