

Governor's Supplier Diversity Council

July 21, 2016 Meeting

Minutes from July 21, 2016, Governor's Supplier Diversity Council Meeting **Video Conferenced Meeting in DEDO offices in both Wilmington and Dover**

Attendees:

Present in Wilmington: Ken Anderson, Anas Ben Addi (left at 11:18am), Devona Williams PhD, Givvel Marrero, Theresa Brown Edwards Esq. (arrived at 10:18am), Sakthi A. Vel PhD (arrived at 10:24am), Valerie Watson, and Michelle Morin.

Present in Dover: Nick Callazzo III (left at 11:19am)

Present on the phone (non-voting): Shirley Learner, Wendy Brown, Mary Parker, Mike Miles, Brian Leahy, and Stephanie Young (arrived at 10:23am).

Absent: Ron Frazier Esq., Ralph Truitt, Dean Stotler, and Jayshree Moorthy.

Public Present in room in Wilmington: none.

Public Present in room in Dover: none

Public Present on the Phone: none identified

Meeting Opened:

Meeting Called to Order by Ken Anderson, GSDC Chair, at 10:08am.

Quorum:

A quorum (currently requires 6 of 11 members) was not reached at the start of the meeting, but was anticipated as one Council Member had alerted, before the meeting assembled, that she was hitting heavy traffic while en-route. At 10:18am, a quorum of 6 members was reached and at 10:24am, 7 members were present.

Prior Meeting Minutes:

The minutes from the May 5, 2016 meeting were reviewed; no vote was held at the start of the meeting, as a quorum was not yet reached. At the end of the meeting at 11:39am, after a quorum previously had been established during the meeting, the May 5 minutes were unanimously accepted as written upon a motion by Devona Williams PhD and seconded by Theresa Brown Edwards Esq.

July 21 Meeting Notes:

- Chair Ken Anderson greeted everyone and review the past meeting minutes as the first order of business, and postponed the vote for later in this meeting once the anticipated quorum could be reached.
- Chair Ken Anderson opened the conversation regarding Council Initiatives for this 2016 year. Chair identified the timeline to include that initiative teams should begin work with a plan to have initiatives complete or near complete for Council, at the October 20, 2016 meeting, to consider as recommendations and reports to be made to Governor Markell. Council reviewed, discussed, and took action regarding the following initiatives:

1. **School District Initiative:** GSS continues to work with the School Districts to continue and grow participation in supplier diversity efforts by all Districts and seeks support from Council in the form of a letter. In addition to recognizing the efforts of the Department of Education inclusive of the Districts account for 30% of FY15 spend, and that the state has enjoyed a 200% increase over the Markell Administration through FY2015 year-end as important, it is also important to note that not all school districts are participating. That is an area for continued improvement. Additionally, a suggestion was made to include GSDC in attendance at School District management meeting when this topic is being discussed. GSS will draft the initiative language for consideration and the letter for Council to consider if initiative is accepted.

Team: Dean Stotler, Michelle Morin, Devona Williams PhD, Givvel Marrero. Initiative accepted by unanimous vote upon motion by Givvel Marrero and seconded by Anna Ben Addi.

2. **Review of Professional Services RFPs to enhance consistencies:** Review the organization of Professional Services solicitations, as advertised on MyMarketplace, and the structure boilerplate language are sometimes inconsistent across the state including higher education entities. Council should review Professional Services solicitations with the goal to look to suggest a consistent model to be used across the state and all agencies including higher education.

Team: Devona Williams PhD, Givvel Marrero, Sakthi Vel, Valerie Watson (maybe).

Initiative accepted by unanimous vote upon motion by Devona Williams PhD and seconded by Givvel Marrero.

3. **Template Assessment:** There are some agencies and poly-sub divisions that do not utilize the State's procurement templates, an initiative may be to have the support from Council, including the liaisons, to review and address any agencies that are not utilizing the template in an effort to streamline the vendor experience of government procurement solicitations.

Team: Dean Stotler, Theresa Brown Edwards Esq., Givvel Marrero

Initiative accepted by unanimous vote upon motion by Devona Williams PhD and seconded by Theresa Brown Edwards Esq.

