

CLAYTON COUNTY WATER AUTHORITY
1600 Battle Creek Road
Morrow, Georgia 30260
Small Local Business Enterprise (SLBE) Program Sub-committee Meeting
August 4, 2016

Committee Chairman Rodney Givens called the meeting to order at 11:11 a.m. Committee Chairman Rodney Givens, Committee Vice-Chairwoman Elizabeth G. Armstrong, Committee Member Marie Barber, Committee Member Robin Malone; CCWA staff of Mike Thomas, Jim Poff, Bernard Franks, Karen Riser and Tamisha McKenzie were present along with Legal Counsel Steve Fincher.

The first agenda item was the extension of provisional and general certifications for the SLBE program. Staff recommended changing the current guidelines to allow for two provisional terms of two years each; the provisional terms would not have to be sequential. Staff also recommended increasing CCWA's general certification to a five-year term. The committee unanimously approved the recommendation.

The second agenda item was an update to the marketing plan. The committee stated that they would like CCWA to tap into awarded contractors for sponsorship of the SLBE Mixer and Expo events. They also would like certified SLBE firms to pay ½ the normal rate for the Expo event and recommended limiting the number of governmental entities at the Expo due to space constraints. The committee agreed to charge Expo attendees a \$10 fee and agreed upon Clayton State University as the venue. Staff recommended entering into a marketing agreement with Collaborative Firm. Committee members Rodney Givens, Marie Barber and Robin Malone were in favor of the recommendation, however, Elizabeth G. Armstrong was opposed. Later in the meeting the vote was rescinded, and it was instead decided to enter into a marketing agreement with Full Circle Communications with Committee Members Rodney Givens, Marie Barber and Robin Malone in favor of the agreement and Elizabeth G. Armstrong abstaining from the vote.

The third agenda item was SLBE Utilization Reporting. Quarterly metrics for utilization of the program were discussed. Information only, no action taken.

The fourth agenda item was the Definition of "Good Faith Effort." The current documentation and form was reviewed. Committee Chairperson Rodney Givens recommended changes to the form for future use. General Manager Mike Thomas led a

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discussion about legal implications of definitions and specifications in regards to the use of “Good Faith Effort.” Information only, no action taken.

The fifth agenda item was a discussion of the Minimum Participation Requirement. A discussion occurred on the topics of procurement type, project scope, sub-contracting opportunities and available SLBE vendors. The committee agreed to set goals as stated below for bid discounts and preference points:

- Construction = 15%
- Architectural = 7%
- Engineering = 7%
- Professional Services = 8%
- Goods and Services = 7%

If less than the set percentage is available the proposed procurement will then be taken before the Board for approval first. This change will require Board approval of a resolution to update the CCWA Law & Policy Manual.

The sixth agenda item was a discussion on SLBE Subcontractors – Family Members of Prime Contractors. The committee proposed updating our policy to state that firm bidding must disclose family relationships. We will reserve the right to prevent use for SLBE incentives if work/services are not substantially different than the prime contractor. Immediate family shall be defined as parents, children, spouses and siblings. This change will require Board approval of a resolution to update the CCWA Law & Policy Manual.

The seventh agenda items was the discussion of a Two-Tiered Certification Program to include “Self-Certification”. General Manager Mike Thomas requested the committee to defer this agenda item to a future meeting. Information only, no action taken.

There being no further business to discuss, the Committee meeting adjourned at 12:30 p.m.



Rodney Givens, Committee Chairman