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## Florida Advisory Council on Small and Minority Business Development

### MEETING MINUTES

October 1, 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), Jay Narang (GDKN Corporation), Barbara Rhodes Melvin (Wells Fargo Bank), Malik Ali (FMSDC), Pamela Hart Frazier (Palm Beach County), George Owen (Independent Consultant), Wendy Grey (Wendy Grey Land Use Planning LLC) and Christine McMillon (Ensync Diversified Management Services). Also, on the call were the DMS/OSD staff members Thad Fortune-MBE Administrator and Denise Wright, Administrative Assistant who recorded the minutes.

**NOT IN ATTENDANCE:** Rhett Frisbie (The Florida Bar), Samuel Newby (PepsiCo), Anne Marie Richards (Office Depot), Carlos Rodriguez (Maverick Constructors, Inc.), Augusto Sanabria (Hispanic Business Initiative Fund of Florida), Julius Davis (VoltAir Consulting Engineers), Ben Harris (City of Tallahassee), Dale Coxwell (Coastal Steel, Inc.) and James Sanders (Nationwide Insurance Company).

#### **Department of Management Services, OSD'S Update, Thad Fortune:**

- Mr. Fortune stated OSD is continuing to conduct the Agencies'/Universities' Diversity Working Group (DWG) Meetings. These meetings take place every third Friday in every month at DMS and you can access the meetings by conference call as well. As part of the DWG meetings, a Vendor in the Spotlight now allows a certified vendor to briefly present and market their business to the State Agency/University Purchasing Staff.
- In addition, OSD's social media is live via Facebook and Twitter and asked the Council Members to visit the website.
- Mr. Fortune mentioned the two Regional MatchMakers confirmed for 2015: Pensacola, February 12, 2015 and Jacksonville, March 12, 2015. OSD will send correspondence this week to the regional partners to participate in the One-On-One Sessions. Also, Mr. Fortune asked the Council Members to attend and let OSD know they will be attending the Regional event near them so they can speak about the Council.
- OSD is supporting Big Bend MED Week activities in Tallahassee this week.
- OSD has an upgraded vendor database system that is more user-friendly. It was previously called the Vendorstrator and is now the OSD App. On the old system the directory did not provide the commodity codes in which a vendor is certified to perform services. The new system does.
- Mr. Fortune stated there are **5,280** certified vendors with the OSD program.

#### **Council Chair/Vice Chair's Update:**

- Ms. Gonzalez asked Denise Wright to contact Mr. Dale Coxwell to see if he was still interested in remaining on the Council. Also, she asked Denise Wright schedule a meeting with DMS Secretary Nichols.
- Ms. Gonzalez stated DMS should be an advocate for small businesses and she asked Mr. Fortune if he could check the statutes to determine how OSD advocates for small businesses and provide an update next month.
- Ms. Gonzalez stated the Council still recommends the establishment of a DSO.
- Ms. Gonzalez stated the Council is supposed to have a budget per statute. She said the Council requires full support.
- Ms. Gonzalez asked members to read the working group report and it will be finalized and emailed to everyone for adoption.

- The Annual Report will be completed following the working group document.
- Ms. Gonzalez asked Denise Wright to send the Council members addresses to Bill Spivey of Enterprise Florida so he can send packages about their programs to each Council member.

**New Business:**

- A. Language Regarding Procedures for Public Comment.** Ms. Gonzalez stated a requirement under the Sunshine Law is Language Regarding Procedures for Public Comment. She said the Council will need to add language in its procedures about the process to receive public comments during Council meetings.
- B. Blog Request Update.** Ms. Gonzalez asked Denise Wright to contact Ben Wolf to get an update on the Council's Blog request.

**Announcements:**

- ✓ FAMBEO will be having Fall Training on November 20-21, 2014, Gray Swoope, Enterprise Florida, Inc. will be one of the luncheon speakers.

**Adjournment**

Meeting Adjourned at 2:45 p.m.

**Next Scheduled Meeting: Wednesday, November 5, 2014, 2:00 p.m. – 3:00 p.m.**