

## Governor's Commission on Supplier Diversity

### Webex Video Conference<sup>1</sup>

Monday, June 14, 2021 | 1:00 p.m. – 3:00 p.m.

### Meeting Minutes

#### I. Call to Order

Commissioner Lesley Crane called the meeting to order Monday, June 14, 2021 at 1:00 p.m. EST.

#### II. Roll Call

Dr. Vonda Brooks took roll call. Those members present were:

Lesley Crane Indiana Department of Administration Commissioner	Christine Jeffers Indiana Small Business Development Center	Maia Saprashvili Division of Supplier Diversity Deputy Commissioner	John Bartlett State Representative
Elizabeth Kiefner Crawford Indiana Department of Transportation Representative	Erin Houchin State Representative	Remo Mezzetta Central Representative	Litany Pyle Central Representative
Ellen Dunnigan Central Representative	Rebecca Kubacki Northern Representative	Greg Taylor State Representative	Frances Vega- Steele Northern Representative

#### III. Establish quorum

Having 8 voting members, a quorum was established for the meeting.

#### IV. State Educational Institution (SEI) Reports

Each SEI gave a brief overview of their overall goals and utilization percentages for the quarter.

The SEIs that presented their reports were:

- Ball State University: MBE: 0.76%, WBE: 3.94%, IVOSB: 0.05%
- Indiana State University: MBE: 9.80%, WBE: 2.27%, IVOSB: 0.19%
- Indiana University: MBE: 2.88%, WBE: 3.88%, IVOSB: 2.54%
- Ivy Tech Community College: MBE: 11.34%, WBE: 5.96%, IVOSB: 1.73%

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<sup>1</sup> Due to COVID-19 pandemic, the public meeting took place electronically, via Webex.

- Purdue University: MBE: 12.38%, WBE: 1.99%, IVOSB: 4.59%
- University of Southern Indiana: MBE: 5.90%, WBE: 9.34%, IVOSB: 1.41%
- Vincennes University: MBE: 1.29%, WBE: 30.18%, IVOSB: 1.29%

## V. 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.

- 2021 Data (through 6/14/2021):
  - DBE certification Year to Date 2021.
  - There were 910 certified DBEs.
  - Currently there has been 65 new applications received.
  - There were 242 Applications Processed (New Applications + No Changes).
  - The Average Processing Time (“APT”) = 17.32 Days.
- Uniform Report Update:
  - Due to the Federal Highway Administration implemented twice a year.
  - Reconciles the utilization of DBE’s by INDOT.
  - Time periods mirror the federal fiscal year (October 1 to September 30).
  - INDOT’s current three-year goal is 10.1% utilization.
  - Actual utilization achieved from 10/1/20 to 3/31/21 is 12/91%.
- Supportive Services:
  - Current events: Entrepreneurial Development Institute (“EDI”) Doing Business with INDOT, free of charge. Occurs in May and June on Mondays & Wednesdays on a 7-week rotation.
  - DBE Power Services: Occurs every Friday 11:30 a.m. to 12:00 p.m. via Zoom and will include various topics.
  - Future Opportunities:
    - INDOT Major Projects Outreach will be on June 25, 2021 contact Sean Howard @ [showard1@indot.in.gov](mailto:showard1@indot.in.gov) for invite information.
    - Indiana Black Expo July 12, 2021.
- INDOT/Vincennes University On-the-Job Training/Supportive Services CDL Program
  - Five-year partnership with Vincennes University Logistics Technology Education Center (LTEC), provides scholarships to minorities, women, and disadvantaged individuals to participate in a 6-week CLD Class A course. Program has 95% success rate.
- By Roads Construction Program:
  - Fund training for up to 30 students.
  - Increase highway workforce diversity.
  - Assist industry in reaching OJT goals.
  - Partner with industry and community to plan and build Indiana’s infrastructure.
  - Support unemployed and underemployed Hoosiers in highway construction skills and employment.

## VI. Deputy Commissioner’s Report

Maia Siphshvili, Deputy Commissioner of the Division of Supplier Diversity gave a general overview of 2<sup>nd</sup> quarter 2021. The report included:

- Overview of the creation of the Division, MBE/WBE/IVOSB participation goals and the three (3) main functions of the Division: certification, contract compliance and business outreach.
- Overview of the Division’s organizational chart and MBE/WBE/IVOSB participation goals.
- Certification review which highlighted the electronic certification process.

- Outreach for the vendors informing them about the e-certification.
- Average days to certify MBEs/WBEs and IVOSBs still stably below regulatory requirement.
- Disparity Study 2020 recommendations on increasing the pool of certified vendors.
- Compliance policy on rolling out of newly established MBE/WBE goals.
- Planning webinars for the state agencies for education purposes on the revised MBE/WBE goals.
- Working with the 100 Top Contract subcommittee to review state spend on the agency level.
- Disparity Study 2020 recommendations on Public Works Projects.
- 2021 Business Outreach Strategy - Transforming Your Vision.
- Bi-monthly Certification and Pay Audit webinars.
- 3 Disparity Study public meetings.
- Special Meeting of Governor's Commission on Supplier Diversity just for the vendors.
- Disparity Study 2020 Recommendations:
- Data Collection
  - Working with Oracle and IOT to see how we can improve tracking of MBE/BE and IVOSB utilization on state contracts.
  - Exploring different ways to inform agencies, primes, and subcontractors to report payments in the state's Pay Audit System.
- Utilization of different businesses
  - IDOA DSD is working closely with the 100 Top Contracts Subcommittee to identify the ways of utilizing more certified MBE/WBE and IVOSBs.
- Public Works Contracts
  - With IDOA Commissioner's initiative, DSD and DAPW are working closely to look at the PW bidding process.
- Overall aspiration goal
  - On February 26, 2021, Governor's Commission adopted new and revised goals that are tied to the Disparity Study.
  - New Goals to go into effect on July 1, 2021:
    - Construction: Minority, 7%, Women 5%, Veteran 3%.
    - Goods and Services: Minority 8%, Women 13%, Veteran 3%
    - Professional Services: Minority 8%, Women 11%, Veteran 3%
    - Weighted Average Goal: Minority 8%, Women 10%, Veteran 3%
  - Three factors were taken into consideration: base figure, past participation, and obstacles to business ownership.
  - IDOA DSD MBE/WBE/IVOSB Goal Awareness Plan
    - IDOA Commissioner issues revised MBE/WBE/IVOSB goal policy letter to Agency Heads.
    - Agency Heads identify attendees to IDOS DSD Awareness Trainings held weekly.
    - IDOA DSD explains the role for the Governor's Commission of Supplier Diversity and IDOA DSD in MBE/WBE/IVOSB goal attainment and utilization processes.
    - IDOA DSD provides ongoing support and education to state agencies, agency legal teams, procurement agents, contract administrators, partners, vendor community and other relevant personnel from each agency.

