

Governor's Commission on Supplier Diversity

Webex Video Conference¹

Monday, December 14, 2020 | 1:00 p.m. – 3:00 p.m.

Meeting Minutes

I. Call to Order

Chairman Wilson called the meeting to order Monday, December 14, 2020 at 1:00 p.m. EST.

II. Roll Call

Dr. Vonda Brooks took roll call. Those members present were:

Gregory L. Wilson Chairman	Lesley Crane Indiana Department of Administration – Commissioner	Maia Saprashvili Division of Supplier Diversity Deputy Commissioner	John Bartlett State Representative
Elizabeth Kiefner Crawford Indiana Department of Transportation Representative	Jean Breaux State Representative	Alfonso Vidal Central Representative	Litany Pyle Central Representative
Ellen Dunnigan Central Representative	Rebecca Kubacki Northern Representative	Christine Jeffers Indiana Small Business Development Center	

III. Establish quorum

Having 8 voting members, a quorum was established for the meeting.

IV. INDOT DBE Program Update

Elizabeth Kiefner Crawford presented the Indiana Department of Transportation DBE program update. She provided an update on certification, contract compliance and support services. She reported certification statistics, including number of certified firms. She also included updates on current and future INDOT projects in relation to their supplier diversity goals.

- DBE certification statistics 2020-year end statistics (through November 30, 2020):
- Currently there are 851 certified DBEs compared to 748 in December 2019 this is a 13.8% net increase.
- INDOT received 154 new applications received in comparison to 113 in December 2019, with a 36% increase over 2019.

¹ Due to COVID-19 pandemic, the public meeting took place electronically, via Webex.

- Year to Date 554 no change Affidavits were received and in December 2019 482 were received resulting in a 15% increase over 2019.
- INDOT Completed 682 applications in Total YTD (New + No Change-Those Still in Process).
- The Average Processing Time YTD was 13.37 Days (18.46 days in 2019, 5.1 days decrease).
- The DBE Goal through 9/30/22 is 10.1% on federal-aid contracts (Payments made to DBE's from April 1, 2020 to September 30, 2020 came in at 12.84% of all INDOT federal-aid contract payments on a goal of 10.1%).

V. 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: 3.69%, WBE: 1.62%, IVOSB: 3.32%
- Ivy Tech Community College: MBE: 7.24%, WBE: 2.95%, IVOSB: 0.70%
- Purdue University: MBE: 0.97%, WBE: 2.12%, IVOSB: 0.01%
- Vincennes University: MBE: 1.22%, WBE 22.09%, IVOSB 1.26%
- Indiana University: MBE: 4.11%, WBE: 5.85%, IVOSB: 1.91%
- University of Southern Indiana: MBE: MBE: 4.77%, WBE: 21.88%, IVOSB: 1.00%
- Ball State University: MBE: 0.74%, WBE: 6.10%, IVOSB: 0.01%

VI. State Educational Institution (SEI) Reports

Each SEI gave a brief overview of their annual utilization percentages.

The SEIs that presented their reports were:

- Indiana State University: MBE: 1.08%, WBE: 0.76%, IVOSB: 0.00%
- Ivy Tech Community College: MBE: 9.25%, WBE: 6.40%, IVOSB: 0.39%
- Purdue University: MBE: 2.13%, WBE: 2.91%, IVOSB: 0.70%
- Vincennes University: MBE: 1.23%, WBE 14.44%, IVOSB 1.32%
- Indiana University: MBE: 3.83%, WBE: 6.96%, IVOSB: 0.68%
- University of Southern Indiana: MBE: 5.38%, WBE: 20.76%, IVOSB: 3.56%
- Ball State University: MBE: 7.79%, WBE: 9.97%, IVOSB: 0.28%

VII. Deputy Commissioner's Report

Maia Siprashvili, Deputy Commissioner of the Division of Supplier Diversity, gave a general overview of the 4th quarter 2020. The report included:

- Overview of the Division's organizational chart and MBE/WBE/IVOSB participation goals.
- Due to COVID-19 DSD implemented a temporary 2-week halt on paper certification intake.
- Discussed the continuation of the 2020 goals for certification which include: electronic certification project to be unveiled in February 2021.
- The Division has two (2) vacant positions and in the process of hiring new Director of Certification and Contract Compliance Manager.
- Contract Compliance continued an electronic review process. There has been an influx in change request and Good Faith Effort reviews on INDOT projects.
- Compliance continued their processes in reviewing and auditing contracts.
- Business outreach update addressed the 2020 Business Outreach Strategy - Seeing the Big Picture. Due to COVID-19 the division had to adjust to the new normal and transitioned the outreach efforts to a digital platform. DSD implemented a new weekly/bi-weekly webinar series at the beginning of April and concluded in August. The webinar series featured information from our partners to provide diverse suppliers with access to a variety of resources during the pandemic. During the twelve weeks, DSD presented 40 webinars and hosted twenty-seven panelists, with 423

participants. The 12th Annual Division of Supplier Diversity Business Conference was held on October 5-9, 2020. The week-long workshops were a huge success and had over 675 participants, reaching in total 4,074 constituents.

