



AGENDA

MINORITY BUSINESS AD-HOC COMMITTEE

February 10, 2015 @ 4:00pm

Conference Room 402

Peoria County Courthouse

1. MEETING CALLED TO ORDER
2. Approval of Minutes - 11/11/14 and 01/13/15
3. MBE CDI Update (*attached*)
4. Overview of Black Business Alliance (*Denise Moore*)
5. Overview of Illinois Black Chamber (*Larry Ivory*)
6. Work plan for additional funding (State, Federal, local, etc.)
7. Miscellaneous/Other
 - City of Peoria efforts
 - Joint MBE meeting with City
 - Governor Rauner's plan to assist minority businesses
8. ADJOURNMENT

Draft

**Minutes
Minority Business Ad-Hoc Committee
November 11, 2014**

MEMBERS PRESENT:

Rachael Parker; Chairman, Don Gorman, Denise Moore; City Council, Mary Ardapple; Board Member, Charles Randle, Business Financial Services-Small Business Administration, Marty Clinch; Illinois Department of Transportation; Stephanie Brock, Diane Russell

MEMBERS ABSENT: Mike Phelan, Sharon Williams; Board Members, Brandon Holmes; LISC, Marty Helfers

OTHERS PRESENT:

Clint Drury (*in attendance for Marty Helfers*), Carol Trumpe; Board Member Virginia Pearl; County EEO Specialist,

Teleconference: Liz Duncan-David Cayemitte; The Cayemitte Group, Larry Ivory; Illinois Black Chamber

The meeting was called to order by Chairman Parker at 4:06pm. Minutes of August 12, 2014 and September 9, 2014 were approved on motion by Ms. Ardapple and second by Mr. Clinch. The motion carried.

The meeting was opened to teleconference attendees to give an update on the MCI program. Mr. Cayemitte summarized activities as follows:

- There were 40 people that attended Saturday's class.
- Four on-line QuickBooks classes were held; however, some folks did not have computers. PNC Bank is donating equipment. Classes are being revised to meet additional needs.
- One-on-one discussions were held with interested parties advising them the tools they need to get their business set up.
- Outreach to program participants continues via email, phone calls and voice messages.
- Conducted portal training has been conducted.
- Some of the participants have done internal financial reports.
- A Hispanic contractor has entered the program. An Asian business owner is being pursued to participate.

Ms. Duncan briefed the committee on participants that qualified for bonding and indicated that their BRS (score) determines the extent of bonding. A score of 5 and under is bondable. A brief conversation followed on the issue. Mr. Cayemitte indicated that next week, he will start working to establish bond lines.

Mr. Ivory summarized ILBCC activities as follows:

- Continue to have conversations with Mike Rogers, Peoria Public Works Director and AMEC regarding the \$400 million Green Initiative project and encouraging them to work with us to improve minority participation.
- Continue to work to get a total of 35 businesses in the program. Effort is being made to get 10 more confirmed.
- Workshop information has been put on the website.
- Continue to Market CDI Program to the community via updates to website, weekly broadcasts on 92.3 FM, and ILBCC Newsletter. Also talking to college personnel about opportunity offered through the program.

- Reaching out to partners such as – Clint Heinold, *President CORE Construction Services of Illinois, Inc.* and Dr. Fred Coleman, head of Construction University of Illinois regarding the December 16, 2014 workshop.
- Continue to work with corporate partners to assist them with identifying qualified minority companies for contracting and procurement opportunities.

Ms. Parker complimented the group on their progress. A question was raised by Ms. Brock about the diversity of the contractors in the program and the necessity of the program to those smaller firms that are struggling to grow and thrive. Ms. Ardapple was in agreement with Ms. Brock and said she was surprised to see successful firms on the list that have million dollar profits. It was her understanding that the purpose of the program is to assist and help build the small companies. Mr. Ivory noted that the large companies are mentors and primes. Ms. Ardapple was concerned that if the contractors serving as mentors and primes were taken off the list, there would be little diversity. Mr. Clinch mentioned the importance of building relationships with prime contractors when taking on a venture of this nature. A discussion commence on re-setting the program, looking at what is needed to make it more successful, focusing more on including non-for-profit organizations, etc. Ms. Ardapple pointed out there is no money for a year 2 or 3 to continue the program. Grant dollars must be sought; otherwise, the program will end. Mr. Ivory said it can be successful, but we must continue to think outside the box. Ms. Ardapple asked Mr. Rothert to bring back a 2-year strategy for the CDI program. Mr. Randle said he would like to see a line item budget.

There being no further business, the meeting adjourned at 5:05pm.

