



Florida Advisory Council on Small and Minority Business Development

MEETING MINUTES

July 2, 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), Julius Davis (VoltAir Consulting Engineers), Ben Harris (City of Tallahassee), Wendy Grey (Wendy Grey Land Use Planning LLC), Anne Marie Richards (Office Depot) and Christine McMillon (Ensync Diversified Management Services). Also in attendance were the DMS Staff/OSD; Thad Fortune, MBE Administrator; and Denise Wright, Administrative Assistant who recorded the minutes.

NOT IN ATTENDANCE: Rhett Frisbie (The Florida Bar), Carlos Rodriguez (Maverick Constructors, Inc.), Augusto Sanabria (Hispanic Business Initiative Fund of Florida), Samuel Newby (PepsiCo.), Dale Coxwell (Coastal Steel, Inc.) and James Sanders (Nationwide Insurance Company).

Agenda Modification/Adoption: Ms. Gonzalez modified the agenda by adding under New Business (C)-**Attendance and (D)-Council Members Bios on OSD's web site.** Mr. Davis moved to adopt the agenda with the modifications. The motion was seconded by Ms. Melvin. The agenda was accepted and approved by the Council.

Adoption of Minutes from the June 4, 2014 Meeting: Mr. Owen 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, Thad Fortune:

- Mr. Fortune stated OSD is going through a transitional change. Ben Wolf is the Interim Executive Director of the Office of Supplier Diversity (OSD) as well as the Chief of Staff for the Department of Management Services (DMS). Also, OSD is going through a transition getting upgrades on their computer systems that got started under Erin Rock's leadership and is continuing under Ben Wolf's leadership.
- DMS Inspector General's Office has completed their business process review of OSD and OSD is waiting for the final report. Mr. Fortune stated that in the preliminary report when OSD was compared to other state programs, they seemed to be "right in the mix" as far as technology is concern. He said the MyFloridaMarketPlace on-line application process is user friendly and is equivalent to other states that are using electronic applications. The report shows OSD receiving a high rating on friendly service being provided to vendors and that vendors can maneuver on DMS system a lot easier than some of the other state systems.
- At the present time, OSD has 6,076 firms certified with the State of Florida's program. Ben Wolf indicated he wants to make sure OSD keeps up their outreach efforts. OSD participated in the Ft. Myers Regional on June 6th and had a fantastic event. A couple of weeks later OSD participated in the FMSDC event in Orlando. OSD will also be participating in the Polk County's Minority Vendor Trade Show, June 25th.
- Mr. Fortune announced the State Agency Working Group Meeting scheduled for July 18th has been canceled. The next meeting is scheduled for August 15th. A section of the meeting is set aside to have a "Vendor in the Spotlight" which allows a certified vendor to do a brief presentation to market their business to the State of Florida's Purchasing Directors and for the last two years we have had a waiting list of vendors.

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

- Ms. Gonzalez stated she spoke with Ben Wolf twice and he has a list of items they discussed and he will respond to. She stated he looks forward to handling the Council's new annual report the Council slated for production between September and October. In addition, the comprehensive working group document on capital access and access to the marketplace is another item that is expected to go before Mr. Wolf.
- Ms. Gonzalez asked members to visit OSD's website and review their "bios." Noting their lack of format consistency, she noted she hopes to see changes in the future.
- Ms. Gonzalez stated she spoke with Mr. Gray Swoope, Secretary for the Department of Commerce who is also President and CEO of Enterprise Florida. She said he has designated Bill Spivey as EFI's representative to provide feedback on the working group document.
- Ms. Gonzalez stated she attended a luncheon with the Lieutenant Governor Jacksonville and she invited him and the Governor to provide Stakeholder Commentary in the coming year.
- Ms. Gonzalez stated the Council received excellent feedback on the working group document from the Department of Economic Opportunity (DEO). The DEO team and Florida Chamber Foundation designees reviewed the document.
- Ms. Gonzalez stated she discussed the possibility of OSD staff using phonevite to contact Council members regarding meetings. She said using phonevite's voice messaging system is efficient and reduces time spent on calling and forwarding meeting reminders.
- Ms. Gonzalez mentioned the Council that both Ms. Erin Rock and Interim Chief of Staff Wolf stated the Council can create a logo for branding. Council members were asked to present ideas and seek artists interested in contributing their talent.
- Ms. Gonzalez announced there will not be a Council Meeting in August and at some point in August there will be a call meeting to begin reviewing the annual report. A notice of the call meeting will be sent out by Denise Wright along with a draft copy of the report. Also, anyone who would like to serve on the annual report committee should send an e-mail to Denise Wright at Denise.Wright@dms.myflorida.com.

Committee Reports & Actions Requiring Votes:

A. Internal Procedures & Bylaws, Pamela Hart Frazier, Committee Chair

The Council received an advance copy of a preliminary document regarding proxies. Ms. Frazier stated she wanted a more comprehensive description of a proxy and a proxy's role in voting.

New Business:

- A. September 11, 2014 Council Meeting – Malik Ali, Host:** Ms. Gonzalez announced that Malik Ali has agreed to host the next Council meeting which will be a face-to-face meeting at his office, Thursday, September 11, 2014, 10:00 a.m. to 4:00 p.m., 7453 Brokerage Drive, Orlando, Florida. Mr. Ali will consider another venue for the meeting since attendance could exceed 20 people. Also, he stated he will get the Florida Hotel & Conference Center as the guest hotel. Ms. Gonzalez asked if Mr. Ali will be serving lunch and he said he would check into it. She said he could check with Mr. Sanabria and Mr. Davis for assistance.
- B. Annual Report Meetings in Lieu of Regular Council Meeting (August):** The Council has agreed to not have a meeting in August except for one or two call meetings regarding the annual report.
- C. Attendance:** Ms. Gonzalez has asked Ms. Wright to update the attendance spreadsheet.
- D. Council Members Bios on OSD's website:** Ms. Gonzalez asked Council Members to go to OSD's website to review the Council bios. She proposed that the members submit resumes to be posted or they develop a two paragraph bio to be posted so there can be some consistency. Ms. Gonzalez stated that Wendy Grey's bio is a good example.

Next Scheduled Meeting: Thursday, September 11, 2014, 10:00 a.m. – 4:00 p.m., Orlando, Florida