



**MINORITY, WOMEN & EVANSTON BUSINESS ENTERPRISE (M/W/EBE)
DEVELOPMENT COMMITTEE**

Wednesday, April 19, 2017

6:30 P.M.

Lorraine H. Morton Civic Center, 2100 Ridge Ave, Aldermanic Library

MEMBERS PRESENT: Ald. Peter Braithwaite, Yves Lassere, Jessica Oldani, Bob Reece, and Kenneth Rodgers

MEMBERS ABSENT: Ald. Brian Miller, Joshua Gutstein, Jean Murphy, and Robin Simmons

STAFF PRESENT: Assistant City Manager Martin Lyons, Purchasing Manager Tammi Nunez, Capital Planning & Engineering Bureau Chief Lara Biggs, and Business Workforce Development Coordinator Sharon Johnson

Guest: Linda Del Bosque

PRESIDING MEMBER: Ald. Braithwaite

1. Declaration of a Quorum

With a quorum present, Chair Braithwaite called the meeting to order at 6:39 pm.

2. Approval of Meeting Minutes

Motion to approve March 15, 2017 by K. Rodgers and seconded by J. Oldani. **Vote called and taken. Motion passed unanimously.**

*4c Capital Planning Projects and LEP Summary Report (item moved to the front of the agenda)

- Capital Planning & Engineering Bureau Chief Lara Biggs reported, the city capital program has been moving vigorously and most recently awarded fountain Square Project which was a large project in regards to contract award; contractor has committed to LEP Program participation. Also recently awarded 2017 Water Main Program and will recommend award of Parking Lot Rehabilitation project.
- City is seeing trends in awarding Streets and Transportation projects; in general projects have been coming in low this year (due to the lack of transportation projects out); which is the opposite of Facilities and Building projects that have been coming in high (Fleetwood-Jourdain HVAC/Electric Upgrades project came in exceptionally high and will be re-bided).
- L. Biggs informed Committee that Christopher B. Burke Engineering, LTD opened a Evanston store front recently (Engineer awarded Fountain Square, Sheridan Road and a couple smaller projects).

- Ald. Braithwaite asked if Public Works could give the Committee an update of the Apprentices Program at the next meeting. L. Biggs informed the Committee she would have an analytical CIP breakdown by ward at the next meeting.

3. Unfinished Business

a. Procurement 101 Workshop

- The Procurement 101 Workshop scheduled on April 21, 2017 from 8am-12pm. T. Nunez went over advertising, estimated number of attendees, workshop agenda schedule and Organizations that will be participating as presenters, and speakers. The Committee would like a continental breakfast available.

b. NU/LEP Report Update

- S. Johnson was in contact with NU Vice President of Facilities Management and was informed that at this time NU could not provide LEP participation numbers. They currently use a manual tracking system and looking at an automated system in the near future that will provide better tracking capabilities by the end of the year. Mr. D'Angelo did provide number of hours per date as of February 2017 12,053 LEP participants' hours. M. Lyons mentioned previous report provided by NU that included a project to date since the inception of the program; which was a little over 34,000 hours (equates to approximately 12-15 full time positions).

4. Staff Reports

a. Economic Development

- Small Business Initiative – M. Lyons updated the Committee on Economic Development Small Business Initiative. The packet will be going to the ED Committee since they will be the body that reviews and approves the applications; for a discussion on what was approved, how the program will work. M. Lyons anticipates ED will start to see the first set of candidate applications in the next 30-60 days and explained the Small Business Entrepreneurship Support Program to guest in attendance.

b. MWEBE Tracking Report –report held

5. New Business

- #### a. Assist Agencies Certification process – Ordinance – discussion held

6. Adjournment

Meeting ended at 7:35 pm due to the loss of a quorum.

Respectfully Submitted,
Tammi Nunez, Purchasing Manager