



NOTICE

Business Enterprise Council

Council for Minorities, Females and Persons with Disabilities

Monday, December 13, 2021

1:30 pm – 3:30 pm

Location: Webex Event

MINUTES

I. Welcome

Chair Johnson welcomed everyone to the meeting.

II. Call to Order

Chair Johnson called the meeting to order at 1:35 pm. Kori Acosta proceeded with roll call.

III. Roll Call

Roll call was conducted. Quorum was established.

BEP Council				
ATTENDANCE ROSTER: COUNCIL MEMBERS				
Members	Present			Absent
	In person Chicago	In person Springfield	via WebEx	
Arielle Johnson, Chair			x	
Alex Bautista			x	
Bola Delano			x	
Emilia DiMenco				x
Jaime DiPaulo				x



Ryan Green				x
Larry Ivory				x
Andrew Johnson				x
Jesse Martinez*				x
Sharron Matthews				X
Jonathan McGee			x	
Edward McKinnie				x
Kaney Frances O’Neill*			X	
Jorge Perez				x
Hedy Ratner*			X	
Tracy Sullivan			x	

Note: Meeting was held via WebEx video conference to adhere to the social distancing guidelines, due to the COVID -19/Coronavirus pandemic.

*the members identified joined where indicated in the minutes below



Agency Representatives

Business Enterprise Council				
ATTENDANCE ROSTER: Agency Representatives				
Agency	Representative	Present		
		In person - Chicago	In person - Springfield	via WebEx
Central Management Services	Kori Acosta			
	Raven DeVaughn			
	Julie Langrehr			X
	Harry Reinhard			
	Magdalena Toussaint			

Total: 5 CMS and other Agency Employees attended this meeting.

Posted Business

IV. Approval of the Minutes for August 23, 2021 BEP Council Meetings

Approval of the minutes was tabled due to lack of quorum. Chair Johnson stated that they would vote on the minutes later in the meeting if additional members joined and quorum was achieved.

V. Approval of the Minutes for November 1, 2021 BEP Council Meeting

Approval of the minutes was tabled due to lack of quorum. Chair Johnson stated that they would vote on the minutes later in the meeting if additional members joined and quorum was achieved.

VI. Chair's Report – Arielle Johnson

- a. Ms. Johnson stated that the Director was unavailable due to other requirements to participate in conferences and representing the agency so Ms. Johnson would serve as Chair in for the meeting.
- b. Welcome New BEP Team Members



- a. Chair Johnson announced that Margarita Olmos has joined the BEP Outreach team as coordinator and that some may have already met her in the subcommittee meetings. She also announced that Magdalena Toussaint has joined BEP as the new BEP Mentor Protégé Manager.
- c. 2021 Accomplishments
 - a. Chair Johnson showcased the accomplishments of the Compliance Division, stating that it was her first priority to focus on compliance this year, though all teams are very important.
 - b. Chair Johnson highlighted the importance of effective, attainable goals, that are set making sure there is intentionality and equity in the procurement process and stressed the role of compliance in the process once BEP vendors win contracts to ensure they are actually getting utilized and paid.
 - c. Chair Johnson addressed changes, including the new goal setting methodology, which was launched on February 1st, and involved the development of a new goal setting manual and form. She reminded the Council that the state-wide aspirational goal increased to 30%; however, goals are set on individual procurements based on the availability of BEP vendors and overall vendors registered in BidBuy. She noted that this new methodology changed the way data is pulled which is more reflective of the businesses that are ready and willing to participate in procurement within the State of Illinois and therefore calculates more realistic and achievable goals. Chair Johnson also stated that the Compliance team conducted trainings and participated with the Chief Procurement Officer on trainings on goal setting, conducted targeted communications to agencies about the new methodology, and held external events to provide education to the community. Ms. Johnson also noted the ongoing implementation and improvement of the Diversity Contract Monitoring System (DCMS), efforts to work with community colleges to improve BEP compliance, growth of their support of pre-bid meetings, and improvement of the compliance website. Chair Johnson congratulated the team and the compliance subcommittee for their accomplishments, noting that the manager of the Compliance Team, Harry Reinhard, was CMS employee of the month for December.
 - d. Chair Johnson reported that Certification was able to double the vendor pool and reduced the backlog of applications. Chair Johnson highlighted the number of trainings, office hour sessions, and outreach efforts to businesses to ensure they were certified in the proper codes that were completed by the team. She noted that the team worked with the CMS data analytics

team to identify performance issues and as a result, the application cycle time has vastly improved. Ms. Johnson also stated that BEP launched orientations for certified firms in November to assist with the what's next question.

