



**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, March 19, 2025 @ 4:00 pm

<b>SBDAB Members</b>	<b>Attendance</b>
Darren Badore	Present
Richard Bonchick, Chair	Present (virtually)
Freddy Castillo	Present (virtually)
Patrick Ceres, Vice Chair	Absent
Shaheewa Jarrett	Absent
Charles Michelson	Present
Jean McIntyre	Present (virtually) *Arrived at 4:08pm
Martin "Marty" Sherwood	Absent
David Welch	Present *Arrived at 4:03pm
Dawn Watts	Present

**County Staff:**

- Maribel Feliciano, Assistant Director, OESBD
- Donna-Ann Knapp, Small Business Development Manager, OESBD
- Cheryl Roberts, Small Business Development Supervisor, OESBD
- Robert Gleason, Purchasing Director, Purchasing Division
- Kirk Dobson, Supplier Relationship Assistant Manager, Purchasing Division

**Members of the Public:**

- Ssuvida Siingh, Amsin LLC

**I. Call to Order/Roll Call/Introductions**

Meeting called to order at 4:01pm, by Chair Richard Bonchick, and roll call taken. Small Business Development Manager, Donna-Ann Knapp, confirmed a quorum was present.

## II. Approval of January 15, 2025, Minutes

Chair Bonchick called for approval of the January 15, 2025 meeting minutes. A motion, made by Board Member Darren Badore and seconded by Board Member Charles Michelson, to approve the minutes passed unanimously.

## III. Adoption of March 19, 2025, Agenda

Chair Bonchick called for a motion to adopt the March 19, 2025 agenda. A motion, made by Board Member Badore and seconded by Board Member Michelson, to adopt the agenda passed unanimously.

## IV. Public Comments

Ssuvida Siingh, Amsin LLC introduced herself to the Board noting she was in attendance to listen and observe.

## V. New Business

Robert Gleason, Purchasing Director, delivered a comprehensive presentation outlining Broward County's 2024 Procurement Plan for Innovation. The plan emphasized a forward-thinking strategy to modernize procurement operations across the County, with a focus on enhancing efficiency, transparency, vendor engagement, and long-term value creation. Key initiatives presented included:

- **Procurement Innovation Council (PIC):** A collaborative forum composed of key stakeholders focused on developing innovative procurement solutions to drive efficiency, value, and effective contract management.
- **RFP Business Process Re-Engineering (RFP-BPR):** A modernization initiative aimed at streamlining competitive solicitation processes, aligning them with the best national practices to improve quality, reduce cycle times, and increase supplier engagement.
- **Broward Procurement & Surplus Property Manual (BPSPM):** A consolidated and updated manual designed to promote consistent procurement practices, high value contracting, and strategic vendor performance oversight.
- **Broward Certified Contracting Officer (BCCO) Program:** A certification program for procurement professionals to ensure compliance with County Code and elevate operational proficiency and standardization.
- **Structured Agency Delegations and Standards:** Standardized protocols across departments to ensure uniformity in procurement authority and operational procedures.
- **Vendor Management Office (VMO):** A centralized office focused on proactive vendor engagement and relationship management to enhance contract performance, generate cost savings, and support economic development.

- **Broward Vendors Manual (BVM):** A comprehensive and continually updated guide that defines vendor expectations and standards, supporting consistency, efficiency, and competitive alignment with County objectives.
- **Broward Certified Vendor (BCV) Program:** A program designed to cultivate a competitive, certified vendor pool, enhancing contract performance, administrative efficiency, and access to economic opportunities.
- **Broward Strategic Sourcing Initiative (BSSI):** A strategic sourcing approach utilizing market analysis and supplier relationship management to drive cost efficiency and deliver high-value contracts aligned with County goals.

## VI. Staff Updates

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

### 1. State-Level Bills

An overview of proposed state-level bills that reference local minority programs was provided. These bills aim to prohibit the application of penalties to contractors who do not meet local goals.

### 2. Mobility Advancement Program (MAP) Report

The MAP report, which includes detailed information on completed projects, projects under review, and the overall status of MAP initiatives, was shared with the Board.

### 3. Proposed Amendment

The Board was advised that the County Attorney's Office is proposing an amendment to the Administrative Code concerning the categories for this Board.

### 4. Delays in Payments to Contractors

An update regarding Smith Building's prior complaint to the Board was provided regarding payments owed to the contractor under its respective agreements at the airport, Broward Convention Center Expansion and Hotel, and Port Everglades. OESBD is currently working with the prime contractor, Cummings Balfour Beatty, and the Broward County agency (the Public Works Department) to make sure all outstanding, approved, payment applications are paid. As of the current SBDAB meeting date, OESBD was advised that one of the payment applications had been approved and is awaiting confirmation that it was actually paid. Staff is working to ensure that this firm is paid all that is owed to them.

## VII. Topics for April 16, 2025, Workshop

The Board discussed various topics for future workshop meetings. The following consensus was reached:

- OESBD staff will prepare a presentation on the Business Opportunity Act ordinance including details on the CBE reserve cap, points differential and the impact of recent ordinance changes
- OESBD staff will also be providing an update regarding the Vice Chair's list of questions.

## **VIII. Future Agenda Items for May 21, 2025**

Mayor Beam Furr's attendance has been confirmed for the upcoming meeting.

## **IX. Adjournment**

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

The meeting adjourned at 5:29pm.

**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.**