



Florida Advisory Council on Small and Minority Business Development

MEETING MINUTES

October 7, 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), Pamela Hart Frazier (Palm Beach County), Christine McMillon (ENSYNC Diversified Management Services), Barbara Rhodes Melvin (BMR-Melvin Consulting), Malik Ali (FMSDC), and Julius Davis (VoltAir Consulting Engineers). Department of Management Services (DMS) Office of Supplier Diversity (OSD) staff members: Hue Reynolds (Executive Director), Sherry Fagg (Stakeholder Relations Coordinator) and Barbara Thompson-Yates (Administrative Assistant), who recorded the minutes.

NOT IN ATTENDANCE: Augusto Sanabria (Hispanic Business Initiative Fund of Florida), Jay Narang (GDKN Corporation), Ray Spaulding (FAMU Veterans Affairs), Rhett Frisbie (The Florida Bar), and Ben Harris (City of Tallahassee).

Agenda Modification/Adoption: A quorum was not present; therefore, no votes took place. Members provided updates on a variety of topics.

Department of Management Services Update

Question: Pam Frazier asked the varying roles about the staff.

Hue Reynolds:

- Provided an update on the realignment of functions, including streamlining the certification process to enable one person to handle the responsibility, dedicating team members to take on functions for vendor relations, stakeholder relations and marketing.
- Provided a quick summary of the survey results. The survey was distributed to members asking about membership to councils and chambers. Seven responses were provided. Hue will forward a short summary via email to all members.

Chairwoman Gonzalez:

- Asked to add Leadership Jacksonville to her list of affiliations for the survey as well.
- Inquired about leveraging technology to support OSD functions. Hue explained that the first task is to streamline the certification process, including the list of documents that can be provided to support a vendor's designation of minority, etc. Eventually, Hue hopes to find a system that will allow vendors to upload their information.

Council Chair's Update:

- Recently attended the Future of Florida Summit and would like for the Council and OSD to participate next year. She talked with DEO's Jesse Panuccio and Chief Financial Officer Jeff Atwater while there. She stated the Council would benefit with involvement since several other entities of statewide prominence hold meetings such as the Small Business Development Center (SBDC) Network Advisory Board, Board of Leadership Florida, Enterprise Florida, and educational and business organizations. To present the Council's recommendations, Mr. Panuccio suggested that the Chair meet with him and the DMS Secretary prior to going to the Governor for collaboration.
- Would like to work with Hue to update proposed Council recommendations, including pursuit of a public/private partnership for small and minority business development, and a clear, statewide definition for "small business."

- Inquired of the possibility for the Council to present during an Enterprise Florida Board meeting, or whether EFI designee Julius Davis could update the EFI board regarding Council recommendations and related updates.
- Thanked Hue for updating the website with relevant posts and for facilitating the online search function.
- Requested press releases on important Council business such as member appointments/reappointments.

Old Business:

A. Council Committees:

- Research and Emerging Trends Committee: For the committee meeting scheduled for Thursday, October 8, 2015, Augusto, Malik and Jay will not be in attendance. It was suggested by Chairwoman Gonzalez to reschedule the meeting. Agenda items for the rescheduled meeting will include:
 1. Definition of small business
 2. Access to capital and markets
 3. Review reports – what key items to focus on
 4. DSO
 5. Re-write/update the relevant portions of Florida Statute 287
- State Agency Vendor Diversity Committee: No formal report. Rhett contacted Hue with research items.
- State's Strategic & Comprehensive Plan (SSCP): No formal report. Cheryl asked Hue if DMS could help with designing the SSCP report. Hue will confer with staff on this.
- Communications Plan: Cheryl will draft the plan and provide during the next meeting. Some items to consider include an electronic newsletter that would be distributed to a variety of stakeholders, including state agency contacts, legislative leaders, etc. Cheryl also suggested that Council members forward any such publication to their respective constituents.

New Business

- The Annual Report is a work in progress.
- The Chair asked Hue to facilitate a meeting between her, DMS Secretary and DEO Executive Director to discuss several items including a small business participation study. She plans to talk with the Florida Chamber about Council participation at the Future of Florida Summit.

Other Questions:

- Cheryl asked about new Council appointees. Hue shared that resumes and recommendations were provided to the Secretary. She will be meeting with him on Thursday, October 8, 2015, to discuss recommendations.
- There were no members of the public on the call and no announcements were made.
- It was suggested that the Council provide a list of items about the Council to share with Enterprise Florida.

Next Scheduled Meeting: Wednesday, November 4, 2015

Adjournment

Meeting Adjourned 2:58 p.m.