



**PUBLIC NOTICE  
STATE OF ILLINOIS**

***Business Enterprise Council for Minorities, Females and Persons with Disabilities***

**AGENDA**

**Monday, August 23, 2021**

1:30 p.m. – 3:30 p.m.

**Location: WebEx Video Conferencing**

**WebEx Event Access Link - [Attendees](#)**

**Number (access code): 177 474 9770**

**Password: 2Fjq2ZWs92**

**Join by phone: 1-415-655-0002; Access Code: 177 474 9770**

- I. Welcome  
Director Forde welcomed everyone and called the meeting to order at 1.35p.m. Ms. Lakhani proceeded with roll call.
- II. Roll Call  
Roll call was conducted. Quorum was established.

<b>BEP Council</b>				
<b>ATTENDANCE ROSTER: COUNCIL MEMBERS</b>				
<b>Members</b>	<b>Present</b>			<b>Absent</b>
	<b>In person Chicago</b>	<b>In person Springfield</b>	<b>via WebEx</b>	
<b>Janel Forde, Chair</b>	<b>x</b>		<b>x</b>	
<b>Alex Bautista</b>			<b>x</b>	
<b>Bola Delano</b>			<b>x</b>	
<b>Emilia DiMenco</b>			<b>x</b>	
<b>Jaime di Paulo</b>			<b>x</b>	



Kendra Dinkins				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'Neil			X	
Jorge Perez			X	
Hedy Ratner			X	
Tracy Sullivan			X	

Business Enterprise Council				
ATTENDANCE ROSTER: Agency Representatives				
Agency	Representative	Present		
		In person - Chicago	In person - Springfield	via WebEx
Central Management Services	Arielle Johnson Carlos Gutiérrez Radhika Lakhani Julie Langrehr			X

In accordance with the Illinois Open Meetings Act (5 ILCS 120) and the Freedom of Information Act (5 ILCS 140) the above meeting is open to the public  
BEP Council



Business Enterprise Council				
ATTENDANCE ROSTER: Agency Representatives				
Agency	Representative	Present		
		In person - Chicago	In person - Springfield	via WebEx
	Harry Reinhard Nicole Mandeville Dina Garcia			

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

- III. Approval of the June 28, 2021 BEP Council Meeting minutes.  
Member Green motioned to approve the minutes from June 28, 2021. Member Delano seconded. All agreed. The minutes were approved.
- IV. Chair's Report - **Director Forde provided an update on the following**
  - **Open Meetings Act**-Director Forde provided an update regarding the Open Meetings Act as it relates to the BEP Council meeting. It was noted for record that the BEP Council meetings will be held remotely.
  - **Subcommittee Chair Nominations**- During today's meeting the Council will select subcommittee chairs. All nominees will provide information regarding their experience and qualifications for serving as subcommittee chair.
- V. **Subcommittees Reports**
  - **Certification Subcommittee Report** – BEP Secretary, Arielle Johnson provided the following update from the Certification Subcommittee meeting: The Certification Subcommittee did meet last month; Member Johnson shared additional information on how to evaluate Native American Tribal Structures which will influence our Native American/Tribal Policy evaluation metrics. Upon consent of the Certification Subcommittee and due to the lack of quorum and the Subcommittee's desire to resolve the issue, the BEP Secretary rescinded the initial REX Electric denial. JCAR will need to be revised to contain inclusive language and guidance on evaluating tribal nations. REX Electric is MBE certified by CMSDC and BEP.



- **A & W Plumbing**-Certification was denied and not approved based on ownership & control and being over BEP's \$75MM revenue cap. The Certification Subcommittee upheld the denial decision that was rendered by the Certification team.
- **Outreach Subcommittee Report** – Chair Emilia DiMenco provided the following update from the Outreach Subcommittee meeting:
  - The Outreach Subcommittee meeting was cancelled. However, Member DiMenco shared that the Outreach Subcommittee has accomplished a lot in the past few meetings and is happy of the progress that has been made to date.
- **Compliance Subcommittee Report** – BEP Secretary, Arielle Johnson provided the following update from the Compliance Subcommittee meeting:
  - The Compliance Subcommittee meeting was cancelled, while waiting for additional guidance to resume meetings in-person and/or virtual meetings.

