



MEMORANDUM

Agenda Item No. 1(D)2

TO: Honorable Chairperson Barbara Carey-Shuler, Ed. D. and Members, Board of County Commissioners
DATE: April 13, 2004

FROM: George M. Burgess
County Manager
George M. Burgess

SUBJECT: Sunset Review of
County Boards for 2004
– Minority and Women
Owned Business
Advisory Board

RECOMMENDATION

It is recommended that the Board approve the Minority and Women-Owned Business Advisory Board.

BACKGROUND

The Chairperson and its members approved the Annual Sunset Report at its meeting of December 18, 2003 and staff concurs.

Alex Muñoz, Assistant County Manager

**SUNSET REVIEW QUESTIONNAIRE
MIAMI-DADE COUNTY BOARDS
2004**

I. GENERAL INFORMATION

1. Name of board reporting: Minority and Women-Owned Business Advisory Board (MWOBAB)
2. Indicate number of board members, terms of office, and number of vacancies:
There are ten board members and five vacancies. Membership is coterminous with the appointing Commissioner.
3. Identify number of meetings and members' attendance (Attach records reflecting activity from Jan. 1, 2002 through December 31, 2003):
See attachment
4. What is the source of your funding? *N/A*
5. Attach a copy of the ordinance creating the board and its bylaws or standard operating procedures, if any.
6. Attach a copy of the board minutes approving the Sunset Review Questionnaire, including a vote of the membership.
7. Include a diskette, saved as ASCII or Rich Text Format (RTF), of the County Manager's memorandum to the Board of County Commissioners with recommendation.

II. EVALUATION CRITERIA

1. Is the board serving the purpose for which it was created? **Yes- it's addressing the issues affecting minority and women-owned businesses in Miami-Dade County.**
2. Is the board serving current community needs? **Yes- by educating local firms of the County's BBE, HBE and WBE programs at various Chambers of Commerce in Miami - Dade County.**
3. What are the board's major accomplishments?
 - a. Last 24 months -**The BCC approved restructuring and modifying the MWOBAB's by-laws and its operating procedures. The board has also represented the small business community at various Chambers of Commence.**
 - b. Since established – **The board prepared two written statements relating to the 1996 lawsuit in which Federal Circuit Judge Kenneth Ryskamp ruled against Miami-Dade County's Women Black and Hispanic Business Enterprise programs. The board has also surveyed the industry affected by the lawsuit.**

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**SUNSET REVIEW QUESTIONNAIRE
MIAMI-DADE COUNTY BOARDS
2004**

- 4 Is there any other board, either public or private, which would better serve the Function of this board- **No.**
- 5 Should the ordinance creating the board be amended to better enable the board to Served the purpose for which it was created? (Attach proposed changes, if answer is "Yes") **No – because the quorum requirement has been reduced as well as the requirement relating to board membership.**
- 6 Should the board's membership requirements be modified?
No.
- 7 What is the operating cost of the board, both direct and indirect?
Direct costs for current fiscal year: \$12,700.
- 8 Describe the board's performance measures developed to determine its own effectiveness in achieving its stated goals.
The board has developed an annual report to improve communication between the board, DBD, County Commissioners and the business community and to reiterate their willingness to invite small business firms to board meetings in order to discuss the needs of small businesses in the community

**MINORITY & WOMEN - OWNED BUSINESS
ADVISORY BOARD MEETINGS
JANUARY 2002 - DECEMBER 2002**

Members	JAN	FEB	MARCH	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
Mabel Marcos							X		X			X
L. Ann Cumbie												
Ann McNeil		NO				X	X	X	X			X
Barabara Thomas	QUORUMS											
Vivian Moreno											NO	
Raquel Regalado												
Francine Powers								X	X		MEETING	
Mireille Tribie						X		X		X		X
Stacey Silvera							X	X		X		X
Nancy Nagamatsu							X	X	X	X		
Rosalie Pincus									X	X		X
Natasha Timmer												X
Laqunita Wallace-Hyppolite												

