



MEETING MINUTES

November 4, 2015

2:00 pm – 3:00 pm

WELCOME & Introductions: Vice Chairman Jay Narang facilitated the meeting.

IN ATTENDANCE: Vice Chairman Jay Narang (GDKN Corporation), Ray Spaulding (FAMU Veterans Affairs), Rhett Frisbie (The Florida Bar), Augusto Sanabria (Hispanic Business Initiative Fund of Florida), Malik Ali (FMSDC), and Julius Davis (VoltAir Consulting Engineers). Chair Cheryl Gonzalez (University of North Florida) and Pamela Hart Frazier (Palm Beach County) joined the call after the meeting had commenced.

From OSD: Hue Reynolds (Executive Director), Sherry Fagg (Stakeholder Relations Coordinator) and Barbara Thompson-Yates (Administrative Assistant), who recorded the minutes.

NOT IN ATTENDANCE: Barbara Rhodes Melvin (BMR-Melvin Consulting) and Christine McMillon (ENSYNC Diversified Management Services).

Agenda Modification/Adoption: Vice Chair Jay Narang took roll and requested the agenda be reviewed. There were no requests for modifications. Julius Davis motioned for acceptance of the agenda, and all voted in favor.

Adoption of Minutes: The minutes from the meeting on Sept. 9, 2015, were presented. Neither modifications nor objections were presented. Julius Davis motioned to approve the minutes, and all voted in favor. The minutes from the meeting of October 7, 2015, were presented. Neither modifications nor objections were presented. Rhett Frisbie motioned to approve the minutes, and all voted in favor.

Office of Supplier Diversity (OSD) Report:

- Hue Reynolds shared that OSD now has 7.5 FTEs and stated that its website continues to be refreshed with updated information. In addition, Hue updated the Council on OSD staff roles, which include: Thad Fortune, Vendor Relations Coordinator; Sherry Fagg, Stakeholder Relations Coordinator; Rod Palmer, Compliance and Reporting Coordinator; Pat Hall, Certification Coordinator; Rachel Lawley, Marketing Coordinator; Barbara Thompson-Yates, Administrative Assistant; and Donna Riordan, Marketing Assistant.
- In addition, she is leading rebranding efforts on behalf of OSD with a new logo and event planning going forward.
- Regarding the certification process, OSD will use SharePoint as a data repository for documents. Businesses seeking certification must submit all of the appropriate documentation to begin the process.

- OSD will focus on the mentor-protégé and loan mobilization programs.

FEEDBACK:

- Rhett Frisbie volunteered to help OSD develop educational materials and trainings that focus on engaging the vendor community, with a particular focus on when a business can get involved in the procurement process. Rhett Frisbie also volunteered to be a sounding board for development of the mentor-protégé program.
- Vice Chair Jay Narang shared that he recently met with Secretary Chad Poppell to discuss the Advisory Council and small business efforts moving forward.

Council Committee Chairs Updates:

- **Research and Emerging Trends Committee** No report.
- **Vendor Agency Diversity Committee** - Rhett Frisbie, Chairman – Reported that he has been in communication with state purchasing and OSD and is looking forward to getting vendors engaged in the procurement process. He also stated that there is ongoing dialog to better obtain data that provides a historical perspective of participation from the vendor community.
- **State Strategic and Comprehensive Plan Committee**—No report.
- **Communication Committee** – Hue stated that during the last meeting, Cheryl asked about developing a newsletter to showcase the work of OSD and/or the Council. In addition, they discussed more media coverage for and about the Council including press releases that announce member appointments, re-appointments, etc.

OTHER:

- The members discussed Rhett's update and voted to approve his report.
- When Cheryl joined the call, she discussed recently attending the Future of Florida Summit. She mentioned her discussion with Hue on a Council budget and the need for a small business participation study. She stated that in conversation with DEO Secretary Jesse Panuccio at the Future of Florida Summit, he suggested to schedule a meeting with her, the DMS Secretary, and Panuccio to discuss the small business participation study among other items.
- Rhett Frisbie made a motion to continue pursuing the small business participation study, which was seconded by Julius Davis. All voted in favor.
- Cheryl also spoke with Rep. Ed Narain's staff in Tampa and provided information about the Council. She suggested having a town hall meeting in the Tampa area on small and minority business development.

Announcements:

- Julius Davis announced that he was recently a moderator for the Redevelopment Area Council in Tampa, which focused on how to engage the community. He represented the Council and introduced the speaker. In this capacity, he provided an overview of the Council and asked the Redevelopment Area Council to be more engaged with the Council.
- Vice Chair Narang requested an opportunity for advance briefings on agenda items. Chairwoman Gonzalez stated Executive Committee meetings will be used for that purpose. Future meetings will be scheduled with OSD and publicly noticed on the website prior to the meetings.

Next Scheduled Meeting: Wednesday, December 2, 2015

Adjournment: Meeting Adjourned at 2:50 p.m.