ECONOMIC DEVELOPMENT & DIVERSITY COMPLIANCE DEPARTMENT
SMALL BUSINESS ADVISORY COMMITTEE (SBAC)
MEETING SUMMARY
Thursday, February 23, 2023

Meeting Summary

Shaheewa Jarrett-Gelin called the meeting to order at 4:04p.m. Lavinia Freeman conducted the Roll Call, and quorum was established. Guest Phelecia Thomas, Owner of *Fifi's Pickup and Laundry Service*, introduced herself. The meeting agenda was unanimously approved.

Board Member Updates

Carlton reported that Board Member Alston encouraged SBAC to continue the good work and keep him informed. Wayne Clark echoed similar sentiments from Board Member Fam and plans to meet with her in the next two weeks. Marie will reschedule with Board Member Rupert, and Dodie Keith-Lazowick plans to meet with Board Member Zemen in the next month.

Invoice Payment Process Improvement Project (Presented to Cabinet 11/28/2022)

Mr. Ballou shared information from the *Invoice Payment Process Improvement Project Plan* presentation, the District's report and plan to eliminate the gap between invoices paid on-time versus late payments. The report reflects that in August 2022, the District had approximately 8k unpaid or late invoices. On Slide 10, *Invoices Paid On Time or late Based on Terms of Agreement*, data shows the District pays between 2k-2.5k invoices each month, out of 7k-11k invoices. Robert stated while staffing is one constraint of fourteen, data shows it is not the root issue, as the Accounting Department processes pre-approved invoices in 10 business days on average.

Slide 2 includes the goal payment structure of Net 30. This goal applies to all categories, including construction, which has the longest lead time with 15 additional days between Capital and the Project Management Team. Currently, payment timeframe is 4-6 months. Carlton Crawl applauded the effort and stated the delays in payments was a key reason why small businesses were reluctant to get certified in Dade and Broward. Dodie Keith-Lazowick asked when the plan will be implemented. Robert stated the 1st meeting was in November 2022, and he has requested an update on the progress of the plan. Through SBAC's February School Board Report, this issue has been communicated to the Board. Also, Robert has informed the Chief Financial Officer, Erum Motiwala, that SBAC:

1) is concerned about payment delays,
2) appreciates the plan to improve the process, and
3) would like to know when local suppliers see the results of the improvement process.

The CFO is leading the process improvement initiative with direct involvement from Judith Marte, Deputy Superintendent of Operations. The involved parties report to the CFO monthly.

Shaheewa asked if there is prompt payment language in District contracts requiring subs to get paid within a certain timeframe. Robert will verify, and if such language is not included, EDDC will work with Procurement to add protective language, potentially in the *Subcontractor Agreement Form*.

Robert also explained one constraint to prompt payment language for subs is the fact that each sub has a unique contract with the prime, and the District is not privy. In addition, there are different types of procurement contracts, i.e., service and commodities. The EDDC Compliance team monitors District prime and sub payments on construction contracts which represent the bulk of awards in B2G. When a prime is paid, the payment is entered in the system, a notification is sent to the subs, and subs verify receipt of payment from the prime. EDDC performs a monthly *Compliance Audit* to monitor and/or follow-up on sub payments and goal attainment.

Brian expressed concern that all contracts, with a prime and sub, are not in B2G. Robert explained that non-construction contracts are not in the system because most do not include numeric goals. Such contracts need to be reviewed on a contract-by-contract basis, and this is a process improvement area for the Compliance team. He asked Brian to follow up with Lavinia regarding his awarded contracts. EDDC will review them and report back to SBAC as a learning experience on using B2G for non-construction contracts. Robert expressed appreciation for SBAC's input on the District's delayed payment challenges and anticipates their valued input on other issues including Vendor Rotation and the 3-Quote Process.

Open Business

Brian raised a concern about firms being awarded contracts and not actually being utilized and, thus, not actually getting paid from District contracts. Furthermore, he stated it is deflating as an awarded vendor to be on a contract, with multiple suppliers listed, knowing other primes have been paid, and your firm has not received work. He shared his personal concern regarding:

- Contracts awarded that he has not done work on,

- Contracts on which he is a sub, and the prime has been paid, but he has not been paid, and
- Contracts he is on and has not received a quote.

With the committee's unanimous support, Shaheewa will work with Robert on these issues for the benefit of all suppliers. She will report back to SBAC, and the measure of success will be payment to suppliers who have experienced similar issues.

Finally, Robert announced an upcoming event targeting approximately 30 prime contractors that have been awarded $800M in SMART construction projects since January 2020. The event is scheduled for March 9th from 10am – Noon at Rock Island, and will focus on:

- People - Who, in AECOM and the District, should the primes be working with?
- Process - What are the processes and procedures for working with AECOM and the District?
- Platforms - What processes are the primes responsible for, including E-Builder and B2Gnow.

In closing, guest Phelecia Thomas shared that she saw the SBAC meeting announcement on Clever and decided to attend. She appreciated the opportunity to participate and stated the meeting was extremely informative and well-organized.

SBAC School Board Report

Shaheewa asked the committee to review the Board Meeting schedule and prepare to select a date to present the SBAC School Board Report. Carolyn is the March 7th presenter and Marie Compas is her backup.

Regular School Board Meeting Dates and Presenters

Tuesday, March 7, 2023	Carolyn Jones (Backup: Marie Compas)
Tuesday, April 11, 2023	TBD
Tuesday, May 9, 2023	TBD
Tuesday, June 13, 2023	TBD
Tuesday, July 18, 2023	TBD
Tuesday, August 8, 2023	TBD
Tuesday, September 12, 2023	TBD
Tuesday, October 10. 2023	TBD
Tuesday, November 8, 2023	TBD

Future SBAC Meeting Dates

March (*No Meeting due to Spring Break*)	Thursday, May 25, 2023
Thursday, April 27, 2023	Thursday, June 22, 2023

The meeting adjourned at 4:47 p.m.

Attendance

SBAC Members Present	Appointing Board Member
Shaheewa Jarrett Gelin, Vice Chair	Member At-Large
Carlton Crawl	Torey Alston, Vice Chair, District 2
Hebertney Perez	Sarah Leonardi, District 3
Wayne Clark, Esq.	Brenda Fam, Esq. District 6
Marie Compas	Nora Rupert, District 7
Dodie Keith-Lazowick	Dr. Allen Zemen, Countywide At-Large, Seat 8
Brian Farrell	Member At-Large
SBAC Members Absent	
Carolyn Jones, Chair	Lori K. Alhadeff, District 4, Chair
Gino Perez-Ferrari	Representing District 1
Syd Corbin	Dr. Jeff Holness, District 5
Jimmy Witherspoon	Debra Hixon, Countywide At-Large, Seat 9
Guests	
Phelecia Thomas, Small Business Owner (*Fifi's Pickup & Laundry Service*)	
Economic Development & Diversity Compliance Department Staff Present	
Robert Ballou, Officer, Economic Development & Diversity Compliance Department	
Lavinia Freeman, M/WBE Specialist III (Business Intelligence & Process Management Section)	

Approval of Minutes:_____