



SMALL BUSINESS ADVISORY COMMITTEE

MEETING MINUTES

Pursuant to Policy 1070
 The minutes of each committee meeting shall be recorded, and open to public inspection. All such agendas, minutes, correspondence, documents, information, and emails regarding the conduct of the committee's business shall be transmitted to the committee's school district/facilitator for purposes of record retention.

Directions: For every committee meeting, minutes must be captured. Fill out each section below. Be as detailed and concise as possible. If you need further direction, contact the committee liaison assigned to the Committee.

Location	TSSC, 7720 W. Oakland Park Blvd., Ste. 319 Sunrise FL 33351
Date	August 28, 2025
Attendance	See Attached Document
Time	11:05 am

Actions Taken on Agenda Items

- I. Call to order: 11:05am
- II. Roll Call
- III. Approval of Minutes

Meeting Date	Approval Status
June 26, 2025	Approved

- IV. Old Business & Actions

<p>Board Member Communication Members were reminded to engage with their appointing School Board members and share SBAC updates. Discussion emphasized demonstrating the value of the committee to avoid dissolution.</p>
<p>SBAC Chair's Report Chair Shaheewa Jarrett-Gelin highlighted the importance of committee visibility and value to the School Board. In addition, informed the committee of her request for an update from the District Legislative Affairs Department to provide an overview and insight on the budget and anticipated impacts. Lavinia Freeman, SBAC Liaison, confirmed a representative from Legislative Affairs is confirmed to attend the September 25, 2025 SBAC meeting.</p>
<p>Economic Development Opportunities & Compliance (EDOC) Department Update Michael Scott, EDOC Officer, provided the departmental update on activities and accomplishments, including:</p> <ul style="list-style-type: none"> Department name changed to <i>Economic Development Opportunities & Compliance</i> effective August 2025. Veteran certifications increased from 4 to 18 firms in FY25 Q4 after targeted outreach. 761 certified firms currently with a goal to reach 1,000 in FY26. SMART Bond Program Reported Spend (FY17 Q1–FY26 Q1): Total reported spend of \$1.159B with \$509M (43.56%) awarded to small businesses.

- The District Legal Department has advised the Disparity Study (2023) provided legal foundation for maintaining race-conscious goals through 2028.
- Goal setting results included four (4) APIs on solicitations at the August 25th meeting.
- District-wide website redevelopment underway; SBAC members asked to submit professional headshots.
- EEOC Newsletter distributed online and at outreach events.
- South Florida Anchor Alliance Initiative: procurement platform under development with ten (10) Broward and Miami-Dade County institutions.
- Outreach events included participation in Black Chamber Expo and Broward Chamber Expo.
- Upcoming EDOC events: In-Person Certification Days (Sept. 11th & Oct. 1st), Brunch & Learn Workshops (Sept. 18th & Oct 15th), MatchMaker Event: Strategic Partnerships with special guests Dr. Hepburn and Board Members (Oct 8th), and Food Truck Fest (Oct 23rd).
- The 2025 Business Excellence Program is in planning stages for October. A six-week course will again feature weekly topics with local business speakers. Plans also include piloting a student-focused entrepreneurship program in Spring 2026.

- New Business**
- Members present completed Annual Conflict of Interest Forms
 - SBAC Bylaws require completion of the Annual District Ethics Training by the second meeting of the fiscal year which is Sept. 25, 2025.
 - FY25-26 SBAC Officer Elections results: Shaheewa Jarrett Gelin was elected Chair and Brian Farrell was elected Vice Chair, both by unanimous vote.
 - Agenda item to set FY25-26 SBAC Goals and Initiatives was deferred to the Sept. 25th meeting. The goals will focus on compliance enforcement, vendor utilization, and incentive structures.

- New Business & Scheduling**
- SBAC representatives confirmed for upcoming School Board Workshops:
- September 9, 2025 – Brian Farrell
 - November 4, 2025 – Valerie Rossetti
 - October 7, 2025 – TBD

V. Adjournment: 12:19pm

Signature & Title

Date

Next SBAC Meeting:

September 25, 2025 | 11am – 1pm

TSSC, Executive Director’s Conference Room | 7720 W. Oakland Park Blvd., Suite 319 | Sunrise, FL 33351