



Florida Advisory Council on Small and Minority Business Development

MEETING MINUTES

February 01, 2012

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), Alison Jimenez, **Co-Chair** - (Dynamic Securities Analytics, Inc.), Malik Ali (FMSDC), Franklin Cross (City of Tampa), Rhett Frisbie (Department of Lottery), Ben Harris (City of Tallahassee), Pamela Hart (Palm Beach County), Christine McMillon (Ensync Diversified Management Services, Inc.), George Owen (Regions Bank), Y. Lisa Colon Heron (Smith Currie & Hancock) and Barbara Rhodes Melvin (Wells Fargo Bank). Also in attendance was Office of Supplier Diversity (OSD) staff Denise Wright, who recorded the minutes.

NOT IN ATTENDANCE: Dale Coxwell (Coastal Steel, Inc.), Carlos Rodriguez (President of Maverick Constructors, Inc.), Anne-Marie Richards (Office Depot), Gloria Pugh (AMWAT Moving & Warehousing), Al Lawson (Al Lawson & Associates), Nancy Allen (Women's Business Development Council of Florida) and Digvijay Gaekwad (Hotel Owner-Ocala & Gainesville).

Changes/Adoption of Agenda:

Mr. Cross moved to adopt the agenda. The motion was seconded by Mr. Harris. The agenda was accepted and approved by the Council.

Adoption of Minutes from the January 11, 2012 Meeting:

Mr. Owen moved to adopt the minutes. The motion was seconded by Ms. Colon. The minutes were accepted and approved by the Council.

Department of Management Services, OSD's Update: Thad Fortune, MBE Administrator.

- Mr. Fortune stated OSD has completed the final edition of *OSD Link*, which was the newsletter OSD produced on a monthly basis. Effective immediately, *OSD Link* will become a part of the Division of Purchasing's newsletter.
- Ms. Loll, Director of State Purchasing, wants OSD to develop a welcome package to provide to first-time certified vendors. OSD has started the process and met with the communications office to develop the final copy for Ms. Loll's review and approval.
- OSD is also working on its annual report. The final drafted report was submitted to the Chief of Staff for review and modifications as necessary.
- OSD is working on a MatchMaker After-Action Improvement Plan that the Secretary and Chief of Staff desire. OSD is assessing what occurred at the November MatchMaker Conference, good reports and areas for improvement, and making plans for the 2012 event. The hotel selection process for the 2012 event should be completed by March 1st.
- In January 2012, OSD certified/recertified **211** companies, administratively closed **38** and had **19** companies to withdraw from the process.

Special Remarks: Kelly Loll, Director, Department of Management Services, State Purchasing: Ms. Loll spoke briefly about her vision for OSD. She said one of the initiatives for outreach is the National Association of State Procurement Officers (NASPO) Conference that will be held in Orlando, Florida, April 15-17, 2012. The Council was invited to help develop the small business training track. She said it is a great opportunity for

Florida's small businesses with over 40 state procurement officers slated to be present. For more information go to www.NASPO.org.

The Council voted to endorse national NASPO conference in Florida, viewed as an excellent opportunity to engage small and minority businesses in their pursuits for contracts on a motion by Ms. Hart, and seconded by Ms. Melvin.

Council Chair's Update:

- Ms. Gonzalez stated she met with Kelly Loll, Chief Procurement Officer for DMS, at least two occasions by phone. One of the meetings included the Chief of Staff for the Secretary of DMS, Tony Garcia and Thad Fortune. The meeting focused on obtaining feedback on behalf of the Council and to review Secretary Miles' expectations.
- Ms. Gonzalez reviewed the results of the Strategic Planning Session in Sarasota, January 21st. She noted, among other items, that those present discussed the definition of a small business.
- Secretary Miles indicated the following: He seeks to increase the amount of State spending with small businesses; to determine whether there is an appropriate way to encourage larger firms to utilize small and minority businesses; and, to determine the best method for certification. He also wants to determine steps that the Council can and should take to support small and minority business development to support the Governors commitment with job creation, and to assess the value of the MatchMaker Conference and seek ways to engage others to make it more successful.
- Ms. Gonzalez stated the overarching desired outcome is the realization of an environment where small and minority businesses can and do compete for State business.

Stakeholder Commentary: Traci Small, Managing Partner and NSI-Florida, and SCPC Facilitator

- Ms. Small stated they reviewed and utilized the Council's Annual Report and other documents to help Council members compile key issues and develop recommendations for moving forward.
- They organized the day in a workshop format which allowed for everyone to participate and provide input.
- They looked at the expectations and timelines of the Council and talked collectively with the members on their specific stories and things that are impacting them as small and minority business owners.
- They then conducted an exercise where they talked about the issues, prioritized them and brainstormed for different solutions in terms of attacking those issues.
- After the lengthy exercise on the issues, the group went back to the Annual Report and the existing strategic plan already in the making by the Council.
- It was determined that the Council's committee framework was aligned to its projected work plan.

Committee Reports and Actions Requiring Votes (If Applicable):

Strategic Planning – Ms. Gonzalez reminded members of the Strategic Planning Committee meeting tomorrow at 2 p.m. The committee will review the Strategic Planning session report in more detail. She asked members provide feedback. Also, each committee chair was asked to develop a description of their committee's purpose for inclusion in the soon to be developed policies and procedures/by-laws.

Ms. Gonzalez thanked Ms. Small for her time at the Strategic Planning Meeting in Sarasota. Also, she thanked Ms. Melvin and Wells Fargo for allowing the Council to meet at their facility and for providing breakfast, and Mr. Rodriguez and Ms. Small for providing lunch.

Other: Mr. Ali encouraged that the definition that the Council develops for small business should reflect the federal model. Ms. Gonzalez said she will keep this on the agenda under old business so the Council can discuss it at the next Council meeting. She also noted that his recommendation was in line with discussions at the Strategic Planning meeting in Sarasota.

Announcement: The Florida Consortium of Black Businesses will be at the Capitol on February 9, 2012, 9 a.m. to 4 p.m. Since the Chair cannot attend, Mr. Harris and Ms. Hart agreed to attend to represent the Council.

Next Scheduled Meeting: Wednesday, March 7, 2012, 2:00 p.m.-3:00 p.m.