

**HUB Advisory Council Meeting Minutes**

NCDOT Highway Building, Board Room

1 S. Wilmington St., Room 150

Raleigh, NC

October 30, 2019

10:00 am

---

**Attendees:** Council Members

Jeremy Collins	Odessa McGlown
Latif Kaid	Mary Williams-Stover
Greg Richardson	Valerie Jordan
Dorrine Fokes	Doug Morton
CC Lamberth	Vinnie Goel
Annette Stevenson	Iris Reese
Russell Parker	Lenwood Long, Sr.
Terrence Holt	Andrea Harris

**Absent Council Members:** Kristen Hess, Tiffany Peguise-Powers, Aaron Thomas, and Kimberly Leazer.

**Council Members available via conference call:** Calvin Stevens

**Additional Attendees:** Machele Sanders, *Secretary, Department of Administration*; Christy Agner, *Deputy Secretary, Department of Administration*; Tammie Hall, *Director, HUB Office*; Jayce Williams and Nan Sanseverino, *Department of Administration, Public Information Office*.

**HUB Office Staff Attendees:** LaShona Johnson, John Guenther, Traci Herrod, Alisha Puckett, Melissa Terrell, Jamahl Greene, Sharonetta McIntyre, and Alicia Lyon

**Guests:** Janice Kearney and Eddie Edwards, *NC Office of State Human Resources*; V. Cameron Smith and Shon Burch-Crispin, *NC State University*; Michael Regan, *Secretary*, Julia Cardwell and Renee Kramer *Department of Environmental Quality*; Lisa Wilson, Christy Thaxton, Benny Sloan, Dene` Alexander, Tonya Marriott, *Department of Transportation*; LeaAnne Hahnel, *Office of State Construction*; Bridget Wall-Lennon, *Griffin & Strong and BLWall Consulting*

- **Call to Order**

- CC Lamberth, Advisory Council Chair, called the meeting to order and welcomed all in attendance.

- **Roll Call**

Annette Stevenson asked for roll call and indicated a quorum was present. **The Council Chair** agreed and asked for a motion to move and accept the minutes. The minutes were approved and accepted unanimously. **The Council Chair** asked for a motion to approve and accept the agenda. The agenda was approved and accepted unanimously.

- **Remarks**

- **Secretary Machel Sanders, Secretary Department of Administration**

- She welcomed all in attendance and acknowledged the HUB staff for coordinating the meeting. She remarked that the HUB Office is busy with many MED week events and the Capital MED week event coming up in December 2019. HUB is also supporting the disparity study and she thanked HUB Director Tammie Hall for her leadership with the study. The Department of Administration is looking forward to reporting on the findings from the study and implementing the action plan. HUB Certifications are up thanks to an emphasis on outreach with Meet the Purchaser and Vendor Training events. The recent SWUC 10-year celebration at the Executive Mansion was highly successful and the administration is proud of this accomplishment. She noted that Governor Cooper's Executive Order #80 will be important to HUBs and will create more engagement. She provided updates on current administration projects:
  - 1) 4568 HUB Certifications; this number means more opportunities to work with diverse vendors and create a greater inclusive community.
  - 2) \$3.5B dollars makes up current construction projects. \$757M of that (22%) is HUB dollars. Infrastructure is critical and as we undergo improvements and new projects, HUB vendors can make a real impact.
  - 3) Rural communities and Governor Cooper's Hometown Strong initiative continues to travel and hear the needs of communities. Findings show that there are a lot of common needs to improve upon on such as jobs and access to technology. The administration will continue to advocate for rural communities and work towards inclusivity in state government.
  - 4) U.S. Census 2020 will come up in April and we must all work to raise awareness and educate North Carolinians about the importance of accurate reporting. She challenged each person to tell 10 people about the Census between now and April. The Census determines the funding North Carolina can receive and there is \$600B dollars the Federal Government will be giving out; \$16B dollars of which North Carolina can receive. For the first time, Census

data will be collected electronically. There are a lot of Census jobs and they are currently taking applications.

- QUESTION: A lot of people are applying for Census jobs and not hearing back, do we know what the timeline is?
- ANSWER: Hiring decisions will not be made for some time and DOA should request that the timeline be posted on the website as to the expectations for prospective employees.

- **Janice Kearney, North Carolina Office of State Human Resources**

- She informed the HUB Advisory Council that in 2017, HR became aware that anyone who serves on a state board or commission must be listed as a state employee for reporting purposes. This is part of a larger compliance issue and she urged all HUB Advisory Council members to complete their paperwork.
- QUESTION: Why is the HUB Advisory Council having to complete this as we are a volunteer board and not getting paid?
- ANSWER: This is the result of a 2017 IRS audit in which several state agencies were fined for not complying with the correct documentation. It is now part of a risk management strategy and while serving on a board, even as a volunteer, the state pays for electricity for the room, food, etc.
- Andrea Harris made a motion to ask the Attorney General to clarify this requirement for the HUB Advisory Council and give his opinion and rationale applicable for a volunteer board. **The Council Chair** agreed and asked for a vote. The motion was passed.

