



Agenda

Date: January 23, 2024

Time: 3:00 pm

Location: City of Charlottesville - Office of Economic Development

1. Call to Order
 2. Approve July 18, 2024 Meeting Minutes
 3. Approve October 24, 2024 Meeting Minutes
 4. GO Start-Up
 5. Business Survey
 6. Other OED Updates
 7. Minority Business Directory
 8. Other Procurement Updates
 9. Discussion
 10. Public Comment
 11. Adjournment
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Additional Information:

Individuals with disabilities who require assistance or special arrangements to participate in the public meeting may call the ADA Coordinator at (434) 970-3182 or submit a request via email to ada@charlottesville.gov. The City of Charlottesville requests that you provide a 48-hour notice so that proper arrangements may be made.



Minutes

Date: July 18, 2024

Time: 3:00 pm

Members Present

Juandiego Wade

Nicole Hawker

Teira Farley

Staff Present

Keith Groomes

Chris Engel

Vernice Groomes

Trish Carpenter

Meeting called to order by Chris Engel at 3:00 PM. Mr. Engel asked if anyone had any comments or changes to the January 18th meeting minutes. No updates noted, Nicole made a motion to approve, Mr. Wade second. All present approved.

Keith Groomes, Entrepreneurship Program Specialist who joined OED in February was introduced to the Committee. He shared with the Committee the updated Resource Guide which was introduced at Tom Tom festival this year. The revised resource guide is now compiled into one document and outlines all the programs currently available within the City. Great resource to share for interested entrepreneurs. Keith provided a quick summary on the United Way Envision grant which was awarded to seven recipients from both the City and the County. The GO Start-up program will re-launch this fall and Keith provided a brief outline of the class.

OED Updates shared with the Committee: Keith shared his experience at the Black Business Expo which was part of the Juneteenth Celebration at The Jefferson School; Keith attended the UVA SWaM event and made connections and also participated in the CIC workshop event. Keith was asked by Mahogany and Friends, which holds day camps for middle school students, to present the ins and outs of being an entrepreneur. Keith has been busy visiting all the businesses and talking with each to see what their needs are.

Vernice Grooms provided updates from Procurement– She is recruiting for her open position. The job title and salary has been re-evaluated and adjusted, hoping to attract many applicants; the Open Gov for procurement system went live and all bids and awards are fully electronic for all steps of the process.

Chamber is having their Minority Gala event September 27th.

Meeting adjourned 3:55.

No further updates from, the meeting was adjourned 3:45 PM.



Minutes

Date: October 19, 2023

Time: 3:00 pm

Members Present

Juandiego Wade

Nicole Hawker

Teira Farley

Staff Present

Chris Engel

Vernice Grooms

Matt Johnson

Trish Carpenter

Absent

Antwon Brinson

Airea Garland

Chris Engel called the meeting to start at 3:08 pm – Introductions were made around the room for all that were present.

Matt Johnson, new Asst. Dir of OED was introduced to the Board.

Vernice Grooms provided updates from Procurement – working with HR to fill current vacancy; procurement is moving to an e-procurement based software. Currently implementing system and the plan is to be up and running in Jan 2024. All bids will be viewed and submitted online. Single purchases under \$20,000 not required to use the e-procurement system. Nicole suggested getting word out to the minority businesses alliance participants by notifying the Chamber of the new e-procurement system. Chris also suggested some representatives of this commission attend the Minority Business Alliance and provide a presentation. It was also suggested that this be discussed at the Chamber Woman's Business Round Table. Suggested that once the open City positions are filled, that those positions make a presentation introducing the new system to various groups.

Chris Engel provided updates from OED – working with HR on defining the open position. A draft of the description of the position was shared with the Commission members. Asked the Commission members to get the word out and encourage individuals to apply. Targeting interview process and onboarding for January or early February.

Envision grant with United Way completed its first year. The City, County and United way raised money for the Envision Grant for existing minority businesses. Seven grants were awarded – 3 in the City, 4 in the County. It has been suggested that in conjunction with SBDC, CIC and United Way that a workshop be offered for first time grant applicants to ensure success in completing the requirements. The application process will be announced at the Tom Tom Festival in April.

Madame Chair asked for a motion to approve the July minutes; Mr. Wade so moved, Ms. Hawker second the motion, all present approved, motion passed.

Chair moved to adjourn meeting 4:00.