



Illinois Commission on Equity and Inclusion

Nina Harris, Chairperson
Alexandria Wilson, Executive Director
115 S. LaSalle Street, Suite 4N
Chicago, IL 60603

Approved December 11th 2024

NOTICE

State of Illinois Commission on Equity and Inclusion

CEI MONTHLY MEETING OF THE COMMISSION

Wednesday, November 13, 2024

1:30 PM

Location: Michael Bilandic Building, 160 N. LaSalle St., Room N505, Chicago, IL 60601

Location: Lincoln Towers, 524 S. Second St., Ste. 502, Springfield, IL 62701

WebEx

MINUTES

1. Call to Order

- Chair Harris called the meeting to order at 1:30 p.m.
- In accordance with the Illinois Open Meetings Act, 5 ILCS 120/1 et seq., the Commission provided telephonic and video access to the meeting so that members of the public can monitor the meeting and has updated its website to keep the public fully apprised of the Commission activities relating to virtual participation.
- Chair Harris conducted roll call of the Commissioners.
 - i. Commissioner attending in person at a State facility:
 - 1. Chair Nina Harris
 - 2. Commissioner Van Austin
 - 3. Commissioner Bruce Montgomery
 - 4. Commissioner Ennedy Rivera
 - 5. Commissioner Ovelia Smith-Barton
 - ii. Commissioners attending remotely / virtually:
 - 1. Commissioner Richard Costes
 - 2. Commissioner Ben Salentine
 - iii. Commissioner Austin moved to approve the remote participation of Commissioner Salentine, seconded by Commissioner Smith-Barton. Motion passed by vote.
 - iv. A quorum of the public body was present.

2. Minutes: October 16, 2024 (Action)

- Commissioner Montgomery moved to approve the minutes. Seconded by Commissioner Rivera. Motion passed by vote.

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3. Chairperson Report

- A. Commissioner Richard Costes continues to make significant progress in reviewing, assessing, and compiling data received from Illinois agencies and public institutions of higher education. This data collection is in response to the distribution of the first Race and Gender Wage survey.
- B. Dr. Salentine and his team are advancing the Disparity Study work by aligning their duties with the strategic plan timeline.

4. Operations Reports

- A. Legislative Updates and Outreach Report – Nikita Richards, Internal/External Communications & Legislative Affairs Officer
 - CEI's FY25 Quarter 1 Newsletter is finalized and has been publicly distributed. You may access our newsletter on CEI's website on the Outreach page.
 - CEI's Outreach Unit is developing a communication campaign geared towards helping to increase BEP and VBP recognition certification, registration, and renewal.
 - CEI's Outreach Unit has developed KPI's and metrics in alignment with CEI's strategic plan. Metrics will focus on increasing supplier diversity and fostering economic development among diverse businesses.
 - CEI's Outreach Unit has improved our pre- and post-event vendor feedback surveys to better capture KPIs.
 - CEI has submitted our FY24 veto session and FY25 spring session legislative proposals. Approval by the Governor's Office is still pending.
- B. Administrative Report – Robin Streets, Chief of Staff
 - Agency administrative & Operational Updates
 - We are exploring the creation and distribution of a virtual certificate or badge that vendors can place on their website/place of business to demonstrate their State of Illinois Business Enterprise Program and Veteran Business Program accreditation.
 - Administrative staff has assisted the Finance department with the development of CEI's FY26 appropriation request.
 - CEI has secured intergovernmental agreements with the Department of Innovation and Technology (DoIT) and with the Department of Human Services (DHS).
 - CEI admin has assisted legislative affairs and governance in the evaluation of proposed and current legislation, so they understand its impact on operations and programming.
 - Various staff members have helped draft the CEI quarterly newsletter – which is distributed in October.