Draft

**Minutes
Minority Business Ad-Hoc Committee
January 13, 2015**

MEMBERS PRESENT:

Rachael Parker; Chairman, Don Gorman, Denise Moore; City Council, Mary Ardapple; Board Member, Charles Randle; Business Financial Services-Small Business Administration

MEMBERS ABSENT: Mike Phelan, Board Member, Brandon Holmes; LISC, Marty Helfers, Marty Clinch; Illinois Department of Transportation; Stephanie Brock, Diane Russell

OTHERS PRESENT:

Larry Ivory; Illinois Black Chamber, Mike George; Consultant, Mark Rothert; Assistant County Administrator

Teleconference: David Cayemitte, Liz Duncan; The Cayemitte Group

The meeting was called to order by Chairman Parker at 4:05pm. Approval of November 11, 2014 minutes was postponed due to a lack of a quorum. Mr. Rothert gave an update on the MCI program year-to-date expenses, 2015 projected expenses, a status report of the current bond-readiness participants and a schedule of past and upcoming classes. He mentioned that collaboration continues with Greater Peoria Sanitary District for mowing services the District wishes to procure in the near future with the possibility of utilizing contractors in the MCI program.

The meeting was opened to teleconference attendees to give an update on the MCI program. Ms. Duncan gave an overview of December 2014 activity as follows:

- A total of 8 people attended the Bond Class held in Peoria December 12th. An online link where classes can be found has been sent to other individuals.
- A personalized WIP (*work-in-progress*) schedule has been created for each contractor in the program.
- A presentation on WIP is being prepared for January 8, 2015.

Mr. Cayemitte reported as follows:

- He has been working with TCG staff to continue to meet one-on-one with participants to address issues related to cash flow, low credit scores, tax liens, bonding, MBE certifications and other requirements necessary to qualify for IDOT and CMS projects, etc.
- He continues to develop and build the portal.

Mr. Ivory reported as follows:

- He has been working with a credit specialist who possesses expertise in credit restoration that would be beneficial to the program participants.
- Revisions have been made to the master list for general services.
- He continues to work with TCG and MBDI to track incoming applications and businesses that are completing applications and submitting commitment letters for the program.
- He has been in contact with 14 other businesses that are interested in the program.
- Phone calls and meetings are ongoing with contractors to assess their needs and evaluate their information.
- He continues to review and outline additional marketing plans, i.e. public speaking, utilizing input from leaders of other organizations.
- Topics are being sought for additional workshops that will be beneficial to the program.

Mr. Ivory mentioned other activities and events that would be available to program participants at no charge. He also mentioned a meeting he had with IDOT personnel to discuss mentoring as well as available state funds. Mr. Randle asked if the new Governor's administration would have a

negative impact on Mr. Ivory's effort of pursuing funds for this program. Mr. Ivory did not think it would. Furthermore, Mr. Ivory emphasized the importance of being proactive and developing a work plan for the CDI program to present to the Capital Development Board and IDOT. He said it is a good time to talk with these state agencies about District 4 deficiencies. Therefore, he recommended a meeting be set on January 27th at IDOT. He invited Mr. Rothert and also said he would reach out to Bradley University marketing students for their assistance to help develop the Plan.

Mr. Mike George gave historical information collected by IDOT on minority contractors' participation on Illinois Interstate 74 remodeling during and after the project was completed.

Ms. Ardapple stressed the importance of the CDI program being self-sustaining. She recommended that a brief statement be made to the state legislators during the City/County Legislative Breakfast about the need for funding to support this community initiative.

Ms. Parker mentioned the work of the Black Business Alliance (BBA) and thought it would be a good idea for them to attend a MBE Committee meeting to discuss what they do; and to also invite the Black Chamber. Ms. Ardapple agreed and suggested that the groups come to February meeting. Also, she thought it would be advantageous for the MBE Committee to meet jointly with the City to discuss the strategies and paths of each entity relative to community initiatives such as the one the MBE Committee is undertaking.

Minority Business Ad-Hoc Committee members commended the Cayemitte Group and Illinois Black Chamber for the progress they have made with the CDI program. There being no further business, the meeting was adjourned at 5:15pm.

