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## Florida Advisory Council on Small and Minority Business Development

### MEETING MINUTES

December 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), Barbara Rhodes Melvin (Wells Fargo Bank), George Owens (Regions Bank), Malik Ali (FMSSDC), 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), Christine McMillon (Ensync Diversified Management Services, Inc.) and Anne-Marie Richards (Office Depot). Also in attendance were DMS Staff, 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.), Rhett Frisbie (Department of Lottery), Dale Coxwell (Coastal Steel, Inc.), Nancy Allen (Women's Business Development Council of Florida), and Digvijay Gaekwad (Hotel Owner-Ocala & Gainesville).

**Call In Guests:** Pamela James (Jacksonville), Althea Harris (US Small Business Administration-Miami), Nicole Mathis (USF), Whitfield Jenkins (Marion County-NAACP), Debra Thompson (Jacksonville) and Liz Horowitz.

**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 and November 7, 2012 Meetings:** Ms. Hart moved to adopt the minutes. The motion was seconded by Mr. Rodriguez. It was accepted and approved by the Council.

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

- Mr. Fortune stated for the month of November, OSD certified **114** companies, administratively closed **34** companies and received **324** certification applications for review.
- Mr. Fortune stated the 2013 Regional MatchMaker calendar is beginning to materialize. The first Regional will take place in Pensacola at the University of West Florida – February 27<sup>th</sup>, the next one will be held in Ft. Lauderdale - March 14<sup>th</sup> and one will be held in Jacksonville at the University of North Florida - March 29<sup>th</sup>. As these dates and additional dates are confirmed, we will notify the Council so you can inform the businesses in your area as well as attend if your schedule permits. The formats for the Regionals are as follows: there will be workshops in the morning and the Agencies in attendance One-on-One appointments in the afternoon.
- Mr. Fortune stated OSD was contacted by French officials who selected Florida as one of the states they are talking to for guidance and direction on creating a diversity program as well as the certification concept in Florida. Also, OSD was contacted by the State of Massachusetts for the same guidance and direction as well as requesting information on how we conduct a MatchMaker.
- Mr. Fortune stated DMS is close to filling the vacant position in OSD. The position should be filled by the first of next year.
- OSD has received approval from Ms. Loll and Mr. Brown to send the approval letters to the agencies and universities that have submitted a utilization plan for this fiscal year. Those letters should go out the first of next week. Mr. Fortune stated that this year, for the first time, there were only two agencies that did not

submit a plan; but, they have both asked for an extension. The plans will be placed on the OSD website along with the quarterly spending plans as part of the outreach activities OSD provides to vendors.

**Stakeholder Commentary:** Dr. Winslow Sargeant, Chief Counsel for Advocacy, U.S. Small Business Administration

- The Office of Advocacy is an independent voice for small businesses within the federal government with a mission of encouraging policies that support small business start-up, growth and development. The Advocacy staff advances the views, concerns and interests of small businesses before Congress, the White-House, federal agencies, federal courts and state policy makers. Dr. Sargeant stated what they want to do is to find ways to make sure that access to capital, access to contracts, access to mentorship and access to networks, exist.
- Dr. Sargeant stated they work with contracting agencies to make sure the rules are clear so small businesses can get access to procurement officers and they can know what opportunities are within their regions.
- Also, they work with banks and distribute lending studies regarding banks' lending practices.

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

- Ms. Gonzalez stated she received a letter from George Owen, who initially was going to resign from the Council because he received a promotion and lacked time to chair a Committee. He agreed to remain and relinquish his position as Chair the Budget and Legislative Committee for 2012-13.
- Ms. Gonzalez announced the execution date of the MOU in Orlando as December 13, 2012 at 11:00 a.m. and invited Council members to attend.
- Ms. Gonzalez received a draft copy of the annual report from Ms. Jimenez and she has been working on it and adding components to it. The report deadline is January 1st.

**Committee Updates/Reports with Action Items (If Applicable):**

- A. **Council Internal Procedures and Bylaws** – Franklin Cross, Committee Chair – Mr. Cross stated he attached a copy of the proposed Ethical Standards that was sent to the Council as a draft and he hope everyone has had a chance to review it. He said if there are no changes, the Council can vote on it and approve it today. Ms. Melvin made a motion to approve the Ethical Standards. The motion was seconded by Mr. Owen. The motion was accepted and approved by the Council.
- B. **Annual Report** – Ms. Gonzalez stated there will be a call meeting for the annual report.

**Old Business:**

- A. **Statute Review(s)** – Council Member Lisa Heron, Esquire: Ms. Heron stated that she and Rhett Frisbie will have a call meeting next Thursday, December 13<sup>th</sup> review the statutes.

**New Business:**

- A. **Legislative Agenda – Current and 2013:** The key element the Council will be working with DMS on during the Session is the Direct Support Organization.

**Next Scheduled Meeting:** **Wednesday, January 9, 2013, 2:00 p.m.-3:00 p.m.** Ms. Gonzalez stated at this meeting, we will plan the Council's future meetings for 2013, which will occur every other month. The stakeholder commentary for this meeting will be Matt Carter, Esquire, Member, Florida Board of Governors.

**Adjournment:**