

**SMALL BUSINESS ENTERPRISE
ARCHITECTURE AND ENGINEERING
ADVISORY BOARD MEETING**

June 27, 2018

**Miami-Dade County
Small Business Enterprise – Architecture and Engineering
Advisory Board Meeting**

Wednesday, June 27, 2018
Stephen P. Clark Center, 111 N.W. 1st Street
19th Floor SBD Main Conference Room
@10:30 a.m.

AGENDA

- I. Welcome/Introductions**
- II. SBD Section Reports**
 - a. SBE- A&E Certification Report - Claudious Thompson (*SBD Section Chief, Certification*)
 - b. SBE- A&E Utilization Report – – Tracie Auguste (*SBD Section Chief, Policy and Legislation Management*)
 - c. SBE- A&E Business Outreach and Education - Lawanda Wright-Robinson (*SBD Section Chief, Business, Outreach & Education*)
- III. New Business**
 - a. Sexual Harassment training for Advisory Board Members
 - **Date:** October 29, 2018 / 9:00am- 11:00am (See attachment)
 - **Located:** 111 N.W. 1st Miami Fl, 33128 (2nd floor)
- IV. Old Business**
 - a. Approval of April 25, 2018 Meeting Minutes
- V. Firm Input**
- VI. Adjournment**

NEXT BOARD MEETING: Wednesday, August 29, 2018 at 10:30 a.m.

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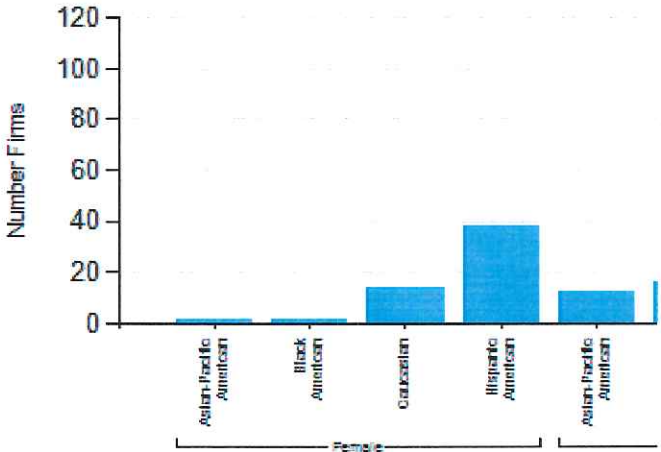
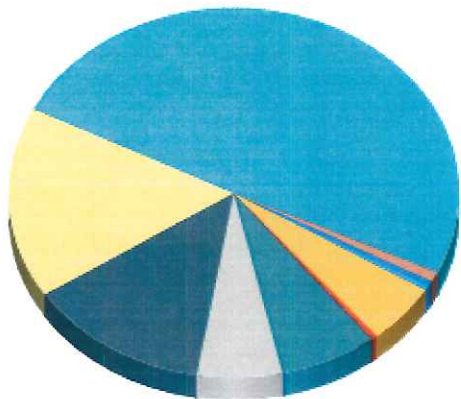
PERIOD: January 1, 2018 to May 31, 2018

Effective May 13, 2011 Certification for a CSBE firm is valid for three (3) years. A Continuing Eligibility Affidavit is required on or before the firm's Anniversary Date. Note: 12/2012 Updated quarterly data/graphs will appear on the following report.

Certified Directory - Ethnicity & Gender Summary

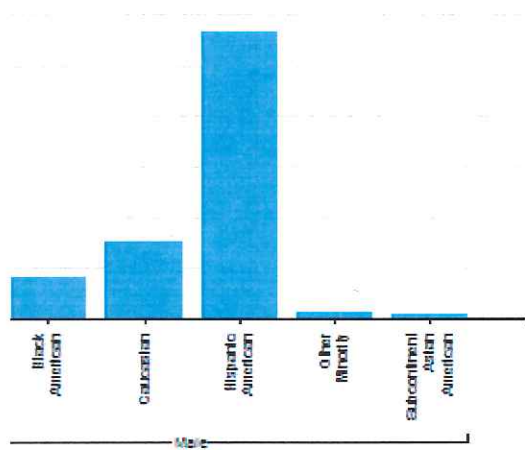
Ethnicity & Gender Summary

Ethnicity	Gender	Number Firms
Asian-Pacific American	Female	1
Asian-Pacific American	Male	12
Black American	Female	1
Black American	Male	16
Caucasian	Female	14
Caucasian	Male	30
Hispanic American	Female	38
Hispanic American	Male	113
Other Minority	Male	2
Subcontinent Asian American	Male	1
Total Firms		228