- **V. Cameron Smith and Shon Burch-Crispin, North Carolina State University**

- The HUB program at North Carolina State University is vibrant and is reporting 32% HUB participation. Shon is the campus HUB coordinator and talked about the complexities of the role. They talked about the support needed for HUB programs across campuses and highlighted that it takes many forms, but most importantly:
  - 1) The HUB program must be made a priority supported from the top down.
  - 2) Time is needed to meet with HUB coordinators, discuss HUB progress and outreach opportunities.
  - 3) Inclusiveness is critical to campus construction contracts. North Carolina State University is unique as they control which vendors are awarded by writing their own contract so there is direct opportunity to ensure HUB vendors are involved.
  - 4) Flexibility must be given to HUB coordinators for managing projects.
  - 5) Creativity is encouraged so that vendors feel empowered.
  - 6) Funding is important so that the campus budget ensures goals can be met.

- QUESTION: Do all institutions have HUB coordinators and do they all award and track projects?
- ANSWER: Not every institution is set up the same. Some of the smaller campuses may have HUB coordinators who operate as a secondary role such as an engineer or admin who also oversees HUB. Project tracking is also different and dependent on the commitment of each institution and funding.
- QUESTION: How do you interface with purchasing?
- ANSWER: We are not directly involved but do work with them daily and encourage them to solicit more than one quote for large projects.
  
- **Shelby Scales, Office of Civil Rights**
  - A PowerPoint presentation was provided with NCDOT updates and highlighted their recent success with their 2019 Southern Transportation Civil Rights Executive Council Training Symposium. From the symposium, 8 firms who participated were recently awarded contracts. NC DOT certification will be online beginning November 15. NCDOT diversity spend is currently at 2.59% for goods and services and 19.16% for construction. They have many programs in place to work directly with vendors and community partners to increase their HUB participation including their mentor-protégé program, and ADA and veteran focused programs. The NCDOT disparity study expects a final draft in December 2019. They plan to implement policies then to maximize economic impact for diversity.
  - QUESTION: How do we increase the numbers for goods and services and what about managed care contracts?
  - ANSWER: We should invite DHHS to attend a working session with the HUB Advisory Council and get specific answers on managed care. NCDOT is working to increase outreach and boost goods and services numbers.
  
- **Michael Regan, Secretary Department of Environmental Quality**
  - For FY 17-18, DEQ achieved a 20% HUB goal and DEQ remains committed to achieving that again in FY 19-20. Governor Cooper's Executive Order #80 is the most ambitious step ever taken in North Carolina to address climate change. There are many clean energy employees across the state, most operating for businesses with less than 20 people on staff. Most of the clean energy jobs are in construction or manufacturing. DEQ is working to ensure HUB participation is met with state clean energy projects. The state recognizes that the groups most impacted by climate change are those with low income and people of color. There is currently a great focus on climate change in flood prep, renovation, revitalization, and construction across the state. DEQ continues its efforts to diversify the workforce and remain committed to HUB goals.
  
- **Tammie Hall, Director of NC HUB Office**

- FY 18-19 report was provided to all HUB Advisory Council members. She remarked that the disparity study, the first in a decade, is working hard to compile data and interviews. There are also online surveys and telephone calls with all the HUB coordinators. Findings are expected in April – May 2020 with recommendations and the disparity study team will work with the Department of Administration to implement all the study findings. Implementation is included as part of the study and that will be the focus in 2020.
- **LeaAnne Hahnel, State Construction Office**
  - Designer data will soon be captured and collected in Interscope+. Review drawings will be able to be uploaded and allow for HUB data integration and contractor report cards to be seen across all systems. HUB reporting for designers will launch in late November 2019.
- **Anette Stevenson, Goods and Services Sub-Committee**
  - The sub-committee has met several times and a list of the top 20 goods and services vendors in the state was provided. Of the list of 20, 2 are HUB vendors, representing only 5% of the total spend. As part of developing best practices, the sub-committee will continue to strategize on how to increase that number and HUB participation.
  - QUESTION: What about UNC Hospital's spend?
  - ANSWER: For goods and services only, for FY 18-19, it's about \$585M with \$9.6M in HUB dollars. The HUB Office is working with NC GDAC on actual spend amounts for state agency reports.
- **Terrence Holt, Construction Sub-Committee**
  - The sub-committee is focused on increasing HUB participation in the rural counties in North Carolina. UNC Hospital's construction spend for FY 18-19 was about \$8.1M with \$224,000 in HUB dollars. Reporting in Interscope+ continues to get better as educating agencies about entering data has increased.
  - QUESTION: What about disaster recovery projects; are they part of the construction sub-committee and can they be?
  - ANSWER: That falls under emergency management and the state must meet the statues in place during recovery and relief times. It may be worthwhile to invite Director Sprayberry and North Carolina Emergency Management to report at the next HUB Advisory Council meeting.

**Meeting Adjourned at 2:21pm.**