



## MEETING MINUTES

**December 2, 2015**

**2:00 pm – 3:00 pm**

### Welcome & Introductions:

**IN ATTENDANCE:** Malik Ali (FMSDC), Julius Davis (VoltAir Consulting Engineers), Rhett Frisbie (The Florida Bar), Chair Cheryl Gonzalez (University of North Florida), Christine McMillon (ENSYNC Diversified Management Services), and Ray Spaulding (FAMU Veterans Affairs). Barbara Rhodes Melvin (BMR-Melvin Consulting) joined the call after the meeting had commenced.

Special guest Karen Landry from the Florida Coalition for Microbusiness Development also joined the call.

From OSD: Hue Reynolds (Executive Director), Sherry Fagg (Stakeholder Relations Coordinator) and Barbara Thompson-Yates (Administrative Assistant), who recorded the minutes. Special DMS guest Ben Fairbrother was also present.

**NOT IN ATTENDANCE:** Jay Narang (GDKN Corporation) and Augusto Sanabria (Hispanic Business Initiative Fund of Florida).

**Agenda Modification/Adoption:** Rhett Frisbie motioned to accept the agenda without any changes. The motion was seconded by Ray Spaulding. The agenda was approved without modifications.

**Minutes of November 4, 2015:** Malik Ali motioned to accept the meeting minutes from the November 4 meeting. The motion was seconded by Rhett Frisbie. The minutes were approved unanimously without changes.

~~Prior to the OSD update from Hue Reynolds, Karen Landry joined the call.~~

### Department of Management Services Office of Supplier Diversity Report:

- Hue Reynolds provided updates regarding OSD activity, including the continual update to the website content and finalizing the roles of the staff realignment. OSD will be replacing retiring Administrative Assistant Barbara Thompson-Yates. Hue ~~wanted to~~ publicly thanked ed Barbara for her service to the state, and specifically to OSD over the last several years. The Council members also wished Barbara well in her upcoming retirement.
- Cheryl Gonzalez commended Hue and the team for the website updates.
- Hue also shared that OSD will be rolling out the new logo in short order, including the new name of the upcoming regional events. She also provided an update on Council member appointments.

- ~~Hue stated that Jay Narang was unable to attend today's meeting. However, s~~She shared that the Executive Committee will begin meeting at least two to three weeks prior to the Advisory Council meetings from here on out.

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

- Cheryl explained that the Executive Committee meetings will be an opportunity to set the agenda for the upcoming Advisory Council meetings. She will also work to schedule a meeting between DMS, DEO and the Council. The subject for the joint meeting will be to discuss the business participation study. Cheryl also provided an update related to the ~~Florida M~~microfinance ~~act~~Act.
- Julius Davis provided an update on Enterprise Florida. He commented that Enterprise Florida will be meeting in January; however, EFI is not able to accommodate a meeting with the Council. Chair Gonzalez ~~clarified that the Council only wanted to meet at the same time and place of the EFI meeting and not separately with EFI. She also~~ suggested that we ~~learn of other opportunities where~~consider other ~~EFI may meet so that the~~board meetings ~~Council may also meet during a similar timeframe.~~
- State's strategic and comprehensive plan – ~~Vice Chair Narang was not in attendance to provide an update on this item.~~No report.
- Communications plan – Hue stated that during the last meeting, Cheryl asked about putting together a newsletter to showcase the work of OSD and/or the Council. In addition, Cheryl asked ~~that the~~for Council ~~pursue obtaining more~~media coverage ~~by drafting~~through press releases that announce member appointments, re-appointments, etc.

#### **Special Guest/Stakeholder Commentary:**

- Karen Landry offered stakeholder commentary about the Florida Coalition for Microbusiness Development. She stressed that small businesses are important to our economy because ~~it~~they stabilizes ~~their~~local ~~community~~communities. There are currently 1.9 million small businesses in Florida with five or fewer employees that are not yet at the second level of business development. The Florida Coalition has worked with DEO and Enterprise Florida over the past two years, along with the Advisory Council to ~~support and~~improve implementation of the ~~Florida M~~microfinance ~~a~~Act. As part of the ~~microfinance a~~Act, Karen shared that community development ~~financial~~institutions (CDFIs) offer loans less than \$50,000 to small businesses. There are currently seven CDFIs that serve as access points to facilitate business development.
- Karen stated that HB 753 was filed and that a senate companion ~~bill~~was in draft ~~stage~~. This legislation would improve upon the access to capital and credit for microbusinesses. She said that one of the keys to moving an agenda forward is to educate and increase access points. Creating jobs, creating access, and providing capacity building support will help businesses succeed in entering into the second phase for growth.

#### **Old Business:**

- Barbara Melvin: No new information to share.
- Rhett Frisbie: His committee will meet on Dec. 17 at 2:00 p.m. He briefly highlighted the topics for discussion: how we should integrate agency spend with primary and secondary spending, and the One Florida initiative. Rhett also ~~posed the question~~toasked Hue ~~about~~how OSD is

~~collecting/collects~~ the 90-day spending ~~plans~~ and the participation plans. She stated that she has begun to reach out to each state agency to devise a schedule to collect this valuable data.

- ~~Cheryl Chair~~ Gonzalez: ~~Her goal is~~ She plans to meet with DEO to ~~obtain request~~ funding for a small business participation study. She will spearhead scheduling a joint meeting with appropriate stakeholders setting up this joint meeting.

#### **New Business:**

- Annual report: Draft will be available for review in the coming week. Some of the achievements to include from Advisory Council include statutory language and the Florida Microfinance Act. The Council voted on recommendations to include for 2015-16: establish a DSO; re-define "small business"; assess EFI bond surety program pilot, and Council budget authorization. Cheryl also asked each person to send in any pictures to include in the annual report.
  - There was a motion by Ray Spaulding to adopt these achievements and recommendations for the annual report. The motion was seconded by Barbara Melvin. The Council approved this motion.
  - Cheryl Gonzalez asked to include two additional items:
    1. Small business participation study
    2. Rewrite Section 287 to enhance accountability to support small/minority businesses
  - Malik Ali made the motion to accept these additions. Christine McMillon seconded the motion. The Council voted to approve the additional items.
- Discussion about the Council's budget: ~~Cheryl asked that this be a topic of discussion at a later meeting~~ Tabled.
- Options for face to face meeting: There were two options presented to the Council members. This topic will be tabled until January.

#### **Open to the Public:**

Katrina Alexander in Tallahassee ~~also~~ joined the call ~~from the public~~. She serves on the Economic Development Council in Tallahassee.

**Next Scheduled Meeting: Wednesday, January 6, 2016**

**Adjournment:** Meeting Adjourned at 2:59 p.m.