## VII. Certification Update

Kesha Rich, Director of Certification gave a general overview of certification data for the 2<sup>nd</sup> quarter 2021:

- Provided comparative numbers of 2021 1<sup>st</sup> quarter to 2021 2<sup>nd</sup> quarter new incoming MBE/WBE applications (74) and 2<sup>nd</sup> quarter (216) recertification applications (47) and 2<sup>nd</sup> quarter (111), preliminary denials issued (3) and 2<sup>nd</sup> quarter (4), applications denied (1) and 2<sup>nd</sup> quarter(2) and average processing time (31.5 days) and 2<sup>nd</sup> quarter (32 days).

- Reported MBE/WBE new applications received, and recertification's received 2021 1<sup>st</sup> quarter to 2021 2<sup>nd</sup> quarter.
- Reported the data for total certified firms: 2021 1<sup>st</sup> quarter to 2021 2<sup>nd</sup> quarter.
- Reported the data for the number of certified MBE/ WBE firms by ethnicity.
- Provided comparative numbers of 2021 1<sup>st</sup> quarter to 2021 2<sup>nd</sup> quarter new incoming IVOSB applications (11) and 2<sup>nd</sup> quarter (18), recertification applications (9) and 2<sup>nd</sup> quarter (13), and average processing time (13 days) and 2<sup>nd</sup> quarter (11 days).
- Reported the data for total certified firms, of 2021 1<sup>st</sup> quarter to 2021 2<sup>nd</sup> quarter. 1<sup>st</sup> quarter: Total: (1976) and 2<sup>nd</sup> quarter (1721), MBE: 1<sup>st</sup> quarter (693) and 2<sup>nd</sup> quarter (511), WBE: 1<sup>st</sup> quarter (1,042) and 2<sup>nd</sup> quarter (958) and IVOSB: (241 and 2<sup>nd</sup> quarter (243).

#### **VIII. Contract Compliance Update**

Maia Siprashvili, Deputy Commissioner of the Division of Supplier Diversity, gave a contract compliance overview of the 2<sup>nd</sup> quarter 2021:

- 6 INDOT Good Faith Effort Reviews were conducted in the 2<sup>nd</sup> quarter – 25 were granted and 11 were not granted; Division of Supplier Diversity attended 6 pre-proposal meetings and tracked 6 RFP's with MBE/WBE participation.
- There were 2 payment/utilization issues and 6 subcontractor replacements on statewide contracts.
- Payments made to MBE/WBE subcontractors: Committed - MBE \$2,834,362,669.70; WBE \$2,486,120,317.83. Paid to date - MBE \$24,472,873.03; WBE \$16,708,805.23.
- Payments made to commitment goals- percentage of: Committed – MBE 4.67%, WBE 4.10%. Paid to date - MBE 5.59%, WBE 5.67%.

#### **IX. Business Development and Outreach Update**

Dr. Vonda Brooks, Director of Business Development and Outreach of the Division of Supplier Diversity, gave an outreach overview of the 2<sup>nd</sup> quarter 2021:

- Provided the dates for the bi-monthly Certification Webinars and Pay Audit Webinars.
- Reviewed the Division's outreach activities that detailed 13 outreach events including the Governor's Commission on Supplier Diversity Special Meeting for Vendor Community Public Webinar, the 202 Disparity Study Results Public Meeting Webinar, and the Governor's Commission on Supplier Diversity 100 Contracts Subcommittee meeting and 16 upcoming outreach events.
- Discussed the remaining 2021 Commission Meeting dates Monday, September 13, 2021 and Monday, December 13, 2021.

#### **X. Deputy Commissioner of Procurement's Report**

Todd Carr, reported on behalf of the Deputy Commissioner of Procurement, gave a general overview of procurement report:

- Reviewed the 1<sup>st</sup> quarter 2021 certified prime spend data and payments made to prime contractors. MBE \$18,200,264.11 – 4.26%; WBE \$56,497,765.15 – 13.21%; Total State Spend \$12,555,711.96 – 2.94% and Total State Spend \$427,540,546.33.

#### **XI. New Business**

- Deputy Commissioner Maia Siprashvili stated that public comments have been recorded, collected, and would be consolidated. DSD would try to answer the questions and would forward the questions and answers to the Commissioner's as a part of the meeting minutes.

#### **XII. Adjourn**

Commissioner Lesley Crane adjourned the meeting Monday, June 14, 2021 at 3:00 p.m. EST.