**MINORITY & WOMEN - OWNED BUSINESS
ADVISORY BOARD MEETINGS
JANUARY 2003 - DECEMBER 2003**

Members	JAN	FEB	MARCH	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
Mabel Marcos	X	X	X	X	X		X		X			X
L. Ann Cumbie												
Ann McNeil	X	X	X	X		X	X	X	X			X
Barabara Thomas	X	X	X	X								
Vivian Moreno											NO	
Raquel Regalado												
Francine Powers								X	X		MEETING	
Mireille Tribie	X	X	X	X	X	X		X		X		X
Stacey Silvera	X	X	X	X	X		X	X		X		X
Nancy Nagamatsu		X	X	X	X		X	X	X	X		
Rosalie Pincus		X							X	X		X
Natasha Timmer												X
Laqunita Wallace-Hyppolite												

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OFFICIAL FILE COPY
CLERK OF THE BOARD
OF COUNTY COMMISSIONERS
DADE COUNTY, FLORIDA



MEMORANDUM Amended
Agenda Item No. 7(M)

(Public Hearing 2-1-94)

TO: Hon. Chairperson and Members
Board of County Commissioners

DATE: December 14, 1993

FROM: Robert A. Ginsburg
County Attorney

SUBJECT: Ordinance creating
Dade County Minority
and Women-Owned
Business Advisory
Board 0#94-31

The accompanying proposed ordinance was prepared and placed on the agenda at the request of Commissioner Pedro Reboredo.

Robert A. Ginsburg
County Attorney

RAG/mlm



MEMORANDUM

Supplement to
Agenda Item No. 7(M)

TO: Honorable Chairperson and Members
Board of County Commissioners

DATE: February 1, 1994

FROM: *Joaquin A. Avino*
Joaquin A. Avino, P.E., P.L.S.
County Manager

SUBJECT: Economic Analysis of Ordinance
Creating Dade County Minority
and Women-Owned Business
Advisory Board

This proposed ordinance was prepared and placed on the agenda at the request of the Honorable Pedro Reboledo, Commissioner; first reading of this item was held on December 14, 1993.

Economic Impact Analysis

Resolution No. 492-92, passed and adopted on April 21, 1992, requires an economic impact analysis be prepared for any ordinance to be enacted by the Board of County Commissioners (Board).

1. The immediate economic impact of the ordinance on the County's budget is estimated to range from \$50,000 to \$125,000 per year in direct and indirect costs depending on the number of meetings and staff work generated by the proposed Dade County Minority and Women-Owned Business Advisory Board. The proposed Advisory Board would not generate any revenue and will be dependent upon staff support provided by the County Manager's Office through the Department of Business and Economic Development, the County Attorney and the Clerk of the Board.
2. The economic impact of the proposed ordinance on the private sector would be nonexistent or negligible as no additional administrative or legal requirements would be imposed.
3. The proposed ordinance will have no known impact on private or public employment.
4. The direct and indirect costs associated with implementing this ordinance would include advertising, meeting preparation, recording, research and report writing, publication and distribution expenses. The direct benefits from the proposed ordinance are expected to be the improved communications between the minority and women-owned business community and the Board.
5. The proposed ordinance is not required to obtain State or Federal grants or other financing.
6. The proposed ordinance does not require the repeal or amendment of other ordinances currently in existence.
7. Alternative methods of increasing communication between the minority and women-owned business community and the Board include public hearings and community meetings. However, both methods are quite time consuming and the proposed Advisory Board would serve an effective direct link and conduit between the citizens and the County.

Amended
Agenda Item No. 7(M)
2-1-94

ORDINANCE NO. 94-31

ORDINANCE CREATING DADE COUNTY MINORITY AND
WOMEN-OWNED BUSINESS ADVISORY BOARD;
PROVIDING BOARD'S PURPOSE, MEMBERSHIP AND
TERMS OF OFFICE; PROVIDING SEVERABILITY;
INCLUSION IN CODE AND EFFECTIVE DATE

WHEREAS, Dade County has a program in place to remedy
discrimination practiced against Black-owned businesses; and

WHEREAS, the county is awaiting the final results of a study
regarding discrimination practiced against Hispanic and women-
owned businesses; and

WHEREAS, Dade County is obligated to involve businesses
owned by socially and economically disadvantaged minority, women
and other individuals in county projects built with federal
funds; and

WHEREAS, in light of the foregoing, there exists a need for
open communication between such businesses and Dade County
government

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF COUNTY
COMMISSIONERS OF DADE COUNTY, FLORIDA, that:

Section 1. There is hereby created a Dade County Advisory
Board for Minority and Women-Owned Businesses consisting of 26
members, two members to be appointed by each County Commissioner.
No less than seventy-five percent (75%) of the members appointed
shall be members of those groups affected by the Minority and
Women-Owned Business Discrimination Study prepared by MRD
Consulting, dated November 29 and December 16, 1993. The terms

of each member shall be coterminous with the term of the appointing commissioner. In no event shall a Board member serve more than four (4) years. Members shall serve without compensation.

