



Florida Advisory Council on Small and Minority Business Development

MEETING MINUTES

February 5, 2014

2:00 p.m. – 3:00 p.m.

Welcome & Introductions:

Chair Gonzalez welcomed everyone to the meeting. **IN ATTENDANCE:** Cheryl Gonzalez, **Chair** - (University of North Florida), Wendy Grey (Wendy Grey Land Use Planning LLC), Anne-Marie Richards (Office Depot), George Owen (Independent Consultant), Barbara Rhodes Melvin (Wells Fargo Bank), Samuel Newby (PepsiCo.), Malik Ali (FMSDC), Jay Narang (GDKN Corporation) and Rhett Frisbie (Department of Lottery). Also in attendance was the Office of Supplier Diversity Staff – Denise Wright-Administrative Assistant who recorded the minutes.

NOT IN ATTENDANCE: Dale Coxwell (Coastal Steel, Inc.), Pamela Hart Frazier (Palm Beach County), Carlos Rodriguez Maverick Constructors, Inc.), Christine McMillon (Ensync Diversified Management Services), Ben Harris (City of Tallahassee), Augusto Sanabria (Hispanic Business Initiative Fund of Florida) and James Sanders (Nationwide Insurance Company).

Guest: Patrick Wiggins – Senior Attorney, Department of Management Services, General Counsel's Office

Agenda Modification/Adoption: According to DMS General Counsel's Office, the statute states the Council's Chair and Vice Chair should be elected annually. Ms. Gonzalez stated she added to the agenda the election of Chair and Vice Chair. Mr. Owen moved to **nominate Ms. Cheryl Gonzalez** to serve as Chair for 2014. It was seconded by Mr. Newby. The nomination was accepted and approved by the Council.

Ms. Grey moved to **nominate Mr. Jay Narang** to serve as Vice Chair for 2014. It was seconded by Ms. Richards. The nomination was accepted and approved by the Council. Mr. Owen moved to adopt the agenda. The motion was seconded by Ms. Grey. The agenda was accepted and approved by the Council.

Adoption of Minutes from the January 8, 2014 Meeting: Ms. Grey moved to adopt the minutes. The motion was seconded by Ms. Melvin. The minutes were accepted and approved by the Council.

Department of Management Services, OSD Update: Mr. Thad Fortune, MBE Administrator, DMS/OSD

- Mr. Fortune spoke briefly on the Regional MatchMakers the Office of Supplier Diversity will be sponsoring between February and June 2014. We will begin with the Northwest Florida Regional Business MatchMaker-February 20th, at the University of West Florida, Pensacola, Florida. Mr. Fortune stated OSD is pleased to announce the event is about two weeks away and twenty two Agencies, Universities and local Entities have signed up to conduct the One-On-One Sessions. On March 27th we will have the Northeast Regional at the University of North Florida, Jacksonville Florida; May 2014 the Tallahassee Big Bend Regional at FSU's Turnbull Center-(date and time TBA); May 15-16, 2014-Higgins Hall-Tampa Florida and June 6th the Southwest Regional-Florida Gulf Coast University, Ft. Myers, Florida.
- Mr. Fortune announced that OSD is working with DMS IT Office to bring upgrades to the Vendorstrator data base.
- OSD has completed their Annual Report and it has been submitted to the Governor, the House and the Senate. When the report gets the approval from Erin Rock, it will be placed on OSD's web site.
- OSD is in the third quarter of spending.
- Mr. Fortune stated the Council will be informed of all the Regional Workshops and if a member can attend an event to let OSD know so they can include you on the program.

Questions and Answers:

- ✓ **Ms. Gonzalez** asked Mr. Fortune if he could provide a summary of what is requested from the State Agencies and Universities in the Utilization Business Plans. **Mr. Fortune** answered yes.
- ✓ **Mr. Malik** asked are the Utilization Business Plans broken down in ethnic category. **Mr. Fortune** said some of them are but not all. He said if you want a breakdown of all spending by state agencies accept the universities, Department of Financial Services (DFS) can provide this information in the FLAIR (Florida Accounting Information Resource) report. The FLAIR report is a program handled by (DFS) for all spending, but OSD only get the minority spending.
- ✓ **Ms. Frazier** asked Mr. Fortune “what measures have and/or will be taken to develop accountability by Division Chiefs and Department Heads to do business with small and minority businesses?”
- ✓ **Ms. Gonzalez** asked Mr. Fortune if he can submit a summary at the next meeting a list of current businesses who have state term contracts and what that means with respect to small and minority businesses.

Council Chair Update: Cheryl Gonzalez, Diversity Officer, University of North Florida

- Ms. Gonzalez stated whenever possible she is in communication with Eric Rock. In addition to that she has put in question the status of the DSO.
- Ms. Gonzalez reminded the Council per the last meeting they decided to have monthly meetings.

Committee Reports and Actions Requiring Votes (As Applicable) (20 Minutes):

- A. Florida Strategic & State Comprehensive Planning - Wendy Grey, Committee Chair.** Ms. Gonzalez stated Ms. Grey has done extensive work on the Strategic Plan starting March 26, 2012 before she became a member of the Council. Ms. Grey went over each recommendation and each recommendation was voted on by the Council.
 - Item (1)** Ms. Melvin made a motion to accept **number 1**. The motion was seconded by Mr. Malik and approved by the Council.
 - Item (2)** Ms. Richards made a motion to accept **number 2**. The motion was seconded by Ms. Melvin and approved by the Council.
 - Item (4)** Mr. Owen made a motion to accept **number 4**. The motion was seconded by Ms. Richards and approved by the Council.
 - Item (12)** Ms. Frazier made a motion to accept **number 12**. The motion was seconded by Ms. Richards and approved by the Council.
 - Item (13)** Ms. Frazier made a motion to accept **number 13**. The motion was seconded by Ms. Melvin and approved by the Council.
 - Items (14, 5, 6, 7, 8, 9, 3, 10 & 11)** Mr. Ali made a motion to accept **numbers 14, 5, 6, 7, 8, 9, 3, 10 & 11**. The motion was seconded by Mr. Owen and approved by the Council.
- B. Legislation and Policy – Sam Newby, Committee Chair.** NO REPORT
- C. Communications – Dale Coxwell, Committee Chair.** NO REPORT
 - 1. Dissemination of Annual Report:
 - 2. Welcome Kit for New Council Members:

New Business:

- ✓ NONE

Next Scheduled Meeting: Wednesday, March 5, 2014, 2:00 p.m.-3:00 p.m.

Adjournment: