ECONOMIC DEVELOPMENT & DIVERSITY COMPLIANCE DEPARTMENT
SMALL BUSINESS ADVISORY COMMITTEE (SBAC)
MEETING SUMMARY
Thursday, August 26, 2021

Meeting Summary

Dr. Reggie Lewis called the meeting to order at 4:07 p.m. Lavinia Freeman conducted the Roll Call, and a quorum was established. The agenda was approved, as amended, as well as the June 24th meeting summary.

Communication with Board Members

Robert urged each committee member to have monthly communication, with their appointing Board Member, and share feedback with SBAC at each meeting. Robert clarified that, ultimately, the frequency Board Member communication be at their discretion.

EDDC Fiscal Year 20/21 Annual Report and Fiscal Year 21/22 Action Plan

The report recaps actions of the department's core services from July 2020 to June 2021, including certification, opportunities, resources, and education. The report was briefly summarized in the July 2021 Board Report SBAC on 8/17, in which we reported that there 105 suppliers did approximately $110M in direct contracting opportunities with the District. While the amount of awards increased, the percentage of suppliers utilized decreased slightly.

Shaheewa asked will EDDC track the firms awarded compared to those who submitted bids. Robert stated the department started tracking the data in January 2021 for SMART projects, and the scope will increase to include non-SMART projects.

The report also includes outreach and trainings hosted by EDDC, including mindfulness workshops, which addressed personal development opportunities for business owners and filled a space that would impact them personally and professionally.

The Annual Report also includes the FY 21/22 Action Plan consisting of 11 goals, including:

Increased Business Opportunities for Existing Suppliers

1. Increasing contract Participation of current M/WBEs
2. Expanding Self-Performance of M/WBE firms on current and upcoming Construction Services Management Projects (CSMPs) and Construction Management at Risk (CMAR) opportunities
3. Engaging internal department in the Affirmative Procurement Initiatives (API) process for commodities solicitations
4. Implementing business development program that will conduct a business health check to assess certified suppliers' capabilities to fulfill contracts to consequently provide their educational needs and strengthen capacity.

   Internal Processes
5. Implementing SAP Ariba Project (Phase 2) to streamline data management
6. Advancing the 3-Quotes Initiative to gain district-wide buy-in to increasing diversity spend in commodities
7. Hosting Synergy Summit with Principals to promote and increase school-based diversity spend

   Process Improvement
8. Full implementation of SDOP Management Systems (SMS) using B2G as a reporting system

   Marketing & Outreach
9. Advocating for and identifying bid opportunities in the tri-county region for certified suppliers
10. Formalizing regional community partnerships with supplier inclusion organizations
11. Participating, partnering and hosting events to facilitate networking and matchmaking

Robert recommended the EDDC Department Action Plan be considered for use as SBAC's goals for FY 21/22. Shaheewa commented that she likes the focus on maximizing what we already have. Robert elaborated to say EDDC's goal is to contact each certified supplier to identify whether it makes sense to maintain their certification or determine if they use it to help them do business with other non-certifying agencies that use Broward Schools' certification. This process will enable EDDC to assess the probability of firms that plan to do business with Broward Schools and identify opportunities based on commodity. The Action Plan was approved as the goals for SBAC in FY 21/22 and will be shared with Interim Superintendent Vickie Cartwright in SBAC's upcoming annual meeting.

Carolyn Jones asked what the check-in for the Annual Report is, considering the clear and concise method of reporting currently produced by EDDC. Robert stated the monthly Summary of Progress will be modified to cover the eleven sections in the Action Plan. He added that our objectives do not include certifying hundreds of new firms for the

database, but to utilize who we have understanding that more firms will naturally apply once they see the success of existing firms. Within the business development program, the team will develop and work with firms who do business with our partner agencies, and it will count as a win in our business development program. Dr. Reggie asked how often are we assessing their goals? Robert stated it depends, but the top 50 categories will be engaged more frequently and the bottom commodities perhaps annually.

Robert asked the members to provide any feedback on the Annual Report upon closer review.

Future Meeting Dates

September 23, 2021	November 18, 2021
October 28, 2021	December 16, 2021

Robert stated we would like the September meeting to be in-person and social distancing will be in place.

Finally, Lavinia will send a link for the mandatory District Ethics training to the SBAC members who have been re-appointed to date. Policy 1.7 requires the training to be completed by the second meeting of the fiscal year. In addition, Jimmy Witherspoon, the Policy 1.7 Work Group Representative will give an update at the next SBAC meeting.

The meeting adjourned at 4:54 p.m.

Approval of Minutes: _____

SBAC Members Present

Dr. Reggie Lewis	Laurie Rich Levinson, Vice Chair, District 6
Carolyn Jones	Lori K. Alhadeff, District 4
Eric Munoz	Nora Rupert, District 7
Hebertny Perez	Sarah Leonardi, District 3
Shaheewa Jarrett Gelin	SBAC Appointee
Jimmy Witherspoon	Debra Hixon, Countywide At-Large, Seat 9

Members Absent

Carlton Crawl	Patricia Good, District 2
Dodie Keith-Lazowick	Donna P. Korn, Countywide At-Large, Seat 8
Carolina Prada	SBAC Appointee
Christopher Thomas	Ann Murray, District 1

Vacancies
Dr. Rosalind Osgood, Chair, District 5

Economic Development & Diversity Compliance Department Staff Present
Robert Ballou, Officer
Business Intelligence & Process Management Section
Lavinia Freeman, M/WBE Specialist
Certification & Outreach Section
Winie Cummings, M/WBE Specialist
SMART Bond Program
Joseph Gay, M/WBE Inclusion Team
Vincent Jones, M/WBE Inclusion Team