

Governor's Supplier Diversity Council

February 26, 2014 Meeting

Minutes from February 26, 2014 Governor's Supplier Diversity Council Meeting

Attendees:

Present: Ken Anderson, Anas Ben Addi, Sakthi A. Vel PhD, and Michelle Morin

On the phone: Dean Stotler, Devona Williams PhD, Cathy Imburgia, Brian Leahy, Ramon Ceballos, Peter Korolyk, Stephanie Young, Valeria Watson, and Shirley Learner

Absent: Ron Frazier Esq., Clay Hammond, and Nick Callazzo III

Meeting Opened:

Meeting Called to Order by Ken Anderson, GSDC Chair, at 1:04pm.

Quorum:

A quorum was not reached at the start of the meeting with four members in attendance in person and on the phone. At 1:22pm a Quorum was reached with five members present; by 1:24pm there were six members present.

Prior Meeting Minutes:

Minutes for two meetings: the meeting held on December 18, 2013 and the meeting held on December 19, 2013, were reviewed without being read. The minutes from December 18, two corrections were made, and the minutes were unanimously accepted without abstention via motion by Dean Stotler and seconded by (unknown). The minutes from December 19, no corrections were made, and the minutes were unanimously accepted without abstention via motion by Dean Stotler and seconded by Anas Ben Addi.

December 18 Meeting Notes:

- Ken Anderson provided a brief overview the December meeting with Governor Markell and asked for reflection and feedback from the council members. Ken engaged the council with a review of the topics presented and mentioned that some members of the council made comments that showed they missed information and or GSDC meetings where those topics were vetted. Dean Stotler added that the GSDC meetings are for the discussion of the topics and noted that the Council appeared a little disorganized by the cross dialog. Dean further identified that it was a helpful discussion on the topic of Quick Quotes as it engaged Governor Markell on the future of e-procurement and Quick Quote practices, even though this was not a topic on the agenda for the meeting. Anas Ben Addi suggested that unexpected surprises can be managed in the future through a preparatory meeting with required attendance. He further suggested capturing those personal agenda topic(s) from members at the preparation meeting, he suggested through a survey. Dean Stotler and Dr. Devona Williams supported this suggestion. Ken reiterated that the annual meeting with the Governor is set aside as a time for a review of Council topics addressed throughout the year and any resulting recommendations. It was clear some Council members who were not at the previous meeting, where the protocol for the meeting with the Governor was addressed, created some cross dialog at the meeting with the Governor that may have made certain Council members appear

- uninformed. Ken then indicated the additional suggestions regarding the end of year meeting with the Governor would be put into action for the end of this year.
- Ken Anderson provided an overview on the status of potential new appointments to the Council. Specifically, names are being vetted through the state office of Boards and Commissions. He informed that participation of all members is being tracked by conference call or in person and may be requested by the office at any time. An attempt to contact Carlos Dipries and Hollis Thomases were unsuccessful. Cathy Imburgia indicated that she will provide their contact information to Michelle Morin. Anas Ben Addi asked if a self-assessment of the council to identify a profile for the Council might be helpful to identify potential additions to the Council. Dean Stotler explained that the Executive Orders creating and adding to the Council are prescriptive as to the constituency a member represents and added that we are not limited to only Council members attending and that business owners may attend and be helpful to initiatives as they have done so in the past.
 - Ken Anderson informed that the council may not be able to utilize telephone attendance for future meetings where voting is necessary. Dr. Devona Williams inquired as to why. Michelle Morin gave a brief explanation of Delaware Code regarding public meetings and offered to send links to the Code for each member to read in an email following the meeting. Stephanie Young inquired if liaisons, who are non-voting members, will be able to attend via conference call. Ken confirmed that conference dial in opportunities would continue for liaisons.
 - Ken Anderson asked Council to review the recommendations made to Governor Markell at the December meeting to learn where Council and Tiger Teams are on these initiative:
 - Slide 1 – Dean Stotler and Dr. Devona Williams indicated there is more work to do on this. Ken Anderson indicated that this initiative would remain on the list of initiatives for CY2014.
 - Slide 2 – Ken Anderson indicated this is an ongoing initiative.
 - Slide 3 – Dean Stotler indicated that this is an ongoing initiative and should remain on the list. He further indicated that GSS and DTI are working on the IT initiatives.
 - Slide 4 –
 - Slide 5 - Dean Stotler indicated that two of the three School District Vendor Day activities have occurred; the third will be in March. He indicated that there were some good lessons learned and continued efforts to educate School Districts about sourcing opportunities in the supplier diversity community exist. Dean further indicated that through his meeting with School District Mangers that GSS is creating an Agency Day training forum for the School Districts to further connect sourcing and procurement. Ken inquired if spend by School District can be incorporated in the supplier diversity spend reporting and score cards. Dean supported this request and suggests keeping this initiative for CY2014.
 - Ken Anderson inquired if council members had new initiatives to suggest for the council to consider for the new calendar year. Ken then suggested that everyone does not always understand the mission of the council and indicated that DEDO, OSD, and Council members are sometimes invited to get involved in items that are outside the scope of the mission of the council. Therefore, Ken offered an initiative to research what other similar councils in other states are doing as it related to specific ethnicities and genders. He

