

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

Quarterly Public Commission Meeting
Commercialization & Manufacturing Excellence Center – CMEC, Purdue
University Northwest
7150 Indianapolis Boulevard, Hammond, IN 46324
Monday, June 10, 2019 | 1:00 p.m. CST

Meeting Minutes

I. Call to Order

Chairman Wilson called the meeting to order Monday, June 10, 2019 at 1:00 p.m. CST.

II. Roll Call

Kesha Rich took roll call. Those members present were:

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|---|---|--|---------------------------------------|
| Gregory L. Wilson Chairman | Lesley Crane Indiana Department of Administration – Commissioner | Maia Saprashvili-Lee Minority and Women's Business Deputy Commissioner | John Bartlett State Representative |
| Elizabeth Kiefner Crawford* Indiana Department of Transportation Representative | Cassandra Wilson* Central Representative | Frances Vega-Steele Northern Representative | |

*Present via teleconference

III. Establish quorum

Having 5 voting members, a quorum was not established for the meeting.

IV. State Educational Institution (SEI) Reports

Each SEI gave a brief overview of their overall goals and utilization percentages for the quarter.

The SEIs that presented their reports were:

- Vincennes University (not in attendance): MBE: 0.00%, WBE 61.84%, IVOSB 0.00%
- University of Southern Indiana: MBE: 5.33%, WBE: 96.38%, IVOSB: 2.60%
- Purdue University: MBE: 2.76%, WBE: 2.91%, IVOSB: 0.05%
- Ivy Tech Community College: MBE: 1.57%, WBE: 1.71%, IVOSB: 0.00%
- Indiana University: MBE: 2.89%, WBE: 7.92%, IVOSB: 0.66%
- Indiana State University: MBE: 2.07%, WBE: 0.01%, IVOSB: 0.00%
- Ball State University: MBE: 3.30%, WBE: 0.89%, IVOSB: 0.10%
- The Commissioners had the following comments/questions and recommendations for the SEIs:
 - The Commissioners requested a list of services that out-of-state firms are providing to SEIs
 - SEIs to track their good faith efforts over the year and measure the annual improvements

V. Deputy Commissioner's Report

Maia Saprashvili-Lee, Deputy Commissioner of the Division of Supplier Diversity gave a general overview of 2nd quarter 2019. The report included:

- Overview of the creation of the Division, M/WBE participation goals and the three (3) main functions of the Division: certification, contract compliance and business outreach
- Overview of the Division's organizational chart and M/W/VBE participation goals
- Certification review which highlighted the Division's average days to process M/WBE certifications remain under the 90 requirement, progress of the Electronic Certification project, new hire in certification, reporting system improvements per the Commission's request
- Review of the integration of the IVOSB program and its application process, expected time to certify, plans to lengthen the term of the certification, as well as the recertification process
- Compliance review that identified the continuation of proactively auditing contracts, the authority of IDOA DSD on contract changes, DSD's engagement in pre-proposal meetings, and the process for contract amendments
- Business outreach update that addressed plans for the 2019 business conference season, IVOSB state contracting opportunities, and SEI partnership about the reporting process and outreach
- Review of the 2020 Disparity Study timeline and projected deliverables

VI. Deputy Director of Certification's Report

Amy Wolf, the Deputy Director of Certification, gave a general review of certification data for 2nd quarter 2019:

- Provided comparative numbers of 2018 2nd quarter to 2019 2nd quarter new incoming MBE/WBE applications (56), recertification applications (60), applications completed (116), preliminary denials issued (5), applications denied (0) and average processing time (29.62 days)
- Reported MBE and WBE new applications received and recertification's received for 2nd quarter 2018 compared to 2nd quarter 2019
- Reported the data for total certified firms: 2nd quarter 2018 through 2nd quarter 2019
- Reported the data for the number of certified MBE and WBE firms by ethnicity
- Provided comparative numbers of 2018 2nd quarter to 2019 2nd quarter new incoming IVOSB applications (21), recertification applications (11), applications completed (18) and average processing time (12.1 days)
- Provided a an update on certification achievements and challenges

VII. Deputy Director of Business Development and Compliance's Report

Kesha Rich, the Deputy Director of Business Development and Compliance gave a general review of Compliance and Outreach in the 2nd quarter of 2019:

- Provided a compliance update that reported 5 INDOT Good Faith Effort Reviews were conducted in the 2nd quarter – 5 were granted and 0 were not granted; Division of Supplier Diversity attended 24 pre-proposal meetings and tracked 12 RFP's with MBE/WBE participation
- Reported that there was 1 payment/ utilization issue and 8 subcontractor replacements on statewide contracts
- Reported the payments made to M/WBE subcontractors: MBE \$28,609,293.92, WBE \$29,831,144.73
- Reported the payments made to commitment goals- percentage of spend MBE 5.28%, WBE 5.41%
- Reported the dates for the 2019 Certification Webinars
- Reviewed the Division's outreach activities that detailed 8 outreach events attended, 1 of which was the IDOA DSD Preparation Meeting Opportunity in Indianapolis, IN.
- Discussed the remaining 2019 Commission Meeting dates

VIII. Deputy Commissioner of Procurement's Report

Erin Kellam, Deputy Commissioner of Procurement, gave a general overview of procurement report:

- Reviewed the 1st quarter 2019 certified prime spend data and payments made to prime contractors: MBEs were awarded \$19,154,343.82 at 7% and WBEs were awarded \$43,034,436.66 at 15% of the total state spend of \$278,530,889.51

IX. 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.

X. Public Comments

PUBLIC COMMENTATORS:

NO PUBLIC COMMENTATORS.

XI. Adjourn

Chairman Wilson adjourned the meeting Monday, June 10, 2019, 2:45 p.m. EST