

Broward County Small Business Development Advisory Board (SBDAB)

**Location:** Government Center, 115 S. Andrews Avenue, Room A-680, Fort Lauderdale, FL 33301

**Meeting Minutes**

Date and Time: Wednesday, September 11, 2019, 3:00 p.m.

<b>SBDAB Members</b>	<b>Attendance</b>
Dana Pollitt	Present
Chelsa Arscott	Present
Darren Badore	Present
Dahlia Baker	Present
Dena Lowell Blauschild	Absent
Stephen Botek	Present
Victor Green	Present
Brian Johnson	Absent
Jean McIntyre	Absent

**County Staff:**

Sandy-Michael McDonald, Director, OESD  
Maribel Feliciano, Assistant Director, OESBD  
Freddy Castillo, Small Business Dev. Manager, OESBD  
Susan Smith, Small Business Dev. Specialist  
Tabitha Odum, Administrative Specialist, OESBD

**Members of the Public:**

Anthea Pennant, Broward College District Director, Supplier Relations and Diversity Business Services & Resource Management

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

The meeting was called to order by Chair, Dana Pollitt at 3:00 p.m. with a quorum present.

**II. Approval of Minutes**

**Motion:** Member Badore moved to approve the minutes from August 14, 2019. Member Green second.  
**The motion passed unanimously.**

**III. Adoption of Agenda**

**Motion:** Member Badore moved to accept the proposed agenda for September 11, 2019. Member Botek seconded. **The motion passed unanimously.**

**IV. Invited Guest: Anthea Pennant, Broward College District Director, Supplier Relations and Diversity Business Services & Resource Management**

Ms. Pennant stated she was past Advisory Board Chair when the County's first Disparity Study was completed, and when the Sheltered Market Program was established. She encouraged the Advisory Board to courageously speak out against barriers which affect small businesses. She also stressed the importance for collecting data to track the demographics of businesses to help identify, strengthen and target outreach efforts. Ms. Pennant said that she supports OESBD's work with small businesses. She applauds Vice Mayor Holness' role in establishing the 30% Penny Surtax goal for Broward County small businesses. Ms. Pennant further stated that Vice Mayor

Holness specifically wrote her position as Broward College District Director for Supplier Relations into the Penny Surtax Ordinance and appointed her to The Transportation Surtax Oversight Board to advocate for small business opportunities and monitor their participation.

**V. Comments: Member of the Public**

None

**VI. Staff Updates**

Maribel Feliciano, Assistant Director of OESBD, informed the Advisory Board that the next Penny for Transportation information session is scheduled for Saturday, September 14, 2019 at the West Regional Library in Plantation at 10:30 a.m. The agenda item to provide a “cap” on awards to CBEs was approved by the Commission on August 27<sup>th</sup>. In addition, the Commission approved to delay implementation of the Construction Apprenticeship Program until June 2020. OESBD will work with the County Attorney’s Office to draft an amendment to the Small Business Ordinance, and the Construction Apprenticeship Ordinance. A Sunset Review, to evaluate all Advisory Boards to determine if any Board should be sunset, is scheduled to begin in October 2019.

Sandy-Michael McDonald, Director of OESBD, informed the Advisory Board that OESBD’s staff has increased its follow-up efforts in tracking the benefits and successes of outreach efforts in the small business community following their path from attending an outreach session through becoming certified and eventually securing a contract. These successful stories will be shared at outreach meetings and other branding outlets. A status report of the Construction Apprenticeship Program will be provided to the Commission and Community Partners.

Member Botek left at 3:45 p.m.

**VII. New Business**

**A. Discussion: Small Business Capacity-Building Ideas**

Mr. McDonald asked the Advisory Board to imagine themselves as a “think tank” and submit ideas on how small businesses may best pivot their business model to grow and become competitive to participate in the 30-year, 30% transportation surtax goal for small businesses. Vice Chair Arscott suggested Quick Books training and providing access to a legal services hotline. The Advisory Board will submit their suggestions to Susan Smith, and she will forward them to the members.

**B. Discussion: “Incentivized” Point System for CBE Participation**

Chair Pollitt volunteered to draft a letter addressed to the Commissioners asking them to consider including incentives in the Procurement Code to reward prime contracts and certified small businesses. For example, award points to prime contractors who meet or exceed their CBE goals and/or participate in a mentor/protégé relationship and/or points to certified small businesses. In addition, the Advisory Board will also ask that the County tweak the existing vendor evaluation criteria.

Member Badore said he could provide members with a copy of the County’s current evaluation criteria.

**C. Motion to Schedule Meeting for November 6, 2019**

**Motion:** Member Badore moved to schedule a Board meeting for Wednesday, November 6, 2019. Member Baker seconded.

**The motion passed unanimously.**

Member Green left at 4:31 p.m.

There was not a quorum present at 4:31 p.m.

**VIII. Next Meeting**

The next SBDAB meeting is scheduled for Wednesday, November 6, 2019, at 3 p.m.

**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 to Susan Smith, Small Business Development Specialist, who can be reached at [svsmtih@broward.org](mailto:svsmtih@broward.org) or 954-357-6400**