ECONOMIC DEVELOPMENT & DIVERSITY COMPLIANCE DEPARTMENT
SMALL BUSINESS ADVISORY COMMITTEE (SBAC)
MEETING SUMMARY
Thursday, June 23, 2022

Meeting Summary

Carlton Crawl called the meeting to order at 4:15 p.m. and Lavinia Freeman conducted the Roll Call. Quorum was established. The agenda was approved, and the May 26, 2022 SBAC Meeting Summary was approved unanimously.

Election of 2022-2023 Officers

In advance of the meeting, staff assessed the interest level and availability of potential new officers. As such, staff recommended Carolyn Jones as Chair, and Shaheewa Jarrett Gelin as Vice Chair. The nominations for the recommended officers were made, accepted, and approved.

Election of New SBAC Member

Brian Ferrell, the at-large SBAC nominee, is an IT business owner. Robert informed the committee that serving on the committee does not prohibit members from doing business with the District. He further noted that SBAC does not discuss nor review procurements and solicitations, the primary way a conflict of interest could arise. SBAC unanimously approved Brian's nomination.

Special Presentations

Robert presented a *Certificate of Appreciation* to each member who served since the beginning of the fiscal year and thanked them for their service. Lavinia Freeman stated Board Members re-appointments/appointments for FY 22-23 will occur by June 30th, and upon completion, the mandatory Ethics Training will be accessible and is required to be completed prior to serving.

Board Member Communication

Jimmy Williams and Carlton Crawl reported they provide Board Members Hixon and Goode, respectively, with SBAC meeting materials and share information discussed, and they are both pleased with the work of the committee.

Will De Faria reported that he provided Board Member Foganholi a copy of comments regarding the draft revised *Document 00467: Supplier Diversity Outreach Program Guidelines*, and he is encouraging and supportive.

Draft Document 00467: Supplier Diversity Outreach Program Guidelines (Redlined)

Robert thanked Will for his written input on the draft document and reiterated how important it is to EDDC to receive the advice of the committee. In addition, it is helpful to receive ideas for consideration, regardless of if they are currently in the guidelines. As an example, Miami-Dade County Public Schools has a Sheltered Market Program, about which Carlton attested is working well in addition to their Open Market Program. Such initiative may be added to our toolkit.

Shaheewa added that Sheltered Market Programs are impactful, and she is working to expand the program to several counties for projects between $500k - $1M. She will review and provide feedback on the document juxtaposed with size standard requirements. EDDC will provide a link to the SBA Size Standards.

Robert shared that BCPS & MDCPS was scheduled to kick-off a series of joint Contractor Pre-qualification workshops for construction suppliers. Also, moving forward, our outreach team will join Dade Schools' to conduct their Friday virtual meetings jointly from July – September, and Palm Beach will join in the Fall to comprise a joint tri-county, virtual outreach event.

Shaheewa asked about reciprocal certification in the tri-county market. Currently, BCPS offers a Reciprocal Certification for MDCPS and Palm Beach Schools' certified firms. County as well as county governments in the tri-county. Robert shared that Reciprocal Certifications will be done in B2G starting July, piloted with MDCPS certified firms. This will significantly reduce the Certification process and we hope is they will reciprocate with us, and ultimately one collective database will be established. Ariba will continue to be used for new certifications.

South Florida Anchor Alliance

The South Florida Anchor Alliance (SFAA) consists of all government procurement organizations, in Broward and Dade, working together under a grant with the Health Alliance to simplify our procurements. It was announced in June that SFAA will use $2M grant to sponsor 10 agencies' supply-base and procurements in one place, using a data feed from each system into the common system, AVASTAR. BCPS & MDCPS are part of this 2-year pilot program. The Dade and Broward schools' B2G integration is a forerunner to the program, which has a go-live date by Dec. 2022. By the end of

two years, all of the public sector buying groups in South Florida will have a common platform of suppliers and solicitations. Economically, this collaboration should result in a significant increase in local business spend for all participating agencies.

