
Small Business Enterprise Program Oversight Committee

Thursday, June 10, 2021 at 10:00 a.m.

Meeting presented via Zoom at:

<https://zoom.us/j/7915042761?pwd=d1Q3a1RNQ29EMStaZllaK1gvQ0FNQT09>

Members

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

Wyatt Donnelly-Landolt, Michelle Barnett, Anika Turé, Krystal Reyes, Henry Som de Cerff, Amy Brown, Councilor Vanessa Hall-Harper, Rachel Strassberger, Aaron Wilcox- Becco, Dwain Midget, Tracy Gibson – Mustang Trucking, Brandon Worley, Jim Coles, Councilor Crista Patrick, Kian Kamas, Councilor Jeannie Cue

Meeting Objectives

1. Share updated SBE utilization data and quarterly report
2. Provide an update on the SBE Annual Report and general programmatic work
3. Propose and vote on policy change recommendations

Agenda

1. Welcome & Introductions
Wyatt welcomed the attendees, went over meeting objectives and the agenda and invited everyone to introduce themselves
2. March Meeting Recap
Rachel recapped the March 11 SBE Oversight meeting
3. SBE Utilization
Wyatt informed the committee that the utilization report has been updated due to a few miscalculations, and the most recent is a little behind due to the cyber-attack and will update the reports once Engineering has completed and updated their project details. See Memo and Utilization report for further details.
4. SBE Program Annual Report Update
Wyatt shared that the SBE Annual report will be published by June 30. He is working on graphics and final details. He will send the report to the Oversight Committee, SBE members and post to SBE website.
5. SBE Policy Proposals (action item)
 - a. No Nepotism Clause
This is essentially a Clean-up clause in Executive Order, which includes a limit on sharing resources, multiple ownership in multiple SBEs, as well as family members not creating separate entities within SBE. Family members can be hired but not be included in SBE utilization. Wyatt asked for input on familial connections - immediate such as parent, sibling, children, or farther

out to grandparents, aunts, cousins, etc.

Amy added that City has a nepotism clause and will share the details but points out an immediate family member is connected by blood or marriage. Aaron with Becco asked where the policy changes came from, and Wyatt advised it was based on research of other cities' best practices.

Tracy with Mustange asked for clarification if this policy was between SBE and other SBEs or small businesses or between a Prime and SBEs. Wyatt confirmed that this policy is between a Prime and an SBE business. Councilor Patrick advised that there might be a specialized industry SBE that can complete a project who may be related to a Prime and Wyatt advised he would like to look at specific instances where this could be allowed.

Councilor Hall Harper and Dwain both confirmed that a Prime can still utilize that business just not use towards the SBE goal

b. Executive Order amendments

Wyatt shared the proposed changes to the Executive Order and remove specific details so future changes could be created easier. See attachment for more details.

Councilor Hall-Harper stated that the SBE Program was created under this Mayor and could potentially be removed under a future Mayor. She asked if there could be a codicil to maintain the Program with future Mayors. Wyatt replied that they could discuss further as this item was not researched with the other policy changes.

Amy stated the Mayor should have oversight in the SBE goals as they have direct impact on services, SBEs and primes. Wyatt added that City Legal has approved the potential changes to SBE Program.

c. Elimination of DBE Reciprocity

Wyatt shared that the DBE reciprocity clause has created confusion for both prime contractors and SBEs. This change would remove the DBE reciprocity clause from the EO. It would not prevent a DBE to become an SBE if they meet the City's SBE requirements.

d. Project-based goals above 10 percent

Maintain 10% but if a project is requested to increase, the goal would be increased above 10%

Wyatt asked if there was further discussion or if any items needed to be tabled. Dwain advised that we pull the Nepotism clause and work on further details. Councilor Hall-Harper advised that the Nepotism clause is currently there and there is no reason to pull it and leave it in limbo. Wyatt asked Amy if she prefers that the goals and business threshold in the EO.

Asked that we move to 5B to maintain the 10% and threshold, update Dept and titles and term limits of members. Councilor Hall-Harper asked for clarification on the term limits. Councilor Hall-Harper moved the motion, Amy seconded. All in favor

5C vote of DBE reciprocity removal. Councilor Hall-Harper wanted clarification on the thresholds. Henry asked for clarification that an ODOT

DBE could apply and become a City of Tulsa SBE if they meet the SBE requirements. Aaron asked how much the DBEs got in overall projects. Wyatt stated an approx. 20% went to DBEs. Councilor Hall-Harper stated she did not get her vote called on, and Wyatt advised she was attending in the Councilor position, She added the vote would need to be corrected. Amy moved 5b and 5c, Aaron seconded. All in favor 5D Aaron motioned, Kian, seconded. All in favor

Wyatt tabled 5a to research sole source details

6. Programmatic Updates

a. Application

Wyatt updated the application process as online form. Still testing to finalize any issues.

b. Website

Website is not live due to the recent cyberattack and making changes to include the new application and survey processes.

c. New SBE Orientation

Online Survey Wyatt and Rachel presented SBE New Member Orientation June 9. Three SBE members participated. The video will be posted to the SBE website next week

d. Recertification Process

Recertification will be processed online through a survey and will occur during the summer

e. Feedback Survey

New online survey will be posted to the new website for SBE members to complete and provide feedback on the program and thoughts.

Krystal asked if we would like assistance translating our training videos. Wyatt stated that Leticia reached out about captioning the videos to different languages.

7. New Business

No new business.

8. Next Meeting is tentatively scheduled for Thursday, September 16 at 10:00 a.m.

Will send confirmation by end of June