



Florida Advisory Council on Small and Minority Business Development

MEETING MINUTES

September 9, 2015

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), Pamela Hart Frazier (Palm Beach County), Carlos Rodriguez (Maverick Constructors, Inc.), Christine McMillon (ENSYNC Diversified Management Services), Barbara Rhodes Melvin (BMR-Melvin Consulting), Ray Spaulding (FAMU Veterans Affairs) and Rhett Frisbie (The Florida Bar). From DMS: Secretary Chad Poppell, Deputy Secretary Erin Rock and Assistant General Counsel Patrick Wiggins. OSD staff members: Hue Reynolds (Executive Director), Thad Fortune (Vendor Relations Coordinator) and Barbara Thompson-Yates (Administrative Assistant), who recorded the minutes.

NOT IN ATTENDANCE: Augusto Sanabria (Hispanic Business Initiative Fund of Florida), Malik Ali (FMSDC), and Julius Davis (VoltAir Consulting Engineers).

Agenda Modification/Adoption: Barbara Rhodes-Melvin moved to adopt the agenda. The motion was seconded by Carlos Rodriguez. The agenda was accepted and approved unanimously by the Council.

Adoption of Minutes from the June 10, 2015 meeting: After a brief review of the minutes, Pamela Hart-Frazier moved to adopt them. The motion was seconded by Carlos Rodriguez. The minutes were accepted and approved unanimously by the Council.

Department of Management Services, Secretary Chad Poppell

- Secretary Chad Poppell provided brief remarks, sharing that he is interested in meeting with each Council member in person or via phone call very soon. He also highlighted some points from his August letter that included the vision, benchmarks and the concerted marketing efforts moving forward with the Office of Supplier Diversity. He has worked to realign OSD to focus on communications and marketing, and continues to look for ways to encourage vendors to submit competitive bids in the state's procurement process. He'd also like to return the Council to the original size of 19 members, and discussed the desire to develop business mentoring.
- One of the new activities the Department is pursuing is within the IT procurement process. The system will randomly select five vendors and the Department will work to encourage these vendors to submit proposals for consideration.
- Pamela Hart- Frazier commented that the ideas are solid; however, she wanted more information about the selection process of the vendors. What are the criteria in the IT system?
- Deputy Secretary Erin Rock shared that vendors will be randomly selected from the available pool of vendors handling IT services. In addition, the Department is also asking each agency to justify why a selection is made for a particular vendor.
- Cheryl Gonzalez directed activity on this matter within DMS for review by the State Agency Vendor Diversity Committee solely led and participated by Rhett Frisbie. Acknowledging this, Cheryl Gonzalez asked for additional members to volunteer and Christine McMillon and Pamela Hart-Frazier will be joining the group.
- Jay Narang asked a couple of questions regarding the input that was shared with Secretary Poppell. Cheryl Gonzalez asked that Hue Reynolds compile these items from the Council and for government in the Sunshine purposes, this will need to be noticed and addressed during a future meeting.

Attorney Patrick Wiggins' Presentation

- Assistant General Counsel Patrick K. Wiggins presented a brief overview of the Government in the Sunshine Law. Mr. Wiggins emphasized its applicability to the Council and the importance of avoiding even the appearance of a violation. Mr. Wiggins stated that as applied to the Council, there were three basic requirements of section 296.011, Florida Statutes
 - Council's meetings must be open to the public;
 - Reasonable notice of the meetings must be given;
 - Minutes of the meeting must be taken, promptly recorded and open to public inspection
- He advised that a meeting should be considered as any two-way communication on **Council business** between and/or among members. He stressed that such communications cannot be made privately. They must be made in the sunshine, i.e., in a noticed public meeting. He also advised that the concept "Council business" encompasses the "entire decision-making process," and not just voting on a decision.
- During his presentation it was confirmed that there must be reasonable notice of the Council meetings and that accurate written minutes of the meeting must be posted. Mr. Wiggins was asked about the possibility of a blog publicizing aspects of the Council's business. He acknowledged the importance of social media to the Council's work and stated that in theory, one-way communications through blogs, essays, announcements, etc., would be permissible, but advised caution because such efforts, although well-intended, could create exposure for the council and its members. He also stated that the "devil is in the details," and that any multimedia effort by the Council, OSD, or a member would need to be carefully considered.

Council Chair's Update:

- Ms. Gonzalez asked if a blog can be used as communications tool to the public, and if there were any issues about its use from a Sunshine perspective. Mr. Wiggins commented that he'd work with the Council once more information was shared about the intent of the content.
- Ray Spaulding is the newest member to the Council. He introduced himself as a retired US Marine, and is currently the Director of Veterans Affairs at FAMU in Tallahassee.
- Hue Reynolds introduced herself to the Council as the Executive Director of OSD. She has worked in state government in various communications capacities over the past nine years. Prior to state government, she worked in communications and IT for nine years with professional trade associations in Tallahassee.
- Ms. Gonzalez worked hard this summer on presentations and attended meetings with Council stakeholders. Primarily, her task was to distribute information about changes required in the Microfinance Act. Because of the need for additional feedback, this was assigned to the Research and Emerging Trends Committee chaired by Barbara Melvin. OSD staff will check with Denise Wright on this information.
- Mr. Narang shared that the Southern Florida Minority Development Council Awards Gala will be held Sept. 25, and invited all Council members to attend. This information will be sent to Barbara Thompson-Yates to disseminate to the Council members.
- This summer, Ms. Gonzalez also met with the new Commerce Secretary and Enterprise Florida CEO Bill Johnson during a G6 meeting. She also was a luncheon speaker for the National Training Institute of the American Contract Compliance Association, attended by more than 400 practitioners in the public and private sectors.
- Ms. Gonzalez tabled discussion on the State's Comprehensive and Strategic Planning Committee until the next meeting.
- Volunteers were sought to coordinate Communications efforts for the Council. Hearing no volunteers, Ms. Gonzalez will call a meeting to discuss further.
- The Council discussed the option of having a face-to-face meeting by partnering up with the Florida Chamber or explore other opportunities with another organization involved in small and minority business development or related matters.

- A *Request for Information* (RFI) for a small business participation study was considered several years back, that yielded one response. Conversation will be renewed through the Research and Emerging Trends Committee headed by Committee Chairperson Barbara Melvin.
- There was no public comment or additional announcements. Ms. Reynolds will send Mr. Spaulding a copy of the 2014 Council Annual Report.
- Mr. Narang asked for more advance notice when original meeting dates changed. Cheryl Gonzalez stated this meeting date had to be changed to ensure proper public notice.
- A request for General Counsel review of the Council's procedures and bylaws was made. A copy will be forwarded to Ms. Reynolds, who will get it to Mr. Wiggins for review.

Old Business and Actions Requiring Votes:

A. Council Committees:

- **Annual Report Committee:** The Council voted to keep the annual report in the same format as last year's. The motion was made by Pamela Hart-Frazier and seconded by Rhett Frisbie.

Next Scheduled Meeting: Wednesday, October 7, 2015

Adjournment

Meeting Adjourned 3:05 p.m.