



NOTICE

**Business Enterprise Council
Council for Minorities, Females and Persons with Disabilities
Monday, February 22, 2021
1:30 pm – 3:30 pm
Location: Webex Event**

MINUTES

I. Welcome

Chair Forde welcomed everyone to the meeting.

Mr. Glavin gave a short briefing to the Council on Roberts Rules of Conduct and noted that a point of order call may be given during today’s meeting if needed. Mr. Glavin served as acting as parliamentarian today.

II. Call to Order

Chair Forde called the meeting to order at 1:37 pm. Ms. Lakhani 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	
Janel Forde, Chair	x		x	
Denise Barreto				x



Alex Bautista				X
Bola Delano			X	
Emilia DiMenco			X	
Jaime DiPaulo			X	
Beth Doria			X	
Karen Eng			X	
Larry Ivory			X	
Jesse Martinez			X	
Sharron Matthews			X	
Jonathan McGee			X	
Edward McKinnie				X
Kaney Frances O'Neil				X
Jorge Perez				X
Hedy Ratner			X	
Sharla Roberts			X	

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



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			
	Terrence Glavin			
	Carlos Gutiérrez			
	Radhika Lakhani			
	Kenisha Leak			x
	Julie Langrehr			
	Ivan Ramirez			
	Harry Reinhard			
Department of Human Services	Greg Donathan			
	Francisco DuPrey			
	Erin Posey			
	Dulce Quintero			
	Jean Sandstrom			
	John Schomberg			x

Total: 14 CMS and other Agency Employees attended this meeting.



Posted Business

IV. **Approval of the Minutes for January 11, 2021 BEP Council Meeting**

Member Ratner motioned to approve the minutes from January 11, 2021. Member Roberts seconded. All agreed. The minutes were approved

V. **Chair's Report – Janel Forde**

- a. Introduction of New BEP Deputy Director
 - a. Chair Forde introduced Arielle Johnson, who began with BEP as Deputy Director of BEP on January 19th. Ms. Johnson served as Deputy Director of Civil Rights, Inclusion, and Opportunity for the City of Detroit where she led a number of different programs in the Mayor's Office across various agencies and oversaw the Business Opportunity Program.
- b. FastTrack Expansion
 - a. This item was discussed later in the meeting.
- c. Increased Vendor Pool
 - a. This item was discussed later in the meeting.
- d. New Formula
 - a. Chair Forde announced that the new goal setting formula was effective February 1st and was announced by the Governor on February 10th. The Compliance Division create a new goal setting manual that reviews the new process.
- e. SB 1608
 - a. Chair Forde stated that CMS has taken no position on this legislation but are working with the bill's sponsors to help support the implementation of this bill.

VI. **Subcommittee Reports**

- Certification Subcommittee Report – **Chair Sharla Roberts**
 - a. Chair Roberts reported the subcommittee held a meeting on January 25th and heard 2 appeals, Complete Care Management Partners, LLC and TotalMed Holdings, Inc. Both certifications were approved.
- Outreach Subcommittee Report – **Chair Emilia DiMenco**
 - a. Chair DiMenco stated that Tuesday, January 26th their ongoing conversations were in 3 areas. They included producing marketing collateral to improve

communication in outreach; onboarding for new council members so that they understand their new roles and KPI's to measure their success.

- b. Chair DiMenco reported they were given an update on the Illinois Senate hearing where four strategy areas were presented. She listed them as increasing outreach to the African American audience and other target communities, increasing spend and participating in a diversity study, and increasing the vendor pool using FastTrack and leveraging partnerships.

➤ **Compliance Subcommittee Report – Chair Sharla Roberts**

- a. Chair Roberts reported that the compliance subcommittee held 2 meetings, one on January 27th and another on February 11th. At the January 27th meeting Illinois Department on Innovation and Technology (DoIT) presented a update on their goal setting progress and an update on their sheltered markets.
- b. SIMPCO presented on their areas of capabilities and ability to perform or various state contracts Member McGee gave a report from the Harvard Institute of Politics during the January 27th meeting.
- c. Chair Roberts stated that they made recommendations to BEP on performing analytics for more sheltered markets on professional services and other potential areas during the meeting of January 27th. She requested an update at a later date so they could start making recommendations.
- d. DHS presented on the Liberty contact at the February 11th meeting. IDHS has launched a planning process for the re-bid of the agency's treatment and detention facility conditional release contract.

VII. Ongoing Business

- a. Ex-Parté Communications – **Radhika Lakhani**
 - i. Ms. Lakhani made a brief presentation of the ex-parté communications training. She detailed that a reportable communication is one which is potentially relevant to determining a course of action or outcome of a procurement matter.
- b. Robert's Rules of Order Refresher – **Radhika Lakhani / Arielle Johnson**
 - i. Ms. Lakhani gave a summary of Robert's Rules of Order.
- c. Update on Disparity Study – **Arielle Johnson**
 - i. Ms. Johnson reported that the Disparity Study was awarded to Collette Holt & Associates which will be presented to the Council at the conclusion of the study.



