



# MINORITY & WOMEN BUSINESS ENTERPRISE COMMISSION (MWBE)

## MINUTES

The regular meeting of the Minority and Women Business Enterprise Commission was called to order by Clarence Boykins, Chairperson, on Thursday, October 18, 2007, at 5:32 p.m., in the Office of Equal Opportunity Programs (OEOP) and Independent Police Review Conference Room, 100 N. Stone Avenue, Suite 109, Tucson, Arizona.

### 1. Check-in/Roll Call

#### Members Present:

Marlene Ashton  
Vacancy  
Andee Leisner  
Deborah Muñoz-Chacon  
Vacancy  
Walter Soto  
Clarence Boykins

#### Appointed by:

Mayor  
Ward 1  
Ward 2  
Ward 3  
Ward 4  
Ward 5  
Ward 6

#### Members Absent:

#### Appointed by:

#### Others Present:

Liana Perez, Director, Office of Equal Opportunity Programs and Independent Police Review  
Lyle Rayfield, Manager, Office of Equal Opportunity Programs and Independent Police Review  
Leondra Price, Sr. EO Specialist, Office of Equal Opportunity Programs and Independent Police Review  
Jennifer Gillaspie, Contract Administrator, Department of Procurement  
Deidre Kyle, D Wilson Consulting Group, LLC

### 2. AZ Steps Up (Leondra Price)

Ms. Price spoke to the Commission about the Governor's Equity in State Contracting Initiative, intended to increase State use of minority- and women-owned small business vendors. The City of Tucson was invited by the Governor to join a taskforce to develop a "*Statewide Partnership for Equity in Procurement*," to include an online database / directory of certified women- and minority-owned small business vendors. The Order is applicable to the Executive Branch of State Government.

A brief discussion by the Commission followed the presentation. The Commission requested that OEOP procure a copy of the quarterly report on contracts awarded, if possible.

### 3. **MWBE Newsletter (Leondra Price)**

Ms. Price spoke to the Commission about a new computer-based content management system (CMS) known as Constant Contact. This CMS can be used to send electronic messages, including a newsletter, as well as various other event announcements. The web address is [www.constantcontact.com](http://www.constantcontact.com). There is a cost involved, based on the size of the database, which OEOP offered to absorb.

A discussion followed and the Commission agreed that this is the way to go, if possible. OEOP offered to research the specifics and feasibility for future reporting to the Commission.

### 4. **Non-Retaliation Complaint Procedures**

The Commission discussed its interest in having a non-retaliation / complaint procedure drafted for inclusion in the Procurement Ordinance. Commissioner Soto summarized the issue as whether or not an act of retaliation creates a participation barrier which then limits an MWBE's access to public contracting dollars. Commissioner Boykins questioned the advisability of moving forward prior to determining whether Mayor and Council would support such a measure. Ms. Perez suggested the Commission present the idea to the Economic and Workforce Development Subcommittee (subcommittee) for consideration.

**Motion by Commissioner Leisner and seconded by Commissioner Soto to move forward in making a recommendation to the subcommittee to establish a non-retaliation policy, passed by a vote of 4-0.** Commissioner Ashton was out of the room when the voting occurred, but added her agreement upon her return. Ms. Perez agreed to contact the subcommittee re: adding the item to their December 10<sup>th</sup> agenda.

### 5. **Goals on A&E / Professional Services (Procurement Department)**

Ms. Gillaspie spoke to the Commission about the procurement process for Architects and Engineers (A&E). There are no goals established for A&E contracts; however preference points are awarded to MWBE certified firms. A&E firms are selected based on qualifications and are evaluated by a selection committee; there is no price discussion during the selection process.

A brief discussion followed Ms. Gillaspie's presentation. Ms. Perez noted that D Wilson Consulting Group will be reviewing A&E data during the current Disparity Study.

### 6. **Open Purchase Orders (Procurement Department)**

Commissioner Soto voiced a concern regarding open Purchase Orders (PO) as they relate to Goods and Services. He cited an example from a November 2006 IT report, provided to the Commission, wherein an initial PO was shown to greatly exceed the original amount, potentially eliminating the opportunity for MWBE participation in that area. Ms. Gillaspie provided the Commission with general information about the use of open PO's.

A brief discussion followed. Commissioner Soto agreed to select 3 to 4 specific items from the 2006 report and to notify OEOP, so that the information could be forwarded to Procurement for review. Procurement will subsequently provide a report to OEOP for a future agenda item.

**7. Call to the Audience**

Procurement Department staff addressed the Commission's questions and concerns raised under Items 5 and 6.

**8. Future Agenda Items**

The Pros and Cons of the 2002 Disparity Study

**9. Adjournment**

Motion by Commissioner Leisner and seconded by Commissioner Boykins to adjourn, passed by a vote of 5-0.

Adjournment at 7:25 pm

**Next Meeting:** November 15, 2007, 5:30 pm