



Broward County Small Business Development Advisory Board (SBDAB)

Location: OESBD Conference Room (and virtual via Zoom)

115 S. Andrews Avenue, A680

Fort Lauderdale, FL 33301

Meeting Minutes

Date and Time: Wednesday, January 18, 2023 @ 4:00 pm

| SBDAB Members | Attendance |
|-------------------------|--------------------|
| Darren Badore | Absent |
| Dahlia Baker | Present |
| Chelsa Arscott | Present |
| Robert Brannen | Present |
| Victor Green | Absent |
| Jean McIntyre | Present (via Zoom) |
| Shaheewa Jarrett | Present (via Zoom) |
| Charles Michelson | Absent |
| Dana Pollitt | Present |
| Martin "Marty" Sherwood | Present |
| Richard Bonchick | Present |

County Staff:

Lamar Fisher, Mayor and Broward County Board of County Commissioners
Sandy-Michael McDonald, Director, OESBD
Maribel Feliciano, Assistant Director, OESBD
Donna-Ann Knapp, Small Business Development Manager, OESBD
Cheryl Roberts, Small Business Development Supervisor, OESBD
Sandy Steed, Assistant County Attorney
Vonetta Williams, Small Business Development Specialist (CRO)
Mabel Hurtado, Aide for Mayor Fisher

Members from the Public:

Former Commissioner Dale Holness

I. Call to Order/Roll Call/Introduction

The meeting was called to order by Chair Jean McIntyre at 4:10 p.m. with a quorum present. Chair McIntyre proceeded to introduce Broward County Mayor Lamar P. Fisher.

II. Invited Guest: Mayor Lamar P. Fisher

Mayor Fisher introduced the goals of the Board of County Commissioners for 2023. He addressed his commitment to the small business community, being a small

business owner and entrepreneur himself, and discussed what he calls the “Three Cs” – Communication, Collaboration, Community. He has directed the Administration to ensure that **communication** is open and timely for both the public and especially the business community. The Mayor plans to visit as many business associations’ meetings and events as his calendar allows, to open lines of communication with them so that he’s aware of their issues and concerns. He wants to increase **collaboration** with the 31 municipalities, not only to communicate with them but also to increase the number of projects that involve collaboration between the County and the municipalities. He also stressed that those projects will have the engagement and participation of the small business community, for example through the MAP projects. The Mayor also wants to extend that level of collaboration to the **community**, which includes the other two counties of the “Tri-County Region”- Miami Dade and Palm Beach Counties. He wants to communicate and collaborate with the mayors of those two counties to develop policies and practices that improve the lives of the citizens and businesses in the region, particularly in the area of affordable housing.

Mayor Fisher closed by saying he is committed to “getting rid of red tape”. He gave the example of the length of time between bids hitting the street and these projects’ start date. He is working with the new Purchasing Director, Robert Gleason, to strategize ways to speed up that process without compromising the integrity of the projects. He also praised the team at OESBD for their work to ensure that the small business community stays engaged in the procurement process.

III. Approval of November 16, 2022, Meeting Minutes

The Chair called for a motion for the November 16 meeting minutes to be approved. Vice Chair, Shaheewa Jarrett moved to approve the November 2022 meeting minutes, and Dahlia Baker seconded. The motion passed unanimously.

IV. Adoption of Agenda

Motion: The Chair asked for a motion to adopt the agenda for the January 18th meeting. The Vice Chair moved to approve the agenda and member Chelsa Arscott seconded. Chair McIntyre asked that the agenda item “Discussion of Priorities for 2023” be moved to the March 15th Advisory Board meeting. She asked for that important topic to be the focus of the March meeting. The motion to move that agenda item to the March meeting passed unanimously without discussion.

V. Staff Updates

Chair McIntyre asked Vice Chair, Shaheewa Jarrett to lead the meeting since she needed to leave and attend to another commitment. Vice Chair Jarrett accepted and turned the meeting over to Maribel Feliciano, OESBD Assistant Director, to give the Staff Updates. Ms. Feliciano began with a brief video of the Kauffman Venture class graduation. The video introduces the three finalists, their respective projects, and the judges of the competition. This is the seventh Kauffman Venture graduation class. Ms. Feliciano mentioned that the winner of the Kauffman Venture competition would be invited to a future Advisory Board meeting to give their winning presentation and to answer questions about the Kauffman program and what it meant for them and their business. It was suggested by Member Chelsa Arscott that OESBD’s website include the Kauffman participants and the winners and their projects.

Ms. Feliciano announced various upcoming workshops and shared that the “Doing Business with Broward County” four-part workshop series is going to be posted on OESBD’s YouTube channel. Ms. Feliciano encouraged the Board to keep an eye out for the Business Assistance Weekly (BAW) e-newsletter, which announces upcoming events and workshops.

The latest version of the MAP report was shared, and staff explained how to read the report. Chelsa Arscott asked about OESBD’s complaint process and Ms. Feliciano explained that OESBD’s Compliance Section handles small business complaints and investigations of those complaints. They facilitate coordination with County agencies, prime vendors and subcontractors to mediate resolutions. Member Arscott also asked about the process of informing the certified small businesses about contract awards on which they are a part of the winning teams (Recognition Letters). OESBD sends recognition letters to prime vendors and certified small businesses, congratulating them on contract awards and informing them of the compliance reporting process. Member Marty Sherwood asked about price escalations and how OESBD monitors amendments and modifications regarding price increases/costs due to inflation. Maribel explained the process for monitoring all projects with CBE participation by our Compliance section, with Monthly Utilization Reports (MURs), payment verifications, and close-out evaluations.

VI. Comments: Members from the Public

Former Commissioner Dale Holness was present and greeted the Board members.

VII. New Business

Vice Chair Jarrett asked for clarification on the Living Wage increase in the middle of contracts and how the County will handle the negative impact for small businesses. Secondly, clarification on what the County has done and plans to do about the legislation that will eliminate specialty licenses and competencies.

VIII. Old Business

No old business

IX. Future Agenda Items

A. Discussion: Priorities for 2023

X. Next Meeting – April 19, 2023 (rescheduled)

XI. Adjournment

Advisory Board member Chelsa Arscott moved to conclude the meeting and Robert Brannen seconded. **The motion passed unanimously.**

The meeting was adjourned at 5:15 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 request to Cheryl Roberts, Small Business Development Supervisor, who can be reached at chroberts@broward.org or 954-357-6400.