

## Governor's Commission on Minority and Women's Business Enterprises

Quarterly Public Commission Meeting  
Indiana Government Center South, Conference Center, Room B  
402 West Washington Street, Indianapolis, IN 46204  
Monday, March 12, 2018 | 1:05 p.m.

### Meeting Minutes

**I. Call to Order**

Chairman Wilson called the meeting to order Monday, March 12, 2018 at 1:05 p.m.

**II. Roll Call**

Kesha Rich took roll call. Those members present were:

Gregory L. Wilson Chairman	Jessica Robertson Indiana Department of Administration - Commissioner	Erin Kellam Indiana Department of Administration - Deputy Commissioner	Maia Siprashvili-Lee Minority and Women's Business Enterprises Executive Director
Elizabeth Kiefner Crawford Indiana Department of Transportation Representative	Cassandra Wilson Central Representative *present via telephone	Remo Mezzetta Central Representative	Frances Vega-Steele Northern Representative
Alfonso Vidal Southern Representative	Doneisha Posey Commission Counsel		

**III. Establish quorum**

Having 4 voting members, quorum was established for the meeting.

**IV. Adoption of Past Minutes**

Chairman Wilson entertained a motion to adopt the minutes from the December 11, 2017 meeting.

The motion was unanimously passed and the Governor's Commission on Minority and Women's Business Enterprises meeting minutes were adopted.

**V. Deputy Commissioner's Report**

Erin Kellam, Deputy Commissioner discussed the alignment the Procurement and Supplier Diversity Divisions and highlighted some of the steps taken:

- Pre-proposal conferences – dates automatically updated on website & linked
- Supplier Diversity is participating in weekly staff meetings
- Supplier Diversity has the access to the copies of award recommendation letters
- Pay Audit – Page was updated to be more user-friendly

**VI. Executive Director's Report**

Maia Siprashvili-Lee, the Executive Director of Supplier Diversity gave a general overview of 1<sup>st</sup> Quarter 2018:

- Introduced new staff members with increased certification and compliance staff
- Average days to certify is stably well below the requirement
- E-Certification project is moving forward
- Division of Supplier Diversity revised and updated internal training manual for certification
- Through low average days to certify, the customer service was improved

- Division's compliance team started regular monthly compliance audits
- Revised the Policy on the Good Faith Effort Review on INDOT Public Works Projects
- Plan to Raise Awareness of Contracting Agencies

Chairman Wilson added that the Commission meetings will be coupled with outreach events to become more engaged with the community of business owners.

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

- 51 New Incoming Applications during the 1<sup>st</sup> quarter
- 42 Recertification Application during the 1<sup>st</sup> quarter
- 73 Applications completed during the 1<sup>st</sup> quarter
- 1 preliminary denial was processed during the 1<sup>st</sup> quarter and 0 denials were processed
- The average days to in the 1<sup>st</sup> quarter was 51.47 days

There was discussion amongst the Commissioners regarding reporting of certification and recertification, certification breakdown, as well as outreach participating numbers.

Kesha Rich, Deputy Director of Business Development and Compliance, followed with her report detailing the number of "Good Faith Effort Reviews" conducted, and the division's outreach activities:

- 10 INDOT Good Faith Effort Reviews were conducted in the 1<sup>st</sup> quarter, 8 were granted, 2 were not and 1 of the 2 was appealed, 0 Public Works Reviews were conducted
- Eight state contracts were audited, 4 with payment and utilization issues and 4 requested subcontractors be replaced on the contract
- Supplier Diversity attended 7 preproposal meeting and tracked 5 RFP's with MBE/WBE participation
- 2 Certification Webinars
- Partnered with NAWBO for NAWBO Day at The Statehouse
- Attended 6 partner outreach events

#### **VII. INDOT DBE Program Update**

Elizabeth Kiefner Crawford presented the Indiana Department of Transportation DBE program update. She provided an update on certification, contract compliance and support services. She reported certification statistics, including number of certified firms. She also included updates on current and future INDOT projects in relation to their supplier diversity goals. Lastly she thanked IDOA for assisting INDOT on obtaining a reciprocity agreement with the Kentucky Transportation Cabinet.

#### **VIII. Public Comments**

##### **PUBLIC COMMENTATORS:**

*Daryl Dotson, WDi Architecture, Owner*

*Chelci Hunter, IndyGo, Disadvantaged Business Liaison Officer*

*Camille Blunt, City of Indianapolis Office of Minority Women Business Development, Director*

NO FURTHER PUBLIC COMMENTATORS.

#### **IX. Adjourn**

Chairman Wilson adjourned the meeting Monday, March 12, 2018, 2:30 p.m.