4. **Vendor Reference Assessment:** A conversation occurred around the topic of references for vendors bidding on contracts and the challenge vendors have in responding if much of their experience is with state or if the solicitation requests a reference for a specific type of work but that work has only been performed for the state. This initiative could be to review the reference portion of solicitations to determine if there is a streamline option for templates that allows vendors to include their book of business in a list, which is different from a reference. Perhaps there is a method to provide education on this topic in the FAQs with a focus on the vendor being able to respond and be considered 'responsive'. Conversation included the ability of vendors to use the solicitation Q&A time-period to ask how to list references if a state agency is the only reference for a particular type of work.

Team: Anas Ben Addi, Nick Collazzo, Wendy Brown, Valerie Watson.

Initiative accepted by unanimous vote upon motion by Anas Ben Addi and seconded by Devona Williams PhD.

5. **Exploration regarding Bylaws:** The Bylaw initiative as raised at the February meeting was again suggested and discussed.

Team: Michelle Morin

Initiative accepted by majority vote upon motion by Givvel Marrero and seconded by Devona Williams PhD. There was 1 abstention in this vote and an explanation was offered that it is unclear if Bylaws are necessary, and therefore abstaining rather than voting for or against.

6. **GSDC Letter to support 1 for 3 reporting:** OSD requests a letter from Council to all Agencies to review the reporting of the under-threshold 1 for 3 activities of each agency. OSD will draft the initiative language for consideration and the letter for Council to consider if initiative is accepted.

Team: Michelle Morin, Theresa Brown Edwards Esq.

Initiative accepted by unanimous vote upon motion by Givvel Marrero and seconded by Devona Williams PhD.

- The remainder of the proposed initiatives were not reviewed and are moved to the August 17, 2016, meeting in order to address other agenda items for this meeting.
- **Under New Business**
 - Michelle Morin shared two items regarding OSD.
 - That OSD announced a policy change that will be coming in the very near future regarding Veteran and Service Disabled Veteran applications for OSD certification. To date, the policy has been that Veterans must be verified by the Veterans Administration through VetBiz.gov first and then may apply via a specialized application for OSD certification. Due to a new discovery that the VA is more unlikely to verify two businesses for one owner because they require an owner document how they work “full time” in the business being reviewed, and where OSD does not use that requirement and instead reviews for ‘control’ and OSD has already reviewed and found eligible other business owners who have two businesses and have been determined to control both, OSD will no longer require VA verification. If a Veteran and Service Disabled Veteran is already VetBiz.gov verified, they may apply via a specialized application for OSD certification, if they are not VA verified, they may apply via an original application. OSD is completing the update to the original application to include the specifics for Veterans and Service Disabled Veterans.
 - OSD shared an evolving trend and sought comment from Council. The trend is the change in documentation relative to ethnicity and gender across the nation. Birth certificates in most jurisdictions do not document ethnicity. Gender is starting to be removed from some birth certificates and has been for some time in other locales. Current circumstance is that applicants are providing one or more familial generation birth certificates and/or death certificates to document ethnicity. OSD asked Council for comment about which documents they might utilize or recommend to document ethnicity and/or gender. Council discussed various immediate reactions including personal circumstances, use of passports, and other documents. OSD

suggested that there will not be only one answer, but that there will likely be a small collection of documents that OSD may utilize for these eligibility topics. This discussion was agreed to be resumed at next Council meeting.

Under Old Business,

- None.

Public Question / Comment:

- At 11:38am, Chair Ken Anderson opened the floor for public comment. There were not any members of the public in the meeting rooms. It is unknown if any members of the public were on the phone as none self-identified.

A question was asked by Council Member about why the SBF certification is an annual recertification rather than a three-year recertification. Michelle Morin explained that Council voted to support a 1 year recertification rather than the 2 year suggested duration. This question was suggested to be raised for conversation at the next meeting.

Next Meeting:

August 17, 2016, from 2:00pm to 3:30pm, is the next scheduled meeting. This meeting is at Delaware Economic Development Office (DED0), Conference Room, Conference Room, 99 Kings Blvd, Dover, DE, 19901, Kent County. Notification will be provided in advance of the meeting if video conferencing is available at both DED0 locations, Dover and Wilmington, but it is not anticipated as an available option.

Meeting Adjournment:

Meeting adjourned by Ken Anderson, GSDC Chair, at 11:40am via motion by Givvel Marrero and seconded by Theresa Brown Edwards, Esq.