

Broward County Small Business Development Advisory Board (SBDAB)

Location: Government Center, 115 S. Andrews Avenue, Room A-680, Fort Lauderdale, FL 33301

Meeting Minutes

Date and Time: Wednesday, November 6, 2019, 3:04 p.m.

SBDAB Members	Attendance
Dana Pollitt	Present
Chelsa Arscott	Present
Darren Badore	Present
Dahlia Baker	Present
Dena Lowell Blauschild	Absent
Stephen Botek	Present
Victor Green	Present
Brian Johnson	Resigned 11-6-19
Jean McIntyre	Present

County Staff:

Lamar P. Fisher, Commission District 4
Sandy-Michael McDonald, Director, OESBD
Maribel Feliciano, Assistant Director, OESBD
Freddy Castillo, Small Business Dev. Manager, OESBD
Susan Smith, Small Business Dev. Specialist, OESBD
Tabitha Odlum, Administrative Specialist, OESBD
Gretchen M. Cassini, JD, Mobility Advancement Program Administrator Independent Transportation Surtax Oversight Board Coordinator
Angela Wallace, County Attorney
Mabel Hurtado, Commissioner Aide

Members of the Public:

None

I. Call to Order/Roll Call

The meeting was called to order by Chair, Dana Pollitt at 3:04 p.m. with a quorum present.

II. Approval of Minutes

Motion: Member Green moved to approve closing the meeting of September 11, 2019 and approve the minutes from September 11, 2019. Member Badore second. **The motion passed unanimously.**

III. Adoption of Agenda

Motion: Member Badore moved to accept the proposed agenda for November 6, 2019. Member McIntyre second. **The motion passed unanimously.**

IV. Invited Guest: Commissioner Lamar P. Fisher

Newly elected Broward County Commissioner and former Mayor and Commissioner of the City of Pompano Beach, Florida, Commissioner Fisher shared his vision for Broward County small businesses. Commissioner Fisher, a small business owner as well, told the Advisory Board that as Commissioner he has focused on creating efficiencies and streamlining the County's processes. For example, he was instrumental in increasing the dollar amount of purchases/procurement that require Commission approval from \$50,000 to \$100,000. The Commissioner also implemented a pilot EPlan Program (EPermitting Program) which allows businesses to apply electronically for permits at their municipality

instead of traveling to the Government Center to apply. On Tuesday, November 5, 2019, the County Commission granted permission for businesses to contact the Office of Economic and Small Business Development (OESBD) during the Cone of Silence. This action will further assist small businesses, especially, who may have questions and concerns in understanding how to navigate the County's procurement process. Finally, Commissioner Fisher said he is available to speak at OESBD-sponsored small business forums to support and promote opportunities that are available to Broward County's small businesses.

Vice Chair Chelsa Arscott arrived at 3:15p.m.

V. Comments: Member of the Public

None

VI. Staff Updates

Gretchen M. Cassini, JD, Mobility Advancement Program Administrator Independent Transportation Surtax Oversight Board Coordinator responded to the Advisory Board's letter dated April 24, 2019 asking clarification on processes the County will implement to ensure that municipalities that receive Surtax funds comply with the 30% CBE goal. Ms. Cassini said that the County will focus on determining the availability of small businesses, help them build their capacity, create business opportunities and attract new businesses and industries to operate their businesses in Broward County.

Angela Wallace, Surtax General Counsel, has drafted an amendment to the Surtax Ordinance, which is scheduled for a public hearing on December 3, 2019. This amendment states that municipalities must comply with the 30% goal if they receive Surtax funding for their projects and include the 30% CBE goal in contracts with their contractors/vendors for surtax funded projects. The 30% goal is, also, reflected in the Interlocal Agreements (ILAs). Cities that do not comply will be in violation of their Agreement with the County and will not receive reimbursement.

The County will hire a Surtax Grants Administrator to monitor and ensure compliance of the 30% goal with the various municipalities, and OESBD will monitor compliance of Surtax-funded County projects. The Administrator will provide technical support to small and medium size municipalities, and the OESBD will be available to provide additional training and technical support. Quarterly reports will be submitted to the Transportation Oversight Committee.

To further ensure compliance with the 30% CBE goal, OESBD assigned staff will be present, during negotiations for Surtax-funded contracts between the County and Municipalities, to identify maximum contracting opportunities for CBE participation.

Municipalities will be advanced a partial sum of Surtax funds which will allow them to begin procuring contracts.

Sandy-Michael McDonald, OESBD Director, told the Advisory Board that OESBD has begun drafting language to include in solicitations with all required steps to establish goals, instructions to complete the Monthly Utilization Report (MUR) and programs available to ensure compliance.

Maribel Feliciano, OESBD Assistant Director, announced that two (2) Surtax sessions are scheduled for November 7, 2019 and November 25, 2019 (focused on IT-related projects).

The NW 27 Pilot Project for Apprenticeship is currently in the procurement department and the bid will be solicited in a few weeks. The project is scheduled to begin construction in Spring 2020 and recruitment for inspector interns will begin early next year.

Prosperity Broward (Pathways to Prosperity) includes the Greater Ft. Lauderdale Alliance Six Pillars Initiative which provides opportunities to residents in the six (6) disadvantaged zip codes. Four (4) additional disadvantaged zip codes that will also be addressed soon.

The Mentor Protégé Pilot Program report is being finalized and the graduation ceremony is scheduled for December 11, 2019. Advisory Board members will be invited.

VII. New Business

A. Board Elections – 2020 Chair and Vice Chair

Motion: Member Botek moved to nominate Chair Dana Pollitt as SBDAB Chair in 2020. Member Baker second. **The motion passed unanimously.**

Motion: Member Badore moved to nominate Dahlia Baker as SBDAB Vice Chair in 2020. Member McIntyre second. **The motion passed unanimously.**

New SBDAB officers for 2020 are Dana Pollitt, Chair and Dahlia Baker, Vice Chair.

Member Green was asked to invite Commissioner Beam Furr, Commission District 6, to the January 8, 2020 meeting.

B. Presentation: OESBD – “Who We Are What We Do” (Sandy-Michael McDonald)

Mr. McDonald said the “Who We Are What We Do” report illustrates a comparison of OESBD’s evolvement from a primary focus certifying small businesses to currently focusing on building the capacity of small businesses to take advantage of the many economic development advancements taking place in Broward County. He said the Advisory Board must continue their pursuit in advocating and proposing opportunities for the small business community.

Member Green left at 4:45 p.m., but a quorum remained.

VIII. Old Business

None

IX. Future Agenda Items

- 1) 2020 Priority list
- 2) Small Business Incentives and Procurement Recommendations - Chair Pollitt asked members to send their ideas to Susan, and he will draft a list.
- 3) Apprenticeship Program

X. Next Meeting

The next SBDAB meeting is scheduled for Wednesday, January 8, 2020 at 3:00 p.m.

XI. Adjournment

The meeting adjourned at 5:05 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 request to Susan Smith, Small Business Development Specialist, who can be reached at svsmtih@broward.org or 954-357-6400.