**ECONOMIC DEVELOPMENT & DIVERSITY COMPLIANCE DEPARTMENT**
**SMALL BUSINESS ADVISORY COMMITTEE (SBAC)**
**MEETING SUMMARY**
Thursday, November 17, 2022

## Meeting Summary

Carolyn Jones called the meeting to order at 4:08p.m. Lavinia Freeman conducted the Roll Call. The agenda and October 27, 2022 SBAC Meeting Summary were unanimously approved at the end of the meeting, due to a lack of quorum at the onset.

## Board Member Communication

There was no Board member communication reported.

## Disparity Study Consultation Contract

Robert walked the committee through Milestones 1-4, in the Scope of Services of the Disparity Study contract with consultant *Keen Independent Research LLC*. In the current fiscal year, Milestones 1-4 will be undertaken through June 2023. The consultant will be paid upon completion of each Milestone comprised of specific tasks within each. To summarize:

### Milestone 1

Tasks include, but are not limited to, an in-depth review of the Supplier Diversity Outreach Program and District purchasing and contracting policies and procedures. Tasks also include a market analysis. and assessment of available Small/Minority/Women Business Enterprise (S/M/WBE) firms.

### Milestone 2

The consultant will analyze the availability of ready, willing, and able S/M/WBE suppliers in each commodity category. EDDC will provide all they need, but some data gathering will be done externally, particularly cultural and supplier availability data.

### Milestone 3

Tasks involve analyzing the District's contracting and procurement data using the SAP Ariba, DemandStar, and B2Gnow systems to generate reports on S/M/WBE participation and utilization in bids/proposals and contracting. Subsequently, using statistical methodology and legal standards for Disparity Studies, a Disparity Model will be created to identify any disparity (under-representation or over-representation) based on availability in the market.

### Milestone 4

The consultant will begin to document the significance of the disparity to develop additional remedies.

Robert informed the committee of the plan for SBAC to serve as the working group for the Disparity Study process. EDDC has reported to the Board the Disparity Study will be on each SBAC meeting agenda throughout the entire process. Consequently, the committee will know it intimately by the conclusion of the study. Conceivably, this will shrink the workload of the working group and expedite the process should SBAC formally take on the role around January 2024. Shaheewa suggested if they do serve as working group members, they could share information and get feedback from their respective groups to contribute to the process.

The first session of the study will be held in January, and we will gauge from there the commitment level necessary for the working group. Robert suggested the committee members begin to update their Board member after Milestone 1 is completed and ideally after each payment to the consultant to share the tasks completed.

Brian stated that he would not want the consultant to tell us what we already know, particularly related to African Americans and women, and he hopes for a more granular approach. Robert stated the reason for Keen's pricing is because they recognized they are not starting from scratch with little to no data. Brian asked will EDDC share Miami Dade County Public Schools' Disparity Study with the vendor since the data will be the same and some of their recommendations could potentially be applied here. Robert will make them aware of both Miami Dade and Palm Beach Schools' studies but added they may not be comparable because they have a different thought process on "ready, willing, and able" suppliers. He agreed that we will use as much as we can from our neighbors. He also informed them we pulled language from some of the better disparity studies when drafting the Request for Information and Request for Proposals, including Atlanta, Hillsborough, California and at least two other school districts.

Shaheewa asked if EDDC considered or reviewed any county government disparity studies, and added she was impressed with Palm Beach County's legal consultant's presentation, remedies, and recommendations to the Board. Robert stated that was a part of EDDC's research, and he believes we got the best of both worlds with Keen.

**Superintendent's Annual Meeting Presentation**

In preparation for the meeting, EDDC provided SBAC a copy of the presentation. Robert suggested it may be used to speak with the new Board members to introduce themselves and express interest in continuing to serve on the committee.

**Open Discussion**

Robert shared the Board approved the Disparity Study on Nov. 14th and thanked Brian for attending to present the SBAC Report. Due to the length of the meeting, Robert ultimately made the presentation. Marie Compas volunteered to present the report at the Dec. 13th RSBM.

In EDDC's ongoing commitment to transparency, Robert shared the *FY23 Q1 Small/Local Spend Scorecard* and reported $55.5M in spend with 78 of 481 certified suppliers. The utilization rate for the quarter was 21.5%. He added our quarterly diversity spend is higher than most agencies' annual spend. Shaheewa Jarrett Gelin expressed appreciation for the transparency as it is a struggle to get such data from agencies.

**Future SBAC Meeting Dates**

Wednesday, December 15, 2022
Thursday, January 26, 2023
Thursday, February 23, 2023
March (*No Meeting due to Spring Break*)
Thursday, April 27, 2023
Thursday, May 25, 2023
Thursday, June 22, 2023

The meeting adjourned at 4:55 p.m.

| SBAC Members Present | Appointing Board Member |
|---|---|
| Carolyn Jones, Chair | Lori K. Alhadeff, District 4 |
| Shaheewa Jarrett Gelin, Vice Chair | Member At-Large |
| Hebertny Perez | Sarah Leonardi, District 3 |
| Dr. Reggie Lewis | Manuel Serrano, Chair, District 6 |
| Marie Compas | Nora Rupert, District 7 |
| Brian Farrell | Member At-Large |
| **SBAC Members Absent** | |
| Gino Perez-Ferrari | Ryan Reiter, District 1 |
| Carlton Crawl | Torey Alston, Vice Chair, District 2 |
| Will De Faria | Daniel Foganholi, District 5 |
| Dodie Keith-Lazowick | Kevin P. Tynan, Countywide At-Large, Seat 8 |
| Jimmy Witherspoon | Debra Hixon, Countywide At-Large, Seat 9 |
| **Guests** | |
| Marline Paul, Small Business Owner | |
| **Economic Development & Diversity Compliance Department Staff Present** | |
| Robert Ballou, Officer | |
| Jasmine Jones, Manager (Business Intelligence & Process Management Section) | |
| Lavinia Freeman, M/WBE Specialist III (Business Intelligence & Process Management Section) | |

Approval of Minutes:_____