



*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 20, 2024 @ 4:00 pm

SBDAB Members	Attendance
Darren Badore	Present
Robert Brannen	Absent
Patrick Ceres	Present
Victor Green	Absent
Jean McIntyre	Present (virtually)
Shaheewa Jarrett	Present (virtually)
Charles Michelson	Present (virtually)
Dana Pollitt	Absent
Martin “Marty” Sherwood	Present (virtually)
Richard Bonchick	Present
Dahlia Baker	Absent

County Staff:

Maribel Feliciano, Assistant Director, OESBD
Donna-Ann Knapp, Small Business Development Manager, OESBD
Sandy Steed, Assistant County Attorney (virtually)
Marty Cassini, Mgr Administrative, Intergovernmental Affairs (virtually)
Cheryl Roberts, Small Business Development Supervisor, OESBD
Kimberly Sweeting, Administrative Specialist, OESBD

Members from the Public:

Chris Zimmerman, CPZ Architects
Gloria Albarran Lynch, CEO, V Amour
Larry Lynch, CFO COO, V Amour

I. Call to Order/Roll Call/Approval of Meeting Minutes (November 15, 2023)

Roll call was taken at 4:03 p.m. and there was no quorum present (3 in-house, 2

virtual); Cheryl Roberts stated since there is no quorum that it will be a workshop. Maribel Feliciano suggested that the agenda item for public comments be moved up while we wait for more Board members to attend. As Mr. Chris Zimmerman of CPZ Architects began to address the Board, Ms. Feliciano mentioned to Chair Jarrett that a quorum was reached at 4:13pm. Chair Jarrett then called for approving the November 15, 2023, minutes. Motion to approve from Darren Badore, seconded by Marty Sherwood.

II. Comments: Members from the Public

Mr. Chris Zimmerman expressed to the Board that he wanted to bring to their attention what he considers an obstacle relating to the section of the Ordinance that allows Architects and Engineers to account for pass-throughs when calculating the annual revenues. The Ordinance allows certified A/E firms to subtract the pass-throughs to certified subs only on County awarded projects. Mr. Zimmerman suggests that the Board recommend a re-write to the Ordinance that allows for all monies “passed through” to A/E firms’ subs be subtracted, not only certified subs on County awarded contracts. Maribel mentioned that only 2 or 3 A/E firms have used the pass-through process evaluation for County awarded projects because they were close to the \$5 million threshold, since the Ordinance was amended. Chair Jarrett suggested that during the current Ordinance review that other locales similar to Broward County be researched to see how these other entities deal with A/E firms and pass throughs.

III. Motion to Adopt Agenda

Chair Jarrett asked for a motion to adopt today’s (March 20, 2024) Agenda. A motion was made by Member Badore and seconded by Charles Michelson. Agenda for March 20, 2024, formally adopted.

IV. Staff Updates

Mrs. Gloria Albarran Lynch, CEO and founder of Vaginesse- 2023 Kauffman NewVenture winner, conducted a Power Point presentation of her research on feminine products, feminine health problems and the mission of her company Vaginesse to encourage women to embrace their femininity with confidence and provide this population with needed products for feminine care. Her products are ethically sourced, eco-friendly and are sold through Amazon and the Vaginesse website. She gave an outlook for company growth and is seeking investments in the amount of \$250,000 initially, to expand Vaginesse nationally and internationally.

Ms. Feliciano then addressed the board regarding the requests for information from the previous meeting (November 15th). Maribel mentioned that information regarding payouts from ARPA funds, the newly-created ownership disclosure form, the presentations from both the July 19th and November 15th Board meetings had already been forwarded to the Board. OESBD is working with Mayor Rich’s office staff to determine her availability to meet with the Board. The Purchasing Director has been invited as well, and OESBD is awaiting confirmation. Board member Patrick Ceres asked about reciprocity with the Broward County School Board and its small business certification programs. Ms. Feliciano mentioned that Director McDonald has met with the new Director of Economic Development for the School Board and they are working toward formalizing that process.

Maribel shared that OESBD has been successful finalizing the execution of the agreement with the Diversity software company B2G Now. This software will streamline all OESBD's functions related to Small Business Certification and Compliance and will interface with the PeopleSoft system to automate many of the current manual data entry processes. The onboarding process will take 6-9 months to implement.

Chair Jarrett wanted to know if it was communicated to the Board of County Commissioners from OESBD that the SBDAB wanted a Disparity Study. Ms. Feliciano mentioned that there needs to be an official motion for OESBD to communicate with Administration. Chair Jarrett made a motion to request that the Board of County Commissioners conduct a Disparity Study of Broward County. Member Marty Sherwood seconded. None opposed motion carried.

