

## HUB Advisory Council Meeting Minutes

Department of Administration, ABC Commission Room, Raleigh, NC

January 31, 2018

10:00 am

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### Attendees: Council Members

Dorrine Fokes	Michael Leach	Calvin Stevens
Vinnie Goel	Kimberly Leazer	Greg Richardson
Andrea Harris	Lenwood Long, Sr.	Annette Stevenson
Kristen Hess	Odessa McGlown	Aaron Thomas
Terrence Holt	Doug Morton	Mary Williams-Stover
Valerie Jordan	Russell Parker	
Latif Kaid	Tiffany Peguise-Powers	
Cornelius Lamberth "CC"	Iris Reese	

**Additional Attendees:** Mabelle Sanders, *Secretary, Department of Administration*; Christy Agner, *Deputy Secretary, Department of Administration*; Tammie Hall, *Director, HUB Office*; Judge Ashleigh Parker-Dunston

**HUB Office Staff Attendees:** Carla Daniels, John Guenther, Traci Herrod, and Alicia Lyon

**Guest:** Doctor Aal-Anubia, Nikki Holt, Bert Carrington, John Rankin, Denise Jackson, Kim Powers, and Marian Parker

- **Welcome**
  - Mabelle Sanders, Secretary, NC Department of Administration welcomed the council and all attendees with a warm, passionate greeting.
- **Swearing in Ceremony**
  - Judge Ashleigh Parker-Dunston presented the oath for all the council members. The council was presented with their commitment letters. Each member signed along with Judge Parker-Dunston.
- **Selection of Council Leadership**
  - Tammie Hall, Director, Office for Historically Underutilized Business, closed the meeting for Council selection and the nominations began for:
    1. Chair – Cornelius Lamberth "CC"
    2. Vice Chair – Annette Stevenson
    3. Secretary – Iris Reese
    4. Parliamentarian – Tiffany Peguise-Powers
  - All nominations were unanimously approved by the council.
- **Official Commission Meeting Call to Order**
  - Cornelius "CC" Lamberth, Council Chair, called the meeting to order and the meeting was officially opened.

- **HUB Office Overview**

- Tammie Hall, Director, Office for Historically Underutilized Business, provided a general overview of the HUB Office to the Council and Implemented Executive Order 25. She outlined the purpose and duties of the Council, to include the expectations.

- **Presentation of HUB Percentages**

- John Guenther, Compliance Officer, Office for Historically Underutilized Business, presented the council with current HUB spend for Goods and Services and Construction. The presentation included two types of reporting:
  - Purchasing of Goods and Services
  - Construction Spending
- The council could review the overall percentages for both categories for FY16-17 and to date for 17-18. They could identify areas that would require more assistance:
  - Better baseline for statutes to identify who must report
  - Determine the requirements for reporting
  - Reporting Groups
  - Outline the opportunities
- **Questions, Recommendations and Remarks:**
  - Construction spend is low.
  - Connect State Building Commission to Designers Spend
  - Identify a process that can be utilized across the board
  - Indicate the available spend
  - Where do designers fall and how are they reporting?
  - HUB Office provide data for all agencies, not just Cabinet.
  - Break out Female from other categories
  - Compare what other states are doing about best practices programs

- **Subcommittee Discussion**

- Goods and Services – Kristen Hess, Chair
  - Including Professional Services, IT, etc.

Kristen Hess	Odessa McGlown	Greg Richardson
Kimberly Leazer	Doug Morton	Annette Stevenson
Lenwood Long, Sr.	Tiffany Peguise-Powers	Mary Williams-Stover
Alicia Lyon	Iris Reese	

- Construction – Terrance Holt, Chair
  - Design and Construction

Terrence Holt	“CC” Lamberth	Aaron Thomas
Dorrine Fokes	Russell Parker	Carla Daniels
Vinnie Goel	Calvin Stevens	
Latif Kaid	Iris Reese	

**Meeting Adjourned at 12:45 pm.**

**Next meeting – April 25, 2018 (Pitt County)**