MINORITY, WOMEN & EVANSTON BUSINESS ENTERPRISE
DEVELOPMENT COMMITTEE

Wednesday, March 18, 2015 6:30 P.M.
Lorraine H. Morton Civic Center, 2100 Ridge Avenue, Aldermanic Library

AGENDA

1. CALL TO ORDER / DECLARATION OF QUORUM

2. APPROVAL OF MEETING MINUTES of February 18, 2015

3. NEW BUSINESS
   a. Wally Bobkiewicz, City Manager - Discussion LEP and MWEBE Compliance

4. UNFINISHED BUSINESS
   a. 2015 Procurement 101 Planning
   b. Staff/Committee “to-do” list updates
      1. LEP candidates reimbursement language
      2. 2015 LEP Training sessions schedule:
         o Flagger Training - Update
         o CDL Training – Follow up date/TBD
      3. Workforce Dev./ NU update session – Reschedule/ TBD

5. STAFF REPORTS
   a. M/W/EBE Tracking Report Update
   b. LEP Penalty Follow-Up

6. ADJOURNMENT

7. NEXT MEETING: Wednesday, April 15, 2015

Order & Agenda Items are subject to change. Information about the Minority, Women & Evanston Business Enterprise Development Committee (M/W/EBE) is available at: www.cityofevanston.org/mwebecommittee. Questions can be directed to Tammi Turner at 847-866-2935.

The City of Evanston is committed to making all public meetings accessible to persons with disabilities. Any citizen needing mobility or communications access assistance should contact the Facilities Management Office at 847-866-2916 (Voice) or 847-448-8064 (TTY).
MINORITY, WOMEN & EVANSTON BUSINESS ENTERPRISE (M/W/EBE)  
DEVELOPMENT COMMITTEE  
Wednesday, February 18, 2015  
6:30 P.M.  
Lorraine H. Morton Civic Center, 2100 Ridge Ave, Aldermanic Library  

MEMBERS PRESENT:  Ald. Braithwaite, Paul Mark Wallace, Stephen Boyd, Mahnia Nematollahi Mahani, Kathyleen Brooks,  

MEMBERS ABSENT: Bill Smith, Donna Su, Ald. Tendam, Schona Buranda  

STAFF PRESENT: Assistant City Manager Marty Lyons, Purchasing Manager Tammi Turner, Business Diversity Compliance Coordinator Sharon Johnson  

PRESIDING MEMBER: Ald. Braithwaite  

Declaration of a Quorum  
With a quorum present, Chair Braithwaite called the meeting to order at 6:50 pm.  

Approval of Minutes  
Motion to approve the Minutes as presented from January 21, 2015 made by Kathyleen Brooks and seconded by Stephen Boyd. Vote called and taken. Motion passed unanimously.  

Unfinished Business  

a. 2015 Procurement 101 Planning – planning discussion: committee discussed what the day would look like; logistic; workshop schedule for the March 27th workshop. The committee decided: attendees would receive a number upon their arrival – which would be their assigned table.  

Format change this year will consist of the presenters:  
- Giving a brief introduction to the overall group at the beginning of workshop/ agenda;  
- Presenting to small groups (approximately two tables of attendees)/ then moving to the next set of tables;  
- Presenters will be allotted approximately 15-20 minutes at each table grouping to present/ anticipate a total of 10 to 12 tables of attendees.  
- At the end of the workshop/agenda we will allow the attendees to share “What did you Learn” and the presenters to share “What did we Hear” from the participants.  

Presentations changes this year please include local entity:  
- Budget information local Evanston dollar spend  
- Largest commodity (ies) spend (i.e. printing, painting, food and construction);  
- New Evanston vendor (s) you used last year and what service/commodity they provide;  
- Time of the year projects start and close.  
- If you can also include entity contact information “Who/How” to contact.
• The presentation format is subject to change, advanced notice will be given.

Please provide the following information:
• Names of the people from your organization that you would like us to invite to the event, if other than yourself (name, title, and contact information).
• Electronic copy of your organization presentation by Wednesday, March 18, 2015.
• Any feedback from 2014 Procurement 101 event that we can use to improve upon for a more meaningful experience for our target audience.

What we need from presenters:
• Create an introduction statement that will introduce the local entity you are representing and yourself.
• Create a quick reference (cheat) sheet with major talking points that you shared during the introduction and expand on them (i.e. budget, local Evanston spend, time of year you let projects).

Where we stand with planning:

Workshop Schedule*:

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<tr>
<th>Time</th>
<th>Activity</th>
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<tr>
<td>8:00</td>
<td>Registration and Refreshments</td>
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<td>8:30</td>
<td>Networking</td>
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<td>9:00</td>
<td>Introductions - City Officials</td>
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<td>9:15</td>
<td>Introductions - Presenters</td>
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<td>9:45</td>
<td>Presenters Round Table Discussions</td>
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<td>11:20</td>
<td>“What did you Learn/ What did we Hear”</td>
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<td>Noon</td>
<td>Conclusion of Workshop</td>
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</table>

*Tentative - The Workshop Agenda format is subject to change, advanced notice will be given.

