

EQUAL BUSINESS OPPORTUNITY COMMISSION

October 6, 2015

<i>AGENDA ITEM</i>	<i>DISCUSSION</i>	<i>ACTION</i>
	<p>Richard Hackney called the meeting to order.</p>	<p>Meeting called to order at 9:23 a.m.</p>
<p>Purchasing Report</p>	<p>Richard Hackney asked Mahesh to discuss the Purchasing Report while the commissioners waited for more commissioners to join the meeting to make a quorum.</p> <p>Mahesh discussed the report including PDQ card purchases, waivers, compliance review and Outreach programs.</p> <p>Richard Hackney reminded the commissioners that minority companies are certified every 2 years. He asked Mahesh what the frequency of contact made to a company is after they are awarded a contract. Mahesh said companies are required to submit a Subcontractor Participation Form every year. Mahesh verifies information submitted and the payment histories. Darla Herbold stated that there is no prescribed number of times contact is made to vendors. Mahesh added that when the jobs are larger, more contact is made with the vendors than when the jobs are small. Richard Hackney asked if most companies have someone who regularly track and supply the information to us. Mahesh said it depended on the size of the company. The group discussed compliancy of the 10% goal as stated in the report. Shahan Rizvi asked if there was a reason why only 14% vendors were compliant. Mahesh said that some companies do more than the 10% goal but when companies do not meet the goal, we do ask them for reasons why they are not compliant. Darla Herbold said that we ask the same questions as the State of Maryland. Some companies are just better at collecting data. Barry Curtis suggested that if companies use Quick Books or another similar program, they information they need to report is not difficult to provide. Barry Curtis stated that finding a minority company is often difficult. Giving away a portion of the job is often financially difficult and the rules should be reviewed. Constance Tucker stated and Mahesh confirmed that financial difficulties are taken into consideration.</p>	

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Minutes: August 4, 2015	Richard Hackney called for approval of Minutes. Roger Barnes moved that the Minutes be approved; the motion was seconded by Barry Curtis.	Unanimously approved
Certifications: August 4, 2015 through October 6, 2015	Richard Hackney called for the commissioners to review the applications. Roger Barnes moved that the applications be approved; the motion was seconded by Barry Curtis.	Unanimously approved.
Adjournment of Meeting by Chairperson at 9:51 am	Next EBOC Meeting scheduled for December 1, 2015 at 9:00 a.m.	

EBOC MEMBER ATTENDEES:

1. Richard Hackney
2. Roger Barnes
3. Barry Curtis
4. Margaret Kim (conference call)
5. Nancy Briguglio (conference call)
6. Shahan Rizvi (conference call)

ABSENT:

1. Knowlton Atterbeary
2. Tajuddin Sabree
3. Angela Cash
4. Nathaniel Alston

NON-MEMBER ATTENDEES:

1. Mahesh Sabnani
2. Robin Fewell
3. Constance Tucker
4. Darla Herbold

10/14/15