

Monthly MWDBE Advisory Committee Meeting

The Monthly MWDBE Advisory Committee Meeting focused on ensuring compliance with MWDBE (Minority and Women-Owned Business Enterprises) goals. Key points included the need for clearer documentation and penalties for non-compliance, with current penalties ranging from cancellation of contracts to three-year bans. The committee discussed the importance of verifying good faith efforts and the need for better communication and understanding of MWDBE requirements. They emphasized the need for a unified system across departments and suggested improvements to the current document format for clarity and readability. The meeting concluded with a plan to review best practices and make recommendations for enhancing MWDBE compliance.

Transcript

<https://otter.ai/u/8Sr3zzlyEyjiH7L9dzBrmmQLM?view=transcript>

Action Items

- [] Cynthia Oliver - Follow up with Brian to request his written analysis and recommendations based on the information presented.
- [] Review the MWDBE utilization document shared by Michael and compare it to the best practice recommendations provided by Brian at the previous meeting.
- [] Provide feedback on the readability and clarity of the MWDBE utilization document.

Outline

Meeting Logistics and Attendance

- Attendance Present:
- Cameil Williams, Jim Stillwagon, Damian Wiles, Michael Halpern, Loren Ganoe, Lisa Edmonds, Guillermo Velazquez, Lauren DeDemenic **DeDomenic**, Melanie Boyer, Victoria, Roxanne Sewell, Simon McMeans , Tim Stevens, Barata Bey. Brian Oglesby,
- Kanak Iyer
Lisa mentions emails from Jason Molinero and Roberta about their inability to attend.
- Also Holly is on vacation and Blayre Britton. Victoria Snyder.

Approval of Previous Meeting Minutes

- Lisa asks if anyone received the minutes from the previous meeting and if there are any corrections.
- Guillermo Velazquez (Guillermo) points out a misspelling of his name in the minutes and requests corrections.

- Lisa shares the screen to show the minutes and discusses the need for verbal roll call for better accuracy.
- Brian Oglesby also indicated his name is misspelled.
- Cameil Williams indicates her name needs spelled correctly.
- **Baratta Barata Bey moved that we accept the minutes as corrected. Roxanne seconded that we accept the corrected document for approval as amended. Passed**

Discussion on Liquidated Damages and Compliance

- Guillermo Velazquez (Guillermo) discusses the inclusion of liquidated damages as a penalty for non-compliance.
- Lisa asks for the correct spelling of Guillermo's name for the minutes.
- Lisa shares the document on screen to show corrections needed.
- Cynthia and Lisa discuss the need for a roll call and the importance of verifying attendance.

Review of MWDBE Compliance Recommendations

- Michael (Michael) discusses the current MWDBE goals and the MWDBE utilization document. This is required of every MWDBE and is on Bonfire. Lisa indicated that this form is on the shared google drive. Michael reported to date that no one has been sanctioned for noncompliance.. The only penalty stated is they can be cancelled but that has never occurred. That decision would be made by the county executive or the county administrator office.
- Michael shares the document on screen and explains its importance in RFPs and IFBs.
- Lisa mentions the document is in the shared drive and discusses the need for stronger language in contracts.
- Victoria (Victoria) asks about the repercussions for non-compliance and the role of the advisory council.
- Lisa explains the current process and the need for legal and administrative approval for sanctions.

Challenges and Recommendations for Enforcement

- Tim expresses concern about the lack of consequences for non-compliance.
- Lisa acknowledges the need for consequences and mentions ongoing discussions with the new administration.
- Loren emphasizes the importance of legal compliance and the need for a unified approach across departments.
- Roxanne asks about the timeline for making recommendations and the current process. She is concerned that the process is not clear and we don't have the guidance we need. She suggested that we should have some idea of what recommendations have been made in the past and if anything has every been done with that.
- Loren explains the need for concrete recommendations and the importance of aligning with the county's action plan. She suggests it's the committee's responsibility to review

the documents and “advise” about what should be changed or adjusted because that is the role of the advisory committee. Write on paper and present to the executive.

Next Steps and Homework Assignment

- Cynthia suggests comparing the current document with best practices and making recommendations.
- Michael recommends adding a sign-off for vendors to acknowledge their understanding of MWDBE requirements.
- Cynthia proposes looking at readability and clarity of the document as part of the review and assigns the task of reviewing the document and best practices as homework for the next meeting.
- Tim requests Brian to review the document and provide feedback.

Closing Remarks and Adjournment

- Cynthia asks for a motion to adjourn and mentions sending out the document for review.
- Lisa agrees to send the document and adjourns the meeting.
- Participants exchange holiday greetings and well wishes.