



Florida Advisory Council on Small and Minority Business Development

MEETING MINUTES

July 11 2012

2:00 p.m. – 3:00 p.m.

Welcome & Introductions:

Vice Chair Ms. Jimenez welcomed everyone to the meeting. **IN ATTENDANCE:** Cheryl Gonzalez, **Chair** - (University of North Florida), Alison Jimenez, **Co-Chair** - (Dynamic Securities Analytics, Inc.), Barbara Rhodes Melvin (Wells Fargo Bank), George Owen (Regions Bank), Malik Ali (FMSDC), Franklin Cross (City of Tampa), Carlos Rodriguez Maverick Constructors, Inc.), Anne-Marie Richards (Office Depot) and Dale Coxwell (Coastal Steel, Inc.). Also in attendance were Kelly Loll (DMS-Purchasing Director), Kevin Brown (DMS-Goods Bureau Chief), Office of Supplier Diversity (OSD) staff Thad Fortune (MBE Administrator) and Denise Wright (Administrative Assistant I), who recorded the minutes.

NOT IN ATTENDANCE: Y. Lisa Colon Heron (Smith Currie & Hancock), Ben Harris (City of Tallahassee), Pamela Hart (Palm Beach County), Rhett Frisbie (Department of Lottery), Nancy Allen (Women's Business Development Council of Florida), Christine McMillon (Ensync Diversified Management Services, Inc.), and Digvijay Gaekwad (Hotel Owner-Ocala & Gainesville).

Call In Guests: Nicole Mathis-(USF), Matt Thursam-(Disney), Victoria Zepp-(Partner at National Strategies), Jerome McLain-(Maxmedia Studios, Ft. Mill, SC 29708) and Cindy Chase-(UPS)

Changes/Adoption of Agenda:

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

Adoption of Minutes from the June 6, 2012 Meeting:

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

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

- Mr. Fortune informed the Council that OSD has a vacant position. Colin Barton accepted a position last Friday within DMS, Division of Purchasing. He said he is working with Kevin Brown to get that position filled as quickly as possible.
- Mr. Fortune stated as of July 1, 2012, the implementation of the Florida Veteran Business Enterprise bill became law. Also, he said DMS met with the Department of Veteran Affairs to develop the procedure for this certification and has met with the General Counsel's Office to begin developing/implementing the rule for the veterans. This bill includes war-time veterans to be a part of the program with the disabled veterans. For more information and the online pdf application, go to www.osd.dms.state.fl.us, click certification, supporting documentation and Florida Veteran Business Enterprise. They cannot save or submit the application online but they can complete the application online, print it, sign it and scan and email or send regular mail. Mr. Fortune asked the Council to help spread the word about this certification.
- As of today, 5,528 firms are certified with the Office of Supplier Diversity.
- Mr. Fortune noted the status a fall MatchMaker. We have submitted requested information to the LT. Governor's office. Mr. Fortune thanked the Chair of the Advisory Council-Ms. Gonzalez who is working very diligently along with Kevin Brown to get the requested information to the Gov./Lt. Governor as well as meeting with them and Florida State University. Also, we are getting calls daily from the State Agencies and Universities, as well as the minority vendors about the MatchMaker.

Council Chair Update: Cheryl Gonzalez, Diversity Officer, University of North Florida.

- Because of the number of guests calling into the meeting, Ms. Gonzalez stated the Council received the DSO Proposal at the last meeting and it was agreed that she would move forward with its exploration. She explained that this Proposal establishes a different frame work for the functions of the currently existing OSD. Ms. Loll stated DMS has a July 20th deadline with Legislative Affairs to submit the Proposal and asked will the Council to vote on it or to provide direction on the Council's next steps. Ms. Gonzalez gave an overview of the legislative timeline for the DSO Proposal and noted that its submittal was timely.
- Ms. Gonzalez stated what the DSO will ensure effectiveness, efficiency and sustainability of the functions that pertain to the Office of Supplier Diversity, as well as enhance small business advocacy similar to the federal government's Office of Small Business Advocacy. It will also be able to assist small businesses better, enter into contracts, which resolves current problems with coordinating Business MatchMaker activities, agreements, raise funds and become self-sufficient which will allow it to meet the mission critical needs of DMS with respect to small and minority business development.

