

Supplier Diversity Council Meeting Minutes

Monday, June 14, 2010
1:00 pm – 3:00 pm

Attendees:

Jay Burks, Dean Stotler, Cathy Imburgia, Davonna Williams, Ken Anderson, Ron Tutundji, Ron Frazier, Cleon Cauley, Fernando Guajardo, Sakthi Vel, Darlene Jenkins (Public)

Call to Order

Cleon Cauley called the meeting to order at exactly 1:11 pm.

Chairman Remarks/Update

Cleon stated that he will veer off the outlined agenda to review the structure and go over the deliverables noted in the Executive Order.

1. Liaisons – reviewed their role and responsibilities according to Executive Order 14.

As the representative from Office of MWBE Jay Burks will act as Executive Director and manage the liaison process for SDC and provide an Executive Director report on the agenda to update SDC on process & recommendations.

2. Director of OMB & Secretary of State Office will provide a central, online publication for all advertised and awarded State contract. Dean will make sure these processes and procedures are being met and he will report back to SDC. SDC should be kept informed as to what's going on with this process.
3. Report to Governor – need items 1 & 2 in that report.
4. Executive Director OMB – Jay will provide advice to ED of OMB and Governor
5. Certification of MWEB – Jay to give quick synopsis in how process is going, add to SDC Governor's Report.
6. Education of MWEB – CLC will explain as we get to it.
7. Format Action Plan – work with agencies to develop.
8. Role of SDC – chairman broke down to 4 areas and created Sub-Committees for each area:

Training and Education Committee

- Offer training and information on the tools necessary for successfully doing business with the State of Delaware as a minority and/or women business enterprises.
- Deliverables include:

- Identifying all relevant training throughout the state.
- Evaluate the holes in our current training.
- Design a plan that will leverage existing training with proposed training.
 - Evaluate mentorship programs.
 - Training on putting together proposals.
 - Evaluate whether we can maximize our energy by focusing on certain industries.

Transparency and Opportunities Committee

- Help maximize supplier diversity among the State agencies, and help increase contracting opportunities for qualified minority and/or women business enterprises.
- Deliverables Include:
 - Evaluate where we are currently?
 - What are we looking into implementing in the near future?
 - Look outside of the box what could we implement that would make Delaware cutting edge with regards to transparency.

Potential Impediments

- Identify potential impediments if any, concerning supplier diversity within State government, and develop strategies to eliminate these impediments.
- Provide advice and recommendations to the Governor concerning supplier diversity strategies.
- Deliverables include:
 - Identifying legal and non-legal hurdles concerning supplier diversity.
 - What laws are hindering the collection of Data needed?
 - Evaluate Veterans role in the Supplier Diversity Plan.

Disparity Study

- Research and report back to the Governor no later than December 31st 2010, on the feasibility of conducting a disparity study to evaluate the buying practices of the state of Delaware, focus on the use of minority and/or women business enterprises.

- Deliverables include:
 - Evaluate Disparity Studies across the country.
 - Evaluate cost of doing a disparity study now and cost savings if proper data collection occurred prior to implementing study.
 - Identify data that needs to be collected in order to perform a legitimate disparity study.
 - Report back to Transparency and Opportunities Committee on what data needs to be collected so they can evaluate how best to collect such data.

Chair suggested that members choose their sub-committee rather than be appointed to one. It was also suggested that the co-chairs be one person from the State and the other from the Small Business Sector and only member can serve as co-chair of a sub-committee.

*The SDC Sub-Committee List is attached.

December 31, 2010 is the date to report back on all initiatives except action plans which are due September 30, 2010. We can't direct what the outcome will be because we don't collect data well and I don't see that changing by 12/31. We should research disparity studies that stand up to legal quality. Point out what makes disparity study and use that as how we should collect data. Research more on how we can collect to see where we are. We will also be able to change cost because will have that information, what will it cost today and how will findings change that cost

Each sub-committee to set-up meeting dates and report them.

Open Discussion

Committee Activities

Relationship between main committee and sub-committees

Addressing items that may not be part of committee but will need to be addressed

By-laws for SDC

Council appointment terms and actions after report to Governor, possibly redefine roles

Next Meeting/Adjourn

Approved minutes from last meeting.

Meeting adjourned 2:53 pm.

ACTION ITEMS

- ❖ Sub-Committees to decide meeting date & report back to Jay
- ❖ Sub-Committee reports for next meeting
- ❖ Executive Director report for next meeting
- ❖ Cleon to write by-laws