- The Division of Supplier Diversity 2020 Outreach Annual Report has been attached to the commission packet.
- DSD will unveil the 2020 Disparity Study results in early 2021.
- The Business Development department needed additional assistance to expand their outreach efforts throughout the State of Indiana and a new position was created for the Director of Business Development & Outreach. The position has been filled by Dr. Vonda Brooks.
- 2021 Business Outreach Strategy – Transforming Your Vision. Due to the COVID-19 pandemic DSD will continue to utilize the digital platform for their 2021 outreach efforts through hosting or attending webinars and events while cultivating more partnerships and joint ventures.
- Review of the 2020 Disparity Study timeline and projected deliverables.

VIII. Certification Update

Maia Siprashvili, Deputy Director of Certification gave a general overview of certification data for the 4th quarter 2020 and comparative YTD numbers:

- 2020 4th quarter numbers of new incoming MBE/WBE applications (135), recertification applications (111), applications completed (159), preliminary denials issued (4), applications denied (1) and average processing time (31 days).
- 2020 4th quarter numbers of new incoming IVOSB applications (22), recertification applications (6), applications completed (16) and average processing time (12 days).
- Provided numbers of 2020 1st quarter to 2020 4th quarter new applications and recertification applications received.
- New applications:
 - Q1 2020 MBE 30; WBE 33 = Total 63
 - Q2 2020 MBE 44; WBE 50 = Total 94
 - Q3 2020 MBE 58; WBE 64 = Total 122
 - Q4 2020 MBE 66; WBE 69 = Total 135
- Recertification applications:
 - Q1 2020 MBE 20; WBE 22 = Total 42
 - Q2 2020 MBE 30; WBE 51 = Total 81
 - Q3 2020 MBE 29; WBE 82 = Total 111
 - Q4 2020 MBE 38; WBE 73 = Total 111

IX. Contract Compliance Update

Kesha Rich, Director of Contract Compliance, gave a general overview of compliance in the 4th quarter 2020:

- 12 INDOT Good Faith Effort Reviews were conducted in the 4th quarter – 12 were granted and 0 were not granted; Division of Supplier Diversity attended 9 pre-proposal meetings and tracked 5 RFP's with MBE/WBE participation.
- There was 0 payment/utilization issues and 7 subcontractor replacements on statewide contracts.
- Payments made to MBE/WBE subcontractors: Committed - MBE \$3,286,639,245.48; WBE \$2,886,824,882.54. Paid to date - MBE \$20,991,025.67; WBE \$15,056,420.99.
- Payments made to commitment goals- percentage of: Committed - MBE 5.42%, WBE 4.76%. Paid to date - MBE 5.59%, WBE 5.54%.

X. Business Development and Outreach Update

Dr. Vonda Brooks, Director of Business Development and Outreach, gave a general overview of Outreach

in the 4th quarter 2020:

- Provided the dates for the bi-monthly Certification Webinars and Pay Audit Webinars.
- Reviewed the Division's outreach activities that detailed 24 outreach events.
- Discussed the remaining 2020 Commission Meeting dates.
- Reviewed the Division's outreach activities that detailed DSD's hosted 40 outreach events/webinars and participation in 31 virtual webinars reaching over 4,074 constituents, 1 of which was the 12th Annual Division of Supplier Diversity Business Conference virtual webinar. 1st Annual Cassandra Wilson Ignite Award was presented to Deborah Carroll, owner of Clean Source, Inc., a state certified MBE/WBE.
- Greg Wilson, the Chairman, Governor's Commission on Supplier Diversity and the Executive Director, Indiana Civil Rights Commission (ICRC) and Indiana Black Expo presented the Governor's Award for Achievement in Community Diversity and Inclusiveness to Indiana Department of Administration Commissioner Lesley Crane on behalf of Governor Eric J. Holcomb during the 2020 Governor's Celebration of Community Service Awards. This award highlights unsung heroes and prominent leaders throughout the state for their outstanding achievement within the African American communities. The award acknowledges her leadership and commitment to the IDOA Division of Supplier Diversity.
- Suggested 2021 Commission Meeting dates: 1st Quarter meeting February 22, 2021 updated to February 26, 2021; 2nd Quarter meeting June 14, 2021; 3rd Quarter meeting September 13, 2021; and 4th Quarter meeting December 13, 2021.

