



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

Wednesday, March 21, 2018  
6:30 P.M.

Lorraine H. Morton Civic Center, 2100 Ridge Ave, Room 2403 - Lagoon Conference Room

**MEMBERS PRESENT:** Ald. Braithwaite, Ald. Rue-Simmons, Joshua Gutstein, Malik Kemokai, Yves Lassere, Jessica Oldani and Kenneth Rodgers

**MEMBERS ABSENT:** Bob Reece and Juneitha Shambee

**STAFF PRESENT:** Interim CFO/ City Treasurer/ Budget and Finance Manager Ashley King, Purchasing Manager Tammi Nunez and Business Diversity Compliance Coordinator Sharon

**OTHERS PRESENT:** Calvin Lynn, James Watts and Bennett Johnson

**PRESIDING MEMBER:** Ald. Braithwaite

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**Declaration of a Quorum**

With a quorum present Ald. Rue-Simmons called the meeting to order at 6:34pm.

**Approval of Minutes**

Motion to approve the Minutes as presented from February 21, 2018 made by K. Rodgers and seconded by Y. Lassere. **Vote called and taken. Motion passed unanimously.**

**Guest Introduction:** Susan McClelland, Adult Services Librarian

**Unfinished Business**

- a. Under 20 Spend Update: A. King gave a brief overview of staff next steps. The Committee was presented with the report timeline plan; staff will connect the dots between where dollars are currently being spent and which Evanston businesses can provide these services; prepare a list of concrete changes that can be made in order to achieve the Committee's goal of spending more money within Evanston; hope to utilize summer youth employees for a portion of this work; and draft timeline to accomplish work. Staff will report to the Committee at the May meeting with a list of the 100 vendors that will be analyzed.
- b. Fire Fighter Test Report (use of LEP Funds/EPD Recruitment Process): Interim CFO/ City Treasurer/ Budget and Finance Manager A. King gave the committee an update on the use of LEP funds and requests.
  - Two individuals took advantage of using LEP funds for their application/ CPAT test fees.

- Committee suggested asking Fire Department to include fire fighter test results into their annual report.
- c. Procurement 101 Update:
- Reach out to presenters if they have any ideas for a success stories that we can include at workshop; Confirmation of presenters having individuals who can stay the entire time.
  - Flyer logo theme – completed will email to committee for community distribution; Email presenters with updates/flyer.
  - Mini vendor fair with local service businesses set-up around the wall (i.e. micro lenders, insurance, and business attorneys) should have room for approximately 5 vendors; cutoff is April 15<sup>th</sup>.
  - Committee gave suggestions to update online/ day off survey forms.

### **STAFF REPORTS**

- a. MWEBE Tracking Report Update  
Business Workforce Compliance Coordinator Johnson reviewed the MWEBE Tracking report with the committee, gave an overview of the report:
- Water Resources Inc., Water Meter Replacement Program: It was determined the recommended plumber would not work out, individual is not available for hire, he is a business owner with employees. Water Resources needed LEP licensed plumber participation; he could act as a sub-contractor. Project is schedule to end late July.
  - Fleetwood Jourdain Project has an Evanston Electrician on board; no payroll as of yet; project at 10% compliant.
  - Structures Construction Corporation, Howard Street Construction Theatre: finished with asbestos cleanup last week, they have an Evanston resident on as a Field Superintendent; no payroll as of yet.
  - Monson Nicolas Inc., Service Center Parking Deck Restoration: they already have an Evanston resident on board, no payroll received as of yet; project schedule to go through June 2<sup>nd</sup>.
  - Both projects are compliant (Howard St. Theatre and Service Center Parking Deck Restoration). We are at 25% compliance this month. Suggestion to acknowledge contractors compliance and LEP success; consider presenting contractors with a certificate exceeded a goal/or recognition.
- b. 2018 Capital Planning Projects – No report, will provide update at the next meeting.
- c. Apprentice Proposal – Ald. Braithwaite shared the program is will be an alternative ways to fund projects with monies coming outside of city budget that are contingent on developments happening around town, were we can work with developers to help provide support for are young apprentices in town. Until there is a project that moves forward, we are somewhat in a holding pattern. Committee looking for opportunities to partner with Mr. Johnson, Evanston Rebuilders Warehouse and other groups in the future to provide training opportunities.

### **New Business**

- a. Repeat LEP Violator discussion: Ms. Johnson reported the following after completing an overall analyses of Kenny Construction LEP compliance:

- 2012 – 2014 no recorded activity
  - \*2013 SAK Construction awarded Sewer Rehab Project-fined;
  - \*2014 Insituform Technologies awarded Sewer Rehab Contract – partial waiver request; documented specialty technical work, no LEP had skills/training-no penalty assessed).
- 2015 awarded Sewer Rehab project – council did not grant waiver; 1% penalty assessed.
- 2016 award two projects no LEP included - Sewer Structure Lining and Large Diameter Rehab.
- 2017 awarded Sewer Rehab Contact D project – documented specialize work; workforce at time; contractor - would take penalty 1% fine assessed.

b. Evanston Based Businesses Database

Ms. King gave a brief overview of the committee request that staff, look into the possibility of certifying local “EBE” Evanston businesses and creating EBE database that could be provided to contractors looking to fulfill the city MWEBE sub-contractor goal. In an effort to provide a listing staff consulted with Evanston Library; that currently house online searchable business database within a particular location and with specific criteria; utilize current city resource to provide this function. Purchasing staff met with Library staff to explore the library database.

- Susan McClelland, Adult Services Librarian gave a demonstration of the Library “Merchant Intellect”.
- The Committee asked if a link to the database could be sent to the Committee to would allow and send Committee excel sheet of Contractors. Committee believes it’s a great resource, maybe little more comprehensive then what is needed; but would like to demo further.

**Adjournment**

Motion to adjourn made by Ald. R. Rue-Simmons and seconded by M. Kemokai. **Vote called and taken. Motion passed unanimously.** Meeting adjourned at 8:14 pm.

Respectfully Submitted,  
Tammie Nunez, Purchasing Manager