- asked for suggestions on how to accomplish this task and how to formulate the information. Michelle Morin offered to outreach through her status as a Board of Director member of the The National Association of State Minority, Women, and Disadvantaged Business Enterprise Directors (NASMWDD) once a questionnaire or survey is prepared. No other new initiative suggestions were offered from Council.
- Ken Anderson turned to the draft of the New Executive Order, which had been provided to Council via email on this day. Ken indicated that he has been in contact with the Governor's office and that the final version of the Executive Order is hoped to be released toward the end of March. Ken inquired if OSD was ready to implement the new EO initiatives. Dean Stotler indicated yes and deferred to Michelle Morin. Michelle Morin indicated that the office is ready and that the website and database have been made ready to initiate the new members to the supplier diversity community. Dr. Devona Williams inquired as to what is required for a company to become certified in the Small Business Focus program. Michelle responded explaining the eligibility criteria and the documents required to meet the criteria. Devona indicated that she wished to go on the record that the request for tax information is too intense. Michelle informed that it is a best practice to seek tax documents to verify gross sales and asked for an alternative suggestion to verify eligibility criteria unanimously voted on by council in the August 2013 meeting, none were offered. Ken indicated that the execution of the program would be monitored and if it was clear that the application process was a deterrent to applicants completing the process, that Council could review the program and advise if any adjustments were necessary.
 - Michelle Morin provided an update that the U.S. Small Business Administration (SBA) has increased some size standards for two industries of NAICS codes, specifically in the utility and construction sectors, adding approximately 400 businesses into the small business sizes as determined by the SBA. The utility sector changed for businesses in the grouping of: 10 electric power generation, transmission, and distribution industries. The construction sector changed for businesses in the groupings of: Land Subdivision industry, Dredging and Surface Cleanup activities, which is an "exception" to the size standard for NAICS 237990, Other Heavy and Civil Engineering Construction. These new size standards became effective on January 22, 2014. These changes will not impact the eligibility size standards set by the Council for the SBF program, as the bottom (or lowest) size standards for the overall industries did not change, which is where the formula for eligibility was based.
 - Anas Ben Addi inquired regarding the eligibility standard for the SBF program and asked if those would be outlined in the anticipated Executive Order or if Council would be able to modify them in the future. Michelle Morin indicated that the Council voted in August on the eligibility criteria and that the Executive Order is expected to leave the authority to the Council to vote on those thresholds.

Meeting Schedule for the calendar year 2014:

Meeting dates were identified for:

1. April 10, from 2:30pm to 3:30pm in Dover.
2. June 20, from 1:30pm to 2:30pm in Wilmington.
3. August 21, from 2:30pm to 3:30pm in Dover.
4. October 16, from 1:30pm to 2:30pm in Wilmington.

5. And two in December, those dates will be identified in the future.

Next Meeting:

April 10, from 2:30pm to 3:30pm at DEDO, 99 King's Boulevard, in Dover.

Public Question / Comment:

One member of the public was present in the conference room. Ms. Bethany Rose introduced herself as a student at Wilmington University taking an American Politics course. One of her requirements is to attend a meeting and write a 3 page paper about the meeting itself and what she learned. It is unknown if any other members of the public were on the phone as none self identified. No questions were raised by the Public.

Meeting Adjournment:

Meeting adjourned by Ken Anderson, GSDC Chair, unanimously without abstention upon motion by Anas Ben Addi and seconded by Dr. Sakthi A. Vel, at 2:14pm.