As of 5/31/2018

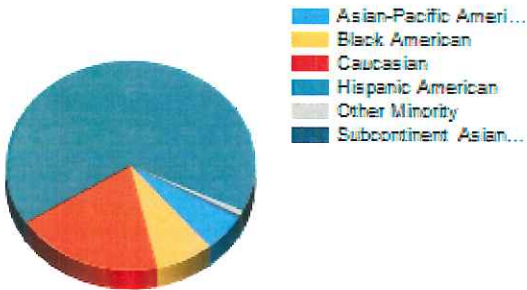
- Asian-Pacific American - Female
- Asian-Pacific American - Male
- Black American - Female
- Black American - Male
- Caucasian - Female
- Caucasian - Male
- Hispanic American - Female
- Hispanic American - Male
- Other Minority - Male
- Subcontinent Asian American - Male



Certified Directory - Ethnicity & Gender Summary

Ethnicity Summary

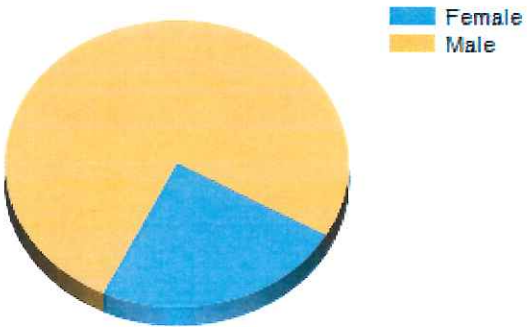
Ethnicity	Number Firms
Asian-Pacific American	13
Black American	17
Caucasian	44
Hispanic American	151
Other Minority	2
Subcontinent Asian American	1
Total Firms	228



Number Firms

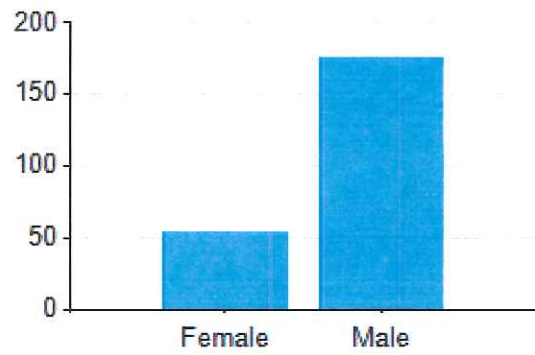
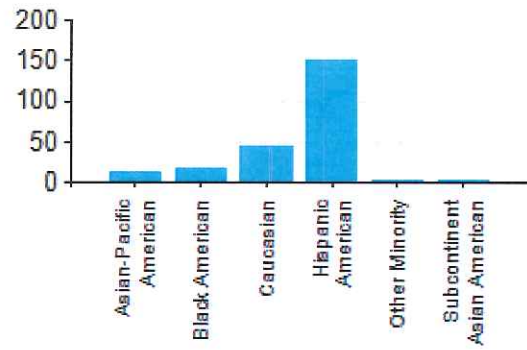
Gender Summary

Gender	Number Firms
Female	54
Male	174
Total Firms	228



Number Firms

As of 5/31/2018



Vendor Search Results

Date: 6/15/2018 3:30:45 PM

SBE-A&E: Graduated Firms -Jan 1. 2018 to May 31, 2018

Business Name	Certification Type	Certification Status	Comments
CES CONSULTANTS, INC.	SBE - A&E	Graduated	Gross Receipt & PNW
CRAIG A. SMITH & ASSOCIATES, INC.	SBE - A&E	Graduated	Gross Receipt
E Sciences, Incorporated	SBE - A&E	Graduated	PNW
F.R. ALEMAN AND ASSOCIATES, INC.	SBE - A&E	Graduated	Gross Receipt
MEHTA AND ASSOCIATES, INC.	SBE - A&E	Graduated	PNW

Generated from the B2Gnow System.