Disparity Study Update
Dr. Reggie asked the status of the upcoming Disparity Study Update, and Robert provided the following timeline:

Date	Step	Status
May 2022	Advertised Request for Information (RFI)	Completed
June 2022	Responses to RFI Received	Completed
July 2022	Advertise Response for Proposals (RFP)	Upcoming
Aug. – Sept. 2022	Contract Award for Consulting Services	Upcoming
Sept. 2022 – Aug. 2023	Disparity Study Update	Upcoming

Participating in the RFI is not a requirement for bidding. The update is estimated to cost between $400k – $700k and will be split over two fiscal years. Dr. Reggie suggested the update will help with our efforts to be more inclusive and equitable by identifying, in the tri-county market, the percentage and size of firms competing in each industry. Robert the existing BCPS Emerging Business Enterprise Certification is currently awarded based on size (25% of SBA Size Standard). However, the program guidelines do not address how to treat this designation in solicitations.

School Board Reports
Carlton commended Lavinia Freeman on the School Board Reports and noted the positive feedback that follows from fellow District Advisory Committees. He suggested SBAC follow-through with pending actions from the June 1st meeting with the Superintendent. Robert clarified the June 1st meeting focused on the upcoming bond referendum, and SBAC received the overview first-hand when Angel Gomez participated in the May 26th meeting.

Open Discussion
There is no SBAC meeting in July. At the Aug. 25th meeting, we will discuss and approve the FY 22-23 goals & objectives.

Shaheewa expressed appreciation for EDDC's method of disseminating information on bid opportunities and encourages other Anchor Alliance members to do the same. The format allows her to share it in different mediums, including the Chamber's newsletter and social media platforms. Robert credited Board Member Alhadeff for EDDC making the shift as it was a direct response to feedback communicated by her appointee, Carolyn Jones. This example exemplifies the importance of SBAC members communicating with their Board Members regularly. Shaheewa also spoke to the value of EDDC's previous Focus Group events, where the community requested effective communication regarding procurement opportunities. Robert announced EDDC is planning to hold focus groups during the summer and will begin with a survey that will drive the direction of the listening sessions.

Shaheewa asked how does EDDC communicate the new, creative methods we are using to increase participation. Robert stated the *How to Do Business* outreach events will enlighten firms, and some communication will be done post-mortem, after contract award.

Will De Faria asked how to access EDDC data and metrics to prepare and share information in the community. This information, as well as SBAC materials, are accessible online at **EDDC By Numbers**. Robert welcomes feedback and questions. Send to the SBAC liaison, Lavinia Freeman, at **Lavinia.freeman@browardschools.com**. All members will receive the responses, and the questions could contribute to a *Frequently Asked Questions* document.

Future Meeting Dates

July – No Meeting	October 27, 2022
August 25, 2022	November 17, 2022
September 22, 2022	December 15, 2022

The meeting adjourned at 5:00pm.

Approval of Minutes: _____

SBAC Members Present

Carlton Crawl, Chair	Patricia Good, Vice Chair, District 2
Dr. Reggie Lewis, Vice Chair	Laurie Rich Levinson, Chair, District 6
Hebertny Perez	Sarah Leonardi, District 3
Will De Faria	Daniel Foganholi, District 5
Mark Cohen (for Dodie Keith-Lazowick)	Donna P. Korn, Countywide At-Large, Seat 8
Jimmy Witherspoon	Debra Hixon, Countywide At-Large, Seat 9
Shaheewa Jarrett Gelin	SBAC Appointee

Members Absent

Carolyn Jones	Lori K. Alhadeff, District 4

Vacancies

Ann Murray, District 1
Nora Rupert, District 7

Economic Development & Diversity Compliance Department Staff Present

Robert Ballou, Director
Lavinia Freeman, M/WBE Specialist (**Business Intelligence & Process Management Section)**
Winie Cummings, M/WBE Specialist **(Certification Section)**
Joseph Gay, M/WBE Inclusion Team **(SMART Bond Program)**
Vincent Jones, M/WBE Inclusion Team **(SMART Bond Program)**