

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

Meeting Minutes

Date and Time: Wednesday, January 8, 2020, 3:11 p.m.

SBDAB Members	Attendance
Dana Pollitt	Present
Chelsa Arscott	Present
Darren Badore	Present
Dahlia Baker	Present
Dena Lowell Blauschild	Present
Stephen Botek	Absent
Victor Green	Present
Jean McIntyre	Present

County Staff:

Sandy-Michael McDonald, Director, OESBD
Maribel Feliciano, Assistant Director, OESBD
Susan Smith, Small Business Dev. Specialist, OESBD
Tabitha Odlum, Administrative Specialist, OESBD
Tatyana McCall, Community Relations and Outreach Manager
Rene Harrod, Deputy County Attorney
Tricia Brissett, Senior Assistant County Attorney

Members of the Public:

Toni Farber, Master Consulting Engineers
Simar Azar, Bildworx Design

I. Call to Order/Roll Call/Introduction

The meeting was called to order by Chair, Dana Pollitt at 3:11 p.m. with a quorum present.

II. Approval of Minutes

Motion: Member Badore moved to approve the minutes from November 6, 2019. Member McIntyre second. **The motion passed unanimously.**

III. Adoption of Agenda

Motion: Member McIntyre moved to accept the proposed amended agenda for January 8, 2020. Member Badore second. **The motion passed unanimously.**

IV. Comments: Member of the Public

Ms. Toni Farber, Master Consulting Engineers (CBE firm), expressed concern that there is no opportunity for CBEs to pursue professional services contracts with the County. She suggested OESBD host 'Meet and Greet' with CBEs and the County's professional services providers (i.e. Architectural and Engineering).

V. Staff Updates

Mentor Protégé Update: Tatyana McCall, Community Relations and Outreach Manager, OESBD, said that the 18-month Pilot Mentor/Protégé Program was completed and culminated with a celebratory reception on December 11, 2019. Staff will evaluate comments received from mentors and proteges for inclusion in the revised program scheduled to begin in late 2020.

Sandy-Michael McDonald, Director, OESBD, suggested that Board members should talk to their respective Commissioner and suggest that efforts should be considered to, also, focus attention on reaching out to CBE professional service providers.

Maribel Feliciano, OESBD Assistant Director, announced that the Sunset Review committee will meet with OESBD staff and Chair Pollitt to discuss how the Small Business Development Advisory Board is operating.

OESBD's 2018 Annual Report is now available and copies were distributed to all members.

VI. New Business

A. 2020 List of Priorities

Mr. McDonald suggested that the Board invite the County Auditor as a follow up to his April 2019 FAR and Audit Updates presentation.

OESBD will send to members the website and description of resources available to the community through Prosperity Broward.

Staff will provide, in March, data used for disparity study and add an agenda item to the May meeting for discussion.

Motion: Member Green moved to adopt six (6) Board-focused priorities in 2020. Member Baker second. **The motion passed unanimously.**

The six (6) priorities include:

1. Disparity Study Follow-up
2. Penny Surtax - Expanding Opportunities for Small Businesses
3. Capacity Building - Bonding and Access to Capital; Mobilization Loan Funding; Resources/Grants/Small Business Funding; Prosperity Broward Collaboration
4. Small Business Procurement Recommendations
5. Mentor/Protégé
6. Small Business Obstacles/Operations (focus on "Store Front/Mom & Pop")

C-1. Small Business Bidding Preference for Local Vendors Ordinance- Deputy Attorney Rene Harrod (order of items changed to allow County Attorney to present)

Deputy County Attorney Harrod explained to the Advisory Board that the Commissioners directed the County Attorney and staff to draft an amendment, to the Local Vendors Preference Ordinance, which will provide objective and fair evaluation criteria when awarding points to vendors for local business preference.

The Board discussed the proposed ordinance and offered suggestions.

Motion: Member McIntyre moved that the SBDAB supports language in the draft amendment to the Local Bidding Preference Ordinance, as presented at the January 8, 2020 meeting, so long as the proposed amendment strengthens the existing Ordinance and nothing less. Member Baker second. **The motion passed unanimously.**

Motion: Member McIntyre moved to authorize the chair to draft and sign a letter to the Commissioners, after the Ordinance has been placed on the agenda, stating that the Advisory Board is providing its feedback to ensure that the amendment to the Local Bidding Preference Ordinance strengthens the existing Ordinance. Member Baker second.

The motion passed unanimously.

Members should submit any comments, to the draft Ordinance, to Susan; staff will compile and forward them accordingly.

B. Certified Business Enterprise Bid Cap

Ms. Feliciano informed the Board that, after reviewing data from the last five (5) years, OESBD will propose that the Purchasing Department apply a threshold of 5% for bids that are more than \$3 million and a threshold of 10% for bids up to \$3 million.

C. Small Business Incentives and Procurement Recommendation (s)

The Board agreed to study the County’s evaluation criteria for further discussion at the March 11th meeting.

Member Badore said that some of the evaluation criteria is useless and should be substituted and utilized for CBE-related incentives. For example, “willing to meet time and budget requirements” because everyone receives the 2 points.” “workload of firms” should be removed because each evaluation committee member issues these points subjectively. Member Badore, also, suggested the County track the record (s) of prime vendors and award points to them if they always meet or exceed their CBE goals. Primes should receive extra points when they propose to subcontract more than the minimum CBE goal.

Chair Pollitt asked members to submit their suggestions to Susan and she will compile them, along with the suggestions received during the meeting and distribute them accordingly.

Member Green left at 5:00 p.m. However, a quorum remained.

D. Discussion: CBE Participation in Professional Services, A & E and Project Management Contracts

Chair Pollitt asked members to submit their ideas to Susan, and he will draft a list for discussion at the March Board meeting.

Chair Pollitt will forward, for distribution, a letter he received concerning small businesses that have graduated but can no longer participate in the small business program. Although these firms have graduated, they are still too small to compete with the larger firms. The Chair asked members to think of alternatives to address this matter.

VII. Old Business

None

VIII. Future Agenda Items

- 1) Commissioner Beam Furr
- 2) 2020 Meeting Calendar
- 3) Small Business Incentives and Procurement Recommendations
- 4) CBE participation in Professional Services, A & E and Project Management Contracts
- 5) Status of Local Bidders Preference Amendment
- 6) Small Business Program Graduates

IX. Next Meeting

The next SBDAB meeting is scheduled for Wednesday, March 11, 2020 at 3:00 p.m.

X. Adjournment

The meeting 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 Susan Smith, Small Business Development Specialist, who can be reached at svsmtih@broward.org or 954-357-6400.