Section 2. The Advisory Board is created for the purpose of reviewing County set-aside programs for minority-owned and women-owned businesses, and for making recommendations concerning said programs to the Board of County Commissioners on all matters pertaining to these programs. The Advisory Board is also intended to operate as a focal point for the public. The Advisory Board, with the assistance of the County Manager, will collect, input, and disseminate information related to economic opportunities within Metro government for women and minority business owners. The Board shall submit an annual written report to the County Commission on ways to improve such communication. The Board may submit interim reports as it deems appropriate. The County Manager, County Attorney, and Clerk of the Board shall provide appropriate staff support.

Section 3. If any section, subsection, sentence, clause or provision of this ordinance is held invalid, the remainder of this ordinance shall not be affected by such invalidity.

Section 4. It is the intention of the Board of County Commissioners, and it is hereby ordained that the provisions of this ordinance shall become and be made a part of the Code of Metropolitan Dade County, Florida. The sections of this ordinance may be renumbered or relettered to accomplish such

Amended
Agenda Item No. 7(M)
Page No. 3

intention, and the word "ordinance" may be changed to "section,"
or "article," or other appropriate word.

Section 5. This ordinance shall become effective ten (10)
days after the date of enactment.

PASSED AND ADOPTED: FEB 1 1994

Approved by County Attorney as
to form and legal sufficiency.

Prepared by:

RAG
JAC

STATE OF FLORIDA)
) SS:
)

I, HARVEY RUVIN, Clerk of the Circuit Court in and for Dade County, Florida, and Ex-Officio Clerk of the Board of County Commissioners of said County, DO HEREBY CERTIFY that the above foregoing is a true and correct

COPY OF ORDINANCE 94-31 PASSED AND ADOPTED FEBRUARY 1, 1994

_____ as appears of record.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal on
this 17 day of APRIL, A.D. 19 95.

HARVEY RUVIN, Clerk
Board of County Commissioners
Dade County, Florida

By [Signature]
Deputy Clerk



Board of County Commissioners
Dade County, Florida

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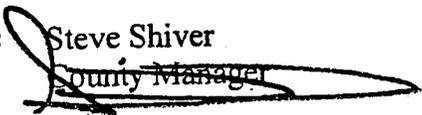


MEMORANDUM

Substitute
Agenda Item No. 4(B)

TO: Honorable Chairperson and Members
Board of County Commissioners

DATE: May 7, 2002

FROM:  Steve Shiver
County Manager

SUBJECT: Ordinance Amending
Section 2-701 of the Code
of Miami-Dade County
Minority and Women-
Owned Business Advisory
Board

This substitute differs in that it reflects the recommendation of the April 16, 2002 Ways and Means Committee to reduce the Advisory Board's membership while maintaining the Commission's appointment authority.

RECOMMENDATION

It is recommended that the Board of County Commissioners amend Ordinance 94-31, Section 2-701 of the Code of Miami-Dade County, Florida establishing the Minority and Women-Owned Business Advisory Board by decreasing the Advisory Board's Membership from 26 members to 15 members and authorizing the County Manager to make two Advisory Board appointments.

BACKGROUND

On April 16, 2002, the Ways and Means Committee voted to amend the Ordinance establishing the Minority and Women-Owned Business Advisory Board by reducing the membership to 17 members, to include one appointment by each Commissioner, two appointments by the County Manager, and maintaining the two additional appointments, one each, made by Chairperson Margolis and Commissioner Barreiro. In order to achieve equity in terms of the number of appointments made by each Commissioner, I recommend that the County Manager forego the initial two appointments so as to maintain the existing members appointed by the Chairperson and Commissioner. Upon expiration of the terms of the two existing members, the County Manager will respectfully ask that the two appointments be relinquished, allowing the County Manager to make two new Advisory Board appointments.

