



Florida Advisory Council on Small and Minority Business Development

MEETING MINUTES

August 1, 2012

2:00 p.m. – 3:00 p.m.

Welcome & Introductions:

Chair Ms. Gonzalez welcomed everyone to the meeting. **IN ATTENDANCE:** Cheryl Gonzalez, **Chair** - (University of North Florida), 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), Rhett Frisbie (Department of Lottery) 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 Patricia Hall (OMC1), who recorded the minutes.

NOT IN ATTENDANCE: Alison Jimenez, **Co-Chair** - (Dynamic Securities Analytics, Inc.), Y. Lisa Colon Heron (Smith Currie & Hancock), Ben Harris (City of Tallahassee), Pamela Hart (Palm Beach County), 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), Cindy Chase-(UPS), Peter Harris, Ray de Lugo-(UNF) and Chris Quinn.

Adoption of Minutes from the July 11, 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 and Mr. Brown met with Ms. Cindy Chase of UPS, to discuss UPS low interest capital program available for small and minority businesses. They also talked about UPS diversity program and partnering with UPS with some things in the near future. Mr. Fortune stated hopefully Ms. Chase will get a chance to bring you up to speed on the availability of the various programs that UPS initiative has and that they will be implemented. He also said he hopes Florida will be one of the states UPS selects as the program to participate.
- Mr. Fortune stated OSD had the opportunity to team up with the City of Gainesville and conducted a workshop for small, minority and veteran owned businesses in the Gainesville area. Approximately thirty companies participated in the workshop and we were able to certify ten of those companies. Also, Mr. Fortune met with Faylene Welcome (The University of Florida) to discuss their Mentor Protégé Program.
- Mr. Fortune spoke with Beatrice Louissaint, Southern Florida Minority Supplier Development Council, about the contract they received with DOT and they are in the infant stages of a Mentor Protégé Program.
- Mr. Fortune stated through the hard work of the Council, Ms. Loll and Mr. Brown, we finally got the approval to conduct the MatchMaker Conference in Orlando which will be held in November.
- OSD's certification numbers are remaining around 5,000. Over the last month OSD certified 42 firms and recertified 168 firms.

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

- Ms. Gonzalez stated she has gone to Tallahassee and participated on several conference call meetings and been on several telephone calls.
- Ms. Gonzalez stated she has worked with Mr. Fortune's group, Ms. Loll and Mr. Brown. Mr. Loll assisted in Ms. Gonzalez meeting with the new DMS Secretary. Also, she had conference calls with the Interim

Secretary, the Deputy Secretary, the Lt. Governor and the Deputy Chief of the Governor's Office, all of this was to help frame the work of the Council with respect to the Direct Support Organization (DSO) and the MatchMaker.

- Ms. Gonzalez stated one of the options they looked at for moving forward with the MatchMaker Conference was Florida State University (FSU). Also, after meeting with FSU's Center for Professional Development and looking at the time constraints, Ms. Gonzalez looked to Mr. Peter Harris and she met with him along with Ms. Loll, Mr. Brown and Mr. Fortune on a Friday and by Monday they had given them a proposal that appears to be fruitful and they are moving that forward. Ms. Gonzalez stated that as Chair, she would be the one signing the agreement.
- Mr. Harris stated they have put together a very good proposal. He said they are prepared to take on the responsibilities and carry out a MatchMaker Program as a plan of attack as well as a tactical plan to raise the dollars and make sure the funds are well accounted for according to DFS standards. Ms. Gonzalez stated what this means is the Council will be responsible for overseeing the funding aspect from the standpoint of signing the contracts. There will be a Legislative and Budget Committee (LBC) that would work with OSD and the vendor to make sure their checks will balance across the board. Ms. Gonzalez asked Mr. Owen if he would chair the LBC and he accepted and said it would be an honor.
- Ms. Cindy Chase of UPS will be the Stakeholder Commentary at the next Council meeting.

Committee Reports and Actions Requiring Votes (If Applicable):

- A. State Agency Vendor Diversity** - Rhett Frisbie, Committee Chair: Mr. Frisbie stated an email went to the Council members concerning Best Practices for consideration by the Council. Ms. Gonzalez stated at the next meeting she would like to see some recommendations coming from the committee to the Council and they can vote on it at the next meeting.
- B. Research & Emerging Trends** - Barbara Melvin, Committee Chair: Ms. Melvin stated that at their meeting they discussed updating their recommendations of Florida's definition of a small business, how to gain wealth and capital. At their next meeting, the goal will be to have on the agenda, information they will be submitting to the Committee for the final approval.
- C. Council Internal Procedures and Bylaws** - Franklin Cross, Committee Chair: Mr. Coxwell made a motion to affirm the Bylaws. The motion was seconded by Mr. Rodriguez. The Bylaws were accepted and approved by the Council. Ms. Gonzalez stated Mr. Cross deserves a gold star for the job on the Bylaws.
- D. Annual Report** – Vice Chair/Alison Jimenez, Committee Chair: Ms. Gonzalez stated it is time for the Annual Report and she asked all committee chairs to please provide any reports of their work. She said this report will be a lot about the historical frame work of the Council. Ms. Gonzalez asked if the members could send any information for the annual report to Thad or Denise by August 31, 2012.
- E. Strategic and State Comprehensive Planning** – Chair/Cheryl Gonzalez, Committee Chair: Ms. Gonzalez stated this committee is moving forward with respect to the DSO which has been adopted by DMS. The DSO proposal will be moving forward to the Governor.
- F. Budget and Legislative** – Appointment of Chair: George Owen has accepted the position as committee chair. Ms. Gonzalez stated Mr. Owen will take up the **mantel????????** of massing other members to serve on this committee.
- G. Communications Committee** – Appointment of Chair: Dale Coxwell has accepted the position as committee chair.
- H. Executive Committee** – The Chair, Vice Chair and all Committee Chairs will serve as members of this committee. This committee will meet every other month as needed to keep the business flow going.

Old Business:

- A. Council Intern(s) – Tabled:** Ms. Gonzalez stated this is something the Council will be looking at in light of the work for OSD and the need for the Council.
- B. Small Business Participation Study – Tabled:** Ms. Gonzalez stated this is tabled because the funds were not available to complete a study.
- C. Capital Formation:** Ms. Gonzalez stated this will be a part of the Research and Emerging Trends committee. She said we have a white paper that's old and needs to be updated.

New Business:

- A. Minority Business Certification Task Force:** Ms. Loll stated as part of the procurement process improvement project, DMS have reached out to cities, counties and school boards and they have created a Florida Professionals for Public Procurement. They have about seven goals in which they are focusing, one is minority certification.

Comments:

Cindy Chase would like to meet with Ms. Gonzalez about UPS being a part of the MatchMaker Event. Mr. Brown stated DMS will set a meeting with Ms. Chase.

Next Scheduled Meeting: Wednesday, September 5, 2012, 2:00 p.m.-3:00 p.m.