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- New tri-fold brochures were created for the Veteran Business Program and Business Enterprise Program. These brochures are available to the public at the CEI receptionist desk and during outreach events.
 - The Certification unit has identified vendors not automatically transmitted to the SDMP during the system change in July and has invited them to activate their profile in the new portal. This communication campaign will be ongoing to ensure vendors are aware of the new system and activation process.
 - Leadership has been made aware of phishing attempts disguised as communications from the Commission on Equity and Inclusion that have been distributed to our vendor community.
 - Procedural adjustments have been incorporated in order to increase staff responsiveness and efficiency during the certification review process.
 - Updates to the CEI Website
 - Several changes have been made to the website to make certain links easier to identify visually.
 - Some of the naming conventions have been changed for a better sequential flow.
 - Statutorily mandated reports
 - CEI received the FY24 SDVOSB and VOSB reports from each of the states four CPO's. VBP staff will utilizing this data to draft a comprehensive summary for the annual SDVOSB & VOSP report due March 1, 2025.
- C. Financial and Human Capital Report – Tracey Kenney, Chief Finance and Human Capital Officer
- Staffing:
 - CEI will be conducting interviews for an additional Certification Analyst November 13 through 15. There are 8 candidates.
 - CEI is working with CMS to post for an additional Compliance Analyst as soon as practical.
 - CEI operational personnel are taking two customer service modules available from the State's repository of OneNet coursework as professional continuing education. CEI's continuing goal is for our personnel to operate with excellence as we serve our stakeholders.
 - Finance:
 - FY2026 budget planning has begun! CEI's fiscal department has submitted our preliminary budget to GOMB.
- D. Business Enterprise Program (BEP) Compliance Unit and Veterans Business Program (VBP) Reports – Jacob Perez, CEI Deputy Director



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- Under development are three forms converted to Adobe format for signatures:
 - Compliance has been in communication with IOC, has supplied the three data files (July through September) for upload into VIVA. These three months will bring our contract data current with expenditure data.
 - CEI Compliance continues to meet with VIVA for regularly scheduled meetings with a few enhancements to be moved into production.
 - CEI was issued two user IDs to the Comptroller's SAMS System for extraction of expenditure data for use in the SDMP Portal.
 - Compliance continues to meet with CEI leadership regarding Utilization Plan rewrite. The GFE component will undergo the first revision making it easier for a bidder to be approved for a waiver request.
 - CEI is receiving returns on the FY24 BEP Annual Expenditure Reporting package. These reporting packages are due back October 31st.
 - Work continues on the second and final round of FY25 requested exemptions for distribution to the Council once all exemptions have been received from the 5 delinquent purchasing entities.
 - The FY24 requested exemptions evaluated by the Council Compliance Committee will not be voted on by the full Council until December.
- E. Business Enterprise Program (BEP) Certification Unit and Mentor Protégé Program (MPP) Reports – LaTasha Binder, Deputy Director
- Certification Unit
 - BEP Certification Numbers:
 - a. Current Number of Active Certified Vendors: 3,811 (as of 10/31/24)
 - Current Improvements:
 - a. Supplier Diversity Management Portal (SDMP) Progress:
 - i. As of 11/4/24 - Completion is at 90% (overall project): Certification Module: 95%, Compliance module: 90%
 - ii. Elements contributing to completion rate: Bidbuy – data fields, CDB – data fields, Higher Education Procurement Bulletin Board – data fields, Community College – data fields.
 - iii. Other contributing elements include: development of the MPP Module and expansion of the Outreach Module -to be addressed after priority modules are complete.
 - b. Certification Module functionalities are active and improving.



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- c. Training is ongoing with staff. Weekly meetings with VIVA
- d. The certification team is taking calls to help vendors navigate the process in the new system.
- Mentor Protégé Program:
 - a. Implementation of the program's project plan has commenced.
 - b. The FY24 requested exemptions evaluated by the Council Compliance Committee will not be voted on by the full Council until December.
 - c. Preparing for the MPP Module build out.
 - d. Continuing to track Interest in the program via the MPP Interest form.

5. BEP Council Updates

- A. BEP Council Secretary Report – Alexandria Wilson, Acting Executive Director & BEP Secretary
 - i. This month, the Subcommittees are meeting on their respective responsibilities.
 - ii. At the August BEP Council meeting, CEI staff provided outreach and legislative updates, the statutory 20/20 report and facilitated a sheltered market discussion.
 - iii. Overviews of the 2022 Disparity Study, FY23 BEP Annual Expenditure Report, Good Faith Effort Waiver reviews, and the Certification and Compliance units were provided to Council Members.
 - iv. The October 2024 meeting was canceled due to lack of quorum for the initial and rescheduled dates.
 - v. The next BEP Council meeting will be December 16, 2024.

6. Public Comment

- None

7. Adjournment (*Action*)

- Commissioner Austin moved to adjourn. Commissioner Montgomery seconded. Motion passed by vote.
- Meeting adjourned by Chair Harris at 2:00 p.m.