XI. Deputy Commissioner of Procurement's Report

Erin Kellam, Deputy Commissioner of Procurement, gave a general overview of procurement report:

- Reviewed the 1st quarter 2020 certified prime spend data and payments made to prime contractors. Minority \$17,468,493.99 – 5%; Women \$42,597,918.61 – 13%; Total State Spend \$328,990,505.55.
- Reviewed the 2nd quarter 2020 certified prime spend data and payments made to prime contractors. Minority \$20,216,319.43 – 5%; Women \$46,341,112.51 – 13%. Total State Spend \$351,727,966.54.
- Reviewed the 3rd quarter 2020 certified prime spend data and payments made to prime contractors. Minority \$19,684,777.94 – 5%; Women \$47,624,917.03 – 11%; IVOSB \$16,619,527.20 – 4%. Total State Spend \$426,580,638.27.
- Provided a list of Top 100 Contracts.

XII. New Business

- Chairman Wilson requested all Commissioners to respond of their availability to attend the Governor's Commission on Supplier Diversity retreat in January 2021.
- Deputy Commissioner Maia Sipsashvili indicated that she would resend the initial invitation to the Commissioners.
- Chairman Wilson suggested to extend an invitation the state agency heads to meet with the Commission and provide an update on their utilization goals and numbers.

XIII. Public Comments

- Deputy Commissioner Maia Sipsashvili stated that public comments have been recorded, collected, and would be consolidated. DSD would try to answer the questions and would forward the questions and answers to the Commissioner's as a part of the meeting minutes.

PUBLIC COMMENTATORS: ²

Due to the electronic formatting, the public was advised to send the public comments to the mwbe@idoa.in.gov mailbox. The following comments were submitted:

Leah Scott emailed mwbe@idoa.in.gov with the following public comment: ***“Hello IDOA Team - I hope you are staying safe and healthy. My condolences to Mr. Adams and his friends and family who are hurting because of his loss. I appreciate you honoring his memory today. Per my prior email, I submitted my thoughts on the challenges XBE’s face (see attachment). I would like to hear your feedback on what can be done to move forward with small business support and highlight those no-bid/“small spend” opportunities to reach out and help XBE’s grow. The feedback we do receive from IDOA mostly focuses on construction. What can be done to have more outreach in regards to Goods & Services and PPE opportunities? I know we are experiencing difficult times right now, but when I see the amount of spend from the Universities, even the smallest budget goes a long way to support a partnership with XBE’s. We will take on jobs that larger vendors do not want, but we also want those larger opportunities too!***

I am blessed to have had the opportunity to partner with a University this year and form a great relationship. What I have noticed through outreach, is that some Universities require a CLC license. Please be advised the cost associated with CLC may be a deterrent to some small businesses with limited budget. For those Universities who are very low on XBE goal participation, some other issues I have come across when reaching out are: your market is oversaturated, University’s budget is too small, they only work with local vendors, or they are already under contract with a certain supplier or a group of suppliers for x amount of years. Is it possible to hold a meeting to learn the perspective of the XBE vendors, so that we can start to see change at the next meeting? Thank you for your time and consideration. Have a blessed afternoon.”

Scott Lorch emailed mwbe@idoa.in.gov with the following public comment: ***“While it seems like there is a lot of talk about outreach and communication, while important, it doesn’t seem to move the need on supplier diversity. The SEIs need to determine how they can increase the opportunity for XBEs to bid directly on work and not rely on a subcontract with the prime. Can you ask the SEI community what they are doing to change procurement processes (not just communication and hiring new people) to shift professional services opportunities to XBEs to participate on their large contracts?***

Currently Indiana does not recognize OH XBEs for participation in the Indiana program. Is the Commission aware of any changes to the OH program that would allow reciprocity in the near future? Thanks!”

Stephen J. Muenstermann emailed mwbe@idoa.in.gov with the following public comment: ***“What troubles me is that Minority/Veteran owned businesses have to wait until a RFP is sent to be considered for anything. Where is the path for businesses like mine that can bring in an opportunity for these Universities to create savings through energy management, data management and other solutions? I keep getting diverted to other contractors who are in the university’s portfolio. We have ways to lower the University OpEx. Which I would think would be in the interest of the university. Yet it seems there is no channel for the University’s to kill two birds with one stone, when they cannot figure out how to hit the first bird with one stone. Understand, that I am not trying to be cynical. But in reaching out to anyone in this program***

² Division of Supplier Diversity has attached the responses to the public comments to these meeting minutes.

it has been fraught with numerous invested business development hours and has yet to yield 1 cent to our bottom line. When a owner looks at thousands spent in BD, and no result, it's an easy decision. I am proud to be a Veteran Owned Business. There is nothing more that I would love to do, then to brag about how my service to the country is returned in a thank-you by contracts that I receive through our community."

XIV. Adjourn

Chairman Wilson adjourned the meeting Monday, December 14, 2020, 2:37 p.m. EST.