



MINUTES
AD HOC COMMITTEE ON DIVERSITY
Friday, April 28, 2017 @ 11:30 a.m.
Council Conference Room, 10th Floor, City Hall

Call to Order

The meeting was called to order at 11:36 a.m.

Committee Members

Councilmember Carol Wood, Chair
Councilmember Patricia Spitzley- arrives at 12:14 p.m.
Councilmember Jody Washington

Others Present

Sherrie Boak, Council Staff
LaSondra Crenshaw, Council Staff
Jim Bale, Greater Lansing Labor Council
Mary Ann Prince
Stephanie Robinson, City of Lansing Purchasing
Brandon Waddell, Assistant City Attorney
Judi Harris, St. Vincent's Refugee Services
Jeff Wood, Suits in the City
Angela Bennett, Finance Director
Stacey Locke, Peckham
Sandy Wolfe, Peckham

Councilmember Wood passed the gavel to Councilmember Washington.

MINUTE

MOTION BY COUNCILMEMBER WOOD TO APPROVE THE MINUTES FROM MARCH 10, 2017 AS PRESENTED. MOTION CARRIED 2-0.

MOTION BY COUNCILMEMBER WOOD TO APPROVE THE INFOMRATIONAL MINUTES FROM MARCH 24, 2017 AS PRESENTED. MOTION CARRIED 2-0.

Councilmember Washington passed the gavel back to Councilmember Wood.

Introductions

Discussion

DISCUSSION Procurement Ordinance

Councilmember Wood recapped for the group that Ms. Robinson with the City of Lansing Purchasing was invited to present to them the integration of how purchasing for goods and services was done by the City.

Ms. Robinson introduced herself and outlined the process for procurement and how a vendor can get recognized to on the bidders list. The steps include by each department meeting with her to write the quote, bidding form and posting for the product or service they want. They then post the request on MITN, which is the State of Michigan Purchasing Group.

Councilmember Wood asked how someone can become a member of MITN. Ms. Robinson referred them to the website, www.mitn.info where they can sign up for a free membership and track any bids, or a paid membership where they will receive emails every time something they are interested in gets posted. When adding a bid the City can send to a local commodity, and for every quote and bid, they can download a list of where it was sent.

Mr. Bale asked if that system was used for purchasing road salt. Ms. Robinson confirmed they did not use that, they went through the County contract which was a better cost.

Councilmember Wood asked if the system offers an option to look at diversity. Ms. Robinson stated if they have identified themselves in the registration, but the City has not been encouraged to track it due to proposal 2, and concern as a legislation constitutional amendment.

Councilmember Wood then asked if purchasing can create a list of what the City regularly purchases, and then send out to minority groups to encourage them to register. Ms. Robinson confirmed they have not in the past, and when groups have approached them in the past on how to be involved they direct them to the website, trade fairs for networking, and State and County sites.

Councilmember Wood asked what commodities and services does the City look for.

Councilmember Washington stepped away from the meeting at 11:50 a.m.

Ms. Robinson stated currently Purchasing has two (2) buyers, and any services over \$5,000 does go through purchasing process. Bids are required for anything between \$5,000 and \$14,999. Bids are required to be sealed if over \$15,000. Sealed bids are opened on a set date, bids are opened publicly and then the public can hear everything. Then bids go back to the Department who is the end user, which is determined by low cost, qualifications, time line, and product bidding looking for. Councilmember Wood asked if that process also includes checking to making sure the vendor is not in default to the City, and Ms. Robinson confirmed and added they also verify insurance requirements.

Council Member Washington returned to the meeting at 11:54 a.m.

Councilmember Wood asked if a vendor is on file for multiple years for a product or service, how often is a bid required. Ms. Robinson stated they do one year bids, and sometimes it is a four year bid with one year renewals.

Councilmember Wood inquired into any handouts or other purchasing information that this group could make into a brochure. Ms. Robinson stated she could provide copies of a handout they already have where one side speaks to purchasing steps for the City and the other side is

for the BWL purchasing. She also referred the group to their website which had a document that listed all the items and services the City puts to bid. <http://lansingmi.gov/787/Purchasing>

Ms. Prince asked if there are regular businesses on the bidding list or if they seek local vendors. Ms. Robinson confirmed it is an open process. Councilmember Wood added that if the issue bids multiple times and the same vendor bids and is the only bidder, they will continue to just use that vendor.

2005 Diversity Spending Report

Councilmember Wood asked Ms. Robinson if it was possible to obtain a new spending report. Ms. Robinson confirmed they do not track the information anymore because they were advised by the City Attorney to cease because it was unlawful. It appeared to track information and would appear to be offering preferential treatment. Councilmember Washington acknowledged the explanation and agreed on the decision of the City Attorney.

Snow Sergeants Program

Council staff confirmed the MOU was signed April 27, 2017 and distributed to TCOA on the same date. An invoice from TCOA was received on April 27, 2017 from TCOA and processed for payment.

Update – Inquiry into HR Department on Employee Diverse Hiring Statistics

Mr. Waddell stated the City Attorney opinion on the topic has not changed.

Ms. Bennett stated she spoke to the HR Director and was informed the Director was not made aware of the request until Wednesday, April 26th and did not have time to obtain the information. Councilmember Wood read from an email exchange from March 15th when the City Attorney office originally requested the information from Ms. Riley the HR Director.

The topic will remain on the agenda waiting on Ms. Riley information.

Cesar Chavez Memorial Event

Councilmember Washington acknowledged the success of the event and proposed moving it to the City Hall lobby in 2018. Ms. Locke asked for the information on the scholarship that was mentioned during the event.

Councilmember Washington spoke on the upcoming fundraiser for the Cesar Chavez lot in Old Town.

City TV Programming Series

No updates.

Other

Councilmember Wood asked Ms. Harris for an update on the Peace Pole. Ms. Harris stated it will occur in 2017 at the DHSS building the week of June 17-25th. They are working on developing a program with journalist and photos as an art exhibit. This exhibit will be located in the Capital the week before the Peace Pole event. Councilmember Spitzley suggested any refugee that does not want to read their own story; they could be written and read by a Council Member. She added that after the budget is passed she will work on inviting the Imam from the Islamic Center of East Lansing into a Committee of the Whole for an Islam 101.

Updates on Participants in the Committee

Mr. Woods stated that Suits in the City meets the first Wednesday of every month.

Ms. Locke stated that Peckham offer annual trainings and this year she acknowledged the City Council for all their work on this Committee.

Councilmember Wood asked everyone present to bring a list of organizations that they believe have not attended the meetings in the past and wish to invite.

Adjourn

Adjourn at 12:51 p.m.

Submitted by,

Sherrie Boak, Council Office Manager

Approved June 9, 2017