During 1999, staff went before the Board of County Commissioners to request that the Minority and Women-Owned Business Advisory Board be sunset. However, at that time the Board directed staff to make attempts to restructure and modify the Board's by-laws and operating procedures in an effort to stimulate interest and participation. Staff has been unsuccessful in these attempts. Implementation of the goals and objectives of the Advisory Board would provide a much needed service to Miami-Dade County minority communities. It is felt that a reduction in membership would facilitate attainment of a quorum. Additionally, the County Manager's ability to appoint members would enable staff to expeditiously address issues as they occur. There are currently 24 vacancies on the Advisory Board. Commissioner Sorenson's Ordinance (Ord. 97-195) requiring that a quorum shall constitute a majority of persons appointed, provided that at least one half of the full board's membership is appointed, has not been applicable due to

MINORITY AND WOMEN-OWNED BUSINESS ADVISORY BOARD

APPOINTMENT STATUS

COMMISSIONER	NUMBER OF APPOINTMENTS MADE
Chairperson Margolis	2 (Vivian Morreno and Naomi Wright-Warren)
Commissioner Barreiro	2 (Antonia Guitian and Raquel Regaldo-Herrera)
Commissioner Rolle	1 (Ann McNeill)
Commissioner Seijas	1 (Lovenia Ann Cumbie)
Commissioner Carey-Shuler	1 (Lucie Tondreau)
Commissioner Morales	1 (Mireille Tribie)
Commissioner Souto	1 (Luis Melendi)
Commissioner Ferguson	None
Commissioner Sorenson	None
Commissioner Moss	None
Commissioner Martinez	None
Commissioner Alonso	None
Commissioner Sosa	None

Total Appointments Made: 9
Total Vacancies: 6

TOTAL APPOINTMENTS 15

Approved _____ Mayor
Veto _____
Override _____

Substitute
Agenda Item No. 4(B)
5-7-02

ORDINANCE NO. _____

ORDINANCE RELATING TO THE MINORITY AND WOMEN-OWNED BUSINESS ADVISORY BOARD; AMENDING SECTION 2-701 OF THE CODE OF MIAMI-DADE COUNTY, FLORIDA; DECREASING THE BOARD'S MEMBERSHIP; AUTHORIZING THE COUNTY MANAGER TO MAKE BOARD APPOINTMENTS; PROVIDING SEVERABILITY, INCLUSION IN THE CODE, AND AN EFFECTIVE DATE

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF COUNTY COMMISSIONERS OF MIAMI-DADE COUNTY, FLORIDA, that:

The Minority and Women-Owned Business Advisory Board, adopted by Ordinance 94-31, is hereby amended as follows:

Sec.2-701. Created, composition; terms; compensation.

Section 1. There is hereby created a Dade County Advisory Board for Minority and Women-Owned Businesses consisting of ~~[[26]]~~ >>15<<members, ~~[[two]]~~ >>one<<member[[s]] to be appointed by each County Commissioner >>and 2 members to be appointed by the County Manager<<. No less than seventy-five percent (75%) of the members appointed shall be members of those groups affected by the Minority and Women-Owned Business Discrimination Study prepared by MRD Consulting, dated November 29 and December 16, 1993. The terms of each >>commissioner appointed <<member shall be coterminous with the term of the appointing commissioner. >>The terms of each County Manager appointed member shall be at the will and discretion of the County Manager. <<In no event shall a Board member serve more than four (4) >>consecutive<<years. Members shall serve without compensation.

BYLAWS

MINORITY AND WOMEN-OWNED BUSINESS ADVISORY BOARD (January 27, 2003. Updated October 2003) DRAFT

ARTICLE I.

The name of this organization shall be the Minority and Women-Owned Business Advisory Board, an organization established by the Board of County Commissioners by Ordinance No. 94-31 on February 1, 1994.

ARTICLE II.

Object

Section 1. The object of this association shall be to address the issues affecting minority and women-owned businesses in Miami Dade County; to increase the opportunities afforded to minority and women-owned businesses; to facilitate the abilities of minority and women-owned companies to grow and compete as small businesses in Dade County.

