

**Governor's Commission on Supplier Diversity**  
Conference Room C  
302 W. Washington Street, Indianapolis, IN 46204  
**Friday, February 24, 2023 | 1:00 p.m. – 3:00 p.m.**

**Meeting Minutes**

**I. Call to Order**

Chairman Wilson called the meeting to order Friday, February 24, 2023, at 1:00p.m. EST.

**II. Roll Call**

Graham Melendez, Director of Business Development and Outreach, took roll call.

Those members present were:

|                                                |                                                                                   |                                                                                              |                                              |
|------------------------------------------------|-----------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|----------------------------------------------|
| Gregory L. Wilson –<br>Chairman                | Dr. Rebecca Holwerda –<br>Indiana Department of<br>Administration<br>Commissioner | Kesha Rich –<br>Division of Supplier<br>Diversity<br>Deputy Commissioner                     | Greg Taylor –<br>State Senator               |
| Stacey Donato –<br>Indiana General<br>Assembly | John Bartlett –<br>State Representative                                           | Elizabeth Kiefner Crawford –<br>Indiana<br>Department of<br>Transportation<br>Representative | Rebecca Kubacki –<br>Northern Representative |
| Remo Mezzetta –<br>Central<br>Representative   | Frances Vega-Steele –<br>Northern Representative                                  |                                                                                              |                                              |

Note – Commissioner Rebecca Kubacki attended via WebEx teleconference.

**Establish quorum**

Having 7 voting members, a quorum was established for the meeting.

**III. Adoption of Past Minutes**

Chairman Wilson entertained a motion to adopt the minutes from the June Q2 Meeting, September Q3 Meeting, and December Q4 Meeting,

The motion was unanimously passed, and the Governor's Commission on Supplier Diversity Meeting Minutes were adopted.

**IV. Adoption of the Report of the Governor's Commission on Supplier Diversity**

Chairman Wilson entertained a motion to adopt the September 2022 and February 2023 Reports of the Governor's Commission on Supplier Diversity.

The motion was unanimously passed on adopting the September 2022 and February 2023 Reports of the Governor's Commission on Supplier Diversity.

**V. MBE/WBE/IVOSB Vendor Presentations**

Four selected vendors pitched their businesses and gave brief presentations to the Governor's Commission on Supplier Diversity that met the following criteria:

1. They needed to be certified with the IDOA as an MBE, WBE, or IVOSB.
2. They needed to not have had any contracts with either the State of Indiana or the SEIs.
3. They would have to be willing to participate on State of SEI contracts.
4. They would have to be willing to travel to Indianapolis, IN for an in-person presentation.

**VI. 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:

- Indiana State University: MBE 0.62%, WBE 8.24%, IVOSB 0.01%
- Purdue University: MBE 4.09%, WBE 10.49%, IVOSB 0.67%
- Ivy Tech Community College: MBE 7.49%, WBE 7.90%, IVOSB 0.49%
- University of Southern Indiana: MBE 7.63%, WBE 9.61%, IVOSB 6.25%
- Vincennes University: MBE 4.16%, WBE 17.87%, IVOSB 1.02%
- Ball State University: MBE 2.24%, WBE 6.43%, IVOSB 3.53%
- Indiana University: MBE 4.31%, WBE 7.98%, IVOSB 1.89%

**VII. INDOT DBE Program Update**

Elizabeth Kiefner Crawford presented the Indiana Department of Transportation Disadvantaged Business Enterprise (DBE) program update. She reported certification statistics, including number of certified firms. She also included updates from the 2023 INDOT DBE forum, Certification Series, and future INDOT projects in relation to their supplier diversity goals.

- INDOT DBE Forum
  - February 28th
  - 9:00 a.m. to 1:00 p.m., EST
  - Location: Col H. Weir Cook Terminal at the Indianapolis Airport
  - Purpose
    - Great opportunity for the DBE community to meet and connect with prime contractors, supplier diversity partners, and other DBEs
- Women, Veteran, and Minority Owned Business Certification Series
  - Overview:
    - Collaboration between the Muncie Chamber of Commerce, INDOT, IDOA, and the City of Indianapolis
    - This series allows disadvantaged individuals the opportunity to learn about XBE certifications, get in person help with completing the applications, and network with other small businesses.
  - Remaining Dates:
    - Feb. 23rd
    - Mar. 9th
    - Mar. 23rd
- BY Roads Updates
  - BY Roads- Better Your Future
    - This is our Pre-release program.
    - Program will be starting Feb. 15th.

- First cohort will be from Westville Correctional
  - BY Roads
    - Current cohort has 13 students.
    - This cohort is expected to graduate in early March!
- January 2023 Certification Metrics
  - Total = 65 files processed/completed
  - Closed files due to withdrawals = 1
  - New In State applications certified completed within 90 days = 0/0
  - Average Processing Time ("APT") = 3.8 days
  - Out of State New applications completed within 60 days= 4/4
  - New applications denied completed within 60/90 days= 0/0
  - Total New applications completed within 60/90 days= 4/4 (100%) \*
  - Total No Change Affidavits completed within 60 days= 60 (100%) \* APT= 3.55 days
  - \*Performance Reported =  $(100 + 100)/2 = 100\%$
  - **Total APT= 3.68 days**

#### **VIII. IEDC Resources and Initiatives**

Christine Jeffers, Vice President of Defense Business Development presented the Indiana Economic Development Corporation resources and updates. She included the PTAC 2022 metrics.

#### **IX. Deputy Commissioner's Report**

Kesha Rich, Deputy Commissioner of the Division of Supplier Diversity gave a general overview of 4<sup>th</sup> quarter 2022. The report included:

- Overview of the outreach efforts across 2022.
- Reviewed the Division's outreach activities that detailed 14 outreach events, including the 14<sup>th</sup> Annual DSD Business to Business (B2B) Showcase.

#### **X. Adjourn**

Chairman Wilson adjourned the meeting Friday, February 24, 2023, at 2:32 p.m. EST.