



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 13, 2018

Time: 3:00 p.m.

SBDAB Members	Attendance
Brian Johnson	Not Present
Chelsa Arscott	Not Present
Dana Pollitt	Present
Dahlia Baker	Not Present
Darren Badore	Present
Sarah Chappell	Present
Sheryl Dickey	Present
Stephen Botek	Present
Victor Green	Present

Staff:

Sandy-Michael McDonald
Maribel Feliciano
Freddy Castillo
Dawn Marshall

- I. Housekeeping
 - A. Introduction of Meeting
 - B. Roll Call
 - C. Approval of April 17, 2018 Meeting Minutes
 - D. Adoption of June 13, 2018 Agenda
- II. Comments: Members of the Public
- III. OESBD Staff Updates
 - A. Ordinance Update
- IV. Purchasing Staff Updates (Quarterly)
- V. New Business:
 - A. Ethics Training – County Attorney



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- B. Initial Discussion on Procurement
- VI. Old Business:
- VII. Future Agenda Items:
- VIII. Comments and Updates:

Discussion Points. Vice Chair, Sarah Chappell called the meeting to order at 3:16 p.m. with a quorum present.

Comments from the Public. N/A

OESBD Staff Updates. Maribel Feliciano, Assistant Director, reported that the Ordinance was enacted on May 9, 2018, and that OESBD has been working with Purchasing to ensure that we start implementing the Ordinance, and updating all the forms. OESBD is also doing outreach by conducting a series of workshops to the internal user agencies to discuss changes to the Ordinance, and how the changes will be implemented. A series of public workshops have also been scheduled to update the public on the new Ordinance.

Freddy Castillo explained some of the major changes to the Ordinance. Changes such as a change to “a minimum” of the 25% goal participation, rather than “at least “25% goal participation. CBE reserves, requiring a minimum of two (2) certified firms, work authorizations, net worth and gross receipts changes were also discussed. Mr. Castillo reported that the County now has a Procurement preference for CBE reserves.

Purchasing Update. N/A

New Business.

- A. Ethics Training – Assistant County Attorney Tricia Brissett. Ms. Brissett gave a PowerPoint presentation on the topic of Ethics, as it relates to serving on the advisory board, which is a training that all County advisory boards must have. The four (4) topics covered were Statement of Financial Interests, Gifts, Conflicting Employment or Contractual Relationships, and Voting Conflicts. Ms. Brissett covered the four (4) topics and she gave examples of each item.

Ms. Brissett explained that some of these issues are covered by Florida Law and/or by County Code, and this advisory board is, for the most part, regulated by the County Code because the role of the advisory board is to provide recommendations to the Board of County Commissioners (BOCC) This board does not make decisions like other boards do. (a copy of the PowerPoint presentation was e-mailed to each member of the advisory board.)



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Greater Fort Lauderdale Alliance Update. N/A

Old Business. N/A

Key Decisions

A motion was approved by the SBDAB with a vote of 6 – 0, to approve the April 11, 2018 meeting minutes.

A motion was approved by the SBDAB with a vote of 6 – 0, to approve the June 13, 2018 agenda.

Invite Tricia to attend the August meeting to provide a list of the County’s regulatory guidelines, and contractual regulations, and to discuss how they will affect the Board.

Initial Discussion on Procurement is deferred to the August 8th meeting.

Invite Tricia to attend the August 8th meeting to discuss how the County’s regulated agencies will affect the SBDAB.

Topic to be covered at future meetings: FAR Audit and implementing DOT’s model of one rate;

Incentive for RFP exceeding the CBE goals; consider points for local employment; Can the County or other organizations pay for the FAR audits for small businesses?

SBDAB should Dawn Marshall concerns and questions about specific items on the ethics training.

The meeting was adjourned at 4:44 p.m.

Note: The next SBDAB meeting is scheduled for Wednesday, August 8, 2018 at 3 p.m.