Section 2. The Minority and Women-Owned Business Advisory Board shall have the following duties, functions, powers and responsibilities as established in Dade County Ordinance No. 94-31:

- a. To review County set-aside programs for minority-owned and women-owned businesses, and for making recommendations concerning said programs to the Board of County Commissioners on all matters pertaining to these programs.
- b. The Advisory Board shall serve as a focal point for the public, consulting with representatives of minority and women-owned businesses to address their issues and needs.
- c. The Advisory Board, with the assistance of the County Manager will collect, input, and disseminate information related to economic opportunities within Miami Dade County government for women and minority business owners.
- d. The Board shall submit an annual written report to the County Commission to coincide with The Department of Business Development's annual report to the County Commission **by September 30th**. This report will include ways to improve communication between the minority and women-owned businesses community and the County, and address their needs.

- e. The Board shall advise the Board of County Commissioners on all matters pertaining to the Minority and Women Business Enterprise Program. The

Advisory Board shall have the authority to make recommendations to the Board of County Commissioners relative to:

- (1) Certain aspects of the administration of the program, providing guidance on the application of gender, ethnic and race-conscious measures, approval of standard bid documents by DBD, DBD information collection and publication efforts, county appeals procedures, and bidder disclosure requirements;
 - (2) Proposed ordinances affecting or amending the M/WBE Program, including provision establishing graduation from the Program;
 - (3) Reports from the County Manager or DBD that are required under the M/WBE Program.
 - (4) The Advisory Board and members may make inquiry into all matters concerning the M/WBE Program, except for specific bid protests or challenges, compliance determinations, certification decisions appeals or other such matters under the M/WBE Program while they are pending before the county. Willful violation of this provision shall be good cause for removing the advisory board member from office.
- f. To perform such other duties as may from time to time be assigned to it by resolution of the County Commission.
- g. To appear before any government entity or non-governmental agency to make recommendations and suggestions on behalf of the Commission and, with the approval and permission of the Board of County Commissioners, make suggestions and recommendations on behalf of Miami Dade County and the Minority and Women-Owned Business Advisory Board to any and all agencies.
- h. To express in the name of the Minority and Women-Owned Business Advisory Board only those opinions which have received prior approval by vote of the majority of the members of the Commission.

ARTICLE III.

Members

Section 1. The membership of this organization shall consist of 15 members, all of whom shall be permanent residents of Miami Dade County. To assure representative members, each of the thirteen County Commissioners shall appoint one

member with the County Manager appointing two (2) members. No less than seventy-five percent (75%) of the members appointed shall be members of those groups affected by the Minority and Women-Owned Business Discrimination Study prepared by MRD Consulting, dated November 29 and December 16, 1993. The term of each member shall be coterminous with the term of the appointing commissioner.

Section 2. Members, while serving, shall not become candidates for election to any public office.

Section 3. Each member shall serve on at least one Task Force/Committee.

Section 4. It shall be the responsibility of each member to attend all meeting on the Minority and Women-Owned Business Advisory Board. A Board member shall be automatically removed if, in a given fiscal year: (i) he/she is absent from two (2) consecutive meeting without an acceptable excuse; or (ii) if he/she is absent from three (3) of the board's meeting without an acceptable excuse within a calendar year. An "acceptable excuse" is defined as an absence for medical reasons, business reasons, personal reasons, or any other reason, which the board, by a two-thirds vote of the membership, deems appropriate. By a two-thirds vote of the members of the full Minority and Women-Owned Business Advisory Board, the provisions of this section may be waived. Such absences shall be calculated from **October 1** until **September 30**. The member shall then be deemed to be removed and a vacancy created. No more than **four** excused absences in one fiscal year will be permitted.

Section 5. Members may speak on behalf of the Minority and Women-Owned Business Advisory Board only with the permission of the Chairperson or with the approval of the membership.

Section 6. Any member desiring to resign from the organization shall submit his/her resignation in writing to the appointing Commissioner and the Chairperson.

ARTICLE IV.

Officers

Section 1. The officers of the Minority and Women-Owned Business Advisory Board shall be Chairperson, and First Vice Chairperson. In addition, the immediate past Chair shall serve automatically as an officer of the Board for one year. A Board Member at Large shall be a member of the Board, in good standing, nominated and elected by the Board at the **October** meeting.

Section 2. The First Vice Chairperson shall be of active assistance to the Chairperson and shall perform the duties of the Chairperson in his or her absence or inability to serve.

