



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

**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, July 17, 2024 @ 4:00 pm

<b>SBDAB Members</b>	<b>Attendance</b>
Darren Badore	Present
Patrick Ceres	Present
Jean McIntyre	Absent
Shaheewa Jarrett	Present (virtually)
Charles Michelson	Present
Martin "Marty" Sherwood	Present (virtually)
Richard Bonchick	Present
David Welch	Present

**County Staff:**

Maribel Feliciano, Assistant Director, OESBD  
Donna-Ann Knapp, Small Business Development Manager, OESBD  
Sandy Steed, Assistant County Attorney (virtually)  
Naomie Labaty, Intergovernmental Affairs (present)  
Cheryl Roberts, Small Business Development Supervisor, OESBD  
Ralph Stone, Housing Finance Division, (virtually)

**Members from the Public:**

Phillip Bruno (Smith Building) Virtual

**I. Call to Order/Roll Call/Approval of Meeting Minutes (March 20, 2024)**

Roll call was taken at 4:00 p.m. Cheryl Roberts stated a quorum was present. Cheryl Roberts advised that Dahlia Baker was removed from the Small Business Advisory Board last week. Ms. Roberts explained that the May 15<sup>th</sup> meeting actually did not have a quorum and therefore the Board needed to officially approve the March 20<sup>th</sup> meeting minutes. Chair Jarrett called to approve the March 20, 2024 minutes. Motion

to approve from Darren Badore, seconded by Charles Michelson.

## II. Motion to Adopt Agenda

Chair Jarrett asked for a motion to adopt today's July 17, 2024 Agenda. A motion was made by Member Badore and seconded by Marty Sherwood with the Agenda for July 17, 2024 formally adopted.

## III. Comments from the Public

Phillip Bruno, Controller of the CBE firm Smith Building, LLC introduced himself and spoke to issues concerning not being paid for the past 9 months as a sub on Terminal 3 at BCAD. He stated this is due to an ongoing lawsuit with Jet blue and Broward County. He contacts Whiting Turner 2 to 3 times a week to see if there is any movement – BCAD has not paid Whiting Turner and they are not paying the subs. Mr. Bruno stated he has reached out to Sandy-Michael McDonald and Donna Knapp, but stated nothing can be done. He advised the SBDAB that these types of incidents affect small businesses. This is over \$130,000 that his company is owed. Marty Sherwood questioned if the subs are not getting paid, and wanted to know if this was a one-time thing or does this happen all the time. Maribel Feliciano explained the payment procedure along with how OESBD monitors projects monthly. She confirmed with Chair Jarrett that once litigation is resolved, we should get more information at the appropriate time at which time recommendations can be brought to this board. Chair Jarrett advised that Mr. Bruno keep working with OESBD on this matter.

Chair Jarrett stated that payment verifications will be revisited at next meeting.

## IV. Staff Updates

**Mr. Ralph Stone:** Ralph Stone from the Housing Finance Division discussed funding for minor home repair services. There are 2 Federal grants, and 1 State grant. Ralph Stone discussed in detail what these grants are used for. Patrick Ceres asked specifically about the bond for multi-family housing bond transactions. Mr. Ceres understanding is that they are spread across many cities which Broward County has contributed to these grants and wants an overview on these grants and CBE's participation. Mr. Stone advised that these grants are not allowed to require a set-aside for CBE's. Mr. Ceres asked how much of the \$130 million from Broward County has been paid to CBE's SBE's? Mr. Stone said he would check with his office and provide this information to Maribel if this information was available.

**Maribel Feliciano:** Discussed proposed amendments for the Business Opportunity Act Ordinance and some of the proposed changes recommended by OESBD. She noted that these amendments still need work from our county attorney and that we did not yet have the red-lined and strikethrough draft of the amendments. Chair Jarrett requested she would like to see these amendments in writing prior to adopting them, since she would like input from the Board. OESBD confirmed the information will be provided when available.

**Naomi Labaty:** Presented an overview of the roles and responsibilities of the Board and the process of making formal requests to the County Commissioners.

## **V. New Business**

Maribel Feliciano is to follow up on payment verifications by OESBD and the project evaluations.

David Welch started a discussion of the Advisory Board Mission, and whether the individual members were comfortable with the way these meetings were going and if the Board was doing enough to accomplish its mission. There was discussion of having workshops between meetings and agreement that there will be a discussion of how the workshops will be conducted at the next meeting. Also, up for discussion will be the attendance issue. Chair Jarrett made a motion to keep meetings every other month on the 3<sup>rd</sup> Wednesdays, and have the workshops between the bi-monthly meetings. Richard Bonchick seconded the motion. The motion passed unanimously.

Chair Jarrett discussed the next steps on using the template to report their activities to the County commissioners. Cheryl Roberts responded to a question about the pass-thru process and discussed some of the challenges with the Board. Chair Jarrett spoke about what they would like to cover in future workshops, with further discussion planned for the next meeting.

**XI. Next Meeting** – September 18, 2024.

## **XII. Adjournment**

Chair Jarrett requested a motion to adjourn the meeting. Member Badore made a motion to adjourn, which was seconded by V.C. Bonchick. The motion passed unanimously.

The meeting adjourned at 6:10pm.

**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 Cheryl Roberts, Small Business Development Supervisor, who can be reached at [chroberts@broward.org](mailto:chroberts@broward.org) or 954-357-6400.**