MINUTES OF THE DIVERSITY BUSINESS ENTERPRISE & PROCURMENT COMMITTEE MEETING OF THE CONVENTION CENTER AUTHORITY OF THE METROPOLITAN GOVERNMENT OF NASHVILLE & DAVIDSON COUNTY

The Diversity Business Enterprise (DBE) & Procurement Committee of the Convention Center Authority of the Metropolitan Government of Nashville and Davidson County (CCA) met on February 22, 2010 at 9:15 a.m., in Room 211 at the Nashville Convention Center, Nashville, Tennessee.

DBE & PROCUREMENT COMMITTEE MEMBERS PRESENT: Darrell Drumwright, Vonda McDaniel, Willie McDonald, Leo Waters, Marty Dickens

DBE & PROCUREMENT COMMITTEE MEMBERS NOT PRESENT:

OTHERS PRESENT: Larry Atema, Barbara Solari, Charles Robert Bone, Councilman Lonnell Matthews, Steve Curtis, Roxianne Bethune, Mark Sturtevant, Rich Riebeling, Connie Cathy, and Bill McDonald. In addition other members of the public were present.

Leo Waters opened the meeting for business.

ACTION: Leo Waters made a motion nominating Vonda McDaniel as Chairman of the Diversity Business Enterprise & Procurement committee. The motion was seconded by Darrell Drumwright and approved unanimously by the committee.

Ms. McDaniel then opened the organizational meeting for discussion about the committee and what its charge should be.

Before discussion began Mr. Dickens asked to review the letters regarding DBE. One was from Marilyn Robinson and Jerry Maynard on the Nashville Minority Business Center (Attachment #1). Another was Councilman Coleman's letter (Attachment #2). The third was a letter from Councilman Crafton (Attachment #3). He also noted another letter from Councilman Crafton although it is not directly related to this committee (Attachment #4).

Larry Atema gave an overview of the DBE portion of the project. Roxianne Bethune also shared some background and details on the process.

There was additional discussion about what the committee should do and be informed on regarding DBE and procurement.

With no additional business a motion was made to adjourn, with no objection the DBE & Procurement Committee of the CCA adjourned at 9:50 a.m.

Respectfully submitted,

Larry Atema
Senior Project Manager
Music City Center

Approved:

Vonda McDaniel

Vonda McDaniel, Chairman
CCA DBE & Procurement Committee
Meeting Minutes of February 22, 2010

MBC
NASHVILLE MINORITY BUSINESS CENTER

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February 9, 2010

Mr. Marty G. Dickens
Convention Center Authority
4410 Harding Place
Nashville TN 37205

Dear Mr. Dickens:

The Nashville Minority Business Center (Center) is the leading, oldest, and continuously operating minority economic development institution in Middle Tennessee. With the leverage of public and private sector resources, the Center has been instrumental in helping to create economic independence for minorities for the past 25 years.

Eight primary program elements of the Center include; Minority Enterprise Development Week Business Development Conference, The One Fund - Low Interest Revolving Loan Fund, Advocacy Initiatives, Contractors Plan Room, Education and Training, Management and Technical Assistance, Community Outreach and Marketing. To date we have approved direct loans totaling $1,653,000 and annually list 200 construction opportunities on our website. The construction plans are available for checkout at no cost to small and minority contractors to prepare bids.

Metropolitan Councilman Jerry Maynard and the Center invite the Convention Center Authority members to kick-off our Business and Breakfast Series as guest panelist. Beginning March 1, 2010 the Center will host Business and Breakfast Meetings at the Maxwell House Hotel to present current business topics.

The $585 million Music City Center project will bring significant employment and contracting opportunities to the minority business community. The minority business community needs to hear directly from the CCA members that maximizing local and minority business participation is a priority for the Music City Center construction project. This is an excellent opportunity for the CCA members to mix, mingle and converse with the minority business community. Giving of your time and reaching out to this segment of the community will do a lot to convey the message.

If March 1, 2010 is not convenient for the CCA members we offer April 1, 2010 as an alternative date.

The Business and Breakfast Meetings are open to the public. We will advertise the meetings on our website and send press releases to the media. Business and Breakfast will be held at the Millennium Maxwell House Hotel at 2025 Rosa L. Parks Blvd. from 8:00 a.m. – 9:00 am.

We look forward to a positive response from you. To expedite communication you may contact me on my cell phone at [redacted] to confirm your acceptance of our invitation.