Section 3. At the regular meeting in **October**, the Chairperson shall open the floor for nominations, starting with the office of Chairperson. Officers shall be elected by a voice vote if there is only one nominee and if more than one nominee by a simultaneous written ballot, signed by the member casting the ballot, to be made a part of the public record. Officers shall serve for one year or until their successors are elected, and their term of office shall begin at the close of the meeting at which they are elected. No vote by proxy shall be permitted. Election shall be by a majority of the votes cast by members present and voting.

Section 4. No **Officer** shall be eligible to serve more than two consecutive terms.

Section 5. A vacancy in the office of Chairperson shall be filled by the First Vice Chairperson. If the Member at Large is unable to serve, an election shall be held at the first meeting following the vacancy.

Section 6. In addition to those duties prescribed by the parliamentary authority adopted by the membership, the Chairperson shall assign members to task forces and committees with due consideration for the desire of the member and the need of the task force or committee; shall present all reports to the Board of County Commissioners; may designate a registered parliamentarian at his or her discretion; and shall serve as the only official representative and spokesperson for the Minority and Women-Owned Business Advisory Board.

ARTICLE V.

Meetings

Section 1. The regular meetings of the Minority and Women-Owned Business Advisory Board shall be held on the **third** Thursday of the month unless otherwise ordered by the membership. Meetings shall be at the time and place designated by the membership; and at least ten regular meetings shall be held during each calendar year.

Section 2. At the _____ meeting, a nominating committee shall be created consisting of the past Chairperson, one member appointed by the current Chairperson, and one member elected by the membership, to serve for a period of one year, to present the slate of officers for the _____ annual meeting, and which shall be mailed to the membership by the _____ meeting. A member of this nominating committee may not be considered a candidate for office. **This provision shall remain in effect unless approved by the majority vote of the current membership.**

Section 3. The regular meeting in _____ shall be known as the annual meeting and shall be for the purpose of electing officers, receiving annual reports of the Officers and task forces/committees, and for any other business that may arise.

Section 4. Special meetings can be called by the Chairperson or by the Executive Committee and shall be called upon the written request of **the majority**. The purpose of the meeting shall be stated in the call. Except in cases of emergency, at least three days notice shall be given.

Section 5. A quorum for all County Boards shall consist of a majority of those persons duly appointed to the board, provided that at least one half (1/2) of the full board membership has been appointed.

ARTICLE VI.

The Executive Committee

Section 1. The Officers of the Minority and Women-Owned Business Advisory Board shall constitute the Executive Committee **and 1 member-at-large**.

Section 2. The Executive Committee shall have general supervision of the affairs of the organization between its business meetings, make recommendations to the membership, and shall perform such other duties as are specified in these Bylaws. The Executive Committee shall be subject to the orders of the Minority and Women-Owned Business Advisory Board, and none of its acts shall conflict with the action taken by the organization.

Section 3. Regular meetings of the Executive Committee may be at least monthly, at a time and place designated by the Chairperson.

ARTICLE VII.

Task Forces/Committees

Section 1. Task Forces/Committees shall have the responsibility for performing such duties as are necessary to accomplish the function, powers and purpose of the Minority and Women-Owned Business Advisory Board as set forth in these Bylaws.

Section 2. Each Task Force/Committee shall meet regularly upon the call of its Chair, and Task Force/Committee meetings shall be announced and publicized.

Section 3. Comprehensive reports of the Task Force/Committees activities shall be provided in writing at the annual meeting and at such other times, as they shall be distributed with the Chairperson. Copies of reports shall be distributed with the minutes of the meeting.

ARTICLE VIII.

Parliamentary Authority

The rules contained in the current edition of Mason's Manual of Legislative Procedure shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the organization may adopt.

ARTICLE IX.

Amendments of Bylaws

These Bylaws may be amended at any regular meeting by a two-third vote of members present and voting, provided that the amendments have been submitted in writing at the previous meeting or has been mailed to the membership at least fifteen days prior to the meeting at which it will be considered.

Minority & Women-Owned Business Advisory Board
Summary of Minutes
December 18, 2003

Member Present

Mireille Tribie – (Chair)
Rosalie Pincus
Natacha Timmer
Ann McNeill
Stacey Silvera

Guest Present

Ray Corona
Sara Ribero
Nifretta Thomas

DBD Staff Present

Betty Alexander
Sheila Martinez
Priscilla Cog
Heather Fraser
Tonya Smith
Latasha Johnson

The Minority & Women-Owned Business Advisory Board Meeting was called to order at 3pm, at the Department of Business Development, 175 NW 1st Avenue, 28th floor, Miami, Fl 33128. Mireille Tribie chaired the meeting. Self-introductions followed.

