HUB Advisory Council Meeting Minutes
Department of Administration, ABC Commission Room, Raleigh, NC
January 31, 2018
10:00 am

Attendees: Council Members

<table>
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<th>Name</th>
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<tr>
<td>Dorrine Fokes</td>
<td>Michael Leach</td>
<td>Calvin Stevens</td>
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<td>Vinnie Goel</td>
<td>Kimberly Leazer</td>
<td>Greg Richardson</td>
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<td>Andrea Harris</td>
<td>Lenwood Long, Sr.</td>
<td>Annette Stevenson</td>
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<td>Kristen Hess</td>
<td>Odessa McGlown</td>
<td>Aaron Thomas</td>
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<td>Terrence Holt</td>
<td>Doug Morton</td>
<td>Mary Williams-Stover</td>
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<td>Valerie Jordan</td>
<td>Russell Parker</td>
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<td>Latif Kaid</td>
<td>Tiffany Peguise-Powers</td>
<td>Iris Reese</td>
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<td>Cornelius Lamberth “CC”</td>
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Additional Attendees: Machelle 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
  o Machelle Sanders, Secretary, NC Department of Administration welcomed the council and all attendees with a warm, passionate greeting.

• Swearing in Ceremony
  o 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
  o 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
  o All nominations were unanimously approved by the council.

• Official Commission Meeting Call to Order
  o Cornelius “CC” Lamberth, Council Chair, called the meeting to order and the meeting was officially opened.
• **HUB Office Overview**
  o 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**
  o 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:
    o Purchasing of Goods and Services
    o Construction Spending
  o 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:
    o Better baseline for statutes to identify who must report
    o Determine the requirements for reporting
    o Reporting Groups
    o Outline the opportunities
  o **Questions, Recommendations and Remarks:**
    o Construction spend is low.
    o Connect State Building Commission to Designers Spend
    o Identify a process that can be utilized across the board
    o Indicate the available spend
    o Where do designers fall and how are they reporting?
    o HUB Office provide data for all agencies, not just Cabinet.
    o Break out Female from other categories
    o Compare what other states are doing about best practices programs

• **Subcommittee Discussion**
  o Goods and Services – Kristen Hess, Chair
    o Including Professional Services, IT, etc.
    | Kristen Hess | Odessa McGlown | Greg Richardson |
    | Kimberly Leazer | Doug Morton | Annette Stevenson |
    | Lenwood Long, Sr. | Tiffany Peguire-Powers | Mary Williams-Stover |
    | Alicia Lyon | Iris Reese |
  o Construction – Terrance Holt, Chair
    o 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)**