

SBE Oversight Committee

Thursday, December 10, 2020 at 10 a.m.

Meeting presented via Go-To Meeting:

<https://www.gotomeet.me/CityOfTulsa3/sbe-oversight-committee-meeting-december-10th>

Meeting Agenda

SBE Program Goals and Scope:

The SBE Program is designed to support the development and growth of small enterprises, by promoting opportunities for those businesses to provide goods and services to the City of Tulsa, and by helping them develop successful partnerships with larger enterprises and general contractors

Meeting purpose:

The members of the SBE Oversight Committee will report, consider, discuss, and potentially recommend action to the Mayor on the following items:

Welcome and check in

I. Welcome and introductions (Barnett)

- a. New SBE Representative – Tracy Gibson, Mustang Trucking

Attendees: Michelle Barnett, Larry Hood, Bill Walker, Henry SomdeCerff, LaKendra Carter, Amy Brown, Rachel Strassberger, Kian Kamas, Tracy Gibson

Notes and Review

II. Recap and review any items from September SBE Oversight meeting (Barnett)

Michelle discussed the presentation from Greg & Owen from What Works Cities team with the program changes and suggestions. She also recapped program updates, including SBE Utilization Report updates

Program Updates and Utilization Reports

III. Training Updates

- a. November 12th ODOT/DBE Training by Kellye Johnson with ODOT (Barnett)

Nov 12 training was presented by Kellye Johnson with ODOT/DBE Program

- b. December 15th LOI/SOQ Training (Barnett) 3pm

Upcoming SBE training will be Dec 15 on improving your Letters of Intent/Statement of Qualifications, 3-4pm via GoTo. Details are on the SBE webpage and flyer emailed to SBE members, Prime contractors and LOI/SOQ list.

IV. SBE Utilization Report Updates (Strassberger)

- a. 2018, 2019 & 2020 Reports

Rachel provided the 2018, 2019, & 2020 reports and stated they will be included with Dec Minutes. For future Oversight meetings, the Utilization reports will be sent with the upcoming agendas.

V. SBE Program Director Update (Barnett)

Michelle provided an update on the SBE Program Director position and hope to confirm the hiring by the end of December.

VI. 2021 SBE Oversight Committee Schedule (Strassberger/Barnett)

- a. Rachel advised tentative dates for 2021 are March 11, June 10, Sept 16, and Dec 9, from 10am-1130am. The Holds were sent to Michelle and Kian until they the committee has discussed.

New Business

VII. Items to discuss not on agenda

Amy asked for the 2021 SBE Oversight meeting invites sent to all oversight members until dates are confirmed. Tracy mention the LOI addition to SBE program/engineering bid process has been an improvement and helpful for auditing purposes so Prime contractors can be held accountable for their utilization outreach. Henry advised the signed LOIs are responsibility of the Prime contractor when their bid books are submitted. Michelle mentioned an End of Year survey would be sent to members for feedback on the meetings, SBE programs, etc.

Closing (5 mins)

VIII. Future agenda items and follow up items (Barnett)