



Department of Administration
Equal Opportunities Enterprise Program

John O. Norquist
Mayor
David R. Riemer
Director of Administration
Rhonda U. Kelsey
Manager

February 1, 2002

Ref: File No. 011368

Alderman Willie Hines, Economic Development Committee Chair
City of Milwaukee Common Council
200 East Wells Street
Milwaukee, WI 53202

Subject: Communication before the Economic Development Committee

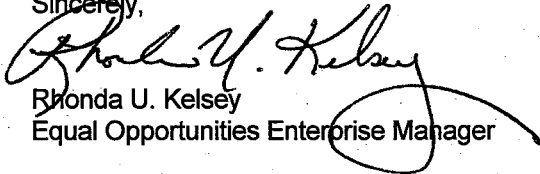
Dear Alderman Hines,

Per your request, attached to this letter please find an outline of the brief presentation that I would like to present before the Economic Development Committee on Monday, February 4, 2002.

The intent of the presentation is to provide the Committee and other interested parties with informative background information and a brief update on the City of Milwaukee's Disadvantaged Business Enterprise Certification Program. During this briefing, I hope to entertain any questions or concerns that may arise regarding the program.

Please feel free to contact me if you require any additional information.

Sincerely,



Rhonda U. Kelsey
Equal Opportunities Enterprise Manager

Attachment (1)

Ref: RKLetters/Edfile011368pres2.doc

**OVERVIEW OF
THE EQUAL OPPORTUNITIES ENTERPRISE PROGRAM**

- I. Historical Overview
 - A. Revision of Milwaukee Code of Ordinances, Chapter 360
 - B. The administration of the certification process prior to 2001
 - C. Post 2000 administration of the certification process
- II. Administration of the Equal Opportunities Enterprise Program
 - A. Review of the Mission
 - B. Review of the Strategy
 - C. Accomplishments for 2001
 - D. Goals for 2002
- III. City of Milwaukee Certification Program
 - A. Definition of a Disadvantaged Business Enterprise
 - B. Criteria for certification with the City of Milwaukee
 - C. Background and responsibilities of the Certification Consultant
- IV. Questions or Comments



Department of Administration
Equal Opportunities Enterprise Program

John O. Norquist
Mayor

David R. Riemer
Director of Administration

Rhonda U. Kelsey
Manager

January 29, 2002

Ref: File No. 011368

Alderman Willie Hines, Economic Development Committee Chair
City of Milwaukee Common Council
200 East Wells Street
Milwaukee, WI 53202

Subject: Disadvantaged Business Enterprise Certification Program

Dear Alderman Hines,

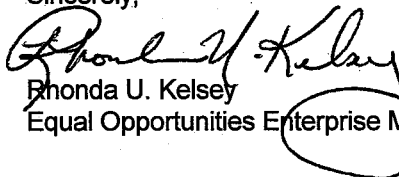
This letter is written to inform you of the intent and purpose of File No. 011368 related to the City of Milwaukee Equal Opportunities Enterprise – Disadvantaged Business Enterprise Certification Program. On Monday, February 4, 2002, I would like to do a brief presentation and overview of the City of Milwaukee's Equal Opportunities Enterprise – Disadvantaged Business Enterprise Certification Program before the Economic Development Committee. This brief presentation will consist of an overview of three key elements related to the Disadvantaged Business Enterprise Certification Program:

1. Legal Background of the Program
2. Administration of the Program
3. Certification Process

As the new Manager of the program, I hope to provide you with informative background information and a brief update on the City of Milwaukee's Disadvantaged Business Enterprise Certification Program. During this briefing, I hope to entertain any questions or concerns that you may have regarding the program.

Please feel free to contact me if you require any additional information.

Sincerely,


Rhonda U. Kelsey
Equal Opportunities Enterprise Manager

C: Common Council Members

Ref: RKLetters/Edfile011368.doc