

# **EBO Department**

**David Clouston – EBO Specialist II- 645-1470**

*Public Safety, Mayor's Office, City Attorney, Civil Service Commission, Health, City Council, Municipal Court Judges and Clerks*

**Kaelyn Poindexter – EBO Specialist II-645-5449**

*Public Utilities, Public Service, Finance, City Auditor, City Treasurer*

**Tassie Roberts- Business Development SpecialistI-645-1471**

*Recreation and Parks, Department of Development, Human Resources, Technology*

**The EBO liaison to Departments duties:**

- Review and appropriately sign contracts.
  - ⇒ Review information on EBO Routing sheet
  - ⇒ Verify active contract compliance number
  - ⇒ Check M/FBE participation
- Review and appropriately approve legislation.
  - ⇒ Verify active contract compliance number
  - ⇒ Check M/FBE participation
  - ⇒ Check who was solicited and who respond
  - ⇒ Good Faith Effort
- Collect new projects and subcontracting forms via email from departments.  
Completed form by 10<sup>th</sup> of following month
- Assist in the identification and participation of City certified and registered minority businesses.
  - ⇒ Research directory, list, commodity codes etc.
- Review and discuss utilization reporting as appropriate.
  - ⇒ As requested a utilization status update
  - ⇒ All other utilization assistance
- Consult with departments on M/FBE issues
  - ⇒ Internal & External resolutions
- Liaison may observe selected evaluation teams as determine by the EBO Director or his designee.
  - ⇒ Review inclusion assessment

**Ginger Cunningham, Contract Compliance Investigator – 645-2192**

*Contract Compliance Review and Pre-Bid/Con Meetings Liaison*

**Tia Roseboro, Contract Compliance Investigator – 645-2203**

*Minority/Female Certifications & Registrations*

**Thomas Stephens, Management Analyst II – 645-0248**

*Director Designee*

⇒ *Legislations, Contracts, Outreach, C-Stats, Budget, Utilization Reporting*