

Governor's Supplier Diversity Council

October 16, 2014 Meeting

Minutes from October 16, 2014 Governor's Supplier Diversity Council Meeting

Attendees:

Present: Ken Anderson, Devona Williams PhD, Sakthi A. Vel PhD, Givvel Marrero, Michelle Morin, and Valerie Watson

On the phone: Anas Ben Addi, Dean Stotler, Nick Callazzo III, Cathy Imburgia, Clay Hammond, Loren Hopkins-Taylor (DuPont), Lisa Jolly (DuPont), Brian Leahy, Carmen Herrera, Stephanie Young, and Peter Korolyk

Absent: Theresa Brown Edwards, Esq. and Ron Frazier Esq.

Public Present in room: Jamie Pavlou and Rachel (unknown)

Meeting Opened:

Meeting Called to Order by Ken Anderson, GSDC Chair, at 1:34pm.

Quorum:

To reach a quorum a simple majority, 6 members, of the council is required present in person. A quorum was not reached at the start of the meeting with four members in attendance in person, and 5 members on the phone. Chair Anderson indicated that votes will not occur during this meeting as an in person quorum will not be reached.

Prior Meeting Minutes:

Minutes for the meeting held on June 20, 2014, were reviewed without being read. Two corrections were suggested. Chair Anderson indicated that votes will not occur during this meeting as an in person quorum will not be reached. These minutes will be considered at the next Council meeting.

October 16 Meeting Notes:

- Chairman Anderson welcomed everyone including the two students from University of Delaware who joined as members of the public today. Ken reviewed the agenda.
- Ken Anderson spoke to Executive Order 44 and in particular to three sections:
 - section 12(f)(i) – has already been accomplished by Council;
 - section 12(f)(ii) – how to report contracts awarded – Ken indicates that Council should provide comment on this topic; and
 - section 12(g) – for the Small Business Focus program, how to increase opportunities to SBF participants.

Ken further indicated that the inclusion of Individual with DisAbilities does not take Council's focus off of existing OSD Certified opportunities and that the Council annual meeting with the Governor and the OSD Annual Report to the Governor and State shows that the state spend with the Supplier Diversity Community continues to increase. He indicated that Council will continue to review the reports regularly. Ken also stated that a disparity study is not off the table. Ken announced that he is looking at the annual reporting to consider the need for a disparity study. No discussion was held on this topic.

- The Council moved to a review of the current initiatives. Dean Stotler identified the School Districts as having the biggest challenges. Dean shared that Government Support Services (GSS) holds a standing spot on the Agenda of the Business Managers meeting for the School Districts. This October meeting GSS and OSD presented to the 19 School District leaders the “Score Card” and reviewed their spend. Dean 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, which are now scheduled for December 18, January 29, and February 12. Ken Anderson inquired if Dean and GSS needed to request a letter from Council to support the contracting unit efforts to continue to create access to school district procurement activities. Dean indicated, Yes, the support from Council is helpful. He further indicated that while GSS is the fulcrum the help of the GSDC via a letter is both collaborative and helpful and the letter would support the desire for the School Districts to work in conjunction with Executive Order 44.
- Dean Stotler asked Michelle Morin to provide a review of the Score Card. Michelle indicated that there is a two-page pull out score card coming in this year’s OSD Annual Report. The Score Card has the Agency’s spend results on page 1 and School Districts spend results on page 2. This Score Cards was shared with the Business Managers and the School Districts, as included within the Department of Education (DOE) have the highest agency spend with the Supplier Diversity community for FY2014. This is laudable, and the Districts as a whole were graded with an “A”, however, the DOE and School Districts spend with the community when compared to the total dollar spend by DOE and School Districts is third in the state, which was graded as a “C”. This was reviewed as an area for improvement by School Districts. The DOE with School Districts did achieve a 63.61% spend increase with the Certified OSD companies in FY2014 over FY2013. Dean cautioned that the Capital Budget attributed to the School Districts is the area for us to focus on as we can expect the Scholl Districts to lead with respect to capital budget spend and we want to ensure the access to opportunities for the small and diversity businesses. Sakthi Vel inquired about the percent of spend that is from the capital budget of the school districts. Dean Stotler responded that there are three major areas for capital construction spend and that as a council we should be sensitive to where that spend is occurring. He gave as an example the recent Delaware Department of Transportation (DelDOT) capital project of the DMV building. Devona Williams inquired about the specific spend by category type, in particular professional services versus construction spend and the possibility to break out reporting by contracts and by type of service. Michelle responded that we do not at this time have that break down but that breaking out spend to the three major spend categories is possible to be explored and added to the achievement in reporting for FY2015. Michelle further indicated that it will take some time to determine the process to pull these additional reporting elements and to vet the process to ensure confidence in reporting.
- Ken Anderson moved Council on to discuss the other initiatives. Cathy Imburgia has suggested modifying the language of the initiative formerly known as: “Devise a method for effectively communicating current Supplier Diversity Score Card information to the Supplier Diversity Community” to now be considered to be, “Devise a method for effectively communicating current Supplier Diversity Score Card information to the State and the Supplier Diversity Community to increase visibility and address trends.” Without a quorum, this could not be raised to a vote.
- Next initiative was discuss by Devona Williams and Cathy Imburgia to evaluate the RFP process and status updates. Dean Stotler provided an update that GSS is working with the

Department of Technology and Information (DTI) and is leading a PPPS system which does a business case analysis to measure milestones within a process. By December of 2014 it is anticipated that State will have an analysis and commence the implementation of the e-procurement process. This will, in the future, include quick quote process and other opportunities. These are major system changes and GSS is excited about the new functionality coming.

- The next initiative is covered by Ken Anderson, which is to review the role of the GSDC in comparison to other states. Ken indicated that this Council is unique in its role and that no one else is including Individuals with DisAbilities into their Supplier Diversity initiatives and that some states are including small businesses. Ken indicated he is speaking with Virginia, they are undergoing a large change there and Tracy Jeter is the new head of the state role and she reports to the Secretary of Commerce.
- New Business includes an announcement that Melody Booker Wilkins, formerly of DEDO is now the new Executive Director of Sussex County Economic Development.
- Nick Callazzo share that the State has issued its first Veteran license plates. That the Victory Village for homeless and transition veterans continues to make ground. Nick offered Council a tour of the facilities at any time Council members wish. Nick is typically on site on Tuesdays and Thursdays.
- Loren Hopkins Taylor proposed that DuPont take next steps in 2015 to create an opportunity to have DuPont meet with Delaware vendors to learn about DuPont's Supplier Diversity program. Michelle Morin happily agreed and Loren and Michelle will connect on this topic.
- Ken Anderson is proposing a Small Business Summit for November and he will provide more information. Ken suggests that OSD will present on the Small Business Focus program. Ken indicated that there will be two panels of resource partners and that Governor Markell will be the keynote speaker. GSDC and liaisons will be recognized at this event. This will be a FREE event.

Next Meetings:

December 10, 2014, time and location will be confirmed in the future; and
December 18 or 19, 2014 with Governor Markell in Wilmington; date and time will be confirmed in the future.

Public Question / Comment:

Two members of the public were present in the conference room, Jamie Pavlou and Rachel (unknown), both are students at University of Delaware taking a course where one of their class requirements is to attend a public meeting and write a paper about the meeting itself and what they 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, without motion at 2:30pm.