



FREDERICK

Diversity, Equity, and Inclusion Advisory Board Agenda

December 19th / 3:30PM

Teams Meeting (Virtual)

In attendance:

Advisory Board Members: Ashley Waters (AW), Lucien Metellus (LM), Sandra Hofmeister (SH), Maria Herrera (MH),

Staff: Rebecca DeSantis-Randall (RDR), Manager of Equity and Inclusion & Linette Harley (LH), Business Outreach Coordinator

- I. Call to Order – Chair LM called the meeting to order at 3:35 pm. The agenda was approved unanimously.
- II. Welcome – RDR welcomed the group to the meeting and went over the agenda for the meeting. RDR asked if anyone had any questions or corrections from the previous meetings and notes. Everyone one agreed on no questions and okay to move forward.
- III. Approval of Minutes – unanimous approval of last meeting's minutes.
- IV. Old Business – Reminders from last meeting's discussion
 - a. The City of Frederick hired Griffin & Strong to perform the disparity study to determine whether a statistically significant disparity exists between the percentage of available, qualified minority and women-owned companies that do business in the relevant market in which the City does business and the percentage of dollars spent with such firms by the City. At the conclusion of the study, the Mayor and Board of Aldermen approved changes to the purchasing policy to incorporate the MWBE program and the Small Business Reserve Program that took effect on **1/10/2022**.
 - b. The Minority and Woman-Owned Business Enterprise Program (MWBE) is a race and gender conscious program. The Small Business Reserve Program is our race and gender neutral program.
 - c. RDR went over how the City calculates MWBE participation percentage goals for every construction project over \$250,000 and how submissions must include GFE (Good Faith Efforts) if they are not meeting the goal of



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participation percentage set for MWBE. She also provided a list of the projects that were awarded and how the goals were calculated.

V. New Business

- a. RDR advised how this is the first report created since the policy went into effect and will build the foundation of data for upcoming years to be compared to.
- b. RDR went over the spend summary for calendar year 2022 including vendor type, amount, and percentage of spend.
- c. RDR shared with the group how payments are disbursed to the prime contractors and how our department ensures the sub-contracts are being paid.
- d. RDR went over exemptions for calendar year 2022 for the Small Business Reserve Program.
- e. RDR recapped the services that the City of Frederick would procure and what businesses are eligible to participate in the SBR & MWBE Programs.
- f. RDR shared in detail the areas of concerns identified by the budget, purchasing, and equity and inclusion departments and what recommendations would be brought to the Mayor and Board of Aldermen. Those areas are:
 - a. "Piggybacking" contracts
 - b. Restrictive nature of the SBE size standard set by the policy
 - c. Exemption process for SBR
- g. The group discussed the concerns and gave feedback on the recommendations.
- h. RDR went over the recommendation for the Board of Aldermen to consider lifting \$250k minimum on goal setting for construction projects and including goal setting on all contracts that have the potential for subcontracting. The group discussed the recommendation.
- i. RDR reviewed the outreach and support our department is currently conducting to ensure local businesses are aware of our program and increasing our numbers of registered vendors. The group provided feedback.

VI. Adjournment – Chair LM adjourned the meeting at 4:48pm.