Introduction:

Ms. Alexander reported that Commissioner Carey-Shuler has appointed two people to the Advisor Board, Natacha Timmer and Laqunita Wallace-Hyppolite. She also stated that the appointee's documentation from the Clerk's office is pending.

Review and Approval of the minutes:

A motion was made, to accept the minutes with noted corrections, to include the date on each page. Ms. Tribie was in attendance at the September 18, 2003 meeting. Delete the word added on page 2, fourth paragraph it was repeated twice. Ms. Marcos made a motion to accept the minutes separately. A motion was made by Ms. Tribie and second by the Board to accept the minutes for September 18, 2003 and the motion was approved. A motion was made by Ms. Tribie and second by the Board to accept the minutes of October 16, 2003. The minutes of October 16, 2003 were unanimously approved.

Reports:

Certification – Lillian Garcia, Supervisor of Certification presented two reports, listing the firms who were certified in October and November. Ms. Pincus asked, once a firm is certified do they have to be re-certified each year. Ms. Alexander responded that certification is renewed every year, four to six weeks before the firm's certification expires. A letter is sent to the firm, reminding them of their certification expiration date as well as information needed to renew the certification. Ms. Pincus also wanted to know how many firms renewed their certification. Ms. Garcia responded that most of the firms recertify. Ms. Silvera also wanted to know if the report that was present is an average number of firms certified each month. Ms. Garcia stated that the report reflects the actual number of new firms certified. She also added that the report did not include firms who were re-certified. Ms. Tribie asked how many firms are responding to the request for certification. Ms. Garcia answered, it depends on the firm. Some ask for an extension because more information is needed. And if they do not respond before the expiration date the file will be close. Ms. Silvera asked if there is any information disseminated to the firms about bid opportunities. Ms. Garcia stated that we recommend firms to register as vendors and tell them about DPM's website.

Award/Paid – Sheila Martinez, Director of Contract Review and Compliance Division introduced Priscilla Cog, who will be attending the Advisory Board meeting. Ms. Martinez suggested that a report on dollars paid be given quarterly, rather than every month and the Board agreed. She also informed the Board that in construction when a prime is awarded a contract, they are required to submit a monthly utilization report on how much they have paid their subcontractors. Ms. Silvera asked when payment is made to a vendor is it connected to a contract at the time of payment. Ms. Martinez replied, that she believes that a payment is connected to that particular purchase order awarded to the firm. Ms. Alexander stated if we were to make changes to the existing program, it could be required that the department submit a monthly utilization report.

Bids:

Ms. Marcos wanted to know what happens if a firm wants to bid on a project? Ms. Alexander stated if a project has a measure depending on the measure; the firm can bid and be considered in the bid evaluation. She also stated that there is a time lapse between the project being presented to the RC and when it's actually advertised. Ms. Marcos suggested placing some of type of automated system in place so the process wouldn't be so long. Ms. Silvera wanted to know if there's a tracking system in place to track small purchase orders. Ms. Alexander replied no not at this time. Ms. Silvera informed the Board that if a job is less than \$10,000 the firm does not have to go through a bid process.

Sunset Questionnaire:

Ms. Alexander presented the Sunset Questionnaire to the Board and stated that the deadline to submit the Questionnaire is before the next Advisory Board meeting. A motion was made by Ann McNeill and seconded by Stacy Silvera to have Ms. Alexander and the Chair Mirbie Tribie complete and submit the Questionnaire on behalf of the Board and the Board unanimously agreed.

New Business:

Mr. Corona of Corcel Corporation addressed the Board with some issues that he felt would improve small business programs:

1. Using the federal government's size standard by the number of employees rather than dollars
2. Allow a bid preference on all purchases regardless of the dollar amount perhaps using two thresholds
 - a. projects less than \$5,000.00 allow a 20% bid preference
 - b. on purchases greater than \$5,000, but less than \$25,000.00 a 15% bid preference
3. Eliminate the threshold of a measure being applied to projects \$25,000.00 and above

Adjournment:

Meeting adjournment @ 5:30pm