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

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## Meeting Minutes

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

**Meeting Date:** Wednesday, August 8, 2018

**Time:** 3:00 p.m.

<b>SBDAB Members</b>	<b>Attendance</b>
Brian Johnson, Chair	Present
Sarah Chappell, Vice Chair	Present
Chelsa Arscott	Present
Dana Pollitt	Present
Dahlia Baker	Present
Darren Badore	Present
Sheryl Dickey	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  
Dawn Marshall, Small Business Dev. Specialist

- I. Housekeeping
  - A. Introduction of Meeting
  - B. Roll Call
  - C. Approval of June 13, 2018 Meeting Minutes
  - D. Adoption of August 8, 2018 Agenda
- II. Comments: Members of the Public
- III. OESBD Staff Updates
- IV. Purchasing Staff Updates (Quarterly)
- V. New Business:
  - A. Initial Discussion on Procurement



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- B. FAR Audit and Implementation of DOT Model
- C. Additional Incentives for Small Business that Commit to Higher Goal/Consider Points for Local Employment
- D. The Greater Fort Lauderdale Alliance
- E. Board Elections
- VI. Old Business:
- VII. Future Agenda Items:
- VIII. Comments and Updates:

**Discussion Points.** Chair, Brian Johnson called the meeting to order at 3:00 p.m. with a quorum present.

**Comments from the Public.** No comments

**OESBD Staff Updates.** Sandy-Michael McDonald reported that the Ordinance was approved by the Board of County Commissioners (BOCC) at the May 8<sup>th</sup> Commission Meeting. Since the Ordinance has been approved, staff have been meeting with County agencies to review the updated Ordinance. Staff have scheduled at least six (6) community meetings and have extended invitations to each Commissioner asking them to schedule meetings in their community to review the Ordinance changes.

**Purchasing Update.** No updates

**New Business.**

- A. Initial Discussion on Procurement:** Member Johnson explained that there may be another path that the Board has not looked at regarding the disparity study, and the amount of data that we should have before a disparity study can be conducted. Mr. Johnson believes that we, the Board, may have lost one year unnecessarily as we have been waiting to amass the right amount of data. He stated that there are ways in which a disparity study can be conducted with the amount of data that we have collected
- B. FAR Audit and Implementation of DOT Model:** Member Badore updated SBDAB that Member Chappell had suggested that the County issue an annual rate approval letter to vendors, like what Department of Transportation (DOT) has. Board members agreed that when a firm negotiates a contract with the County, the rate approval letter should apply to all contracts within the County. Mr. McDonald questioned whether this process would be an advantage or a disadvantage for small businesses. Member Chappell state that having one approval letter will save time because the current system of having a new multiplier for practically each agency waste a lot of time. Mr. McDonald suggested inviting the new County Auditor, Jedidiah "Jed" Shank, to the December 12<sup>th</sup> meeting to get this view on the issues of Multipliers, Safe Harbor Rate, FAR Audit, and Claw Backs.



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- C. Additional Incentives for Small Business that Commit to Higher Goal/Consider Points for Local Employment:** Member Pollitt suggested adding a specific section of the School Board's incentive program to the County's small business program which gives generous incentives to small businesses. Member Brian Johnson explained that the School Board's point system is broken down as follows:
- a. Four (4) points are awarded if the prime is a certified firm.
  - b. Two (2) points are awarded if the sub-consultant is a certified firm.
  - c. Four (4) points are awarded if the sub-contractor is a certified firm.
  - d. Member Johnson explained that firms must earn the points.
- D. The Greater Fort Lauderdale Alliance:** Member Pollitt suggested that because the Vice Chair of the Board gets free membership to the Alliance as an incentive, that all the other members of the Board should be given free membership. Member Johnson stated that because SBDAB has two (2) goals: to promote Economic Development and Small Business Development, there is justification for OESBD to provide free membership to The Alliance for all Board members. Mr. McDonald said that he will review The Alliance Contract to determine if the contract allows payment of free membership to The Alliance to Board members. Member Johnson suggested an alternative to OESBD paying the full or partial fee for Board members to join The Alliance, would be to increase the number of scholarships available to minorities and small businesses, for which Board members can the apply.
- E. Board Elections:** Chair Johnson added Board Elections to this meeting's agenda. However, when staff consulted with the County Attorney Tricia Brissitt, Ms. Brissitt's opinion was that SBDAB members should not elect a Chair or Vice Chair at this meeting. She stated that Board members should be given enough time to consider elections to the Board. Therefore, her opinion is that Board Elections should not be conducted today, but it should be conducted at the next Board meeting in October. Board members were encouraged to think about whom they would like to nominate to the Board, or they may nominate themselves.

**Old Business.** No old business

**Topics to be covered at future meetings:** Board Elections, Potential Model for Evaluation (that can be recommended to Procurement), discuss 2018-2019 Priorities. Member Victor Green asked Members Brian Johnson and Dana Pollitt to develop some bullet points, from the School Board, to send to the Board before the next meeting. Member Johnson said that he would provide to Susan Smith the model from the School Board for the Board to consider. Member Johnson requested that staff invite Commissioner Udine to the next Board meeting to participate in the conversation on procurement incentives. Staff is directed to invite the County Auditor, Jedidiah "Jed" Shank and one of his staff members, Laura Rogers to the December meeting.



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### **Key Decisions**

A motion was approved by the SBDAB with a vote of 9–0, to approve the June 13, 2018 meeting minutes. A motion was approved by the SBDAB with a vote of 9–0, to approve the August 8, 2018 agenda, as amended.

A motion was approved by the SBDAB with a vote of 9-0 to add the SBDAB’s October meeting agenda: Conduct Board Elections, Review of sample evaluation points matrices, develop Board’s 2018 – 2019 Priorities, Follow-up on membership scholarships to The Alliance and Scheduling the December meeting.

The meeting was adjourned at 4:14 p.m.

**Note:** The next SBDAB meeting is scheduled for Wednesday, October 10, 2018, at 3 p.m.