
Small Business Enterprise Program Oversight Committee

Thursday, March 11, 2021 at 10:00 AM

Meeting presented via Go-To Meeting at:

<https://www.gotomeet.me/CityOfTulsa/sbe-oversight-committee-meeting-march-11th>

Members

Mayor G.T. Bynum, Kian Kamas, Paul Zachary, Larry Hood, Tracy Gibson, Mark Huff

Meeting Objectives

1. Share updated SBE utilization data and quarterly report
2. Provide overview of SBE Annual Report and explain methodology
3. Identify potential process improvements for Tulsa's SBE Program
4. Collect feedback and thoughts on next steps

Agenda

1. Welcome & Introductions
 - a. Attendees: Wyatt Donnelly-Landolt, Anika Ture, Rachel Strassberger, Tracy Gibson, Brandon Worley, Councilor Vanessa Hall-Harper, Henry Som de Cerff, Kian Kamas, Jim Coles, Paul Zachary, Larry Hood, Michelle Barnett, Dwain Midget, Amy Brown
2. December Meeting Recap
 - a. Wyatt briefly recapped the SBE Reports, Training reports, and the update on the SBE Director position
3. SBE Utilization
 - a. Wyatt shared a PowerPoint over SBE Utilization since Jan 2018 (see PPT for more details), Michelle mentioned that targets and goals wording is slightly confusing and suggested separating targets and goals since the goal is 10%. Paul added that if a Prime contractor states 20% as their SBE goal, then that becomes their final goal for the project to avoid liquidated damages. Amy suggested SBE Goal and Contract Goal, Dwain added that this is helpful. Michelle asked how many SBEs are in the program, Wyatt replied there is approx. 150 companies at this time.
4. SBE Program Annual Report Update
 - a. Wyatt shared a PPT over the SBE Annual Report, to summarize last three years. See PPT for more details.

- b. Amy mentioned that there was a previous discussion to pre-identify City vendors as potential SBE members; Larry responded that Vendor Self Service is not live, but they are working with IT and internally to work on tracking SBE company spending. Michelle noted that not all the SBE members are listed as a vendor as many are paid by the Prime contractor and not directly paid from the City.
 - c. Kian mentioned there is current state legislation in the works, for a supplier diversity initiative, which could be a possible database as an opportunity for a City SBE Resource. Wyatt replied that he has reached out for updates and will speak with Legal for more details.
 - d. Tracy mentioned that the City pay timelines need improvements when the projects may be extended, and final pay is not processed until later than agreed upon. Paul added this is an ongoing issue and met with Legal to discuss options, possible allowance created or reserve, but will need oversight and could only be applied to certain work. He added that he and Wyatt will resume discussions with Legal to find improvement options.
 - e. Michelle added that a City employee is working on a dashboard for payments, Larry added it will cover direct payments only.
5. Next Steps for the SBE Program
- a. Continuing the PPT, creation of a possible SBE Interest Survey to begin the SBE Application process. Wyatt added that he will reach out to the Members to discuss potential changes and discuss suggestions. Michelle noted that Professional Services is not listed and asked about tracking options; Paul stated that it is tracked on their end in Engineering Services.
6. Next SBE Oversight Committee Meeting is Thursday, June 10 at 10:00am