

Charter of the METRO Green Line Extension DBE & Workforce Advisory Committee

OVERVIEW

The METRO Green Line Extension Project (Project) is the largest infrastructure project in the State of Minnesota's history. The Project is receiving federal funding administered through Metropolitan Council (Council) and is required to comply with the regulations under the Disadvantaged Business Enterprise (DBE) Program. The Disadvantaged Business Enterprise (DBE) and Workforce Advisory Committee (DBE & Workforce Advisory Committee) is established to advance the Workforce goals, DBE goals, Equal Employment Opportunity (EEO) regulations, and Affirmative Action (AA) regulations for the Project.

PURPOSE

The DBE & Workforce Advisory Committee will serve to collaboratively advise the Metropolitan Council that oversees construction contractors' efforts towards compliance with DBE Small Business and Workforce participation requirements during construction. Sharing community and industry perspectives are important to advance equity and economic growth in the communities that are impacted.

SCOPE

The work of the DBE & Workforce Advisory Committee is action-oriented and focused on outcomes. The DBE & Workforce Advisory Committee participants will:

1. Meet at regular intervals for joint EEO/AA/DBE reviews;
2. Review monthly verified reporting of DBE and Workforce achievement on construction contracts on the project;
3. Interface with the Project contractors;
4. Discuss best practices and provide input on the contractor's good faith efforts toward meeting the established goals on the project;
5. Advise on DBE and Workforce communications, outreach, and recruitment strategies related to the Project;
6. Identify potential issues and suggest strategies to increase utilization of DBE firms, and increase labor hours of women and people of color; and
7. Serve as a liaison and ambassador to advance the resources for the greater corridor community.

REPORTING

The Co-Chairs of the DBE & Workforce Advisory Committee or an appointed Committee member will provide updates on progress to the METRO Green Line Extension Corridor Management Committee (CMC).

RESPONSIBILITIES

Each member of the Committee is responsible for:

1. Attending the DBE & Workforce Advisory Committee meetings throughout the Project construction.
2. Actively participate in discussions by sharing ideas and expertise to bring forth information from their communities or appointing organization.
3. Serving as a conduit for information by routinely reporting back to their communities or appointing organizations on activities and discussions.
4. Identifying issues affecting communities impacted by the Project construction and assist in

developing strategies for minimizing those impacts.

The Metropolitan Council will prepare meeting agendas, record meeting summaries, and the distribute of meeting materials.

MEMBERSHIP

Members will be appointed for a multi-year term covering the construction period on the project. Each member organization will designate an alternative representative to attend the meeting in the case their appointed member is not able to be present. [If an appointed member and alternate member is no longer participating actively for 3 consecutive meetings in the DBE & Workforce Advisory Committee, the appointing organization will name a replacement.](#) If no replacement is identified or participating actively, the Metropolitan Council Chair, in consultation with the DBE & Workforce Advisory Committee, will appoint a replacement or additional member organization.

Each of the following Agencies/Organizations shall appoint 1 member:

- Metropolitan Council Office of Equal Opportunity (OEO) – Co-Chair
- Minnesota Department of Human Rights (MDHR) – Co-Chair
- Hennepin County Purchasing and Contract Services
- Minneapolis Building and Construction Trades Council (MBCTC)
- Association of Women Contractors (AWC)
- National Association of Minority Contractors (NAMC)
- Metropolitan Economic Development Association (MEDA)
- Goodwill Easter Seals Minnesota
- HIRED
- Summit Academy OIC
- Twin Cities RISE
- [Up to 3 Construction Trades Unions in to total \(must be from different trades\)](#)

At-large representation appointed by the Chair of Metropolitan Council: 4 members. [If an appointed at-large member and alternate member is no longer participating actively for 3 consecutive meetings](#) in the DBE & Workforce Advisory Committee, the Metropolitan Council Chair, in consultation with the DBE & Workforce Advisory Committee, will appoint a replacement or additional member organization.

Committee membership is intended to represent the diverse interests and stakeholders along the Project corridor. The DBE & Workforce Advisory Committee is a public meeting and is open to all organizations and individuals that are interested in attending.

COMMITTEE CO-CHAIRS

The Chair of Metropolitan Council and Commissioner of the Minnesota Department of Human Rights will appoint one co-chair each. The Co-Chairs are charged with ensuring corridor-wide perspectives are present when offering guidance; to lead committees through their tasks and ensure charter compliance; identify topics/issues of committee concern; and develop meeting agendas with Office of Equal Opportunity, METRO Green Line Extension Project Office, and MDHR Contract Compliance Division. The Co-Chairs may also report committee activities to the METRO Green Line Extension Corridor Management Committee.

MEETINGS

The DBE & Workforce Advisory Committee holds meetings at least once per quarter. The DBE & Workforce Advisory Committee may choose to hold meetings more frequently.

A kick-off meeting is anticipated to occur in Spring 2019. Regular interval meetings are anticipated to commence in Summer 2019.

The DBE & Workforce Advisory Committee will schedule meetings on the 3rd Thursday of the month from 2:00 - 4:00 PM. Meeting materials to be distributed must be submitted to the Metropolitan Council Co-Chair before 5 PM on the Tuesday, 1 week prior to the meeting. Agendas and meeting summaries will be distributed to all members at least five business days before the meeting and posted on the project's website at GreenLineExt.org. Posted agendas, meeting materials and approved meeting summaries will be posted on the project's website.

In accordance with the timeliness of topics there may be additional meetings, subcommittees meetings and focus groups scheduled as needed.

~~Charter was adopted on July 18, 2019 by the DBE & Workforce Advisory Committee.~~

The 2019 Charter was revised and adopted on March 17, 2022 by the DBE & Workforce Advisory Committee.