#### VI. **Ongoing Business**

- **Update from Certification Division – Carlos Gutierrez, Certification Division Manager provided the following update regarding the Certification Division:**
- Mr. Gutierrez provided an update on the new Certification Orientation. Orientation is designed to assist new vendors on how to navigate doing business with the State in a Boot Camp type of format. Topics to be covered are: how to use and navigate BidBuy, Small Business Set Aside Program, choosing the correct commodity codes, registering with the Board of Elections, registering with the Department of Human Rights, how to not use 00 commodity codes and much more. Certification team metrics were shared to reflect that the vendor pool exceeds 3,300 vendors. The certification team was also able to clean up 750 files certification files that ended in the 00 commodity codes with the goal increasing opportunities for certified vendors.
- Member Ivory mentioned that it would be helpful to receive a breakdown of the vendor pool by gender and ethnicity. It was asked if there is a way to track missed opportunities by commodity codes? How many missed opportunities are there for vendors?
- Update from Compliance Division – Harry Reinhard, Compliance Division Manager, provided the following update regarding the Compliance Division: Recent updates include the new compliance webpage which has all reporting forms and templates for agencies, community colleges, and public institutions of higher education. Annual Compliance Plans are due August 31<sup>st</sup>.
  - Member Ivory raised a question regarding what happens when compliance plans are not filled out and turned in.
  - What if they don't turn it in and don't achieve what is listed in the compliance plan-how do we remedy lack of performance?
  - Mr. Reinhard stated only one occasion has an agency not been in compliance with the statutorily required submission of their Compliance Plan, and their lack of compliance was called out in the Annual Report. It is was recommended or offered that if an agency doesn't meet its statutory obligation to turn in their



annual compliance plan and fails to achieve the State's aspirational goal they should appear before the council.

- BEP created a Compliance Guidance Memo and will share it with State APO's/BEP Liaisons and BEP Council once it is approved.
  - BEP Secretary Johnson stated it was a part of the Strategic plan – to share the data and transparency initiative and how the state performed statewide.
  - Compliance plans will be posted online and highlight 8 years of performance.
  - BEP also created a vendor complaint process which can be accessed online; it allows for a proactive instead of reactive approach with agencies when issues arise. This is the formal way for vendors to voice their complaints in a process to resolve their issues.
- Update from Outreach Division – Nicole Mandeville, Associate Deputy Director of BEP provided the following update regarding the Outreach Division: Ms. Mandeville provided an update on BEP staffing of vacant positions, shared an update on the website and discussed executed Fast Track agreements with WBDC and CMSDC.
  - Sheltered Markets – BEP Secretary Arielle Johnson stated council members should have received a request to join the Sheltered Market workgroup. BEP has received requests for clarification on Sheltered Markets from institutions and universities.
    - Secretary Johnson advised the Council to memorialize the decisions of the council -specifically sheltered markets.
    - BEP is partnering with Chief Procurement Office (CPO) to train on how to implement sheltered markets.
    - The disparity study will be used to guide the decision-making on establishing sheltered markets and inform new goals for (where disparity exists).
  - BEP Council Bylaws – BEP Secretary Johnson asked the council if it was ready to vote on BEP Council by-laws.
    - Member Delano- raised a question about onboarding new Council members. She also inquired about the appointment of the remaining Council Members.
    - Member Ivory stated that he is not ready to vote on the bylaws. Member Ivory asked to delay the vote of the BEP Council By-laws
    - Director Forde addressed Member Ivory's concern but noted for the record that the Council move forward with the By-laws.
    - The Outreach Subcommittee reviewed and approved the BEP Onboarding process and By-laws for voting on by full council.
- **Member Delano made a motion to approve the BEP Council By-Laws. Member DiMenco seconded the motion. The following members voted in the affirmative:**
- Alex Bautista
  - Bola Delano
  - Emilia DiMenco
  - Jaime di Paolo
  - Ryan Green

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BEP Council



- Andrew Johnson
- Edward McKinnie
- Kaney O’Neill
- Tracy Sullivan-Yea
- The motion is approved, the motion carries
- The following members voted in the negative or abstained:
  - Larry Ivory-Nay
  - Sharron Mathews-abstained