Member Sherwood asked for an update on ARRA spending through December 31st. Ms. Feliciano said that OESBD has previously sent an email detailing that information and will send again. Maribel reiterated that information provided are expenditures made by the County, not the municipalities, which is unavailable.

Member Patrick Ceres asked about the Affordable Housing Project and whether any of the funds were earmarked for certified small businesses. Ms. Feliciano shared that the funds for the projects were managed by Ralph Stone's Office-the Housing Division of Broward County. Mr. Stone's office encourages the prime contractors to work with our local CBE firms. Ms. Feliciano suggested that they look at the report that Member Ceres is referring to and compare it with the information that OESBD is being provided. Ms. Feliciano suggested that the Board invite Ralph Stone to a future SBDAB meeting. OESBD will inquire about Mr. Stone's availability to attend a future meeting.

Ms. Feliciano informed the Board that the County Commissioners will be making an official announcement on the Micro-Grant program for small businesses in the coming weeks. This is a small pilot program of \$250,000 for approximately 100 businesses (\$2500 per business). SBDAB will be able to review the program and make recommendations. Ms. Feliciano offered to share the Budget Hearing dates with the SBDAB (scheduled in the Summer and the Fall).

Vice Chair Richard Bonchick suggested that the Board come up with a game plan regarding allocation of dollars for the micro grant program. Chair Shaheewa Jarrett suggested the Board draft a memorandum concerning it's recommendations for the grant funds. Mr. Sherwood and Mr. Badore supported Richard Bonchick to add this to the next agenda. Ms. Feliciano mentioned the main intent of the Micro-grant was to target small businesses of 10 employees or less, and that it was not intended for all small businesses in Broward County.

Next, Mr. Mary Cassini addressed the Board about the 2024 Tallahassee legislative session and the bills that directly impact the County's small business programs and procurement procedures. House Bill 705 adds local funds to public works projects, but removes the Prevailing Wage provision. Another bill of concern is House Bill 433 (Heat Ordinances/Heat Safety preemptions) which prevents firms from giving laborers heat/water breaks during the hottest portion of the day. Finally, Mr. Cassini explained Senate Bill 1492 which affects the living wage ordinance. Ms. Feliciano

asked Mr. Cassini to speak to the newer members about the form that a SBDAB member will have to fill out if they win a County contract. Mr. Cassini briefly described the conflict/contractual obligation form and indicated to the Board to contact his office for the form, should they win or participate on any County project.

V. New Business

Chair Jarrett moved to New Business and asked if the proposed amendments to the Broward County Business Opportunity Act were sent. Ms. Feliciano responded that OESBD was working with the County Attorney's Office and will share that with the Board soon.

Richard Bonchick asked about Board member attendance at the bi-monthly meetings and the repercussions of missing multiple meetings. Maribel informed the Board that an attendance list is sent to Mr. Cassini's office (Intergovernmental Affairs), which keeps track of all County Advisory Boards membership and attendance. If a meeting is not held there is no official record of attendance. There have been members removed because of lack of meeting attendance. Mr. Bonchick wanted to know how many members were on this Board and the answer is eleven currently.

Ms. Feliciano started to give OESBD updates- Business Assistance Weekly. Chair Jarrett asked to receive a copy of the proposed amendments to the Broward County Small Business Opportunity Act. Ms. Feliciano mentioned that the complete list is not available, but that she will try to have them available to review by the next meeting (May 15th).

VI. Announcements

Ms. Feliciano referenced the upcoming May 3rd Broward Business and Beyond Conference; Conversation Women's Series (Virtual) next week; Kauffman New Venture Program (April); Business Resiliency Program (April)

Chair Jarrett suggested having a working meeting if there is no quorum for the next meeting, given the difficulty of reaching a quorum for recent meetings. Ms. Feliciano clarified that if there is no quorum indicated (through RSVPs) prior to the scheduled meeting, then policy states that the meeting must be cancelled. If there is an expectation of a quorum for a meeting, and then during the meeting's roll call there is no quorum, then that meeting can become a "workshop" (working meeting). Chair Jarrett stated that she understands.

Member Sherwood called a Motion to accept the 2024 List of Priorities. Ms. Roberts mentioned carrying over the 2023 to 2024 List of Priorities, which is what Member Sherwood called. Member Ceres seconded the motion. Two Ayes (Member Sherwood and Bonchick) and one Nay (Darren Badore). Chair Jarrett stated Ayes prevail and that in the next meeting prioritizing goals to be discussed.

XI. Next Meeting – May 15, 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 5:56pm.

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.