

EQUAL BUSINESS OPPORTUNITY COMMISSION
FEBRUARY 5, 2013

<i>AGENDA ITEM</i>	<i>DISCUSSION</i>	<i>ACTION</i>
Greetings & Welcome	<p>Meeting opened by Richard Hackney. Mr. Hackney advised the members that an email with the Conflict of Interest Questionnaire had been sent and asked the group to fill out and return the information. Mr. Hackney also informed the commission members that the FY 2012 EBOC Annual Report had been completed and sent out. Mr. Hackney thanked everyone who worked on the report.</p> <p>Mr. Hackney informed the commissioners that Faenita Dilworth's term has expired and she is not renewing her term. Also, Jose Maldonado's term has expired and he was filling in for this meeting. This is Mr. Maldonado's last meeting. Mr. Hackney thanked these two commissioners for their contribution to the commission.</p>	Meeting called to order at 9:05 a.m.
Minutes: December 4, 2012	Richard Hackney motioned to approve the Minutes; the motion was seconded by Roger Barnes and Nathaniel Alston.	Unanimously approved
Certifications: December 4, 2012 through February 5, 2013	<p>Richard Hackney motioned to approve the certifications. Roger Barnes seconded the motion.</p> <p>Angela Cash mentioned a possible conflict of interest in reviewing one of the applications (Oaklawn Unlimited) that was forwarded to her for review and suggested that Mahesh forward it to another commissioner to review.</p>	Unanimously approved
Purchasing Reports	<p>Mahesh Sabnani presented the Purchasing Report for the 2nd Quarter of FY 2013.</p> <p>Discussions (Purchasing Report)</p> <p>EBO Outreach: Richard Hackney asked Mahesh if the Outreach events are well attended. Mahesh stated that some of the events are well attended than other events, but all the events he has attended were beneficial. Roger Barnes asked if Mahesh gives out information at the events he attends. Mahesh explained that the Office of Purchasing has brochures with purchasing information that he passes out. Jose Maldonado stated that it would be helpful to have success stories included in the brochures. Darla Herbold said we could look into including success stories as long as it can be done without showing favoritism to any of the vendors. Richard Hackney also asked if we had any information printed in different languages. Mahesh explained that we have Spanish and Korean language brochures as well</p>	

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	as translation services available.	
Adjournment of Meeting by Chairperson	Richard Hackney asked the members if anyone had anything else to discuss. Roger Barnes asked if there was a forecast report of upcoming bid opportunities. Mahesh explained that he looks at expiring contracts and informs appropriate minority businesses of the dates when contracts will be rebid. We also post new solicitations on the Office of Purchasing website and advertise bids through Constant Contact. Roger Barnes also asked if any training courses or templates are available for completing an RFP. Mahesh stated Maryland Procurement and Technical Assistance Program (MD PTAP) and the Small Business Development Centers (SBDC) offer training workshops and these technical / educational resources are recommended and suggested to minority businesses seeking assistance and information.	Meeting adjourned at 9:40 a.m. by Richard Hackney

EBOC MEMBER ATTENDEES:

1. Roger Barnes
2. Jose Maldonado
3. Nathaniel Alston, Jr.
4. Richard Hackney
5. Angela Cash
6. Margaret Kim (CONFERENCE CALL)

ABSENT:

1. Knowlton Atterbeary
2. Robert Wallace
3. Jay Parekh

NON-MEMBER ATTENDEES:

1. Darla Herbold
2. Mahesh Sabnani
3. Robin Fewell

02/06/2013