- ii. Chair Forde added that they are open to feedback such as suggested by Chair Roberts and wanted to underscore that many present have the experience to share with them specific areas that they would like them to prioritize.
 - iii. Chair Forde suggested that they would perhaps need to hold a working session to discuss the disparity study and sheltered markets.
 - iv. Member Matthews added that she would like to discuss the Mentor Protégé Program and a better name for it specifically in the working session as well.
- d. Update on SB1608 – **Arielle Johnson**
 - i. Ms. Johnson reported that the operations team is working consistently to identify the implication of the legislation, what that would mean for them, and communicating with the sponsors of the bill. She affirmed there will be updates as things move.
- e. Update from Outreach Division – **Arielle Johnson**
 - i. Ms. Johnson recapped outreach events held by BEP in partnership with Deloitte, JLL, and Grainger. She noted that there are 2 more events occurring in celebration of Black History Month.
 - ii. Ms. Johnson announced that Outreach will make more use of surveys and community feedback.
- f. Update from Certification Division – **Carlos Gutierrez**
 - i. Mr. Gutierrez reported BEP has a total current vendor pool of 3,089 and the FastTrack certification pool was increased by 689.
 - ii. Mr. Gutierrez highlighted continuing [webinar programing](#) (certification training) made available to vendors.
 - iii. Certification continues to work with the City of Chicago and Cook County on increasing the number of vendors by the FastTrack process. Average processing time is 7 days or less.
 - iv. Chair Forde announced that they will be doing a 5-minute presentation of what the Small Business Set-Aside program is at the next BEP Council meeting to help provide awareness for their council members.
 - v. Ms. Johnson stated wanting to work with the data team to remove any barriers to make sure vendors are able to fluently speak to certification.
 - vi. Member Matthews noted that registration with BidBuy is a continuing challenge and is persistently reflected in their goals. She also outlined the need to emphasize the importance of listing complete NIGP codes.
 - vii. Chair Forde agreed and expressed the desire for more programming and collaboration in that regard.

- viii. Ms. Johnson spoke of some of the targeted outreach for BEP vendors which has been discussed with Member DiMenco and WBDC.
- g. Update from Compliance Division – **Harry Reinhard**
 - i. Annual Report reflects vendors did well in BEP expenditures for FY 20. There was an 11% increase over last year’s total dollars, with 14% more going to BEP vendors over last year. 62% of all BEP vendors had a state contract in FY20.
 - ii. Mr. Reinhard stated that the new goal setting methodology which launched on February 1, 2021 will raise the goal on procurements especially in tandem with the fast track certification process.
 - iii. Mr. Reinhard gave personal thanks to the CMS Project Management team. He said through their efforts, for the 1st time since the launch of DCMS that they have been able to load the entire BidBuy procurement data into the system.
 - iv. Mr. Reinhard pointed out that any state agency can logon and monitor any contract they have. He stated they can now view real time vendor participation.
 - v. Member DiMenco gave congratulations on the increase in expenditures. She requested clarification on the information.
 - vi. Chair Forde responded that they would provide the report and additional information to the council.

VIII. **New Business**

- a. Member McGee motioned that Ms. Johnson become BEP Secretary. Member Roberts seconded the motion. All agreed. The motion was passed. Ms. Johnson was confirmed as BEP Secretary.
- b. Member Doria stated that many members received the questionnaires for reinstatement from Ms. Pine. She expressed concern that many of the members who are part of an organization are required to register as lobbyists in order to cover any communication with elected official or staff.
- c. Chair Forde responded that she suspects it should not be a problem but that she would work with Mr. Glavin to raise the issue with the Governor’s Office and get back to them about it.
- d. Mr. Glavin added that members should reach out to him if they have any further questions.
- e. Member DiMenco clarified that WBDC is a 501c3 who receive a lot of government funding and who advocate but do not lobby.



IX. Public / Vendor Testimony

- a. Mr. Herb Stokes, Chicago Minority Supplier Development Council
 - i. Mr. Stokes requested that they have representation with the Council. Chair Forde stated they can send him a packet that needs to be submitted to the Governor's Office. She said he can reach out to Mr. Johnson or Mr. Glavin, and that then they would work with him to get that through.

X. Upcoming Business Enterprise Council & Subcommittee meeting dates:

- Next Council Meeting – Monday, April 26, 2021
- Next Certification Subcommittee Meeting – Monday, March 22, 2021
- Next Outreach Subcommittee Meeting – Tuesday, March 23, 2021
- Next Compliance Subcommittee Meeting – Wednesday, March 24, 2021

XI. Adjournment

Member Roberts moved to adjourn. Member Doria seconded. All agreed. The meeting adjourned at 3:16 pm.

[BEP Outreach Events](#)

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