

Supplier Diversity Council Meeting Minutes

Monday, May 10, 2010
1:00 pm – 3:00 pm

Attendees:

Jay Burks, Dean Stotler, Cathy Imburgia, Pam Draper, Devona Williams, Ken Anderson, Ron Tutundji, Ron Frazier, Clay Hammond, Cleon Cauley, Fernando Guajardo, Sakthi Vel, Shavonne White

Call to Order

Cleon Cauley called the meeting to order at exactly 1:08 pm.

Welcome

Cleon Cauley welcomed everyone to the meeting. There were 2 new attendees, Mr. Vel and Mr. Guajardo who joined by phone.

OMWBE Updates

Mr. Anderson distributed copies of the Delaware Small Business Summit Survey for SDC to review the results. Feedback included looking for more detail and requests for a certification workshop during the summit. Also mentioned was the idea of using social networking to communicate during the summit.

SD Council Initiatives

Online certification process was discussed. Mr. Frazier mentioned the SWAM process (VA) and how user-friendly and efficient that process was. SDC decided to look at other states that have a user-friendly online certification process and how we can implement one for DE. It was suggested that SDC look at MD and CO.

Disparity Committee Update

Mr. Guajardo asked about obtaining second tier information. Mr. Stotler spoke about the fact that this information can only be requested and not required. The suggestion was made to use a form letter to request this information.

Ms. Williams and Ms. Imburgia noted that there should be consistent rules among industries – there are differences in tracking depending on the type of business (professional service, goods & products)

Change notification was discussed. Mr. Anderson suggested that there be a central tracking system so that businesses can properly notify any changes they make.

Mr. Stotler mentioned that the Attorney General's office are making revisions to the RFP Boiler Plate – Mr. Frazer suggested that SDC have access to this information and Mr. Cauley proposed that question as to whether this is going to affect what the Governor is asking SDC to do, can we address SDC issue through Boiler Plate? Mr. Cauley agreed to reach out to the AG's office and inquire.

Mr. Cauley posed the question: Does the disparity study have to get down to second tier? He stated that we may have answers without second tier information.

SDC also agreed that some focus be made on how to identify what is in the First Tier & Second Tier and the need to have a better understanding of how big the marketplace is.

Training internal/external

Ms. Williams, Ms. Imburgia and Mr. Anderson discussed and suggested having a business mentoring program.

Increasing Visibility of MWBE Spend

How to measure “deliverables”

SDC would like to see Vendor Spend Reports from every agency – How can this be measured?

Mr. Burks provided information on percentage of money going to MBWE, Mr. Stotler confirmed that the percentages are about the same on the federal level and Ms. Williams added that if the percentages of money to MBWE are comparable to Federal levels, is disparity study needed?

Subcontractor Reporting

Subcontractor reporting was discussed. Mr. Anderson stated that determining the feasibility rests on getting accurate data and determining what type of subcontracting is being done.

Mr. Frazer questioned “bait and switch” tactics & the effect it has on MBWE. SDC agreed that there should be measures on how to identify this.

Branding the Council

“Branding” SDC – should there be a logo and should there be a separate site?

Mr. Cauley added that the SDC information should be on the MBWE site and the role of SDC should be clear and that the role is dealing with external issues.

Ms. Imburgia will assist with the web operations.

The council also discussed opening the full council meeting to the public and making the agenda and minutes available on the site.

New Initiatives/Discussion

Mr. Burks suggested that SDC hold off on these items due to time constraint. They will be discussed at the next meeting, the council was in agreement.

Liaisons

Mr. Cauley suggested that SDC meet with the liaisons to get their input. He also suggested that there be guidelines for the liaisons. It was also suggested that they be surveyed prior to the meeting to see what the issues are and how we can help.

Mr. Anderson suggested that a feedback forum should be created for issues/complaints.

Next Meeting/Adjourn

Next meeting will be on 6/14 at 1:00 pm. Mr. Cauley proposed that the meetings be held every second Monday of the month, Mr. Burks and Mr. Anderson second the motion.

Discuss liaison guidelines

Dean Stotler to have 15 minutes on next agenda to discuss procurement

Meeting was adjourned at 3:05 p.m.

ACTION ITEMS

- ❖ Reach out to DelDOT Liaison and Sec. Carolann Wicks regarding online certification (Jay Burks)
- ❖ Get information on AG changes to RFP (Cleon Cauley)
- ❖ Disparity Study Presentation – have a speaker attend meeting to discuss the elements (Jay Burks)
- ❖ Condense EO 14 to put on Web (Cleon Cauley)
- ❖ Create survey for liaisons and set up liaison meeting
- ❖ Education document (Jay Burks)
- ❖ SDC Brand (Cathy Imburgia)