

CLAYTON COUNTY WATER AUTHORITY  
1600 Battle Creek Road  
Morrow, Georgia 30260  
Small Local Business Enterprise (SLBE) Program Committee  
January 28, 2016

The meeting began at 8:12 a.m. with the following Board Members and staff present – Board of Directors, Committee Chairperson Rodney Givens, Committee Vice-Chair Elizabeth G. Armstrong, Board Member Marie Barber, Board of Director Chairman John Chafin and CCWA staff of Mike Thomas, Jim Poff, Bernard Franks and Karen Riser.

The first agenda item was approval of the minutes of the November 3, 2015 committee meeting. The second agenda item was a review of potential training classes for SLBE. Ms. Riser presented a schedule of proposed SLBE events including a Small Business Expo on March 22, 2016 from 10 a.m. until 2:00 p.m. at Clayton State University, Student Activity Center. Additionally, a Marketing and Branding workshop on April 5<sup>th</sup> from 10 a.m. until noon, Social Media Workshop tentatively set for June 2nd and June 16th, Strategic Planning for Small Business tentatively set for August 16th and Excel for Small Business tentatively set for October 5<sup>th</sup>. There was discussion by the committee as to the estimated cost of the Expo of \$2,000 to \$2,200 with an anticipated attendance of 100. The committee agreed to partner with Clayton County Central Services for a joint event with a variety of workshops and topics geared to small businesses.

The third agenda item was SLBE Goals for Fiscal Year 2016. Ms. Riser presented that the current goals were based on the current fiscal year and asked if the committee wanted the goals re-calculated for the upcoming fiscal year based on our procurements that would be budgeted in the next fiscal year. There was discussion on this topic and the committee requested staff gather and distribute to the committee the SBA goals for our area.

The fourth agenda item was measuring SLBE participation/utilization including setting up vendors in JDE with SLBE coding, monthly reporting from our engineers, tracking manually for contracts awarded thus far and anticipating new functionality in the JDE upgrade to help with the tracking. There was discussion on this topic and the committee requested that CCWA staff report quarterly based on fiscal quarter end with the first report due to the board in March 2016 based on the fiscal quarter end of January 31, 2016. The reporting to include utilization of SLBE by CCWA and our engineers.

SLBE Program Committee Meeting  
January 28, 2016

The fifth agenda item was additional marketing efforts by CCWA. These efforts will be various items along with a projected schedule of events by date for the remainder of the 2016 calendar year. Ms. Armstrong made the request that CCWA staff email the five commissioners that marketing efforts and projected schedule of events. Discussion ensued over the proposed marketing efforts and projected schedule of events.

There being no further business to discuss, the Committee meeting adjourned at 9:08 a.m.



Rodney Givens, Committee Chairperson