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## Florida Advisory Council on Small and Minority Business Development

### MEETING MINUTES

June 4, 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), Barbara Rhodes Melvin (Wells Fargo Bank), Malik Ali (FMSDC), Jay Narang (GDKN Corporation), George Owen (Independent Consultant), Pamela Hart Frazier (Palm Beach County), Carlos Rodriguez (Maverick Constructors, Inc.), Rhett Frisbie (Department of Lottery), Julius Davis (VolAir Consulting Engineers) and Christine McMillon (Ensync Diversified Management Services). Also in attendance were the DMS Staff, namely, Erin Rock, Chief of Staff and Executive Director, OSD; Thad Fortune, MBE Administrator; and Denise Wright, Administrative Assistant who recorded the minutes.

**NOT IN ATTENDANCE:** Augusto Sanabria (Hispanic Business Initiative Fund of Florida) - *Excused*; Samuel Newby (PepsiCo.); Anne-Marie Richards (Office Depot); Ben Harris (City of Tallahassee); Dale Coxwell (Coastal Steel, Inc.); Wendy Grey (Wendy Grey Land Use Planning LLC) – *Excused* and James Sanders (Nationwide Insurance Company).

#### **CALL-IN GUESTS:**

Mr. Peter Harris and Ms. Dorine Esparza (proxy for Jay Narang)

**Adoption of Minutes from the May 7, 2014 Meeting:** Ms. Melvin moved to adopt the minutes. The motion was seconded by Ms. Frazier. The minutes were accepted and approved by the Council.

#### **Department of Management Services, OSD'S Update:** Ms. Rock, Chief of Staff

- Ms. Rock announced that she has been asked to shift agencies from DMS to the Department of Environmental Protection to work on a special project, so she will no longer be with DMS effective the end of this week. She also said it is a quick transition but a great opportunity and a project of particular interest to the DMS Administration.
- The Secretary has appointed Ben Wolf, Communications Director, as the Interim Chief of Staff.
- Mr. Fortune stated the final Regional MatchMaker will take place on Friday, June 6, 2014, in Ft. Myers, Florida at Gulf Coast University. He announced that this MatchMaker will have the highest attendance of all the Regional MatchMakers this fiscal year. Accordingly, 142 people pre-registered on-line and walk-ins are expected. There will not be as many State Agencies participating in the One-On-One Sessions with 21 government and private sector entities registered.
- Mr. Fortune attended the Florida Council on the Social Status of Black Men and Boys event in Jacksonville Florida. He said it was part of the "Preventing Crime in the Black Community Conference." OSD had a booth and distributed information to vendors interested in becoming certified with the State of Florida.
- Mr. Fortune stated the outreach efforts under Ms. Rock's leadership surpassed efforts over the previous two years and OSD will work with Mr. Wolf to continue this trend.
- Next week, OSD will participate in the 2014 Florida Minority Supplier Development Council's Trade Fair in Orlando Florida.
- As of yesterday, there are **6,532** companies certified with OSD.

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

- Ms. Gonzalez discussed work to date on the working group document pertaining to access to capital and access to the market Place.
- Ms. Gonzalez stated the Council has confirmed all but one key group that will participate as advisors on the working group document. Several Council members were involved and/led the effort as well as small business owners and active small business lenders. A conference call will be scheduled to discuss the document with the working group and all Council members will be invited.
- **Recommendation to change the name of the Legislative and Policy Committee:** Ms. Frazier made a recommendation to change the name of the **Legislative and Policy Committee** to **“Legislation and Policy Committee.** Mr. Frisbie made a motion to accept the recommendation. The motion was seconded by Ms. Melvin. The motion was accepted and approved by the Council.
- Ms. Gonzalez made a recommendation that anytime a Council member seeks a proxy during a conference call meeting, written notice must be sent to Denise Wright at [Denise.Wright@dms.myflorida.com](mailto:Denise.Wright@dms.myflorida.com) before the meeting and Ms. Wright will send the notice to the entire Council for the record. With the request by Ms. Rock for a definition, Chair Gonzalez found a googled definition and read it to the Council for consideration: **The definition of proxy is the authority to represent someone else, especially in voting.** Mr. Frisbie made a motion to accept the recommended definition and allow Council members to have a proxy. The motion was seconded by Ms. Melvin. The motion was accepted and approved by the Council. It was agreed that the Internal Procedures and Bylaws Committee would recommend additional parameters to a proxy so that no meeting will have majority proxy attendance.
- Chair Gonzalez asked about the status of business cards, logo, etc. for Council use. Ms. Rock stated the Council has the “go ahead” from the Governor’s Office to have a brand for the Council.
- Ms. Gonzalez stated the Annual Report is the next big document the Council will deliver in addition to the working group report. The Council agreed to not meet in August but to have a face-to-face meeting September 2014 so the Annual Report can be completed. Council members will be asked to participate in meetings to solely discuss the report.
- Ms. Gonzalez has proposed the Council have a face-to-face Council meeting, which traditionally was scheduled during a statewide business MatchMaker. The Council agreed to conduct a meeting September 11, 2014, and Mr. Ali volunteered to host the meeting.

**Next Scheduled Meeting: Wednesday, July 2, 2014, 2:00 p.m.-3:00 p.m.**