- e. With respect to outreach, Chair Johnson highlighted increased social media engagement and email communications from the outreach team. The team also focused on education about the importance of BEP participation, recognized cultural celebrations, and working with the CMS data team on data regarding eligible businesses in the State of Illinois for targeted outreach.
- f. Chair Johnson stated that the new Mentor/Protégé Manager has been engaging with strategic partnerships and members of the council to make sure they are informed about the Mentor/Protégé Program. The program also hosted focus groups to hear from the community on what they wanted to see in an effective mentor/protégé program.
- g. Ms. Johnson thanked the team and subcommittee chairs and members, noting Member Sullivan's efforts in supporting the certification team.
- d. Transition to Commission on Equity & Inclusion
 - a. Chair Johnson showcased a heat map based on data on BEP eligible firms in Illinois that will enable BEP to better plan community engagement and 2022 programming.

VII. Subcommittee Reports

- Certification Subcommittee Report – **Chair Tracy Sullivan**
 - a. Chair Sullivan reported the subcommittee met on November 22nd and handled 3 appeals. The TW Constructors denial was recommended to be overturned, the Environmental Systems Design denial was recommended to be upheld, and the Tom Davis Electric denial was recommended to be overturned.
 - b. Chair Sullivan stated that legislation, communication strategies for improving notification, and obtaining assistance from the Chief Procurement Officers to help with the Illinois Procurement Gateway were discussed.
- Outreach Subcommittee Report – **Chair Bola Delano**
 - a. Chair Delano informed the council that the subcommittee met on November 16, 2021. She said they met new staff members. They discussed some old business such as one pager language to promote the application checklist, onboarding document, a few amendments, and some suggested adding some background information.

- b. Chair Delano commented that discussion was had on what will happen when the new Commission comes on.
 - c. Chair Delano stated they were given performance indicator highlights.
 - d. Chair Delano outlined that they discussed what their priorities are for next year, noting the need to coordinate these with other subcommittees.
- Compliance Subcommittee Report – **Chair Sharron Matthews**
- a. Chair Matthews reported that the subcommittee met on November 17th. She detailed that a workgroup was created to discuss compliance items, noting that the group came up with 14 items to prioritize.
 - b. Chair Matthews stated they spoke with the Director of the Illinois Department of Veteran’s Affairs regarding a particular procurement with no BEP participation and the need for a plan regarding how to improve performance. Chair Matthews also stated that the subcommittee discussed the DHS rebid and that a communication was sent to DHS by Ms. Johnson per their request.

VII. **Ongoing Business**

- a. Update on Certification Division
 - i. Chair Johnson touched on the certification orientation recordings which will be on the website. She mentioned that a 2022 calendar will be on the website no later than January 5 and will include the virtual office hours and orientation dates.
 - ii. She highlighted that the outreach request form is available to the public.
- b. Chair Johnson announced that additional members had joined the meeting since roll call and Ms. Langrehr confirmed that there was now a quorum. Chair Johnson stated that the Council would vote on minutes after finishing division updates.
- c. Update on Outreach Division
 - i. Chair Johnson stated they have an outreach strategy that will be shared with the Commission and the Commission will have the opportunity to provide feedback and make contributions to it as well as the capacity building initiative with the mentor/protégé program. Ms. Johnson reminded the Council and community that there is a way to request a staff member to come to events or talk to an organization about BEP.
- d. Update on Compliance Division
 - i. Mr. Reinhard stated that annual report review was currently ongoing. He stated that this is the first time they had received data from community colleges. He stated that a he identified a problem with BEP vendors dropping



certification and stated that the outreach team will need to encourage vendors to maintain their certifications.

- e. Update on Mentor Protégé Division
 - i. Ms. Toussaint reported she has been working on solidifying the program rules and starting SOPs to streamline the procurement process. Ms. Toussaint also stated that she is working on hiring a Mentor Protégé Coordinator.
 - ii. Ms. Toussaint stated that she has engaged the outreach coordinator to begin devising capacity building programming plans for the program through future events which will allow vendors to learn about mentorship as well as becoming a protégé to expand and build capacity.
 - iii. Ms. Toussaint stated that the program is designed to provide vendors with the opportunity to partner with a mentor by entering into a mentor/protégé agreement if all eligibility requirements are met. The prime contractor may be awarded 0.5% participation credit towards the BEP goal for every 1% of the value of the contract performed by certified proteges. The credit is capped at 5%.

