

AGENDA
DBE-FAIR SHARE TASK FORCE
WEDNESDAY, OCTOBER 7, 2009
1:30 P.M.

1. Call to Order
2. Roll Call/Sign In
3. Adoption of minutes.
4. Update from Dr. Llorens and the Sub-Committee on the status of Information Request from City-Parish Purchasing Dept.
 - a. Discussion concerning information request from the City-Parish Purchasing Department.
5. Update from "Barriers" Sub Committee .
 - a. Discussion concerning Sub Committee report and findings
6. Update from the "Best Practices" Sub Committee.
 - a. Discussion concerning Sub Committee report and findings.
7. Action Items for Task Force Consideration:
 - a. Action concerning information request on procurement and contracting history.
 - b. Action concerning information presented by "Barriers" Sub Committee.
 - c. Action concerning information presented by "Best Practices" Sub Committee.
8. Public Comments:
9. Other Business and Comments on Process by Task Force Members.
10. Adjournment.

MINUTES
DBE-FAIR SHARE TASK FORCE
WEDNESDAY, SEPTEMBER 23, 2009
1:30 P.M.

1. **Call to Order**

The meeting of the DBE Fair Share Task Force Committee was called to order by Dr. Richard McCline, Chairman.

2. **Roll Call/Sign In**

Present: Jim Llorens, Stephan Maher, Donna Collins-Lewis, Ken Naquin, Ann Trappey, Eric Lewis, Harold Williams, Cathy Rando, Richard McCline, Press Robinson, Kyle Adroin, Carole Jurkiewicz and Jason Wilson.

Absent: John Matthews, David Flanders, Dalton Honore, Alma Pate, Erik Waters and Raymond Jetson.

Note: Mr. Dan Mobley sat in for David Flanders and James Bullman sat in for Alma Pate.

3. **Adoption of minutes.**

A motion was made by Mr. Naquin, seconded by Mrs. Lewis to adopt the minutes. There being no objections, the motion was adopted unanimously.

4. **Update from Dr. Llorens on status of Information Request from City-Parish Purchasing Dept.**

Mr. Llorens informed the Task Force that the compilation was done fairly quickly resulting in some inaccuracies therefore he would not want to submit the report to the Task Force with incorrect information. Dr. McCline appointed a sub-committee consisting of Dr. Llorens, Dr. Jurkiewicz and himself to analyze the reports.

5. **Update from "Barriers" Sub Committee**

In absence of Mr. Honore, Chairman of the Barriers Sub Committee, Mr. Lewis requested that this item be tabled to the next meeting. After stating that the sub committee had not met, Dr. Robinson suggested that another member of the Committee take on setting up meetings. Mr. Lewis volunteered to set up a meeting and provide a report back to the Committee in two weeks. Dr.

Jurkiewicz stated that the Urban Institute has studies on DBE's across the nation, which have analysis and barriers from across the nation that she would send to the committee.

6. **Report from Mr. Arthur J. Gallagher concerning bonding requirements.**

Mr. Steve Smith from the Arthur J. Gallagher Group addressed the Committee relative to surety bonds. A copy of his report is being requested and will be made a part of these minutes.

7. **Action Items for Task Force Consideration:**

- a. Action concerning information request on procurement and contracting history.

See Item 4 above

- b. Action concerning information presented by "Barriers" Sub Committee.

See Item 5 above

- c. Action concerning presentation on bonding.

No action taken

- d. Discussion and possible action concerning "certification" process how we select "best practices" from the material on other Fair Share type programs that are working in other agencies/cities/states.

No action taken

- e. Discussion and possible action concerning "good faith" efforts.

No action taken

8. **Public Comments:**

None

9 Other Business and Comments on Process by Task Force Members.

At this time, Dr. McClLine distributed a timetable for action to the Task Force members to discuss, showing the different phases the Task Force should take in moving forward, a copy is attached to the minutes.

Phase One and Two - Consists of setting policies, procurement procedures, program details, best practices of other programs, and reaching consensus on relevance to the Baton Rouge Fair Share Program.

As Chairman, he appointed a sub committee to gather all information and report back to the Task Force on a plan of action and a document for best practices issues within two weeks. He appointed Harold Williams, Chairman, Ken Naquin, Donna Lewis, Eric Lewis, Steve Mahler, Jim Llorens and Cathy Rando as members to take on this task.

Phase 3 - The DBE Coordinator Role. Mr. Mahler stated there are some places that have a committee that serves in this role. Dr. Robinson stated that there should be a central individual or office dedicated to the process. Perhaps, a compliance officer. Mrs. Lewis requested that the fair share policy be made available for all members at the next meeting. She stated that the fair share policy states that a program coordinator will be contracted to operate as the City-Parish DBE Director.

Phase 4 - Oversee Implementation. Mr. Lewis stated that the Task Force should continue in an advisory capacity. Mr. Naquin suggested that the Task Force should stay intact for quarterly meetings and status reports. A motion was made by Ms. Trappery, seconded by Mr. Williams that the Task Force have an ongoing role, monthly for the first 6 months and quarterly thereafter.

