



**Charlotte Business INclusion
Advisory Committee Meeting Minutes
Wednesday, October 8, 2025
10:00 a.m. – 11:30 a.m.**

- I. **Attendance:** Zahn Patin, Candice Gaddy, Christina Jarrett, Lakesha Womack, Jerome Marez, Joaquin Soria, *Jeremy Johnson, Raghu Koth, Gary Beal, Kim Lam, Kym Gardner,
Absent: Jason Deans
- II. **Welcome:** President Patin opened the meeting Jerome Marez motioned, and Eran Martinez seconded the motion.
- III. **CBI Updates:**
 - Steven Coker showed appreciation to the committee for the hard work they do. He shared that we have a new director of Contracting and Procurement Cheryl Wright. Steven has informed Cheryl of the duties & responsibilities of CBI. Steven also talked about his commitment to be more engaged because in the past, there has been a scheduling conflict.
 - Steven recognized CBI staff for the hard work that they do. He also informed the committee of the new hire Douglas Anderson, who will be working with Compliance. Steve also recognized Lina James for the legal support she provides. Regarding the annual report, it has been presented to Senior Leadership/ City Manager and is currently being reviewed. CBIAC will get a chance to review afterwards.
 - CBI is working with Charlotte Communications & Marketing (CC&M) to talk about the importance of SBE certification. Currently reviewing Minorities (M's) & Women (W's) and that would qualify as SBE. Working closely with departments and Cheryl on their solicitations. Mentor protégé is under development and is integrated into CBI University.
 - The first cohort of CBI university is complete. The sessions were held at Johnson C. Smith University (JCSU) and is looking for the assistance of CBIAC to help develop mentor protege by promoting and supporting the program. Question was asked about the DBE program status and how it's impacting businesses. Steven deferred the question to Lena to share updates. Several city attorneys are identifying

departments that receive federal funding. It will probably limit the goals set on DBE and ACDBE contracts. Zahn asked the status of the talking points that will be used to communicate the message of CBI. Steven will create talking points, give to Lina to review and distribute to CBIAC.

- Changes with Certification- How can we bring in resources and organizations to help get the word out about the changes to certification and resources available to them. – Asked the committee if this is something they want to assist with? Candice is working with Julius to get the word out to the community. CM Mitchell asked the status of CBIAC social media platform. CBI currently working with CC& M on SBE certification messaging. Steven would like autonomy to drive our messaging. Julius stated that CC&M has been very helpful with our messaging on social media platforms.

IV. Subcommittee Share outs

- Workforce Development -Met several times to focus on the Workforce initiatives and how it affects workforce development. Next meeting scheduled for 10/17 with Danielle Frazier. Several topics will be discussed. Strategic plans for community Workforce. New website and how to address the needs of the community.
- Outreach & Engagement -Candice & Julius meet weekly. Events have been planned for the year. Working on a platform to keep the community engaged.
- Impact and Accountability- Meeting held on 10/2 to discuss the Disparity Studies and Annual Reports. Requested a meeting to discuss data found in reports. CBI currently doesn't have a reporting analyst but is working to get the information. Next meeting scheduled for 11/6.

V. Announcements: Cheryl Wright will be joining the meeting in Nov. Zahn asked Jerome to invite CLT Water staff member.

VI. Adjournment: There being no additional business, Chairman Patin called for a motion to adjourn. Joaquin Soria motioned & Jerome Maraz seconded.

The action items captured from the October 8th, 2025, CBIAC Committee Meeting are as follows:
October 8th, 2025, CBIAC Meeting Summary and Action Items submitted by:

Jasmine Timmons 10/8/2025