



Florida Advisory Council on Small and Minority Business Development

MEETING MINUTES

September 5, 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, **Vice-Chair** - (Dynamic Securities Analytics, Inc.), Barbara Rhodes Melvin (Wells Fargo Bank), George Owens (Regions Bank), Malik Ali (FMSDC), Franklin Cross (City of Tampa), Carlos Rodriguez Maverick Constructors, Inc.), Anne-Marie Richards (Office Depot), Pamela Hart (Palm Beach County), Y. Lisa Colon Heron (Smith Currie & Hancock), Ben Harris (City of Tallahassee) 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), Patricia Hall (OMC1) and Denise Wright who recorded the minutes.

NOT IN ATTENDANCE: 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: Vicki Marks - (UPS) and Ray de Lugo - (UNF).

Adoption of Minutes from the August 1, 2012 Meeting:

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

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

- Mr. Fortune stated DMS has decided to postpone the MatchMaker until spring 2013 and OSD will announce this postponement by the end of this week.
- Mr. Fortune stated OSD will have a representative at the 2012 Small Business Leadership Forum that is sponsored by the Department of Financial Services in Tampa, Florida, September 6-7, 2012. Also, they waived the registration and booth fees.
- The Diversity Working Group Meeting was held Friday, August 17th with representatives from about twenty two (22) agencies in attendance. Mr. Fortune thanked Mr. Brown for his presentation on "How to Increase Inclusion and Diversity" with the agencies.
- Mr. Fortune announced OSD will be asking Mr. Harris to give a presentation at this month's Diversity Working Group Meeting on the Big Bend MEDWeek activities scheduled in October to encourage the agencies to participate and, hopefully, become MEDWeek.
- Mr. Fortune, Mr. Brown and Mr. Frisbie met with the Department of Business and Professional Regulation to discuss whether they could add a link on their web page for companies to retrieve information about acquiring a professional license.
- Mr. Fortune stated he is proud of the letter OSD received from Ms. Glenda Twist of Upfront Foods in Boca Raton, Florida. She was excited that Whole Foods contacted her through OSD's online directory and they will be showcasing Upfront Foods in their stores and advertisements. Upfront Foods is also scheduled to go into the Office Depot HUB Catalog & Resource Guide for spring 2013. Ms. Twist attended the 2010 Matchmaker conference in Orlando and had a 10 minute meeting with the Office Depot representative. The meeting gave her a contact and a relationship with this large company. Ms. Twist stated that having the WBE certification from the Office of Supplier Diversity opened the door for Upfront Foods.

- Mr. Fortune stated OSD certified/recertified **205** companies, administratively closed **39** files and received **436** files from MFMP to begin processing.
- Mr. Fortune stated Mr. Brown is reviewing and revising the letter that will be forwarded to agencies and universities this month requesting their small and minority business participation plans that will be due thirty days (30) from the date the letter goes out. By statute, OSD has to review the plans and either approve or disapprove them. They are returned for modification to the submitting agency/university to correct deficiencies.

Stakeholder Commentary: Vicki Marks, Marketing Director, UPS Capital

- Ms. Marks stated UPS corporate headquarters is located in Atlanta, Georgia. UPS offers solutions for businesses and short-term financing for exporting and importing. UPS is trying to provide assistance to small and midsize companies that might participate in this pilot.
- UPS's criteria was forwarded to the Council members.
- Ms. Marks stated UPS is only interested in manufacturers, wholesalers and distributors in any industry as long as they are not shipping perishable products.
- Ms. Marks stated from a revenue side, these companies need to generate at least a half million (\$500,000) or preferably one million (\$1,000,000) plus in annual revenue.
- The Chairman of UPS is on the Advisory Council for the National Export Initiative, which focuses on and supports companies worldwide in an effort to create jobs.
- Ms. Marks can be reached at (404) 828-4285 or VRMarks@ups.com

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

- Ms. Gonzalez stated the DSO Proposal is complete and has been submitted to the Governor's Office.
- Ms. Gonzalez stated a Strategic Plan still needs to be prepared. She said the Plan that FAMBEO completed was phenomenal and she hopes the Council can use their Plan as a benchmark.
- Ms. Gonzalez has forwarded communications to DMS Secretary Craig Nichols regarding him speaking at a future Council meeting.
- Ms. Gonzalez stated Dale Brill will be returning as stakeholder commentary for the October meeting. He spoke about a year ago. At that time he was the head of the Office of Trade, Tourism and Economic Development and now he is President and CEO of the Florida Chamber Foundation.
- Ms. Gonzalez stated the Council now has a monthly standing meeting with DMS Secretary Nichols and this will give the Council an opportunity to talk about some of the concerns or matters that are discussed in the meetings and bring them to his direct attention.

Committee Reports and Actions Requiring Votes (If Applicable):

- A. State Agency Vendor Diversity - Rhett Frisbie, Committee Chair:** Ms. Gonzalez stated Rhett Frisbie communicated to her and Ms. Wright that he would not be able to attend today's meeting but he is looking into making changes to Statute 287. Ms. Gonzalez asked the Council Members to Google this Statute and review it because they are looking for ideas from the Council as to what is needed so they can draft it and bring it to the Council for review. Y. Lisa Colon Heron volunteered to review the Statute because this is of major interest to her.
- B. Research & Emerging Trends - Barbara Melvin, Committee Chair:** Ms. Melvin stated they did not have a meeting due to lack of participation.
- C. Council Internal Procedures and Bylaws – Franklin Cross, Committee Chair:** Mr. Cross stated they did not meet because of his duties associated made complex by Hurricane Isaac and the Republican National Convention.
- D. Annual Report – Vice Chair/Alison Jimenez, Committee Chair:** Ms. Jimenez reminded the committee Chairs to send her a summary of their committee work over the past year within the next week so she can have a draft copy of the annual report completed for the next meeting scheduled October 3rd.
- E. Strategic and State Comprehensive Planning – Cheryl Gonzalez, Committee Chair:** NO REPORT
- F. Budget and Legislative – George Owen, Committee Chair:** NO REPORT
- G. Communications Committee – Dale Coxwell, Committee Chair:** NO REPORT

Old Business:

- A. **Council Intern(s)** – Ms. Loll stated she will ask Mr. Fortune to begin seeking interns to assist the Council’s work.
- B. **Capital Formation for Small Businesses – Next Steps:** Ms. Gonzalez stated this document requires updating.

Announcements:

- Mr. Harris announced that the Big Bend MED Week will be held the week of September 25-28, 2012. He will send the Council more information tomorrow.
- Ms. Loll announced that Sherry Fagg of OSD will be attending the Small Business Leadership Forum in Tampa, September 6-7, 2012.

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

Stakeholder Commentary will be provided by: Dale Brill, President, Florida Chamber Foundation

Adjournment