

Governor's Supplier Diversity Council

June 20, 2014 Meeting

Minutes from June 20, 2014 Governor's Supplier Diversity Council Meeting

Attendees:

Present: Ken Anderson, Dean Stotler, Nick Callazzo III, Sakthi A. Vel PhD, Loren Hopkins-Taylor (DuPont), Lisa Jolly (DuPont), Givvel Marrero, Cathy Imburgia (2nd portion), and Michelle Morin.

On the phone: Brian Leahy, Wendy Brown, Ramon Ceballos, Cathy Imburgia (1st portion, then in person) and Clayton Hammond.

Absent: Devona Williams PhD, Anas Ben Addi, Ron Frazier Esq., and Theresa Brown Edwards, Esq.

Meeting Opened:

Meeting Called to Order by Ken Anderson, GSDC Chair, at 1:35pm.

Quorum:

To reach a quorum a simple majority, 6 members, of the council is required. A quorum was not reached at the start of the meeting with four members in attendance in person, Chair Anderson indicated that other members were on their way. A quorum was reached at 2:27pm with 6 members present in-person, after which votes were held on two topics.

Prior Meeting Minutes:

Minutes for the meeting held on April 10, 2014, were reviewed without being read. A vote to accept the minutes was tabled until a quorum was reached. After a quorum was reached, the minutes, with two corrections, were unanimously accepted without objection or abstention via motion by Dean Stotler and seconded by Nick Callazzo.

June 20 Meeting Notes:

- Chairman Anderson welcomed guest Mrs. Loren Hopkins-Taylor of DuPont. Loren was invited to share her role and background with the Council. Loren shared her title, Sourcing Manager for Supplier Diversity, and included that she has been in this role for 6 months, she then shared her impressive multiple-decade DuPont background of sales, marketing, international customer service and many years of procurement. She next introduced Lisa Jolly who was with her, Lisa is a process improvement manager and has a sales background. Next the other Council members present introduced themselves and shared their council work successes.
- Ken Anderson reviewed the 2014 initiatives and identified the School Districts as having the biggest challenges. Dean Stotler provided a brief review of the GSS efforts with the School Districts including the continued outreach attempts to schedule the next iterations of School District Vendor Days and indicated he may need to request a letter from Council to support the contracting unit efforts to continue to create access to school district procurement activities.
- Council Member Givvel Marrero arrived. Chairman Anderson acknowledged Givvel as this is his first Council meeting. Givvel is a native to Delaware and owns three companies:

Promotion Zone., an Alpaca farm from which he harvests and sells fiber, and a child care center.

- Clay Hammond identified a plan that he is undertaking to meet with and ask School Districts to develop supplier diversity plans.
- Nick Callazzo identified his newest project, the Veteran Victory Village that he is working to bring to fruition, which focuses on individual Veterans. Mr. Robert DeGoeur, SDVOBE, will be on site at Victory Village to assist with working with Veterans.
- A Quorum was reached, 2:27pm, Cathy Imburgia arrived and shifted from phone participation to in-person participation.
- Ken Anderson offered congratulations to Council on the March 26 signing of E.O. 44 and on the various continued good word spread throughout the community on the new changes.
- Michelle Morin presented to Council regarding EO44 provision 12 (f)(i) “a definition of businesses owned by Individuals with Disabilities and/or whether certification or other identification of businesses owned by Individuals with Disabilities is achievable and advisable”. Michelle shared with Council the results for her many-month tour of the various stakeholders within the state to build relationships and seek understanding of the basic documentation readily available to an Individual with a Disability that the Office of Supplier Diversity may rely upon as evidence of disability status without getting into private health and medical information of an applicant. She shared those findings with Council and described the requirement of documentation as belonging to a group within the Supplier Diversity community and proposed a methodology to utilize for applications of Individuals with Disabilities. Further she explained that a national perspective question was before the Council at this time. A national question is raised because no other state is currently certifying Individual with Disability owned Business Enterprises in their supplier diversity community, therefore Delaware cannot request a home state certificate from these business owners from other states as it does with the other four segments of the community if the business is located outside of Delaware. Michelle proposed the following for business owners with Disabilities for both Delaware owned businesses and out of state businesses:
 - Regarding a definition of Individual with Disability: OSD will rely upon the definition from the American with Disabilities Act (ADA) and its 2008 amendment.
 - Regarding applications for Individuals with Disability: in addition to the universal application materials that all diverse suppliers provide, Individuals with Disabilities shall document their claim of being a member of the community similarly to how minorities, women, veterans, and service disabled veterans document by providing one (1) of the following in support of their claim of disability:
 - A Certificate of Disability from the Delaware (or their home state's) Department of Labor, Division of Vocational rehabilitation, (The disability itself need not be revealed);
 - A Certificate of Disability from the Delaware (or their home state's) Division of the Visually Impaired, (The disability itself need not be revealed);
 - A letter from the U.S. Social Security Administration documenting that named individual is eligible to receive Social Security Disability Income. (the disability itself and the dollar amount of the SSDI can be redacted);
 - A letter from a Medical Doctor (M.D.) documenting the person's name and the fact that they have a disability and the duration of the disability. (The disability itself need not be revealed); or

- Any other documentation of disability for review by the Office of Supplier Diversity for consideration to support the claim of disability; such other documentation may or may not be determined to suffice. The Office of Supplier Diversity may outreach to local and national resource partners to verify the example of any other documentation without sharing the actual documents. OSD will chart the additional materials and report back on this topic from time to time.

After good discussion and Q&A regarding Individual with Disabilities Business Enterprise (IWDBE) eligibility and advisability, Council unanimously accepted OSD's recommendation regarding Executive Order 44 section 12(f)(i) [as describe above], without abstention via motion by Nick Callazzo and seconded by Cathy Imburgia. Michelle expressed gratitude to Council on behalf of the Individuals with Disabilities who are the business owners that will benefit from this decision.

- Ken Anderson spoke on the state code regarding the establishment of a Quorum of voting members in public meeting and how it requires an in-person attendance or the use of Video. Ken specifically addressed that telephone attendance is not permitted for voting purposes. Liaisons and non-voting participants may attend by telephone.
- Cathy Imburgia raised the topic of looking to marketing opportunities as a jump off point from the improvements in certifications.
- Ken Anderson informed that Delaware Economic Development Office (DEDO) is planning a Small Business Summit to get the word out regarding the creation of the Small Business Focus Program. It is being planned as a half-day conference and will be in partnership with the Office of Management and Budget.
- Cathy Imburgia raised a question about the Division of Revenue and business licensing as an opportunity to obtain a list to outreach to businesses that may be eligible for the Small Business Focus Program. Dean Stotler indicated that the W9 process is what allows businesses to self-identify as small businesses and that GSS and OSD can outreach to obtain that list form the First State Financial system.

Next Meetings:

August 21, 2014 from 2:30pm to 3:30pm in Dover

October 16, 2014, from 1:30pm to 2:30pm in Wilmington

December: two meetings are anticipated in December, in Wilmington, those dates will be identified in the future.

Public Question / Comment:

One member of the public was present in the conference room. Ms. Randi Regan, Assistant Director at Tutor Time and a student at Wilmington University taking an American Politics course. One of her requirements is to attend a public meeting and write a 3 page paper about the meeting itself and what she learned. She indicated that the meeting s was educational, that everyone is well spoken and that that topics were a bit intimidating. 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, without motion at 2:58pm.