



Broward County Small Business Development Advisory Board (SBDAB)

Meeting Minutes

Address: Governmental Center, 115 S. Andrews Avenue, Room A680, Fort Lauderdale, FL 33301

Meeting Date: Wednesday, October 10, 2018

Time: 3:00 p.m.

SBDAB Members	Attendance
Brian Johnson, Chair	Present
Sarah Chappell, Vice Chair	Present via telephone
Chelsa Arcscott	Not Present
Dana Pollitt	Present
Dahlia Baker	Not Present
Darren Badore	Present
Sheryl Dickey	Not Present
Stephen Botek	Present
Victor Green	Present

Staff:

Sandy-Michael McDonald, Director
Maribel Feliciano, Assistant Director
Freddy Castillo, Small Business Manager
Susan Smith, Small Business Dev. Specialist

- I. Housekeeping
 - A. Introduction of Meeting
 - B. Roll Call
 - C. Approval of August 8, 2018 Meeting Minutes
 - D. Adoption of October 10, 2018 Agenda
- II. Public Comments
- III. Commissioner Michael Udine
Discussion: Procurement Incentives
- IV. OESBD Staff Updates
- V. Purchasing Staff Updates (Quarterly)
- VI. New Business:
 - A. Board Elections



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- B. Review of Sample Evaluation Points Matrices
- C. Develop 201-2019 List of Priorities

- D. Follow Up on The Alliance Membership Scholarships
- E. December Meeting Schedule
- F. "Proposed" Interlocal Cooperative Agreement-MDCPS-Broward County
- G. Discussion: Outreach to Cities in Broward County to Use the County's Small Business Program's Model
- H. SBDAB Member Goal(s) for 2019
- VII. Old Business:
- VIII. Future Agenda Items:
- IX. Comments and Updates:

Discussion Points:

A quorum was not present to call the meeting to order. Chair Brian Johnson and Vice Chair Sarah Chappell participated via phone. Commissioner Udine, who had been invited by the Board, was asked to share his comments with the members.

Commissioner Udine highlighted revisions that have been made to the County's Procurement Code. Some highlights are as follows:

- Bidder preference is given to a certified small business that submits a bid that falls within 10% of the lowest non SBE bidder. If the small business can match the lowest bid, the SBE can automatically win the bid.
- A bidder may contest a bid within five (5) business days from the date the bid was posted. Any legitimate issues may be raised, in protest, without any restrictions.
- A time limit for an appeal hearing is limited to three (3) hours, except for "good cause."
- In order to provide for transparency, there must be a written rejection of a proposal when points applied during evaluation are very close.
- If the parties have agreed to a contract, there is no need to sunshine the negotiated meeting (s). The proceedings are videotaped and available. Evaluation and selection committee meetings are posted on line immediately afterward.
- Projects that must be placed on the Commission agenda have been increased from \$3 million to \$5 million.
- The cone of silence rules is now consistent.
- If there are not enough small businesses available in a category to bid on a project, OESBD's Director can take up to 30 days to find available businesses to be certified.



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Commissioner Udine concluded his comments by stating that there will be another round of additional reviews of the Code, after the elections, to focus on quicker payments to small businesses as primes and as subcontractors, as well as other important revisions.

Chair, Brian Johnson arrived at 3:24pm. Mr. McDonald, OESBD Director suggested that the Board continue the discussion.

OESBD Staff Updates:

Claw back, Safe Harbor Issues. Mr. McDonald, OESBD Director said that he has scheduled a meeting with the Auditor, Jedidiah "Jed" Shank. He asked members to submit examples of experiences and concerns of which they were aware regarding claw back and safe harbor issues, and he will share this information with Mr. Shank.

Chair Johnson suggested that the Board keep item #2, retrospective audit/multipliers on the list of the 2018-2019 priorities.

Penny Surtax. Chair Johnson suggested that members educate people about the impact that passage of the penny surtax will have on small businesses. He said the Board is a history and legacy-making Board as they continue to improve the Board. If this tax passes, small business will be impacted greatly over the next 30 years. The Commission has committed to a 30% goal for certified small businesses participation from dollars spent with the penny tax. SBDAB can help codify the monitoring and compliance of the ordinance as it relates to the 30% small business participation over the next 30 years. Member Green requested information which describes what the County plans to do with the money, if the penny tax is passed. Staff indicated the information is located on the penny tax website.

Chair Johnson suggested to place the following items on the December 2018 meeting agenda: Item A, Board elections, and item 8C, develop list of 2018-2019 priorities. Member Dana Pollitt left the meeting at 4:00 pm.

Sample Evaluation Points Matrixes. Chair Johnson gave an overview of a Matrix, used by the school board, which he would like to share with Commissioner Udine to consider when the Commissioner revisits additional concerns in the Ordinance. This Matrix represents a sample model for how vendors can earn points on bids when participating as certified primes or subcontractors.

Proposed Interlocal Cooperative Agreement-MDCPS-Broward County. Mr. McDonald said that Miami-Dade County School Board is proposing an interlocal agreement with Broward County to share certification data in helping to help expand the availability of small businesses for contracting opportunity. SBDAB needs to decide if this is the kind of relationship the Board should to have with



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Miami-Dade School Board and send their recommendation to the County's Administration and Commissioners, who will make a final decision whether Broward County will participate.

Follow Up on The Alliance Membership Scholarship. Mr. McDonald will ask legal to provide guidance of whether there are any ethics concerns with SBDAB members asking to become a part of the Alliance as members at a reduced rate.

Members from the Public:

Commissioner Michael Udine, BCC

Kyle Schulberg, BCC

Chair Johnson asked staff to survey Board members to determine if they will be available for a special meeting on November 7th or 8th.

The meeting ended at 4:30 pm.