



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

Location: Office of Economic and Small Business Development (OESBD) Conference Room (and virtual via Teams)
115 S. Andrews Avenue, A680
Fort Lauderdale, FL 33301

Meeting Minutes

Date and Time: Wednesday, January 15, 2025 @ 4:00 pm

SBDAB Members	Attendance
Darren Badore	Present
Richard Bonchick, Chair	Present
Freddy Castillo	Absent
Patrick Ceres, Vice Chair	Present
Shaheewa Jarrett	Present (virtually) *Arrived at 4:08pm
Charles Michelson	Present
Jean McIntyre	Present (virtually) *Arrived at 4:14pm
Martin "Marty" Sherwood	Absent
David Welch	Present

County Staff:

Maribel Feliciano, Assistant Director, OESBD
Donna-Ann Knapp, Small Business Development Manager, OESBD

Members of the Public:

No members of the public were in attendance

I. Call to Order/Roll Call/Introductions

Meeting was called to order at 4:03pm and a roll call was taken. Small Business Development Manager, Donna-Ann Knapp, stated a quorum was present.

II. Approval of November 20, 2024, Minutes

Chair Richard Bonchick called for approval of the November 20, 2024, minutes. A motion, made by Board Member Darren Badore and seconded by Board Member David Welch, to approve the minutes passed unanimously.

III. Adoption of January 15, 2025, Agenda

Chair Richard Bonchick called for a motion to adopt the January 15, 2025, Agenda. He proposed an adjustment to reorder the agenda by moving items three (3) and four (4) to the top of agenda. A motion, by Board Member Badore, to approve the January 15, 2025 agenda as amended was made. The motion was seconded by Board Member Welch and passed unanimously.

IV. Public Comments

No members of the public were in attendance.

V. Staff Updates

Assistant Director, Maribel Feliciano provided the Board with an update on the following items:

1. Guest Speakers

Purchasing Director Robert Gleason is confirmed as a speaker at the next SBDAB meeting on March 20, 2025. An invitation was sent to Mayor Beam Furr.

2. CBE/SBE Reserve

OESBD staff sent an email to the SBDAB on December 10, 2024, providing detailed information on the proposed changes to the CBE/SBE Reserves under the local small business programs. The email also included a link to the Broward County Business Opportunity Act.

3. SBDAB Annual Report to County Commission:

The SBDAB is submitting its first annual report to the Broward County Board of County Commission (BCBOCC) in the coming weeks. Staff provided a copy to the Board on January 14, 2025.

VI. New Business

- A motion was made by Vice Chair Patrick Ceres, and seconded by Board Member Welch, to request that the Broward County Board of County Commissioners review small business participation under the Housing Authority Projects. The motion passed unanimously.
- A motion was made by Board Member Badore, and seconded by Board Member Welch, to readjust the SBDAB's list of priorities for 2025. The motion passed unanimously.

The Board discussed whether to maintain or adjust the current \$1.32 million personal net worth (PNW) eligibility requirement for small business owners under the local CBE Certification Program.

- Motion by Board Member Shaheewa Jarrett, seconded by Board Member Badore, to retain the PNW requirement at \$1.32 million. The Motion carried

with a 5:7 vote (Chair Bonchick and Board Member Charles Michelson voted against the motion).

The Board discussed readjustment of the averages gross revenues under the local CBE Program.

- Motion by Board Member Jarret, seconded by Board Member Badore, for CBE average gross receipts to remain the same at \$9 million construction, \$5 million contractual services calculated on the previous three-year calendar years. The Motion carried with a 5:7 vote (Chair Bonchick and Board Member Michelson voted No):

After further discussion by the SBDAB, the following consensus was reached:

- The motion to recommend the disparity study to the BCBOCC was passed in the previous meeting (November 20th). The SBDAB approved the finalized version of the recommendation form during this meeting.
- The SBDAB decided not to proceed with the creation of a mid-level tier for firms certified under the local, CBE, small business program.

VII. Topics for February 19, 2025, Workshop

After discussion by the Board the following consensus was reached regarding topics for discussion at the February 19, 2025 Workshop:

- Underutilization of approved vendors
- Small business procurement recommendations/small business obstacles/operations (analysis of process and procedures)

VIII. Future Agenda Items

After discussion by the Board, the following consensus was reached to direct staff to:

- Email board members the list of questions/topics for discussion provided to the Purchasing Director
- Transmit a survey on behalf of the SBDAB to certified small businesses with questions on the procurement process and small business program.

IX. Next Meeting – March 19, 2025

Adjournment

Chair Bonchick requested a motion to adjourn the meeting. Board Member Welch made a motion to adjourn, seconded by Board Member Michelson. The motion passed unanimously.

The meeting adjourned at 5:36pm.

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 Donna-Ann Knapp, Small Business Development Manager, who can be reached at dknapp@broward.org or 954-357-6400.