

**DBE FAIR SHARE TASK FORCE COMMITTEE**  
**September 2, 2009**

**12:00 P.M.**

The organizational meeting of the DBE Fair Share Task Force Committee was called to order by Mr. Casey Cashio, Assistant Council Administrator-Treasurer with the following members present:

Present: Jim Llorens, Donna Lewis, Stephan Maher, Ken Naquin, Ann Trappey, Eric Lewis, Harold Williams, Jason Wilson, Cathy Rando, John Matthews, Richard McCline, David Flanders, Press Robinson, Dalton Honore, Kyle Ardoin, Raymond Jetson and Alma Pate.

Absent: Erik Water and Eli Jones.

At this time Mr. Cashio, opened the floor for nominations for Chairman. A motion was made by Mr. Press Robinson to nominate Mr. Richard McCline as Chairman. There were no objections and Mr. McCline was elected Chairman by acclamation.

At this time, Mr. McCline pointed out that the Committee's primary goal is to find a program to make the Fair Share Policy successful for the City-Parish, by not only setting goals, but being a committee of action. Mr. Honore stated that he would like to keep the program broad so that as many organizations as possible be able to conduct businesses with the City-Parish. Mr. McCline opened the floor for suggestions.

- Mr. Naquin requested a current list of the contracts with the City-Parish. His request is that the list be formed from the past three years by the amount and types of goods.
- Mr. Llorens stated that he would contact the Purchasing office to obtain the list requested by Mr. Naquin.
- Mr. Jason Wilson stated the committee needed to identify the market that is targeted.
- Mr. John Matthews stated that the committee needs to make sure that an infrastructure system is in place to increase the capacity of small businesses, adequate resources, and awareness access. Mr. Wilson also stated that certification process should be included and barrier free.

Following lengthy discussion, a motion was made by Mr. Robinson, seconded by Mr. Lewis to include a mechanism that connects firms in our DBE database to resources to help them grow and that the capacity building process be included in the actual implementation process and make it more competitive. The motion was adopted.

The committee made several requests during the meeting:

- The Baton Rouge Area Chamber devise a list of Business that can benefit from the Program.
- The committee is to obtain lists from other cities outside the state of Louisiana that have had implemented DBE policies. The committee requests information on successful and unsuccessful DBE programs.
- The Task Force members are to provide a one page summary of Best practices from agencies with DBE policies already in place.
- The Task Force is to also identify any known resources available for Training.

At this time, Mr. Honore volunteered to create a sub task committee to identify the barriers that exists today with existing companies. A motion was made by Mr. Honore, seconded by Mr. Ardoin. The motion was adopted. A short list of members of the newly made sub committee are Dalton Honore, Anne Trappey, Harold Williams, John Matthews and Eric Lewis.

At this time, Mr. McCline gave a summary of the business conducted at the meeting.

- The objective of the committee should be to keep the participation of DBEs currently at 25% and that this is a working goal.
- The definition of DBE should remain as indicated in the Policy and that the committee should take a look at better defining a DBE at the next meeting.
- The sub-committee created should will be looking at barriers for DBE participation and returning its findings to this committee.

Councilwoman Lewis stated that it is the consensus of the Committee to send all correspondence or pertinent information to Brian Mayers, Council Administrator-Treasurer to be distributed to all committee members.

Mr. Ardoin made the motion to appoint Mr. Harold Williams as the Vice Chairman. There were no objections and Mr. Williams was appointed.

The next meeting of the DBE Fair Share Task Force will be September 9, 2009, at 2 p.m.

There being for further business, the meeting was adjourned.