



*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, September 18, 2024 @ 4:00 pm

SBDAB Members	Attendance
Darren Badore	Present
Patrick Ceres	Present
Jean McIntyre	Present
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)
Cheryl Roberts, Small Business Development Supervisor, OESBD

Members from the Public:

Anthony Santana, Hardcore Advertising

I. Call to Order/Roll Call/Introductions

Roll call was taken at 4:04 p.m. Cheryl Roberts stated a quorum was present.

II. Approval of July 17, 2024 Minutes

Vice-Chair Bonchick called for approval of the July 17, 2024, minutes. Motion to approve from Darren Badore seconded by Patrick Ceres.

III. Adoption of September 18, 2024 Agenda

Vice-Chair Bonchick called for a motion to adopt today's September 18, 2024, Agenda. A motion was made by Darren Badore and seconded by Charles Michaelson with the Agenda for September 18, 2024, formally adopted.

IV. Requests for information:

Maribel Feliciano: Advised, effective today, as part of Board Meeting Agendas a running list of all requests made by the board will be provided including a status update of each request

V. Public Comments

Anthony Santana, Hardcore Advertising introduced himself to the board noting he did not have any specific public comment but was rather in attendance to observe.

VI. Staff Updates

Maribel Feliciano provided an overview of pending requests: Proposed Business Opportunity Act Amendments (BOA), options for timely payments to small business if under litigation with County, report of money spent with small business for Affordable Housing projects, and board meeting attendance summary which was provided prior will also be provided at each meeting. Ms. Feliciano and staff answered questions posed by members of the board concerning status updates presented.

Motion by Member Ceres, to draft a request form for submittal County Commission recommending implementation of policy to record and track spending related to Affordable Housing projects to identify the amount of funds spent with small businesses. Motion was seconded by Member Badore. Motion passed unanimously.

Donna-Ann Knapp provided an overview of the general payment verification process and project status overview for payment to the subcontractor Smith Building who attended the last board meeting and answered questions posed by the board.

VII. New Business

Maribel Feliciano provided detailed overview of each proposed amendment to the Business Opportunity Act Ordinance which was provided in strikethrough and underlined format and answered questions posed by the board. Ms. Feliciano highlighted, these changes are primarily to clarify language, provide additional opportunities for small businesses as well as streamline the procurement process.

Ms. Feliciano and Ms. Knapp answered questions posed by the Board.

After further discussion by the board the following consensus was reached.

Consensus:

- To direct staff to provide an update on the Policy Analysis completed for HB 705 and at the November 20, 2024, Small Business Advisory Board Meeting.
- Board members will email staff within the next five (5) business days to share any comments and/or questions for follow-up.
- To schedule a Workshop for October 16, 2024--*meeting did not occur due to scheduling conflicts of OESBD staff and Board Members*, to discuss the following topics: (1) Submittal of Official Form to Intergovernmental Affairs recommending the Commission track spending for Affordable Housing Projects, (2) Disparity Study Update, and (3) Mid-Level Certification or Preferences

VIII. Future Agenda Items

After discussion by the Board the following consensus was reached.

- To request Robert Gleason, Purchasing Director, attend a future Board Meeting to provide a presentation.
- To request staff provide an update on the impact of state amendments on local small business programs and the Micro-Grant program
- To request the Office of Intergovernmental Affairs provide an update on state legislation
- To direct staff to research the feasibility of creating a framework to capture feedback from contractors at the end of a job (post-job analysis).
- To provide a report on Broward County's professional services expenditures in 2023

IX. Next Meeting – November 20, 2024

Adjournment

Vice-Chair Bonchick requested a motion to adjourn the meeting. Charles Michaelson made a motion to adjourn, which was seconded by Darren Badore. The motion passed unanimously.

The meeting adjourned at 5:18pm.

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 or 954-357-6400.