VIII. Approval of the Minutes for August 23, 2021 BEP Council Meeting

Chair Johnson paused the Member Delano motioned to approve the minutes from August 23, 2021. Member Matthews seconded. All agreed. The minutes were approved

IX. Approval of the Minutes for November 1, 2021 BEP Council Meeting

Member Johnson motioned to approve the minutes from November 1, 2021. Member Delano seconded. All agreed. The minutes were approved

X. Continued Ongoing Business

- f. Sheltered Markets
 - i. Chair Johnson displayed the list of sheltered market categories and class codes available to the BEP Council. She reminded members that the Council has the authority to declare a sheltered market in categories where they have found there a disparity towards businesses owned by minorities, women, and persons with disabilities. She stated that the most recent recommendation was to begin with a working group though understood that the Council had focused on compliance plans. Chair Johnson also stated that once a sheltered market has been established agencies have to declare one of their procurements as a sheltered market. She noted that the Compliance manager has provided recommendations to some agencies to declare sheltered markets though BEP

cannot force them to declare one. Chair Johnson also stated that the disparity study will help with data needed to establish sheltered markets and recommended follow up conversations with Colette Holt.

- ii. Member Delano asked whether the markets in the data presented are already sheltered markets. Chair Johnson stated no, this was just data on contracts and the number of vendors on contracts. Member Delano asked if there was no data on sheltered markets, which Chair Johnson confirmed. Chair Johnson stated that the request was for data on current participation on all the different categories to try to identify disparities.
- iii. Member Matthews thanked Chair Johnson for the information and stated that the Council was talking about two things – trying to promote the utilization of sheltered markets and to find out other areas where there have been a dearth of goals but a wealth of vendors. She stated they also need more training for APOs, for BEP to include a section in the compliance plan that specifically asks about sheltered markets, and to include sheltered market use in the annual report so they can track sheltered markets.
- iv. Member Delano stated that she was glad there is a good relationship with the subcommittees but expressed concern with the breakdown of where applications are coming from and the desire to meet with the new outreach staff to discuss equity in certification throughout the State of Illinois and to ensure that veterans are included. She expressed a desire for the first opportunity should be for businesses within the State of Illinois. Member Delano also opined that BEP should make sure it is cross t's and dotting i's before looking at different states and that residents and constituents of Illinois should be a priority. She complimented BEP's job with trainings and certification but noted there is a gap in encouraging people to get into sectors with little participation.

VIII. **New Business**

- a. Transition to the Commission on Equity & Inclusion
 - i. Chair Johnson stated that she would be engaged in January and assured members that certifications would continue to happen, compliance would continue to work, and Council administration will continue. She stated that CMS is providing support in ensuring the transition is smooth
 - ii. Personnel: Chair Johnson stated that an org chart has been established and that there will be new positions created some of which are programmatic in



nature and other positions such as a new CFO and data analytics staff. Ms. Johnson also noted that some positions are bargaining unit roles and stated that personnel and hiring needs and development was established in the budget. She also stated that they will be hiring a coordinator specifically to focus on the veteran's business program.

- iii. Technology & Property: Chair Johnson stated that she has been collaborating with DoIT to address technology needs. The CMS Bureau of Property Management is ensuring office space is available and BEP is identifying files and other information that need to be provided to the Commission. Ms. Johnson stated that BEP has been working with legal and procurement to ensure contractual documents acknowledge the transfer to the Commission.
- iv. Chair Johnson stated that there will be formal updates for the Council. She also stated that recommendations will be made to the Governor's office to fill empty seats on the Council.
- v. Chair Johnson stated that the Council should be receiving information about who is on the Commission though that information was not available now.
- vi. Member Ratner asked if Ms. Johnson would be the head of the Commission. Ms. Johnson stated that she would not, but she would be providing support as the Commission is onboarding. Member Ratner also asked if commissioners had been appointed. Ms. Johnson said the Governor's Office was in the process of interviews and conversations, but that information would be available in the new year.
- vii. Ms. Johnson reiterated that she would continue to be engaged and would ensure the new Commission had what they needed to continue to move forward.

IX. Public / Vendor Testimony

Chair Johnson asked if there was public/vendor testimony. There were two public member sign-ups.

- a. Mr. Malcolm Weems – Illinois State Black Chamber of Commerce
Mr. Weems name was called first and then after Mr. Calscbetta, but he did not reply.
- b. Mr. Jay Calscbetta – JAY Consulting, LLC
Mr. Calscbetta offered comment regarding the certification of Rex Electric and his belief that they were improperly certified. Mr. Calscbetta also requested an outside investigation and expressed concern with BEP's relationship with CMSDC.



X. **Upcoming Business Enterprise Council & Subcommittee meeting dates:**

- Next Council Meeting – ***Tuesday**, February 22, 2022
 - Next Certification Subcommittee Meeting – Monday, January 24, 2022
 - Next Outreach Subcommittee Meeting – Tuesday, January 25, 2022
 - Next Compliance Subcommittee Meeting – Wednesday, January 26, 2022

XI. **Adjournment**

Member Delano motioned to adjourn the meeting. Member Sullivan seconded. All agreed. The meeting adjourned at 3:00 pm.

Note: There will be no IPB Notices and Solicitations Reports for this meeting.