/vp

Peoria CDI Status Report – January, 2015

For the month of January, 2015, The Cayemitte Group has provided the following services for the program:

- Held Work in Progress class in Peoria on 1/8 – 6 Attendees
- Held Estimating class in Peoria on 1/22 – 6 Attendees
- Haywood Willis of TCG met with a number of participants:
 - Ratliff – William Ratliff; fairly new company (less than 1 year old) but the owner has prior masonry experience. Working on getting the QuickBooks up and running as well as getting the website completed, map out a marketing strategy and work on fine tuning his estimating and bidding by writing everything down on paper and reviewing before submitting any bids. This should be a company policy and estimates put into QuickBooks starting in 2015 as a way to analyze project profitability. He will be starting the process to qualify with CMS.
 - Consolidated Business – Clyde Gulley has been working with Haywood on the status of his QuickBooks and company strategy. Addressing issues that prevent bonding due to outstanding tax issues and low credit score.
 - Jimmie Jones Tree Service – Haywood is working with Jimmie Jones on addressing some issues that prevent bonding, including credit score. Also focusing on obtaining information and creating a pipeline on potential job opportunities. Jimmie Jones Tree Service is not a certified MWBE firm but he will address that issue as well.
 - Tillman Electric – James Tillman had a one on one meeting with Haywood to discuss his company structure, union vs. non-union set up. He is looking into CMS, IDOT and other certifications for his company. Mr. Tillman is in the process of setting up QuickBooks for his company so he can stop relying on his CPA to generate his financial statements.
 - Millennia – met with Millenia at their offices on January 9, 2015. Berkley Surety has committed to providing a \$4.5mil single/\$10mil aggregate surety bond program for Millenia. Discussion focused on the bond program offered as well as inclusion of the WIP schedule and issues surrounding the production and content of the report.

The Cayemitte Group
Income and Expense Report
01/31/2015

	January	YTD
INCOME		
CDI Program	\$ 20,833.00	\$ 156,247.50
QuickBooks Software Reimbursement	\$ -	\$ 2,499.50
Total Income	\$ 20,833.00	\$ 158,747.00
EXPENSES		
Illinois Black Chamber of Commerce <i>(See attached ILBCC Report)</i>	\$ 8,333.20	\$ 58,332.40
Bank Fees		
Wire Transfers	\$ -	\$ 50.00
Rent/Utilities	\$ 110.50	\$ 994.50
Office Expenses	\$ 40.00	\$ 40.00
Travel		
Airfare	\$ 1,302.02	\$ 5,224.79
Car Rental	\$ 145.32	\$ 478.42
Lodging	\$ 185.03	\$ 865.62
Meals	\$ 51.86	\$ 582.32
Mileage	\$ 80.00	\$ 523.51
Misc Expenses	\$ -	\$ 100.00
Parking	\$ 57.48	\$ 146.19
Taxi	\$ -	\$ 92.22
Total Travel	\$ 1,821.71	\$ 8,013.07
Equipment	\$ -	\$ 299.48
Room Rental		
Illinois Central College	\$ 115.00	\$ 345.00
QuickBooks		
Consulting Services	\$ 1,950.00	\$ 4,000.00
Software Purchase	\$ -	\$ 2,499.50
Total QuickBooks	\$ 1,950.00	\$ 6,499.50
Payroll Wages, Taxes and Fees	\$ 6,243.75	\$ 83,250.75
TOTAL EXPENSES	\$ 18,614.16	\$ 157,824.70
BALANCE	\$ 2,218.84	\$ 922.30



**CDI Dollar Breakdown for Contract
Illinois Black Chamber of Commerce**

**Income and Expense Report
January 2015**

	Sub Total	Total
Income		\$58,332.40
Expenses		
Overhead/Rent/Utilities		\$5,832.82
Miscellaneous Office Supplies – Office Max		\$760.30
Bank Fees		\$116.71
Wire Transfer	\$25.00	
Check Purchase	\$91.71	
Marketing		\$3,034.69
CDI Launch, Meeting, and Press Conference		
Witherspoon Marketing Group	\$543.44	
Robert Dale	\$135.62	
April Berry (Photographer)	\$75.00	
Prospect Sound & Lightening	\$105.00	
General Marketing of Program		
Witherspoon Marketing Group	\$1,000.00	
Allen Johnson – Video Testimonies	\$160.00	
Chama St. Louis	\$1,015.63	
Web Development/Updates/Additions		\$2,000.00
Witherspoon Marketing Group		
Workshops		\$1,150.00
11/12/14		
Witherspoon Marketing Group	\$1,000.00	
Prospect Sound & Lightening	\$75.00	
12/16/14	\$75.00	
Prospect Sound & Lightening		
Employee Wages (Includes Employer Payroll Taxes)		\$44,204.18
Larry D. Ivory \$18,671.39		
Kenyatta Fisher \$14,724.06		
Janis Ivory \$3,895.28		
Mike George \$6,913.45		
Total Expenses		\$57,098.70
Difference		\$1,233.70

