



Florida Advisory Council on Small and Minority Business Development

MEETING MINUTES

July 03, 2013

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 Owen (Regions Bank), Malik Ali (FMSDC), Dale Coxwell (Coastal Steel, Inc.), Pamela Hart Frazier (Palm Beach County), Wendy Grey (Wendy Grey Land Use Planning LLC), Samuel Newby (PepsiCo), Jay Narang (GDKN Corporation), Christine McMillon (Ensync Diversified Management Services, Inc.), Carlos Rodriguez Maverick Constructors, Inc.), James Sanders (Nationwide Insurance Company), Ben Harris (City of Tallahassee) and Rhett Frisbie (Department of Lottery). Also in attendance were DMS Staff – Erin Rock, Chief of Staff and Office of Supplier Diversity staff Sherry Fagg (OMC1) who recorded the minutes.

NOT IN ATTENDANCE: Y. Lisa Colon Heron (Smith Currie & Hancock), Anne-Marie Richards (Office Depot) and Augusto Sanabria (Hispanic Business Initiative Fund of Florida).

Agenda Modification/Adoption: Ms. Gonzalez stated on the agenda under Old Business, she would like to add item **(G) Priorities for Enterprise Florida**. Mr. Owen moved to adopt the agenda with the modification. The motion was seconded by Ms. Frazier. The agenda was accepted and approved by the Council.

Adoption of Minutes from the May 1, 2013 Meeting: Ms. Frazier moved to adopt the minutes. The motion was seconded by Ms. Melvin. The minutes were accepted and approved by the Council.

Ms. Gonzalez stated she will have to leave the call around 2:30 p.m. and asked the Vice-Chair-Mr. Narang to finish the meeting. Mr. Narang accepted the request.

Department of Management Services, OSD's Update: Ms. Erin Rock, Chief of Staff, was asked by Mr. Fortune to provide the report for OSD.

- Ms. Rock stated DMS has recently shifted OSD from the Division of State Purchasing into the Office of the Secretary. She stated she has been attending OSD's weekly staff meetings and getting to know the OSD Team better.

Stakeholder Commentary: Ms. Erin Rock, Chief of Staff, Florida Department of Management Services

- Ms. Rock stated she had an opportunity to meet with Mr. Fortune as he presented to his sister agency contact in State Purchasing. She said it was a very positive interaction because the State Purchasing units around the State are eager to see OSD succeed and they offered their assistance and helpful suggestions. Ms. Rock stated there are some items DMS will consider as part of their new fiscal year-strategic master plan for OSD. The Plan will be distributed to the Council when it's completed and approved by the Secretary.
- Ms. Grey mentioned she attended the Diversity Working Group Meeting and she stated there was a lot of enthusiasm a good understanding of the kind of issues small and minority businesses have and a lot of good suggestions. Also, she mentioned she have been certified through OSD since she opened her business ten years ago. She said she just completed her recertification online and thanked OSD for the easy process. She said she completed the on-line recertification and received her new certificate within 15 minutes by way of email.

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

- Ms. Gonzalez stated she handled the logistics for the free webinar conducted by the Research and Emerging Trends Committee chaired by Barbara Melvin; she wrote and published an op-ed article for the Miami Herald June 24th on Diversity and Inclusion for business growth.
- Ms. Gonzalez presented before the Governor and Governor's cabinet June 25th in Tallahassee and also met with Erin Rock-DMS Chief of Staff and Danielle Scoggins- Deputy Legislative Affairs Director of the Office of the Governor regarding Council business and met the Department of Economic Opportunity's Executive Director Jesse Panuccio.

Old Business:

- A. **State Agency Vendor Diversity:** Ms. Rock stated she and Mr. Frisbie met and it was a very helpful meeting because she gained additional background of the activities of the Council. Ms. Gonzalez stated the Council will defer any future report to Mr. Frisbie at the next Council Meeting and that way he would be able to talk about the OSD related items he deems as low hanging fruit at the time he wanted the former Director of State Purchasing to discuss. Mr. Frisbie joined the meeting and stated he met with Ms. Rock and presented to her the recommendations the Council made to DMS.
- B. **Research and Emerging Trends:** Ms. Melvin stated the Webinar that was held on June 18th went well. They were looking for the "Definition of a Small Business". It was facilitated by Ms. Patricia Williams of Callauch/Williams & Associates.
- C. **Internal Procedures & Bylaws:** Ms. Frazier stated the Bylaws were approved by the Executive Committee and then presented to the Bylaws Committee at their meeting on June 12th. Ms. Gonzalez talked to Ms. Rock about having the General Counsel's Office (GCO) review the Bylaws to make sure they meet the statutory requirements. Ms. Rock stated she is working with the GCO on the statutes and is also considering having a representative from the GCO on the Council's conference call meetings.
- D. **Legislative and Policy:** Ms. Gonzalez stated she updated this committee on the Legislative work that was done during the Session.
- E. **State Comprehensive and Planning:** Ms. Grey stated they had a very positive meeting. She said as they look at the State Comprehensive Plan and its policies on the economy, the interest of the Council is on which State Agencies have the primary responsibilities for implementing those policies.
- F. **Outreach/Communications:** Mr. Coxwell commented this committee find out they cannot have a blog. Ms. Gonzalez stated according to the Sunshine Law, if they post it as a meeting on-line that should be ok.
- G. **Priorities for Enterprise Florida (PEF):** Ms. Gonzalez asked for a motion to accept the PEF's that was discussed at a previous meeting. Mr. Narang moved to accept the PEFs. The motion was seconded by Mr. Frisbie. The PEFs were accepted and approved by the Council.

New Business:

- A. **Annual Report:** Ms. Gonzalez stated the Annual Report is in draft form and will go before the Executive Committee, the full Council and then to the Secretary's Office for Ms. Rock and her team to review.
- B. **Appointment Expirations-October 2013:** Ms. Rock stated she would like to get some preplanning done on the appointment calendar so they will have advanced notice of upcoming Council appointments.
- C. **Resolution to Send Certificates of Appreciation to Persons who delivered Stakeholder Commentary 2012-2013:** Ms. Frazier moved to have the Resolution developed. The motion was seconded by Mr. Owen. The motion was accepted and approved by the Council.
- D. **Council Member Badges and Business Cards:** Ms. Gonzalez is working on getting badges and business cards for Council members.

Announcements: Ms. Melvin announced the 2013 NAACP Annual Convention, July 13-17, 2013, Orlando, Florida. Ms. Melvin will be representing Wells Fargo. Mr. Ali announced FMSDC's 30th Annual Business Opportunity Fair & Conference, August 7-10, 2013, Walt Disney World Resort, Orlando, Florida.

Next Scheduled Meeting: Wednesday, September 4, 2013, 2:00 p.m.-3:00 p.m.

Adjournment