

## Governor's Commission on Minority and Women's Business Enterprises

Quarterly Public Commission Meeting  
Ivy Tech Community College, Multipurpose Room  
402 West Washington Street, Indianapolis, IN 46204  
Monday, June 11, 2018 | 10:05 a.m.

### Meeting Minutes

**I. Call to Order**

Chairman Wilson called the meeting to order Monday, June 11, 2018 at 10:05 a.m.

**II. Roll Call**

Kesha Rich took roll call. Those members present were:

Gregory L. Wilson Chairman	Lesley Crane* Indiana Department of Administration – Commissioner	Maia Siprashvili-Lee Minority and Women's Business Enterprises Executive Director	Erin Kellam Indiana Department of Administration - Deputy Commissioner
Elizabeth Kiefner Crawford* Indiana Department of Transportation Representative	Cassandra Wilson* Central Representative	Remo Mezzetta* Central Representative	Frances Vega-Steele Northern Representative
Alfonso Vidal* Southern Representative	David Olivencia* Northern Representative	Victoria Szczechowski* Assistant to Rep. Sharon Negele	

\*Present via teleconference

**III. Establish quorum**

Having 4 voting members, quorum was established for the meeting.

**IV. Adoption of Past Minutes**

Chairman Wilson entertained a motion to adopt the minutes from the March 12, 2018 meeting.

The motion was unanimously passed and the Governor's Commission on Minority and Women's Business Enterprises meeting minutes were adopted.

**V. Executive Director's Report**

Maia Siprashvili-Lee, the Executive Director of Supplier Diversity gave a general overview of 2nd Quarter 2018:

- Overview of the creation of the Division
- M/WBE Participation Goals
- Discussed the three (3) main functions of the division: Certification, Contract Compliance, Business Outreach
- Overview of the division organization chart
- Certification highlights as well as results for the requested information for the Commissioners
- Compliance, i.e. monthly audits, change in public works bid language, the division now having access to the Pay Audit System
- Outreach efforts to include statewide business conference, combined partnerships, DSD being awarded a grant to work with the Indiana Energy Association

Chairman Wilson congratulated Maia Siprashvili-Lee on being named as the Deputy Commissioner of the division.

## **VI. Deputy Commissioner of Procurement Report**

Erin Kellam, Deputy Commissioner of Procurement, gave a general overview of 2<sup>nd</sup> quarter 2018:

- Provided payments made to M/WBE Subcontractors
- Subcontracting Commitment Goals – Percentage of Spend

Following the procurement overview, Amy Wolf, Deputy Director of Certification, gave an update on certification statistics:

- 57 New Incoming Applications during the 2<sup>nd</sup> quarter
- 69 Recertification Application during the 2<sup>nd</sup> quarter
- 124 Applications completed during the 2<sup>nd</sup> quarter
- 10 preliminary denial was processed during the 1<sup>st</sup> quarter and 1 denial were processed
- The average days to in the 2<sup>nd</sup> quarter was 31.85 days

As requested by the Commissioners, Amy provided a breakdown, by ethnicity, of the MBE's and WBE's for the full years 2016, 2017 and year to date for 2018. Amy also provided the number of new and recertification applications received, grouped by MBE or WBE, for the full years 2016, 2017 and year to date for 2018 as well as a the total number of certified firms for the full years 2016, 2017 and year to date for 2018. Lastly, Amy provided the Commissioners with a map of the State of Indiana to geographically show where the certified MBE's and WBE's are located throughout the state.

Kesha Rich, Deputy Director of Business Development and Compliance, followed with her report detailing the number of "Good Faith Effort Reviews" conducted, and the division's outreach activities:

- 20 INDOT Good Faith Effort Reviews were conducted in the 2<sup>nd</sup> quarter, 18 were granted, 2 were not and 1 of the 2 was appealed, 0 Public Works Reviews were conducted
- Sixteen state contracts were audited, 7 with payment and utilization issues and 9 requested subcontractors be replaced on the contract
- Supplier Diversity attended 16 preproposal meeting and tracked 14 RFP's with MBE/WBE participation
- 3 Certification Webinars
- Attended 9 outreach events, 1 of which was DSD Southern Indiana Business conference held in Evansville, IN at the USI – Griffin Center
- Gave an overview of upcoming outreach events as well as commission meetings

As requested by the Commissioners, Kesha gave an overview of how many outreach events DSD has held to include those that registered for each event and the actual number of those that attended. Lastly, Kesha provided the Commissioners with an overview of the contract compliance as requested in the 1<sup>st</sup> quarter meeting.

## **VII. INDOT DBE Program Update**

Elizabeth Kiefner Crawford presented the Indiana Department of Transportation DBE program update. She provided an update on certification, contract compliance and support services. She reported certification statistics, including number of certified firms. She also included updates on current and future INDOT projects in relation to their supplier diversity goals. Lastly she thanked IDOA for assisting INDOT on obtaining a reciprocity agreement with the Kentucky Transportation Cabinet.

**VIII. Public Comments**

**PUBLIC COMMENTATORS:**

**Mara M. Kragult  
Adra Young  
Wallace Johnson  
Donna Prince**

NO FURTHER PUBLIC COMMENTATORS.

**IX. Adjourn**

Chairman Wilson adjourned the meeting Monday, June 11, 2018, 12:05 p.m.