Employee Hours Breakdown

Employee: Larry D. Ivory Total Hours Billed 10.00/Total Hours on Project 83.00		Billed Hours Per Task	Like Kind Service Hours
	Meetings or phone calls with contractors to discuss their business, do an assessment, and provide assistance with bidding, estimating, financing, certification, navigating information on websites (IDOT and CMS, for example), problem resolution, etc.		20.00
	Phone calls with prime contractors and corporate partners regarding their participation with the program		6.00
	Meetings with Prime Contractors and District Engineers	6.00	
	Meetings/phone calls with state agencies regarding their participation with the program		4.00
	Continuing to market the program to potential participants and the community		7.00
	Identifying, promoting, developing, and leveraging relationships to assist the program client		5.00
	Working with corporate partners assisting them with finding qualified, "ready, willing, and able" minority companies for contracting opportunities		5.00
	Developed and outlined upcoming workshops		6.00
	Contacting businesses to schedule meetings	2.00	3.00
	Working on outreach and partnering efforts across the state		7.00
	Attending County Board Meetings and team Meetings/Phone Calls	2.00	10.00
	Total	10.00	73.00

Employee: Mike George Total Hours Billed 72.50		Billed Hours Per Task	Like Kind Service Hours
	Meetings or phone calls with contractors to discuss their business, do an assessment, and provide assistance with bidding, estimating, financing, certification, navigating information on websites (IDOT and CMS, for example), problem resolution, etc.	42.75	
	Contacted contractors to schedule one-on-one assistance, assessments, and to invite them to workshops and Prime Contractors Outreach/Pre-bid Meetings.	5.25	
	Reviewed IDOT and BEP/CMS Certification processes and changes to prepare for assistance to contractors.	6.00	
	Reviewed IDOT and CMS Website information to prepare for assistance to contractors.	2.00	
	Workshop Logistics	2.00	
	Attended workshops	8.00	
	Attended Prime Contractor Outreach/Pre-Bid Meetings	2.00	
	Meetings with Prime Contractors and District Engineers; County Ad Hoc Meeting	4.50	
	Total	72.50	0.00

Employee Hours Breakdown (Continued)

Employee: Chama St. Louis Total Hours Billed 0.00/Total Hours on Project 12.00		Billed Hours Per Task	Like Kind Service Hours
	Assisted with phone calls for workshops		5.00
	Attended Workshops		3.00
	Talked to potential program participants about the CDI program		4.00
	Total	0.00	12.00

Employee: Kenyatta Fisher Total Hours Billed 52.00/Total Hours on Project 116.25		Billed Hours Per Task	Like Kind Service Hours
	Assisted with tracking incoming applications, businesses enrolling in the program, and completing applications and entered in system	3.00	5.00
	Working on getting businesses signed up to participate in the program	.50	
	Follow-up calls/emails to program participants and potential participants regarding the program, meetings, and to schedule meetings.	4.50	3.00
	Attending meetings with businesses to evaluate and discuss assistance they need	5.25	16.75
	Attending meetings with primes, agencies, and other entities	4.00	
	Scheduling meetings with prime contractors, agencies, and other entities working with us on the program	1.00	1.00
	Assisting with Workshop Logistics.	9.25	8.50
	Contacting businesses to attend workshops	6.00	10.00
	Attending workshops	3.00	2.00
	Attended Prime Contractor Outreach/Pre-Bid Meetings	2.00	
	Updated timeline for additional workshops will be hosting including topics, locations, guest speakers, and key people to invite.	3.00	3.00
	Meetings with team regarding assistance providing to contractors and items working on for contract.	3.50	11.00
	Entering information into CDI Portal and transferring information for assessments	7.00	4.00
	Total	52.00	64.25

Employee Hours Breakdown (Continued)

Employee: Janis Ivory Total Hours Billed 28.00/Total Hours on Project 81.00		Billed Hours Per Task	Like Kind Service Hours
	Administrative work including preparing invoices, filing system, requested documentation from prime and county of Peoria.	21.50	16.25
	Reviewed and revised assessment form information.	6.50	
	Talked to/meet with participants and potential participants regarding the program		2.00
	Reviewing, refining, and revising master list of potential CDI and CDI participants from various sources		3.25
	Assisted with tracking incoming applications and businesses enrolling in the program and completing applications		1.50
	Meetings with team regarding assistance providing to contractors and items working on for contract.		23.00
	Assist with contacting/emailing participants regarding workshops/meetings and working on some logistical items for workshops		7.00
	Total	28.00	53.00
	Team Total	162.50	202.25