



MINORITY & WOMEN BUSINESS ENTERPRISE (MWBE) COMMISSION

MINUTES

The regular meeting of the MWBE Commission was called to order by Walter Soto, Chairperson, on Thursday, April 17, 2008, at 5:33 p.m., in the Office of Equal Opportunity Programs (OEOP) and Independent Police Review (IPR) Conference Room, 100 North Stone Avenue, Suite 109, Tucson, Arizona.

1. Check-in/Roll Call

Members Present:

Marlene Ashton
Noell Rodriguez
Andee Leisner
Deborah Muñoz-Chacon (Arrived at 5:40)
Vacancy
Walter Soto

Appointed by:

Mayor
Ward 1
Ward 2
Ward 3
Ward 4
Ward 5

Members Absent:

Clarence Boykins

Appointed by:

Ward 6

Others Present:

Liana Perez, Director, OEOP and IPR
Michelle Flanagan, Administrative Assistant, OEOP and IPR
Marcheta Gillespie, Deputy Director, Procurement Department
Brenda Stopani, Management Coordinator, Procurement Department

2. Approval of Minutes

Motion by Commissioner Leisner and seconded by Commissioner Rodriguez to approve the minutes of March 20, 2008, as submitted, passed by a vote of 4 to 0.

3. P-Card Presentation – Brenda Stopani, Procurement Department

Ms. Stopani gave a presentation to the Commission regarding the City of Tucson's P-Card (credit card). Prior to the presentation, Ms. Gillespie provided information requested by the Commission. She stated the P-Card's spending limit was zero to \$5000, and the number of P-Cards cards issued to City departments was approximately 536.

Ms. Stopani advised all P-Card holders were required to complete application forms as well as attend training covering City and Procurement Department policies and procedures. She advised the policies ensure a cardholder, a reconciler and an approver must be in place for all transactions. Ms. Stopani further stated the cardholder may be the reconciler, although under no circumstances may the cardholder/reconciler be the approver of their own transaction. She added procedures were put in place to ensure transactions were within the confines of the spending limits. Ms. Stopani advised transactions under \$5000 do not require a Purchase Order (P/O). Transactions within \$5000 to \$50,000 require a P/O, a contract or a travel order. She stated a P-Card liaison has been established within the departments in order to maintain correspondence with Procurement. She said P-Cards were constantly monitored for usage including dormant activity.

Ms. Gillespie stated a program audit was conducted by Finance Department personnel in 2007. The findings reported the program was in compliance according to the way it was designed with only minor adjustments needed. Ms. Perez added the P-Card spending limit varied within the City based on departmental needs.

A discussion followed the presentation with Procurement responding to questions from the Commission. The Commission requested Procurement Department provide the following information:

- Number of vendors currently accepting P-Card as payment
- The top ten vendors paid with P-Card
- The highest daily, monthly and single transaction limit Citywide

No action was taken.

4. Goods & Services Reporting

Commissioner Soto left the meeting at 6:30 pm and returned at 6:36 pm.

Ms. Gillespie responded to questions prepared by the Commission as agreed upon at the previous MWBE meeting. Commissioner Muñoz-Chacon asked who bids goods and services contracts ranging from \$5,000 to \$50,000. Ms. Gillespie stated the process was directed by the Procurement Code of the City's Procurement Department. The Code indicates Procurement Contract Officers must solicit at least three sources. Ms. Gillespie said the sources may be obtained through various avenues such as a telephone book, a web site, citizens who have notified the City of their available services and the MWBE Directory which is the first source contract officers are expected to use in the solicitation process. She added Contract Officers are assigned a certain area of commodity such as office supplies or vehicles and they in turn become familiar with their assigned commodity as well as their contract community. She said outside government agencies are also utilized upon seeking purchase information.

Discussion followed. Ms. Perez stated the MWBE Directory has very few MWBE certified firms in the areas the contract officers procure; through training provided by OEOP, the relationship between Procurement and OEOP has improved and the contract officers have a better understanding of the MWBE program and its intent for the MWBE community. The Commission will be provided a copy of the MWBE Directory at the next regularly scheduled meeting. No action was taken.

5. Newsletter – MWBE Commissioner Muñoz-Chacon

The Commission was presented with a biography of Commissioner Rodriguez and a “Get Involved and Make a Difference” news article to review and for inclusion in the MWBE Newsletter.

Motion by Commission Muñoz-Chacon and seconded by Commissioner Leisner to approve the biography of Commissioner Rodriguez and the “Get Involved and Make a Difference” Newsletter, passed by a vote of 5 to 0.

6. Disparity Study Update – Liana Perez, OEOP

Ms. Perez provided the Commission with an update on the on-going Disparity Study. The data collection is complete. The Consultant, D. Wilson, is in the process of conducting the market area analysis and calculating the private sector availability. The next steps are to conduct the utilization analysis. D. Wilson asked for additional information on the P-Card policies and procedures, to assist them in their analysis of P-Card purchases.

Ms. Perez will provide an update of the Disparity Study to the Economic & Workforce Development Subcommittee at their May 12, 2008 meeting, at which time she will also advise them that Mayor and Council will be requested to extend the existing program through December 31, 2008.

Discussion followed. No action was taken.

7. MWBE Firms and Financial Services

In response to a question previously raised by Commissioner Rodriguez regarding how many financial services contracts had been awarded to minority or women-owned firms, Ms. Perez reported there had been no contracts for these types of services issued through procurement. The City’s retirement and deferred compensation funds are managed through the ICMA under a separate process according to City Ordinance.

Discussion followed. No action was taken.

8. Non-Retaliation / Complaint Procedures

Ms. Perez reported that the Economic & Workforce Development Sub-Committee has scheduled this item on their agenda for the May 12, 2008 meeting.

9. Call to the Audience

No one spoke.

10. Future Agenda Items

- MWBE Construction Reports (continued)
- LLC – Certification Process

11. Adjournment

Motion by Commissioner Rodriguez and seconded by Commissioner Ashton to adjourn, passed by a vote of 5 to 0.

Adjournment at 7:06 pm.

Next Meeting: May 15, 2008, 5:30 pm