

# EQUAL BUSINESS OPPORTUNITY COMMISSION

## October 29, 2019 Meeting Minutes

ITEM	DISCUSSION	ACTION
	Nancy Briguglio called the meeting to order.	Meeting called to order at 9:05 a.m.
Minutes: August 06, 2019	Nancy Briguglio called for approval of the Minutes. Roger Barnes moved that the Minutes be approved; the motion was seconded by Margaret Kim.	Unanimously approved
Certifications: August 06, 2019 through October 29, 2019	Cynthia Gula moved that the applications be approved; the motion was seconded by Neil Madan.	Unanimously approved
Purchasing Reports	<p>Mahesh presented the Purchasing Report which included statistics for the 1<sup>st</sup> Quarter of FY 2020.</p> <p>Discussions (Purchasing Report)</p> <p>Various sections of the report to include: EBO participation, waivers, certification and outreach were discussed.</p> <p>Cynthia Gula suggested that a column be added to the certification slate to depict whether a firm was located in the County or not. Mahesh mentioned that there are no geographic boundaries for the EBO program. He added that the address on the EBO application may or may not be the principal place of business of the applicant. A column can be added to list whether the applicant has provided a Howard County address.</p> <p>Firms also register as a vendor with Howard County using the PlanetBids (PB System) to receive automated email notifications of solicitations for goods and services pertinent to their business. The Office of Purchasing also sends out bid notifications to vendors certified in the EBO program.</p> <p>Nancy Briguglio inquired whether the Office of Purchasing tracks how many local Howard County firms bid on a contract. Dean mentioned that data is not tracked.</p>	

	<p>Commissioners inquired if there were sub goals for individual EBO types. There are no sub goals.</p> <p>Cynthia Gula mentioned that the Office of Purchasing website can be made more user friendly. Dean mentioned that the County currently has a Request for Proposal out for Website Redevelopment Services. Mahesh added that the County is in the process of creating a user-friendly Service Catalog for all County services, which will take a user directly to the service in less clicks by entering a keyword of a service they are looking for.</p> <p>Roger Barnes shared information about the various buckets of opportunities available within the County for EBO firms including the Howard County Public School System, the Community College as well as private sector opportunities such as Howard Hughes.</p> <p>In reference to the Waiver report, Roger Barnes questioned whether the annual award amount changes every year. Mahesh mentioned it changes depending on the estimated annual amount provided by the user agency to the Office of Purchasing, based upon which the amount is stated in the contract renewal letter to the vendor.</p>	
<p>Adjournment of Meeting at 10:15 am</p>	<p>Motion to adjourn by Nancy Briguglio.</p> <p>Next regular EBOC Meeting scheduled for December 03, 2019 at 9:00 a.m.</p>	

**EBOC MEMBER ATTENDEES:**

1. Nathaniel Alston (conference call)
2. Roger Barnes
3. Nancy Briguglio
4. Cynthia Gula
5. Margaret Kim
6. Neil Madan

**ABSENT:**

1. Jason Peay
2. Sharon Pinder
3. Shahan Rizvi

**NON-MEMBER ATTENDEES:**

1. Dean Hof
2. Mahesh Sabnani
3. Constance Tucker
4. Wayne Young (HCEDA)