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## Florida Advisory Council on Small and Minority Business Development

### MEETING MINUTES

September 04, 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), Dale Coxwell (Coastal Steel, Inc.), Pamela Hart Frazier (Palm Beach County), Wendy Grey (Wendy Grey Land Use Planning LLC), Jay Narang (GDKN Corporation), Christine McMillon (Ensync Diversified Management Services, Inc.), Carlos Rodriguez Maverick Constructors, Inc.), Ben Harris (City of Tallahassee), Rhett Frisbie (Department of Lottery), Anne-Marie Richards (Office Depot) and Augusto Sanabria (Hispanic Business Initiative Fund of Florida). Also in attendance were the Office of Supplier Diversity Staff – Thad Fortune-MBE Administrator and Denise Wright-Administrative Assistant I who recorded the minutes.

**NOT IN ATTENDANCE:** Y. Lisa Colon Heron (Smith Currie & Hancock), George Owen (Regions Bank), Malik Ali (FMSDC), Samuel Newby (PepsiCo) and James Sanders (Nationwide Insurance Company).

**Guest:** Peter Harris (ADG Business & Governmental Consultants) and Debra Thompson (Jacksonville).

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

**Adoption of Minutes from the July 3, 2013 Meeting:** Ms. Grey 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:** Mr. Thad Fortune, MBE Administrator.

- Mr. Fortune stated OSD currently has **6,210** companies certified with **4,844** owners. In the last 60 days, OSD has certified and/or recertified **244** companies which **24** of those companies were either denied certification or withdrew their application and **63** companies were administratively closed. OSD has had **403** companies to come over from MyFloridaMarketPlace(MFMP) and at the present time there are **137** open files the certification staff is working on.
- On September 20<sup>th</sup> the Diversity Working Group Meeting will take place and the Vendor in the Spotlight will be You B You, Inc. from Orlando, Florida. This company works closely with the Department of Children and Families providing assistance to people that are on the different subsidy programs.
- OSD is currently working on the Big Bend MED Week activities providing guidance and direction on the business MatchMaker that will be a part of the MED Week activities. There will be two keynote speakers at the event, Secretary Ken Lawson from the Department of Business and Professional Regulation and Mr. Cassius Butts from the Small Business Administration.
- OSD is working with the Chief of Staff, Erin Rock to finalize the Agency Business Utilization Plan request letter. Upon approval of the Plan, the Plans will be placed on OSD's website. One of the key areas that are monitored on the Agency's plan is to see what type of outreach activities the agencies conduct in order to bring about inclusion of minority businesses in the procurement process.
- OSD will begin audit of approximately 100 companies that did more than \$150,000.00 in contracts with the State of Florida. By statute this audit has to be done on 100 randomly picked companies that have done over \$150,000.00. OSD will be concentrating on 100 companies who have done above 500,000.00.
- OSD has increased their outreach activities. They are working with companies that have been administratively closed by sending them emails requesting additional documents and if the documents are

submitted to OSD, their file would become active again. Also, OSD is working with the agencies in identifying their top ten non-certified Florida base companies to encourage them to become certified with the State of Florida. OSD is also working with MFMP on the eQuote Sourcing. Mr. Fortune stated that eQuote Sourcing is those discretionary spending the agencies has that is below the \$35,000.00 threshold. OSD is working with the agencies to encourage them to make sure they provide that information to the certified minority and veteran owned companies.

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

- Ms. Gonzalez stated on behalf of the Council, her office hosted a G6 meeting in Jacksonville, Florida. Also, Council members in attendance were: Ms. Gonzalez, Ms. Melvin, Mr. Narang, Mr. Newby, Mr. Owen, Ms. Richards and Mr. Sanabria. Mr. Peter Harris along with Mr. Bill Spivey from Enterprise Florida were the facilitators.

**Committee Reports:**

- A. Annual Report-Cheryl Gonzalez, Council & Executive Committees Chair: Ms. Gonzalez stated the Annual Report is 80% completed. She has pictures of everyone thanks to Google. She said she would like to have information that summarizes the work of each committee from last fiscal year.
- B. Legislative & Policy-Samuel Newby, Committee Chair: Mr. Narang stated this committee had the DMS Legislative Staff on the call meeting and they discussed the DSO. Also, the committee asked if the Legislative Staff would be available to provide updates at the monthly call meetings.
- C. Communications-Dale Coxwell, Committee Chair: Mr. Coxwell stated they are waiting to see if they made any advancement in the blog. Mr. Narang stated the blog was not going anywhere. Ms. Gonzalez suggested they call Erin Rock directly because she stated she had some ideas on the blog.
- D. Council Internal Procedures & Bylaws-Pam Frazier, Committee Chair: NO REPORT.
- E. Research & Emerging Trends-Barbara Melvin, Committee Chair: Ms. Melvin stated they are working on the definition of a minority. Their next call meeting will be working on the recommendations sent to them on what a minority is. Ms. Gonzalez asked Ms. Melvin to send to Council Members the final recommendations of the definition of a minority.
- F. State Agency Vendor Diversity-Rhett Frisbie, Committee Chair: Mr. Frisbie stated they are continuing to have ongoing dialogue with DMS as it pertains to state contracts the state agencies are mandated to procure off of and aggressively pursue. The committee recommended that OSD on a quarterly basis continue to invite the large state contract vendors to the Diversity Working Group Meeting. Mr. Frisbie stated DMS is starting to measure State Agencies on their usage of the eQuote in MyFloridaMarketPlace.
- G. Strategic & State Comprehensive Planning-Wendy Grey, Committee Chair: Ms. Grey stated they had a meeting on July 17<sup>th</sup> and they are continuing to work off the Economic Development Policy contained in the State Comprehensive Plan. Also, they have taken the focus of trying to see what the State Agencies that have the Plans, what their responsibilities for promoting small minority businesses and how effective they are. The next committee meeting is September 16<sup>th</sup> to share information and hopefully shortly thereafter they will be able to present a draft copy to the full Council.

**Old Business:**

- A. **G6 (Group of Six Organizations in SMBD with Statewide Presence):** Mr. Peter Harris stated they had a great meeting and the Advisory Council was well represented.
- B. **Council Member Badges and Business Cards:** Ms. Gonzalez stated Council members will have to pay for badges and business cards themselves.
- C. **New Member Appointments/ReappointmentsInternal Procedures & Bylaws:** Ms. Gonzalez stated new member appointments will be conducted by Erin Rock. Ms. Rock made phone calls to each member and all but one member is available for reappointment.

**Announcements:** The Florida Black Expo will be held October 5, 2013, 10:30am-6:00pm, Jacksonville FL, FAMBEO's Annual Fall Training will be held November 21-22, 2013, Orlando, Florida

**Next Scheduled Meeting:** Wednesday, November 6, 2013, 2:00 p.m.-3:00 p.m.