

## SUMMARY MINUTES

**Small Business Development Advisory Board (SBDAB)**  
**Governmental Center Annex, 115 S. Andrews Ave., Room A680, Fort Lauderdale, FL 33301**  
**Meeting Minutes**  
**Thursday, November 8, 2018 (Special Meeting) 3:00 pm**

### **Board Members Present**

Brian Johnson, Chair	Sarah Chappell, Vice Chair	Chelsa Arscott
Dana Pollitt	Dahlia Baker	Darren Badore
Stephen Botek	Victor Green	

### **Board Members Not Present**

Sheryl Dickey

### **County Staff**

Maribel Feliciano, Assistant Director	Susan Smith, Small Business Dev. Specialist
Dawn Marshall, Small Business Dev. Specialist	Freddy Castillo, Small Business Manager

### **Members of the Public**

None

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

The meeting was called to order by the Chair, Brian Johnson, at 3:05 PM. Roll call was taken, and a quorum was present.

### **II. Approval of Minutes**

Motion: Member Badore moved to approve meeting minutes for August 8, 2018, as is. Member Chappell seconded. All in favor.

### **III. Approval of Agenda**

Motion: Member Green moved to adopt the meeting agenda for August 8, 2018. Member Badore seconded. All in favor.

### **IV. Comments: Members of the Public**

N/A

### **V. OESBD Staff Updates**

No updates

### **VI. Purchasing Staff Updates**

No updates

**VII. New Business**

A. **“Proposed” Interlocal Cooperative Agreement-School Board of Miami-Dade County Board-Broward County:** Jai Ingraham, Director, Contract Compliance, OEO, Miami-Dade County Public Schools described the Agreement. He said that Miami-Dade School Board proposes to formalize partnerships with agencies to share their certification data so that the pool of small businesses that have like certifications is expanded. Miami-Dade School Board is currently reaching out to Broward College, Broward County Schools, Broward County, Broward Health, Palm Beach County Schools and Palm Beach County to formalize this partnership. Staff will forward the Board’s comments to Broward County administration and the County Commission. Member Pollitt moved to recommend the interlocal agreement with Miami-Dade School Board, as is, with an addition to paragraph 8 to read “...subject to Florida’s Public Records Laws and 49 CFR Parts 23 and 26. “

Member Badore seconded. All in favor.

*\* Refer to minutes from February 20, 2019 meeting for amendment to this motion*

B. **Board Elections:** Member Chappell moved to nominate member Dana Pollitt as Chair of SBDAB. Member Baker seconded. Member Boteck moved to close the nomination and cast one unanimous vote for Dana Pollitt as Chair. Member Arscott seconded. All in favor.

Newly elected Chair Pollitt moved to nominate member Darren Badore as Vice Chair. Member Chappell seconded. Member Baker moved to nominate member Chelsa Arscott as Vice Chair. Member Badore seconded. Member Green moved to close the nominations on the two members, Badore and Arscott.

At the outgoing Chair, Johnson’s direction, staff distributed blank paper to members for use as ballots in casting their votes. Staff collected and counted the ballots. The ballots were voided because someone wrote in the newly elected chair’s name on a ballot. Staff issued new ballots, collected and tallied the votes. All members present casted their votes which resulted in a tie. Member Darren Badore voluntarily withdrew his name as a candidate for Vice Chair. Staff called attorney Tricia Brissett who confirmed it was proper for member Darren Badore to voluntarily withdraw his candidacy.

Member Chappell moved to cast one unanimous vote for candidate Arscott. Member Pollitt seconded. All in favor.

The new Board officers for 2018-2019 are Dana Pollitt, Chair and Chelsa Arscott, Vice Chair.

**VIII. Old Business**

No old business.

**IX. Future Agenda Items**

Establish 2018-2019 list of priorities. Discuss outreach to Cities in Broward County to use the County’s Small Business Program’s model.

**X. Next regular meeting of the SBDAB on December 12, 2018**

Next regularly scheduled meeting will be December 12<sup>th</sup>.

**XI. Remarks by the Chairperson**

No remarks by the Chair

**XII. Announcements by Board Members**

No announcements from any Board members.

**XIII. Adjournment**

Motion: Member Green moved to adjourn the meeting. Newly elected Vice Chair Arscott seconded. All in favor.

Meeting adjourned at 3:46 PM.

**Disclosure:** The above captioned minutes re transcribed in a summary format. To obtain a complete audio recording of the meeting, approved summary minutes, or any presentation or handout materials, submit a public records request, 954-357-6400.