Sincerely,

Marilyn Robinson
Executive Director

Jerry Maynard, II
Metropolitan Councilman At-Large

CC: Convention Center Authority Members

Sam Coleman
Councilman, District 32
Home: (615) 641-5168
Office: (615) 862-6780

Council Chamber
Metropolitan Government
of Nashville and Davidson County

4037 Pepperwood Drive
Antioch, Tennessee 37013
email: sam.coleman@nashville.gov

February 16, 2010

Chairman Marty Dickens and Members
Metropolitan Convention Center Authority
c/o Metropolitan Finance Department
One Public Square, Suite 106
Nashville, Tennessee 37201

Dear Chairman Dickens and Members:

Now that council has approved the financing for the Convention Center project, we must turn our attention to the actual construction of the Music City Center. In addition, we must satisfy the commitments that were made during our deliberations. One such commitment I am interested in following-up on is my conversation with Finance Director Richard Riebeling on January 11, 2010. We had a chance to speak to the issue of providing sufficient staff to ensure compliance with the DBE program initiative. I asked Mr. Riebeling if there were sufficient funds for staff and resources set aside to achieve our goal of compliance and recruitment. My recollection is that he replied funds were set aside to allow for necessary resources for staffing.

I have conducted research on the expectations of the director of the program, and it is clear to me that we will need adequate staff to manage all aspects of the DBE recruiting, monitoring, and reporting required of a project of this magnitude. In order to effectively administer a DBE program for a $585 million dollar project and have the DBE initiative present in all the individual bid packages to be let on this project will require that Ms. Bethune have some assistance. This is especially true to maintain the level of reporting required for the State of Tennessee, the Metropolitan Council and the Convention Center Authority.

I would like to know whether the Authority intends on hiring two to three staff persons to carry out the mission of the DBE program? In addition, should a separate budget be set aside for resources that are needed?

I would welcome the opportunity to appear before the Authority to discuss the matter further.

Sincerely,

Sam Coleman
Councilman, District 32

SC/emw
c:sc-329
cc: Mr. Richard Riebeling
Mr. Jon Cooper

METROPOLITAN COUNCIL

Member of Council

February 8, 2010

Chairman Marty Dickens and Members
Metropolitan Convention Center Authority
c/o Metropolitan Finance Department
One Public Square, Suite 106
Nashville, Tennessee 37201

Re: Use of E-Verify System

Dear Chairman Dickens and Members:

Now that the Convention Center Authority is in the process of developing a policy for the procurement of contracts associated with the construction of the convention center, Members of Council have been receiving calls from constituents wanting to ensure that all workers on the project are legally eligible to work in this country. The U.S. Department of Homeland Security maintains an Internet-based system called "E-Verify" that allows employers to determine the eligibility of employees to work in the United States. The use of this system is free for employers, and there are currently more than 180,000 employers enrolled in the program.

We, as Members of the Metropolitan Council, are respectfully requesting that the procurement policy adopted by the Convention Center Authority include a requirement that all contractors and subcontractors use the E-Verify system to ensure their employees are eligible to work on the convention center project. This requirement could be built into each contract, which would cause the contractor to be in default if they failed to use the E-Verify system.

Thank you for your service and we appreciate you considering this request.

Sincerely,

Eric Crafton

Eric Crafton
Councilman – District 22

One Public Square, Suite 204 Nashville, Tennessee 37219 Office: 615/862-6780 Fax: 615/862-6784

Members of Council

Members of Council

METROPOLITAN COUNCIL

Member of Council

February 8, 2010

Chairman Marty Dickens and Members
Metropolitan Convention Center Authority
c/o Metropolitan Finance Department
One Public Square, Suite 106
Nashville, Tennessee 37201

Re: Amendment to Convention Center Authority Charter

Dear Chairman Dickens and Members:

As you know, the Charter for the Convention Center Authority provides that the Board of Directors is to consist of nine members. At the time the members of the Board of Directors for the Convention Center Authority were confirmed by the Council in October 2008, a number of Members of Council commented that none of the nine members appointed by the Mayor have expertise in the construction, engineering, and architectural fields. While the nine members appointed are certainly well-qualified to operate and manage a new convention center, I continue to believe it is important, at least during the construction phase of the project, for the CCA Board of Directors to include persons with experience and expertise in the design and construction of large facilities.

The state enabling legislation for the Convention Center Authority sets forth a procedure for amending the Charter of the CCA. The Board of Directors must first submit an application to the Metropolitan Council seeking permission to amend the Charter and setting forth the proposed amendment to be made. The Council then must approve the amendment by resolution before it is submitted to the Secretary of State.

I am respectfully requesting that the CCA Board of Directors submit a proposed amendment for approval by the Council adding the following three positions as non-voting members of the Board to serve during the construction phase of the project: a structural engineer, an architect with experience in the design of large commercial facilities, a person with expertise in the construction industry. I believe this change will benefit the existing board, and will help protect the project from unnecessary cost overruns.

Thank you for your attention to this matter, and I look forward to hearing from you.

Sincerely,

Eric Crafton

Eric Crafton
Councilman – District 22

One Public Square, Suite 204 Nashville, Tennessee 37219 Office: 615/862-6780 Fax: 615/862-6784

Members of Council

Members of Council