

**Broward County Small Business Development Advisory Board (SBDAB)**

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

***Meeting Minutes***

**Date and Time:** Wednesday, August 14, 2019, 3:00 p.m.

<b>SBDAB Members</b>	<b>Attendance</b>
Dana Pollitt	Present
Chelsa Arscott	Absent
Darren Badore	Present
Dahlia Baker	Present
Dena Lowell Blauschild	Present
Stephen Botek	Absent
Victor Green	Present
Brian Johnson	Present
Jean McIntyre	Present

**County Staff:**

Sandy-Michael McDonald, Director, OESBD  
Maribel Feliciano, Assistant Director, OESBD  
Freddy Castillo, Small Business Dev. Manager, OESBD  
Susan Smith, Small Business Dev. Specialist, OESBD  
Tricia Brissett, BC Attorney

**Members of the Public:**

Jenny Daddas, CRA  
Dale V.C. Holness, Vice Mayor  
Kristen Goss, Broward Black Chamber  
Sandy Boisrond, Spectrum Law Firm Miami

**I. Call to Order/Roll Call**

The meeting was called to order by Chair, Dana Pollitt at 3:03 pm with a quorum present.

**II. Approval of Minutes**

**Motion:** Member Badore moved to approve the minutes from June 12, 2019. Member Green seconded. **The motion passed unanimously.**

**III. Adoption of Agenda**

**Motion:** Member Green moved to accept the proposed changes to the order of the agenda items and approve the August 14, 2019 agenda. Member Baker seconded. **The motion passed unanimously.**

**IV. Vice Mayor Dale V.C. Holness**

Vice Mayor Holness expressed his support for small businesses. He also stated that a large delegation of businesses that are seeking trade opportunities is expected at this year's Florida International Trade and Cultural Expo (FITCE).

Member Johnson asked Vice Mayor Holness to review and respond to the Advisory Board's letter dated April 24, 2019. This letter outlines six recommendations for implementation and monitoring of the 30% goal established for surtax funded projects. Vice Mayor Holness said he was instrumental in ensuring inclusion of a small business advocacy position on the Transportation Surtax Oversight Board. Andrea Pennant, Regional Director Supplier Relations and Diversity Business Services & Resource Management serves as the small business advocate on the Oversight Board. The County Commission and OESBD have been urging Cities to use the County's existing small business model in providing a program for compliance with the 30% goal. The County is proposing to package small contracts, which will provide greater competition and better pricing. Vice Mayor Holness asked the Advisory Board to submit suggestions, to the Commissioners, of ideas that will help build the capacity of small businesses to participate in the surtax funded projects; for example, joint ventures and partnerships.

The Advisory Board will invite Ms. Pennant to attend the September 11, 2019 meeting.

**V. Comments: Members of the Public**

None

**VI. Staff Updates**

Maribel Feliciano, Assistant Director, informed the Advisory Board that surtax outreach activities started in July with information sessions, advertising (radio and printed media) and collateral materials Ms. Feliciano asked that the Advisory Board members share the information and describe the potential impact that surtax funded projects will have in the local economy.

Attorney Tricia Brissett mentioned that the County is currently working on amendments to the procurement code and that members can suggest mechanisms that will give preference(s) to certified small firms and create incentives during the procurement process. She directed them to broward.org to view agenda items on the website which addresses procurement preferences and list the surtax-funded projects.

Member Blauschild suggested that the County place, on the website, specific scopes of work describing each project so small businesses may identify opportunities which may apply to their business practice.

Staff recommended they visit the Penny for Transportation website that include the list of projects and a brief overview.

### **Miami-Dade School Board-Interlocal Agreement**

Attorney Brissett provided an update to Miami-Dade School Board's proposal to exchange data between the School Board and Broward County to ensure that most businesses in the marketplace are identified and included in a small business database. OESBD Director, Sandy-Michael McDonald, asked Attorney Brissett to send a letter to the Miami-Dade School Board and describe data that is eligible for the County to share with them. If the School Board need more specific information, they may contact the County.

## **VII: New Business**

### **A: Discussion: SBDAB Representative to Greater Fort Lauderdale Alliance Board**

The Advisory Board recommended the Vice Chair serves as the member. Susan Smith will contact Vice Chair Arscott and inform her.

### **B. Update: Construction Apprenticeship Program**

Mr. McDonald said that the County Commission passed an Ordinance to create an apprenticeship program for construction projects over \$2 million. At the Commission meeting on August 27<sup>th</sup>, Commissioner Geller will ask the Commission to delay implementation of the program until June 2020. This delay will give the County additional time to engage with County partners such as the Urban League, Career Source and others to identify vendor capacity, tweak the technical needs of the program, develop tracking systems and disseminate educational information to all stakeholders.

### **C. Update: Mentor/Protégé Training**

Ms. Feliciano stated that the Mentor/Protégé program had been extended for 6 more months. There are three final training sessions, and graduation is scheduled for October 2019. Staff will assess the pilot program and provide recommendations. The Advisory Board recommended that companies who participated as mentors should be incentivized in bids with the County. Staff should include an evaluation in its collateral material, a summary which highlights companies that participated in the program and testimonials from mentors and proteges.

### **D. Update: Transportation Oversight Board Meeting (April 25, 2019)**

**-Brian Johnson**

Member Johnson asked that staff follow-up on the April 25<sup>th</sup> letter the Advisory Board sent to the Commissioners.

## **VIII. Old Business**

### **A. Discussion: CBE/SBE Reserve-Minimum Percent for Self-Performed Work**

Mr. McDonald said he will relay the Advisory Board's recommendation that a CBE/SBE shall be required to perform 80% of work on a CBE or SBE reserve project.

**B. Discussion: CBE Reserve Variance Cap**

Mr. McDonald said that, at the August 27<sup>th</sup> Commission meeting, OESBD will ask for discussion and direction authorizing the County to pay a 10% cap when a CBE and a non-CBE submit a bid on CBE projects.

**IX. Future Agenda Items**

- 1) Presentation: Anthea Pennant, Independent Transportation Surtax Oversight Board Member
- 2) Discussion: Establishing an incentivized point system to advantage and support CBE participation
- 3) Discussion: CBE participation in Professional Services, A&E and Project Management Contracts

Mr. McDonald asked the Advisory Board to compile a list of incentives that would give points to Prime Vendors who are already working with certified subcontractors, a prime who commits to working with subcontractors and a CBE protégé participant who bids directly on a project while he/she is in a mentor/protégé relationship.

**Motion:** Member Johnson moved to conduct Board elections at the November meeting instead of at the September meeting, since the Chair will be absent. Member Badore seconded. **The motion passed unanimously.**

Member McIntyre was asked to invite Commissioner Lamar P. Fisher to the November meeting.

Member Johnson announced that today is his last meeting to serve as a Board member, and he will submit his letter of resignation appropriately. He expresses his gratitude for having served.

**X. Next Meeting**

The next SBDAB meeting is scheduled for Wednesday, September 11, 2019, at 3 p.m.

**XI. Adjournment**

**Motion:** Member Green moved to adjourn the meeting. Member Baker seconded. **The motion passed unanimously.**

Meeting adjourned at 4:59 p.m.

***Disclosure: The above captioned minutes are transcribed in a summary format. To obtain a complete audio recording of the meeting, approved summary minutes, or any presentation or handout materials, please submit a public records to Susan Smith, Small Business Development Specialist, who can be reached at [svsmith@broward.org](mailto:svsmith@broward.org) or 954-357-6400.***