Committee Reports and Actions Requiring Votes (If Applicable):

- A. Proposal to Establish a Direct Support Organization in Lieu of the Office of Supplier Diversity in Support of the Florida Advisory Council** – Ms. Gonzalez discussed this as noted above. When a quorum of the Council members was present, it was moved by Mr. Owens to adopt the proposal, seconded by Barbara Melvin, and the proposal was unanimously adopted.
- B. Pending: Council Coordinating the Annual Fall MatchMaker:** Ms. Gonzalez discussed this with Ms. Loll and stated that the Council's statutory charge is to provide advisement. She said facilitating the MatchMaker in not within the current paradigm; however, once there is a DSO, there will be an opportunity for the Executive Committee of the Council to work with the DSO to help coordinate any activities that will fall under its purview such as the Matchmaking/Reverse Trade Shows.
- C. Council Internal Procedures and Bylaws**–Franklin Cross, Committee Chair: Mr. Cross discussed the propose draft of the Bylaws. Mr. Owens stated he reviewed the Bylaws and he thinks they are very well done and complete. Ms. Gonzalez added she would like to incorporate the Executive Committee in the Bylaws, which it will include the Chair, Vice-Chair and Committee Chairs. She also said this should be voted on by e-mail in absence of a quorum but expressed concern that a vote by e-mail may be a violation of the Sunshine Law. When the quorum of the Council members were present, it was moved by Mr. Cross and seconded by Mr. Owens to adopt the Bylaws with the following changes: decrease the number of absences from six to four (Owens); explicitly state fiscal year for time frame of absences (Jimenez) and insert a section entitled Executive Committee and include who serves (Gonzalez). The Council's Internal Procedures and Bylaws were unanimously approved.

Old Business:

- A. DEO Feedback Request:** Ms. Gonzalez stated the Council received information from the Department of Economic Opportunity of Enterprise Florida, Inc., to provide feedback in reference to the summits conducted throughout the State. She noted Council members should contact Ms. Wright for the information and reminded everyone to forward their feedback.
- B. Council Intern(s):** Ms. Gonzalez recognized other Council priorities and asked Ms. Loll to renew work on this after August. Ms. Loll noted she would again look into having interns to assist the Council committees once we get a "handle" around the MatchMaker, so we can stay focused.
- C. Trinidad-Tobago Trade Mission:** Ms. Gonzalez stated information was forwarded to the Council on the Trade Mission and if anyone is going and need information, please contact the Lt. Governor's Office. Ms. Richards, who is originally from Trinidad, noted that she could not attend as was hoped but Office Depot planned to help sponsor the Trade Mission.

New Business:

- A. Recommendations for 2012-13 Stakeholder Commentaries:** Ms. Gonzalez stated if the Council has any suggested names for the Stakeholders to email them to Ms. Wright. She said depending upon their availability, some of the future invitees are the Governor, Lt. Governor, Secretary Jeff Atwater and the new DMS Secretary.

- B. The Mentor Protégé Program:** Ms. Richards stated their first meeting they developed an action plan to take the current program to the next level. She said Texas has a good program and they are going to try and benchmark their program.

- C. Florida Coalition for Microbusiness Development:** Mr. Owens announced the formation of this new group under the direction of Karen Landry and Riyan Jackson of Jacksonville, Florida's RAISE Network and War on Poverty, Inc. The group is grant-backed and focuses on capital access, job creation and business development concerns for businesses with fewer than six employees.

Open to the Public:

Vice Chair Jimenez asked if there were comments from among the guests. Victoria Zepp-(Partner at National Strategies) inquired on behalf of a woman business owner about her status as a small business due to Florida's current definition. Ms. Gonzalez thanked her for the inquiry and noted that the Council's Research and Emerging Trends Committee was reviewing the same and asked her to participate on the committee. Cindy Chase of UPS noted that she replaced Stephonne Mack who was present during the April 2012 NASPO meeting.

Announcements:

Mr. Ali announced the Central North Florida MSDC is having their 29th Annual Trade Fair, August 15-18, 2012. He said it would be nice if Mr. Loll or Mr. Brown could attend. Ms. Loll asked that he forward a formal invitation and a description of the Trade Fair and they can submit a travel request. When asked whether their travel was covered, Mr. Ali said expenses for registration and travel were not included.

Next Scheduled Meeting: Wednesday, August 1, 2012, 2:00 p.m.-3:00 p.m.