

MINUTES
DBE-FAIR SHARE TASK FORCE
WEDNESDAY, SEPTEMBER 16, 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, Ken Naquin, Ann Trappey, Eric Lewis, Harold Williams, Cathy Rando, John Matthews, Richard McCline, David Flanders, Press Robinson, Dalton Honore, Kyle Adroin, Carole Jurkiewicz, Alma Pate, Erik Waters and Raymond Jetson.

Absent: Jason Wilson

3. **Adoption of minutes.**

A motion was made by Mr. Jetson, seconded by Dr. Robinson 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 Committee that due to the Purchasing Director recently being hired, this information will not be ready until the next meeting.

5. **Presentation on Best Practices:**

- a. Mr. Erik Waters presented information to the Task Force relative to best practices for Fair Share Programs. A copy of the presentation is attached to the minutes.
- b. Martin Burrell of The Burrell Group presented information to the Task Force relative to best practices for Fair Share Programs. A copy of the presentation is attached to the minutes

6. Action Items for Task Force Consideration:

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

See item 4 above

- b. Action concerning Best Practices presentation on supplier diversity.

Discussion was held concerning the certification process and the possibility of recognizing existing processes and criteria for certification in the City-Parish program. It was agreed that additional information is needed from the State and the Louisiana Minority Business Council concerning their certification criteria and how that may impact the City-Parish program. As such information was requested from Mr. Matthews (State) and Mr; Waters (LMBC).

- c. Discussion and possible action of how we select “best practices” from the material on other Fair Share type programs that are working in other agencies/cities/states.

See “6-b” above

- d. Discussion and possible action on DBE outreach and certification.

See “6-b” above

- e. Discussion and possible action on managing multi-tiered categorization of DBE’s.

No action taken.

- f. Discussion and possible action on sub -goals by procurement desks and contracting officers.

No action taken.

7. **Public Comments:**

Mr. Warren Burkett, President of Wybert Associates Incorporated addressed the Task Force. He emphasized that a standardized certification process should be in place. He also requested that the Task Force look into a coming up with a private/public partnership to assist individuals in getting bonded.

8. **Other Business and Comments on Process by Task Force Members.**

Mr. Adroin questioned when the sub-committee will hold its meeting relative to barriers. Mr. Honore stated the was waiting on information from DOTD.

Mr. McCline requested that Mr. Matthews (State) e-mail the committee the certification process from DOT and that Mr. Waters (LMBC) send his certification criteria as well.

Dr. McCline stated that the next meeting agenda should include the following:

- a. Deciding either to adopt the UCP process as it is or add to once Mr. Matthews and Mr. Waters processes have been reviewed.
- b. Information from the sub-Task Force on barriers.
- c. Report from Dr. Llorens relative to updated information from the Purchasing Department by procurement type.
- d. Address Good Faith efforts.

Dr. McCline stated that the Committee may need additional 30 days before a final decision is made.

Mr. Naquin stated that he would like to have someone from the bonding industry to speak to Committee relative to their requirement for bonds.

Mr. Adroin requested that Mr. Burrell submit a copy of his 9-step good faith effort to the task force.

9. **Adjournment.**

There being no further business, the meeting was adjourned.