

HUB Advisory Council Meeting Minutes
Virtual Teleconference (Microsoft Teams)
Wednesday, April 28, 2021
10:00 am

Attendees: Council Members

Kristen Hess (present after roll call)	Russel Parker
Dorrine Fokes	David O'Neal
Annette Stevenson	Greg Richardson (present after roll call)
Latif Kaid	Valerie Jordan
Iris Reese	Kimberly Leazer
CC Lamberth	Lenwood Long, Sr.
Vinnie Goel	Stephanie Pignes
Calvin Stevens	Jose Coker (present after roll call)
Tiffany Peguise-Powers	Katherine Lynn
Denisha Harris	

Absent Council Members: Terrence Holt

- Additional Attendees: Pamela Brewington Cashwell, *Secretary, Department of Administration*; Mark Edwards, *Chief Deputy Secretary, Department of Administration*; Betty Marrow-Taylor, *Deputy Secretary, Department of Administration*; Tammie Hall, *Director, HUB Office*

- HUB Office Staff Attendees: Alicia Lyon, LaShona Johnson, John Guenther, Traci Herrod, Alisha Puckett, Jamalh Greene, Sharonetta McIntyre, Jakala Wilson, Arthur Anderson, Iris Reese- Board Member, Courtney Jemison, Emanuel McGirt, Anousone Kettisack

- **Roll Call**
 - The following members stated they were present:
 - Stephanie Pignes
 - Latif Kaid
 - Valerie Jordan
 - Dorrine Fokes
 - Katherine Lynn
 - CC Lamberth
 - Vinnie Goel
 - Annette Stevenson

- Iris Reese
- Kimberly Leazer
- Russell Parker
- Lynwood Long, Sr.
- Denisha Harris
- Calvin Stevens
- Tiffany Peguise- Powers
- David O’Neal

The Council Chair asked for a motion to approve and accept the agenda and minutes. CC Lamberth made the motion, and it was seconded by Kimberly Leazer and the minutes were approved at 10:04am. Jose Coker made a motion to accept the agenda and it was seconded by Catherine Lynn and the agenda was approved at 10:06am.

- **Welcome and Introduction**

- Deputy Secretary Marrow-Taylor welcomed all guests and announced that she will be transitioning into a new role soon with the Department of Commerce. She thanked the HUB Advisory Council and HUB Staff for all they do and will continue to do.
- Chief Deputy Secretary Edwards then greeted guests and introduced the newly appointed Secretary for The Department of Administration – Pamela Cashwell.
- Secretary Cashwell provided greetings and an introduction of herself along with her vision moving forward. She mentioned her excitement to serve and is humbled by the opportunity to assist the Council and the HUB staff. As a minority female herself, Secretary Cashwell offers her background and experience in working with marginalized communities to The Department of Administration. Her vision inspires to lift people up, offer support and transparency, and place a high value on customer service.

- **Committees Reports**

Disparity Study Members are:

Chair – CC Lamberth
 Annette Stevenson
 Kristen Hess
 Tiffany Peguise-Powers
 Stephanie Piques
 Lenwood Long, Sr.
 Greg Richardson

- Disparity Study Report – Annette Stevenson provided details that the new disparity study committee has been created with the intention to help move forward the study results. She provided the following highlights that they are currently working on:

- Review of the Good Faith Efforts- including language used.
- HUB Affidavits -updating the forms, evaluating weights/scales, and ensuring any ambiguity is clarified and/or removed.
- Working with municipality partners for more flexibility on Good Faith Efforts
- Standardizing and streamlining all processes and providing training where needed.
- Setting goals for projects.

Purchasing Members are:

Chair - Denisha Harris

Jose Coker

Vinnie Goel

Kim Leazer

Greg Richardson

Iris Reese

*Subject Matter Resource - Kimberly Williams

- Purchasing Report – Denisha Harris reported out that this committee is working with subject matter expert, Kimberly Williams. Their goal is to work on purchasing across the board, including statewide term contracts, to enrich the existing plan. They also aim to employ new strategies to reach HUB goals and ensure all firms are receiving an equal playing field.
- Currently HUBS hold 11 term contracts.
- Kimberly Leazer announced that after their committee met, she researched a mentorship opportunity to work with hub firms in the Charlotte area. The intent would focus on selecting a few HUB firms to mentor and provide materials/support as needed. She said that this was a great opportunity to give back, learn and invest in our newer HUB vendors.
- CC Lamberth and Director Hall both commended this effort to think outside the box and to offer a mentorship program. The committee is excited to move forward on this opportunity.

Construction Members are:

Chair – Calvin Stevens

Russel Parker

Valerie Jordan

Terrence Holt

Latif Kaid

Dorrine Fokes

Katherine Lynn

*Subject Matter Resources including contractors, construction partners, and project leads from across the state.

- Construction Report - Calvin Stevens noted he looks forward to continuing to enforce the current construction rules in place and fine-tune them where possible. The committee is also looking into how Good Faith Efforts are applied– because its not always done uniformly. They aim to work more with the community colleges across the entire state and capturing their spend at a more consistent quarterly rate. The committee is also working to apply the disparity study recommendations and understand the findings in more detail.

The Council Chair thanked all the committee members and chairs for their work so far.

- **HUB Office Review**

- Director Hall remarked that she is encouraged by the work so far already in 2021. She also acknowledged newly appointed council member David O’Neal as well as new HUB staff.
- John Guenther shared a PowerPoint that provided an overview of the HUB office, including the process for HUB certification / reciprocity, training options, and HUB reporting. He reviewed Executive Order 25, which sets in a place a 10% goal for HUB spending. So far for FY 20-21, Goods & services is at 5.12% and construction is at 20.19%
- Director Hall wrapped up with discussing RETOOLNC – the first grant program awarded to HUB firms to help with the impacts of COVID-19. It offered grants from 10k -25k and after two rounds of funding has been able to assist many firms in this time of need. The feedback from those who received the grants has been extremely positive and for many it is the saving grace that has allowed them to remain open. HUB has just been notified that a third round of funding will be announced soon.

- **Open Discussion** – No comments.

- **The Council Chair** asked for a motion to adjourn – CC Lamberth made the motion, and it was seconded by Dorrine Fokes.

Meeting Adjourned at 11:26am with a motion by The Council Chair.

All members exited the teleconference by approximately 11:30PM.