b. LEP candidate’s reimbursement language – Draft will be provided to the committee at the next meeting.
c. 2015 LEP Training sessions schedule:
   b. CDL Training – TBD (tentative date March 4, 2015) - committee asked for follow up information from Dr. Ivory not available 2/5 and was not comfortable with anyone else attending in her place/no one else on her team is that knowledgeable about the program/ take questions: When will the next CDL Training Course through Oakton be offered and request another date for Dr. Ivory to present to the LEP group prior to the training course. Additional information was requested: What is the difference between Class A and Class B CDL licensing; difference in size and time commitment; cost for each type; are there any other companies that provide training?
   - Staff will provide information at next meeting.
   - OSHA – follow up: 10 individuals signed up for class: 5 actually showed up, reasons for not being attendance: 1 - sick child, 1 - did not receive follow up; 1- funeral to attend. Stricter training compliance was discussed to use for future training session with the LEP group/list.
   - Construction Safety Council will be providing the training and there will be a cost/fee $105 per participants, approximately $1890 (previously reported there would be no cost with through Illinois State training; they will train local agency personnel only who are employed by townships, county and City’s).
   - Extend training to non-union list of individuals.
– Look at flagger training to see participants attendance trends; make 
recommendations to group; meet with group to discuss and gage their 
interest and commitment. Is it possible to give training incentive (i.e. 
pay union dues; first ten to complete training sessions; attend two 
sessions).

d. Workforce Development / NU Update – City Staff, Business Workforce Development 
Coordinator Sharon Johnson and Northwestern University staff will be meeting in the next 
couple of weeks to discuss next steps. Concrete contractor on the project will be hiring in 
next month in March.

New Business:
a. Alderman Braithwaite asked staff to prepare a 2014 MWEBE Committee Annual Report – 
report target date April; present report to APW Committee (include 2014 year and 2015 
Planning: training, engagement and preliminary results for the 1st quarter for 2015); 
present-post-press the report; possible to present to Council on a third Monday, not sure if 
any upcoming date is being considered.
b. Brochure with Employer language: marketing tool to provide businesses information on LEP 
which would explain the program what we do; training we provide. Draft will be provided to 
the committee at the next meeting.

Staff Reports:
a. M/W/EBE Tracking Report Update – the committee reviewed submitted report by Business 
Workforce Development Coordinator, Sharon Johnson.
b. LEP Penalty Follow-Up – Business Workforce Development Coordinator, Sharon Johnson 
noted that Bid 15-01 awarded to Kenny Construction is LEP eligible $310,979.10; RFQ 13-12 
ESI Consultants, Ltd is not LEP does not qualify for this one; it is for Engineering Services not 
Construction (clarification and discussion on Kettlekamp & Kettlekamp certification as a 
subcontractor was requested; should they be listed as WBE or EBE). 2015 MWEBE Goal 
Waived to date total a little over $302,000 ($302,151.16) and we have three so far. 
Assistant City Manager M. Lyons noted that Harley Davidson should not be listed the project 
was bid (15-05), but for lease of motorcycles not a construction bid; City Wide Rodent 
Control Service (Bid 14-64) agreement is for a service not construction.
c. LEP Penalty Violation for 2014 is not completely closed; couple projects are still being 
tracked: Alderman Braithwaite requested a summary of 2014 MWEBE Goals & LEP: compare 
2013 and 2014 include (i.e. % total, % compliant, % compliances eligible, fines and hours, 
waived).

Alderman Braithwaite asked to add to agenda topics at the top of meeting any invited guest such as 
vendors, City Staff or NU Staff. Would like to look at violators/ vendor’s appeal process may consider 
asking, Council administratively that staff work with MWEBE committee to review appeals as a policy 
that goes with the ordinance.

Motion to adjourn made by K. Brooks and seconded by S. Boyd. Vote called and taken. Motion passed 
unanimously. Meeting adjourned at 8:31 pm.

Respectfully Submitted,
Tammi Turner
## 2015 MWEBE Goal Compliance & Waiver Report

<table>
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<tr>
<th>Dept.</th>
<th>Date</th>
<th>RFP/Bid</th>
<th>Project Title</th>
<th>Total Bid</th>
<th>% MWEBE</th>
<th>Name of MWEBE</th>
<th>M BE</th>
<th>W BE</th>
<th>E BE</th>
<th>D BE</th>
<th>Subcontract Amount</th>
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<td>Bid 15-01</td>
<td>2015 CIPP Sewer Rehabilitation Contract A</td>
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<td>Constr Engineering Svgs for Ladd Arboretum</td>
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<td>2/9/2015</td>
<td>RFP 14-52</td>
<td>Recording Evanston Landmark Status (Deeds &amp; Inventory)</td>
<td>$36,153.00</td>
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<td>The Lakota Group</td>
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<td>RFQ 13-12</td>
<td>Emer/Ridge/Grn By Intersection Phs II</td>
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<td>Kettelkamp &amp; Kettelkamp</td>
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<td>(LEP partial waiver subject to final analysis of project)</td>
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(LEP partial waiver subject to final analysis of project)
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<tr>
<th>Dept.</th>
<th>Date</th>
<th>RFP/Bid</th>
<th>Project Title</th>
<th>Total Bid</th>
<th>% MWEBE</th>
<th>Name of MWEBE</th>
<th>MBE</th>
<th>WBE</th>
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$235,648.33

$502,688.33
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