



Broward County Small Business Development Advisory Board (SBDAB)

Meeting Minutes

Address: Governmental Center, 115 S. Andrews Avenue, Room A680, Fort Lauderdale, FL 33301

Meeting Date: Wednesday, June 7, 2017

Time: 3:00 p.m.

SBDAB Members	Attendance
Brian Johnson	Present
Sarah Chappell	Present (via telephone)
Shaun Davis	Present
Sheryl Dickey	Present
Victor Green	Present
A Dodie Keith-Lazowick	Not Present
Stavros Moforis	Not Present
Dana Pollitt	Present

Guests

The Honorable Commissioner Dale Holness.

Staff

Sandy-Michael McDonald
Chris Atkinson
Dawn Marshall

- I. Housekeeping
 - A. Introduction of Meeting
 - B. Roll Call
 - C. Approval of April 5, 2017 Meeting Minutes
 - D. Adoption of June 7, 2017 Agenda (As Amended)
- II. Comments: Members of the Public
- III. OESBD Staff Updates
- IV. Purchasing Staff Updates (Quarterly)
- V. New Business:
 - A. Portability of Certification – Expanding Opportunities for Small Businesses.



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- B. Sheryl Dickey – MPO Update.
 - C. Clarification on Board Terms.
 - D. Mentor Protégé Program.
 - E. Future Meeting.
 - F. Board Purpose.
- VI. Old Business: N/A.

Discussion Points. Chair, Brian Johnson called the meeting to order at 3:08 p.m. with a quorum present. Mr. Johnson notified the Board that Board members Bob Behar and Gerald Heller were removed from the Board as their commissioner did not reappointment them.

Comments from the Public. Commissioner Dale V.C. Holness. On the discussion of portability of certification, Commissioner Holness stated he agrees with Mr. Davis, who said that OESBD staff should be represented on Selection Committees, something Commissioner Holness said he has been saying for a long time. Commissioner Holness continued that he wants to see more participation from OESBD on these Selection Committees because OESBD staff understands the needs of the communities. Additionally, in terms of the issue with departments resisting the unbundling of projects, Commissioner Holness said he hopes that departments will now increase their efforts to unbundle as directed by the County. Commissioner Holness shared that he and Mr. McDonald will visit with the League of Cities to discuss how cities can do more, and recognize the need to spend more money with our small businesses, and minority owned businesses.

OESBD Staff Updates. Mr. McDonald reported that County Attorney, and SBDAB legal representative, Carl Kitchner is no longer with Broward County. Tricia Brissett will replace Mr. Kitchner as the Board's legal advisor. Mr. McDonald explained that Ms. Brissett will not attend each meeting but if there are issues to be addressed, Dawn Marshall will make a list of those concerns and forward the concerns to Ms. Brissett. If needed, Ms. Brissett will attend future meetings with advanced notice.

Mr. McDonald also reported that the County has hired a new County Auditor, Robert "Bob" Melton, whose first day with the County is Monday, June 12th. Mr. Melton will be meeting with all Directors individually and Mr. McDonald has a list of topics to discuss with him. Mr. McDonald encouraged board members to also make a list of items they would like to be addressed with the County Auditor, and e-mail the list to him within 30 days, and he will also address those issues with Mr. Melton.

Mr. McDonald provided an update regarding the Ordinance. Mr. McDonald reported that Ms. Brissett advised him that the Ordinance was returned to her by the County Attorney for further edits. When Mr. McDonald was asked by the Chair for an update on the Ordinance and Disparity Study, Mr. McDonald stated he does not have an update today, but he will provide a formal report on the Ordinance and the Disparity Study at the August meeting.



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Purchasing Update. SBDAB requested that staff invite Brenda Billingsley or her representative to the August meeting to provide an update on their new program format (i.e., each agency now has a primary contact person in Purchasing, and each contact person has a team). Staff was asked to request that Ms. Billingsley, or her staff, share the report on the Reciprocity Study between Miami Dade County and Broward County.

New Business

- A. **Portability of Certification. Expanding Opportunities for Small Businesses.** Mr. Johnson asked if data is available on whether other Counties accept and recognize Broward County certification. Mr. McDonald responded that our partners at Broward County School District conveyed that the tri-counties met and exchanged applications to see what part of the application can be shared by each agency. Currently, it is unknown if the programs can be co-mingled. On the follow up on outreach of other cities regarding portability of certification. Mr. McDonald reported that staff has crafted a letter to the League of Cities, which is now in final review with County Administration. Mr. McDonald stated that he attended the Broward Black Elected Officials and passed that information along, and extended an invitation for them to visit with him individually.
- B. **Sheryl Dickey, MPO Update.** Ms. Dickey gave a review of the Metropolitan Planning Organization (MPO) relative to DBE goals, and participating its upcoming webinar on June 22nd. Ms. Dickey also encouraged board members to complete the survey, which she distributed to the group, and explained the importance of providing feedback to the MPO.
- C. **Clarification on Board Terms.** A motion was approved by SBDAB, with a vote of 6-0, for OESBD staff to invite Intergovernmental Affairs staff (Orlando Garcia) to attend the August meeting to provide clarification of board terms.
- D. **Mentor Protégé Program.** Mr. Johnson reported that Palm Beach County has developed a mentor protégé work group that will be meeting for the first time on Friday, and Mr. Johnson will attend to represent his organization.
- E. **Future Meeting.** A motion was approved by the SBDAB, with a vote of 6-0, to take a summer break in July. The Board will reconvene in August.
- F. **Board Purpose.** The Mission of SBDAB was briefly reviewed by Mr. Johnson, who stated that the Board has used the statement as a guide to develop priorities for the board, and it helps us to rethink the work of this board. Mr. Davis inquired about CBE graduating firms, and firms going from being a subcontractor to becoming a prime. Mr. McDonald explained that CBE graduating firms is a part of the current Ordinance going forward, and gave an overview on graduations topics previously discussed by the Board. Mr. Johnson further explained that graduation was on the Board's list of priorities in 2013. Graduating firms is still an open issue and the topic is included in the Ordinance. Mr. McDonald then discussed the CBE Reserves program.

Greater Fort Lauderdale Alliance Update. N/A



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Old Business. N/A

Key Decisions

A motion was approved by the SBDAD with a vote 6 - 0, to approve the April 5, 2017 meeting minutes.
A motion was approved by the SBDAB, with a vote 6 - 0, to approve the June 7, 2017 agenda as amended.
A motion was approved by the SBDAB, with a vote of 6-0, to add four (4) additional topics to today's meeting agenda.

The SBDAB requested that staff invite Brenda Billingsley or her representative to the August meeting.
SBDAB requested that Ms. Billingsley, or her staff, share the report on the Reciprocity Study between Miami Dade County and Broward County at the August meeting.

A motion was approved by the SBDAB, with a vote of 6-0, to take a summer break in July. The Board will reconvene in August.

The meeting was adjourned at 4:40 p.m.

Note: The next SBDAB meeting is scheduled for Wednesday, August 2, 2017 at 3 p.m.