It was the decision of the Chairman meet on October 7, 2009, so that the assigned sub committees can have enough time to compile their reports.

Dr. Robinson made a motion to adopt Roberts Rules of Order as the official procedural guide. The motion was seconded by Mr. Williams.

10. Adjournment.

There being no further business, the meeting was adjourned.

DBE/Fair Share Task Force

Moving Forward

A Planning Timetable for Action

Task Force Work Phases: Four Proposed Phases

- **Phase One: Set Policy**
 - Assess Status of Existing Procurement and Contacting Procedures
 - Reach Consensus on Goal(s) and Target(s) of Fair Share Policy
 - Reach Consensus on Program Components
 - Reach Consensus on Timetable for Action

- **Phase Two: Discussion of Program Details**
 - Examine Best Practices of Other Programs and Reach Consensus on Relevance to BR Fair Share Program
 - Determine Nature of Support services for DBEs and other Small and Emerging businesses (e.g., bonding, M&TA., mentoring, Information dissemination, Internet access, etc.)

- **Phase Three: Define Functions and Reporting Relationship of DBE Coordinator**

- **Phase Four: Determine Role of Task Force in Implementation Process**

Phase One: Setting Policy

- Compare terms and definitions in Fair Share policy to those of other cities/states and feds.
 - Discussion ongoing
- Analyze goals and objectives of draft policy with those of the other cities determining what would work for Baton Rouge's policy.
 - Discussion ongoing
- Compare and determine what areas of contracting are covered in other cities and determine what would work for Baton Rouge utilizing info requested of the Mayor's Office.
 - Discussion ongoing

Phase One: Setting Policy

• Phase One: Set Policy

– Assess Status of Existing Procurement and Contacting Procedures

- Review info on 3 years of procurement/contacting history from City/Parish
- Verify consistency with state and fed regulations
- Reaffirm that program is race and gender neutral in language and design
- Compare Council draft with Mayoral policy and Airport Policy.
- Determine what works currently and what needs further refinement.


– Reach Consensus on Goal(s) and Target(s) of Fair Share Policy

- 25% overall with potential to have sub goals by procurement and contracting type

Phase One: Setting Policy

• Phase One: Set Policy

- Receive report from Barriers Subcommittee
- Reach Consensus on Program Components
 - Certification Process
 - Triaging of DBEs
 - Bonding
 - Working Capital
 - Information Access
 - Mentoring/Partnering Process
- Reach Consensus on Timetable for Action
 - TBD



Ongoing discussion as part of Phase Two and Information gathering of Best Practices.

Phase Two: Program Details

- Appoint Sub Task Force to Establish Details of Plan
 - Select at least four cities from which Best Practices can be incorporated in to The Fair Share Program (e.g., Austin, TX; Raleigh, NC; Richmond, VA; Shreveport, LA)
 - Ask for expert assistance (e.g., City, LSU and/or Southern) to put together a matrix comparing these cities and other programs (or others that task force members identify, e.g., the Baton Rouge Airport, DOT/LED, LMBC) with the Fair Share Program
 - Compare support services provided by comparison cities and determine which if any Baton Rouge would like to utilize or implement.
- Have a full Task Force meeting dedicated to going through the matrix using a facilitator to develop second draft of the

Phase Two: DBE Support Services

- **Best Practices Issues**
 - Certification Assistance/Simplification
 - Information Access
 - Bonding
 - Working capital issues
 - Mentoring and Partnering Assistance
 - Management and Technical Assistance Referrals and Incremental Support
 - Others (TBD)

Phase Two: Program Details

- Continuation of presentations on Best Practices as presented by Sub Task Force
 - Action Items TBD
- Determine contract types and ranges
 - For example:
 - Construction
 - Professional services
 - Concessionaries
 - Etc.

Phase Two: Program Details

- Utilizing the work of the Subcommittee, determine support services necessary for DBEs and small emerging businesses.
- Continuation of discussion on which barriers need to be addressed in Phases One (Policy), Two (Support Services) or Three (Coordinator Functions)
 - Action Items TBD

Phase Three – The DBE Coordinator Role

- Develop outline of key responsibilities of the DBE Coordinator
- Define expectations of the Coordinator utilizing the draft policy.
- Compare expectations with functions of the comparison cities.
- Determine placement of coordinator within Executive Branch.

Phase Three – The DBE Coordinator Role

- Determine if position can be outsourced or if it must be an internal position.
- Determine expected budgetary needs of position/office/contract.
- Determine funding source.

Phase Four: Oversee Implementation

- Determine the ongoing role for Task Force: For Example, for years one and two the Task Force may review progress quarterly making yearly reports to the Mayor and Council.
- After year two the Task Force may make yearly recommendations for improvements to the Mayor and Council.