



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

Wednesday, July 21, 2021  
5:00 P.M.  
Virtual Meeting

**MEMBERS PRESENT:** Councilmember Peter Braithwaite, Councilmember Bobby Burns, Councilmember Cicely Fleming, Councilmember Devon Reid, Kemone Hendrick, Michael McLean, Jesus Vega, Angela W. Pennisi, Bonaventure Fandohan and Jared Davis (join the meeting after quorum established)

**MEMBERS ABSENT:** Nasutsa Mabwa

**STAFF PRESENT:** CFO / Treasurer Hitesh Desai, Admin. Services Director/CIO Luke Stowe, Purchasing Manager Tammi Nunez, Business Workforce Development Manager Sharon Johnson, and Management Analyst Tasheik Kerr

**OTHERS PRESENT:** Dave Davis, Evie Kling, Raghav Srinath, Ashley Abraham and Tina Patten

**PRESIDING MEMBER:** Councilmember Peter Braithwaite

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**1. Declaration of a Quorum**

Councilmember Braithwaite called the meeting to order at 5:06 pm. Councilmember Fleming motioned to suspend the rules to permit members to convene via a virtual meeting. Seconded by Michael McLean and approved 9-0 (roll call taken).

**2. Approval of Minutes**

Councilmember Braithwaite motioned to approve the Minutes as presented from May 19, 2021. Roll call taken to approve the minutes - passed unanimously 9-0.

**3. Guest Introduction:**

NU Business Incubator Presenters:

Dave Davis, Executive Director for Community Relations, at Northwestern University (NU), Northwestern Kellogg MBA students Evie Kling, Raghav Srinath, and Ashley Abraham

Introduction of the New Committee Co-chairs:

Councilmembers and Committee member's introductions.

**4. Old Business**

a. NU Minority Incubator Update:

Dave Davis, Executive Director for Community Relations, at Northwestern University (NU) undated the committee on their progress of the minority business incubator. The planning committee determined early on additional investigating was needed to understand the landscape in Evanston; to determine the best approach and structure for the incubator. The

project study focused on what Evanston minority business owners most persistent and urgent needs are: Researched Evanston's business demographics; Assessed what kind of resources already exist; Interviewed business owners (help determine their needs), Identified needs as human capital and financial support (they missed qualifying for PPP loans and have low awareness of and trust of local resources); Learned opportunity for NU to support minority business owners with building a network to ensure long-term growth by recognizing and addressing barriers minority owners face: funding & capital sources, staffing & time constraints, and access to resources in a timely manner; Utilized Qualtrics software for the survey, results reflects sectors and locations are evenly distributed and 40% of the respondents have not registered as a minority business or don't know how; Many MOBs have received external funding (PPP loans and LEND top two sources) and continue to seeking funds; MOBs seek growth assistance and technology upgrades (few seek educational programming or conference room space); Good feedback from interviews/survey.

What's next? Evanston business owners welcome help with: Grants for Covid Relief, Full-time Consultant, and Instruction (limited time and resources to spend on seeking that out). Team will share survey link to committee to share with businesses within their circles to reach additional businesses. Further explore data received/additional data received from committee contacts, identify additional community partners to help design the program, next steps and long-term hire someone to lead or an executive director to head the program.

**b. Local Spend Analysis:**

Hitesh Desai summarized the 2019 under \$25K data; Purchases made under twenty-five thousand totals \$4,522,672.10; locally, \$594,635.13 dollars (13%) was spent here in Evanston, \$2,525,802.85 56% other Illinois and \$1,402,234.12 31% out of state; reviewed top 13 payments by commodity and top 20 vendors payments under \$25K. This is a clearer picture of city spend only goods, commodities and services. Mentioned April report to the Council and shared department concerns, Many times, the price is significantly lower and delivery time quicker on goods not in stock/quantities, need for custom supplies, unique; specialty items not available locally, and continue to remind staff to use local vendors first.

Councilmember Braithwaite ask what type of purchases made up the \$3,928,036.97; would like to dig down into department spend (i.e IT 59% other Illinois, 35% out of state, and 6% Evanston); Classification of purchases under \$25K Vendor "Supplies" and "Services" would like an understanding of what is being procured (questions can be covered off-line). Councilmember Fleming asked how often it would be good to look at the data? CFO Desai stated annually, coincide with Year-end.

**5. STAFF REPORTS**

**a. M/W/EBE and LEP Tracking Report:**

S. Johnson gave an overview of the report for the new committee members; she reported: Hacienda Landscaping, Robert Crown Playground project/ \$404,044, finishing up at the end of next month, waiting for additional information and will be able to determine if they are LEP compliance; Hacienda Landscaping, McCulloch Park Renovations project/ \$890,636.00, wrapped up audit for them 27% LEP compliant, 1 Evanston resident on the project (almost 30% of their contact and just finished up two weeks ago); Granite Inliner, 2021 CIPP Sewer Rehab Contract B/ \$332,221.00 pre-construction meeting recently held, have not determined their LEP compliance

should have more information at the next meeting; Pan Oceanic Engineering Co, Main Street Water Main Improvements Project/ \$1,589,744.00 more detail on this project to come. MWEBE subcontractors participation at 41.6% compliance, over our 25% goal. Waiver detail and LEP penalty fund current balance is \$57,722.59 (Accounting LEP balance reported as \$73,352, but money was taken out from Econ Dev Business Grant).

6. **New Business**

- a. IL Lead Service Line Replacement & Notification Act – HELD until September meeting

7. **Other Business**

Mike M. Talked about a bid in our local participation in our Parks Recreation, Street Fairs and Farmers Market, activities, was working on this with Nasutsa M. and Jessica O. (no longer on committee, term expired). How can we make sure local business have access to participate events and would love to continue the conversation and if any new members would like to participate, let him know; Kemone H. stated she would be interested in joining the group.

8. **Adjournment**

Councilmember Braithwaite motioned the meeting be adorned. The meeting ended at 6:54 p.m.