VII. New Business

- Compliance Plan Review update
  - **BEP Council was presented with FY21 Compliance plans to review. Compliance plan review is underway. Reminders were sent out to state agencies and institutions of higher education.**
  - Member Matthews asked for additional guidance regarding Compliance Plans. She suggested the timetable for the submission of documents be moved.
  - BEP Operations highlighted that the Compliance Plan templates and the required due dates were sent to state agencies and Illinois Public Higher Education Cooperative’s (IPHEC) in July. Reminders were provided via the monthly news bulletin and shared on the BEP Compliance webpages.
  - Member Ivory asked for a timeframe regarding committee chairs.
  - BEP General Counsel noted that committee chairs serve for one year and for one additional, subsequent year
- BEP Council Subcommittee Chair Nominations and Selection
  - The BEP Council Secretary provided an overview of the Compliance Subcommittee before candidates for chair provided background information about their interest to serve.
  - Member Matthew shared her background regarding her desire to be Compliance subcommittee chair.
  - A roll call vote for Compliance subcommittee chair was conducted; confirmation of Member Matthews as subcommittee chair for Compliance was completed.
  - **Affirmative votes:**
    - Alex Bautista
    - Bola Delano
    - Emilia DiMenco
    - Jaime di Paulo
    - Ryan Green
    - Larry Ivory
    - Edward McKinnie
    - Kaney O’Neill
    - Tracy Sullivan
  - BEP Secretary Johnson provided an overview of the Outreach Subcommittee. She thanked Member DiMenco for her service as Outreach Subcommittee Chair.



- Member Delano provided an overview of her qualifications, experience, desire to support, commitment to the outreach of BEP, to the global vendor community, and support of all state agencies.
- No additional nominations were received for the Outreach Subcommittee Chairs. Members voted on Member Delano as Subcommittee Chair. Member Bola Delano was confirmed by majority as chair of the BEP Outreach subcommittee
- **Affirmative votes:**
  - Alex Bautista
  - Emilia DiMenco
  - Jaime di Paulo
  - Ryan Green
  - Edward McKinnie
  - Larry Ivory
  - Kaney O’Neill
  - Tracy Sullivan
  - Sharron Mathews
- BEP Secretary Johnson provided an overview of the role and function of the Certification subcommittee.
- Member Sullivan provided an overview of her qualifications and commitment to support the Certification Subcommittee.
- Roll call vote was taken to confirm Member Tracy Sullivan as Certification Subcommittee Chair.
- **Affirmative votes:**
  - Alex Bautista
  - Bola Delano
  - Emilia DiMenco
  - Jaime di Paulo
  - Ryan Green
  - Edward McKinnie
  - Larry Ivory
  - Kaney O’Neill
  - Sharron Mathews

VIII. Public/Vendor Testimony

- **Angela Weiss**-not present
- **Jon Samek**-Chicago Ornamental Iron, Inc.
  - Open Procurement with Capital Development Board; open procurements cannot be discussed.
  - Mr. Samek asked for guidance on how and where to express his concerns.
  - Issue: Change of subcontractor; they are being replaced by the prime without notification; the vendor felt they were used to obtain the contract.



- Director Forde asked Deputy General Counsel (DGC) Radhika Lakhani to follow-up with the vendor regarding the dispute resolution process.
- Member Ivory offered to assist the vendor and was reminded by DGC Lakhani that discussing this communication is an ex-parte communication that would need to be recorded.
- **Kristin Boster**-not present
- **Vasanth Stephen**-inquired about the PPE contract. Member Mathews offered to connect with Mr. Stephen to discuss this further offline.
- **Malcolm Weems**-raised questions on requested exemptions of employee group insurance. He inquired if any changes can be made to JCAR at bid and renewal for group insurance contracts.

#### IX. Adjournment

- Next Subcommittee Meetings
  - Certification Subcommittee Meeting – Monday, September 27, 2021
  - Outreach Subcommittee Meeting – Tuesday, September 28, 2021
  - Compliance Subcommittee Meeting – Wednesday, September 29, 2021
- Next Council Meeting– Monday, October 25, 2021

Member Sullivan made a motion to adjourn the meeting. Member DiMenco seconded. The meeting was adjourned at 3:58.

#### [BEP Outreach Events](#)

#### [Public Testimony](#)

*\*Please complete the Public Testimony Form "Response Page" found at [CMS Events: Event Details \(illinois.gov\)](#) to provide public testimony.*

*\*Advanced registration is required to speak during public testimony. Public testimony sign-up cut off is noon the day of BEP Council Meetings.*