

**Minutes  
Administration Committee  
December 1, 2016**



The meeting was called to order at 10:33 A.M. Present were:

**Committee Members**

Ms. Keturah Harley – Chair  
Mr. Christian Dorsey – Vice-Chair  
Mr. Corbett Price  
Ms. Carol Carmody

**Approval of Agenda**

The agenda was approved as submitted.

**Approval of Minutes**

The minutes were approved as submitted.

**Information Item**

**A. Disadvantaged Business Enterprise (DBE) Goal Setting:  
Current vs. Future**

Staff presented the joint efforts of the Office of Fair Practices, which now oversees the Disadvantaged Business Enterprise (DBE) program, and the Office of Procurement (PRMT) to improve the DBE program goal-setting procedure. The goal of the program is to increase prime and subcontracting opportunities for DBE participation, as well as achieve an overall goal attainment of 22%. Both offices have forged a collaborative partnership and are committed to establishing a process to identify DBEs for opportunities and increase participation. The DBE office will have early engagement in the process by attending contract kick-off meetings to thoroughly understand the contract parameters. This will allow the DBE office to scope opportunities that may be available to viable DBEs.

Two follow-up actions were given to the Administration Committee:

1. DBE office to provide quarterly reports on the status of DBE participation on all contracts toward meeting the 22% goal; and
2. DBE office to provide monthly reports on actual payments made to DBE subcontractors.

The meeting adjourned at 10:57 A.M.

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Metropolitan Area  
Transit Authority**

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