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## Florida Advisory Council on Small and Minority Business Development

### MEETING MINUTES November 7, 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), Barbara Rhodes Melvin (Wells Fargo Bank), George Owens (Regions Bank), Malik Ali (FMSDC), Franklin Cross (City of Tampa), Carlos Rodriguez Maverick Constructors, Inc.), Pamela Hart (Palm Beach County), Y. Lisa Colon Heron (Smith Currie & Hancock), Ben Harris (City of Tallahassee), Rhett Frisbie (Department of Lottery), Christine McMillon (Ensync Diversified Management Services, Inc.) and Dale Coxwell (Coastal Steel, Inc.). Also in attendance were DMS Staff, Erin Rock-Chief of Staff, Kristen Beach-Public Information Administrator (Communications Director), Cliff Taylor-Deputy General Counsel, 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:** Alison Jimenez, Vice-Chair - (Dynamic Securities Analytics, Inc.), Anne-Marie Richards (Office Depot), Nancy Allen (Women's Business Development Council of Florida), and Digvijay Gaekwad (Hotel Owner-Ocala & Gainesville).

**Call In Guests:** Ray de Lugo-(University of North Florida) and Debra Thompson-(Jacksonville).

**Agenda Modification/Adoption:** Mr. Owen moved to adopt the agenda. The motion was seconded by Ms. Melvin. The agenda was accepted and approved by the Council.

**Adoption of Minutes from the October 3, 2012 Meeting:** Mr. Owen moved to table the adoption of the minutes for the next meeting, December 5, 2012. The motion was seconded by Mr. Frisbie. It was accepted and approved by the Council to table the minutes for the next meeting.

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

- Mr. Fortune stated OSD's vacant position had **53** applicants. Mr. Brown and Mr. Fortune reviewed the applications and they reduced it to **10** applicants for an interview. Mr. Brown would like to have the position filled by December 1, 2012.
- Mr. Fortune stated after working with DMS's Human Resource Office, they were able to come up with a position description for the intern. It has been posted with FAMU's Career Center. Also, we are working with FSU to get it posted with their Career Center.
- Mr. Fortune stated Mr. Brown has decided to conduct **6** Regional Workshops with the first one being held in Pensacola, Florida on February 27, 2013. He is now looking at a date for Jacksonville, which will probably take place in March. All Regionals will be held by the end of the fiscal year. The cities selected so far are Pensacola, Jacksonville, Tallahassee, Tampa, Ft. Lauderdale, Miami and Ft. Myers.
- For the month of October, OSD certified **127** companies and had **38** companies to withdraw or moved into administratively closure. Administratively closed means if an application or documents come in and after reviewing the file we determine we do not have all the documents or we need additional documents, the officer will request those documents and the applicant is given a certain amount of time to get those documents to OSD. If those documents are not returned in the timeframe given, the vendor is moved into the "administratively closed" status.

**Stakeholder Commentary:** Craig Nichols, Secretary, Department of Management Services

- Mr. Nichols stated he is looking forward to working with the Advisory Council. He said his door is always open and would like to know when members come to town and he will try to meet with them face-to-face.
- Mr. Nichols stated if you want to grow a big business, it has to start small somewhere.
- Mr. Nichols stated if we are able to bring vendors into a profit that's more logical and more efficient; it's not just for the State but for our vendors.
- Mr. Nichols stated he was impressed from day one when he met Ms. Gonzalez because of her energy, focus and commitment and others who are involved, he expects to work more with the Council.

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

- Ms. Gonzalez stated the key element to be completed now is the annual report and noted that the State Comprehensive/Strategic Planning Committee meetings have been canceled for the remainder of the year. Ms. Gonzalez stated a draft of the annual report should be completed within the next two weeks. She said she will schedule a meeting of the Executive Committee to review the annual report and then bring it before the full Council at the December 5<sup>th</sup> meeting.
- Ms. Gonzalez gave thanks to the Secretary Nichols and General Counsel Cliff Taylor for commending the service of Hon. Al Lawson and Ms. Gloria Pugh who resigned from the Council due to other commitments. They also contacted inactive Council members who to determine their interest to serve.
- Ms. Gonzalez thanked the members for submitting questions for the Secretary's response.

**Committee Reports and Actions Requiring Votes (If Applicable):**

- A. **State Agency Vendor Diversity** - Rhett Frisbie, Committee Chair: Ms. Gonzalez thanked Mr. Frisbie for the information he provided to the Council even though he has not been able to have a meeting due to scheduling conflicts. Ms. Gonzalez suggested Mr. Frisbie and Atty. Heron schedule a call meeting so the Council can utilize her as a resource.
- B. **Research & Emerging Trends** - Barbara Melvin, Committee Chair: Ms. Melvin stated they talked about the definition of a small business at their last meeting. She said they will next discuss the definition of a "minority" and update the capital formation white paper.
- C. **Council Internal Procedures and Bylaws** – Franklin Cross, Committee Chair: No Report.
- D. **Annual Report** – Vice Chair/Alison Jimenez, Committee Chair: No Report
- E. **Executive Committee & Strategic & State Comprehensive Planning** – Chair-Cheryl Gonzalez: Ms. Gonzalez stated the Executive Committee has not met but will be calling a meeting within the next week and a half. Also, she said all meetings through the end of this year for the Strategic & Comprehensive Planning Committee have been canceled.
- 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)** – (Previously discussed in the OSD Administrator's Update)

**New Business:**

- A. **Statute Review(s)** – Council Member Lisa Heron, Esquire: Ms. Gonzalez suggested that Ms. Heron put the statute review in a report format and send it to Ms. Wright to distribute to Council Members.

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

**Stakeholder Commentary:** To be Determined.

**Adjournment:** 3:00 p.m.