

Special Note: The following are minutes that summarize the Business Development Advisory Council meeting held on April 8, 2015, and not a transcript of the meeting.

**MINUTES**

**BUSINESS DEVELOPMENT ADVISORY COUNCIL  
WEDNESDAY, APRIL 8, 2015  
9:00 A.M.**

**CLARK COUNTY GOVERNMENT CENTER  
500 S. GRAND CENTRAL PKWY  
4<sup>TH</sup> FLOOR, GOLD ROOM  
LAS VEGAS, NEVADA 89155**

**Members Present:**

Jane Lee, Jadon Foods - Chair  
Charles Ware, Innovative Health Education Solutions – Vice Chair  
Amy Shaw, McCarran International Airport  
Jill Klies, J & M Shooting Solutions  
Marcus Offutt, Business Growth & Development Services  
Serina Choi, National Licensing Services

**Members Absent**

Leonard Hamilton, Business Consultant  
Miranda Richardson, IA3 (Excused Absence)  
Vershaun Ragland, M.B.D.A. Business Center

**Clark County Staff**

Adleen Stidhum, Clark County Purchasing and Contracts  
Diana Escobar, Clark County Purchasing and Contracts

**Legal Counsel:**

Catherine Jorgenson, Clark County District Attorney's Office

**Guests:**

Nancy Briseno-Rivera, Whiting-Turner Contracting Company

**I. Call to Order**

**Jane Lee** called the meeting to order on Wednesday, April 8, 2015, at 9:03 a.m.

**II. Opening Ceremonies**

Silent invocation was conducted followed by the Pledge of Allegiance.

**III. Certification of Compliance with the Nevada Open Meeting Law**

It was announced that the meeting was being held in compliance with the Nevada Open Meeting Law. The meeting was properly posted at the appropriate locations as listed at the bottom of the agenda.

**IV. Introductions**

The members and guests introduced themselves.

**V. Public comments**

There were no public comments.

**VI. Approval of Minutes**

The minutes of the February 11, 2015, meeting was unanimously approved.

**VII. Discuss in detail the Purchasing statistics**

Marcus asked if there is a forum or workshop available to the businesses that are invited to bid on a project so that they understand the bid process.

Adleen stated the Business Opportunity Workforce Development (BOWD) program is for the businesses who are interested in doing business with Clark County and they help the businesses review the bid documents. When they received the invitation to bid, the businesses are invited to come to the Pre-Bid Conference or Pre-Proposal Conference. The businesses are also invited to reach out the Purchasing Analysts that is assigned to that project and they can answer questions about the documents or to explain a term they did not understand.

The Council will continue to receive the Purchasing statistics each month. Jane asked the members to compare and analyze the statistics and if they see areas of strength, they can provide recommendations and solutions.

Adleen stated that the statistics are reported to the County Manager. The Council may visit the website and under performance measures, the Manager places all the departments' measures and goals. Adleen mentioned that the County Managers uses these statistics when he goes out to speak about the businesses the County is doing business with.

**VIII. Receive a presentation from legal counsel on open meeting law and what constitutes a meeting**

Catherine Jorgenson, legal counsel, briefly explained that the Nevada open meeting law requires a quorum in order to have a meeting. The Council shall not have discussions through the telephone, email nor between members when there is no official meeting posted.

**IX. Subcommittee reports**

- **Legislature** – There was no report provided; however, Jane mentioned that at the RBDAC meeting scheduled on February 19, 2015, they received a form listing the bills that are currently in the Legislature. The members requested an electronic copy of the information.
- **Marketing and Public Relations** – Charles passed around his iPad so that the members could view the newsletter. Jane gave a brief overview of some of the content included in the newsletter.

A motion was made to approve the newsletter. The motion passed and the newsletter is ready to be launched.

- **Advocacy** – There was no report provided.
- **Speaker Bureau** – There was no speaker available until the next BDAC meeting.

**X. Informational Items**

**Announcements**

Jane announced that the Western Regional Minority Supplier Development Council is hosting a free workshop on how to write a capability statement. The last day to register is April 10, 2015. The businesses can register by visit the Urban Chamber website.

Amy announced that McCarran Airport along with the Regional Transportation Commission, Northern Washoe County and Reno Tahoe Airport are working on a disparity study. They plan to go to the Commission in late May or in June.

**XI. Identify emerging issues to be addressed at a future meeting**

The following are the emerging issues to be addressed at the meeting scheduled on June 10, 2015:

- Adleen will provide an overview on the quote process training and what they are telling the end-user is how to seek small businesses and how they utilize the BOWD program lists and Emerging Small Businesses list to do business with Clark County.

- Look at the ability of BDAC to have representation at events and the possibility for BDAC to host events.

**XII. Public comments**

There were no public comments.

**XII. Next Meeting** – Wednesday, June 10, 2015, 9:00 a.m.  
4<sup>th</sup> Floor, Gold Room, at the Clark County Government Center

**XIV. Adjournment**

The meeting adjourned at 10:16 a.m.