Vendor Search Results

Date: 6/15/2018 3:50:50 PM

SBE-A&E: Removed Firm - Jan. 1, 2018 to May 31, 2018

Business Name	Certification Type	Certification Status	Expiration Date
Building Center No.3	SBE - A&E	Removed	1/31/2018
DEVELOTEC INC	SBE - A&E	Removed	2/28/2018
DN'A Design & Architechture, Inc.	SBE - A&E	Removed	2/28/2018
DURAN CONSULTING ENGINEERS INC	SBE - A&E	Removed	1/31/2018
I.F. Rooks and Associates, Inc.	SBE - A&E	Removed	3/31/2018
INDIGO SERVICE CORPORATION	SBE - A&E	Removed	1/31/2018
Martinez Engineering Group, Inc.	SBE - A&E	Removed	4/30/2018
MCQ CONSTRUCTION SERVICES, INC.	SBE - A&E	Removed	2/28/2018
SAVINO & MILLER DESIGN STUDIO PA	SBE - A&E	Removed	4/30/2018

Generated from the B2Gnow System.

Internal Services Department
Small Business Development (SBD)
Small Business Enterprise –Architect & Engineers
Business Outreach and Education Section
January 2018 to May 2018

		Total for Period	YTD Total
Activity	Assistance Provided to Small Business Enterprise-Construction Program		
1	Certification Application Assistance	11	11
2	Needs Assessment Meetings (NAMS)	3	3
3	Technical Assistance	89	89
4	Payment Issues	0	0
4.1	Payment Issues Related Dollars	0	0
5	Prompt Payment Issues	0	0
5.1	Prompt Payment Related Dollars	0	0
6	Contract Issues (Non-dollar related)	0	0
7	Contact with SBE-Construction Firms (emails highlighting contract opportunities)	151	151

		Total for Period	YTD Total
Activity	Training, Education and Outreach Activities		
1	Small Business Development (sponsored) Workshops and Forums	6	6
1.1	Number of Attendants	20	20
2	Partnership Workshops & Forums	1	1
2.1	Number of Firms (with whom contact was made)	39	39
Activity	Technical Training & Development Workshops		
3	None	0	0
3.1	n/a		



Advisory Board Sexual Harassment Training Schedule

Human Resource

BOARD	TRAINING DATE/TIME
NARANJA LAKES COMMUNITY REDEVELOPMENT AGENCY (CRA)	9/25/2018 / 2:00pm- 4:00pm
NEAT STREETS MIAMI	9/25/2018 / 2:00pm- 4:00pm
NUISANCE ABATEMENT BOARD	9/25/2018 / 2:00pm- 4:00pm
NW 79TH STREET CORRIDOR COMMUNITY REDEVELOPMENT AGENCY (CRA)	10/29/2018 / 9:00am-11:00am
NW 7TH AVENUE CORRIDOR COMMUNITY REDEVELOPMENT AGENCY (CRA)	10/29/2018 / 9:00am-11:00am
OPA-LOCKA COMMUNITY REDEVELOPMENT AGENCY CRA	10/29/2018 / 9:00am-11:00am
PARKS AND RECREATION CITIZENS ADVISORY COMMITTEE (P.R.C.A.C.)	10/29/2018 / 9:00am-11:00am
PERFORMING ARTS CENTER TRUST, INC.	10/29/2018 / 9:00am-11:00am
PLANNING ADVISORY BOARD (PAB)	10/29/2018 / 9:00am-11:00am
PORT OF MIAMI CRANE MANAGEMENT INC. COMMITTEE	10/29/2018 / 9:00am-11:00am
PROFESSIONAL SERVICES TASK FORCE	10/29/2018 / 9:00am-11:00am
PUBLIC HEALTH TRUST / MEDICAL SCHOOLS ANNUAL AGREEMENT NEGOTIATING COMMITTEE	10/29/2018 / 9:00am-11:00am
PUBLIC HEALTH TRUST / MIAMI-DADE COUNTY ANNUAL OPERATING AGREEMENT COMMITTEE	10/29/2018 / 9:00am-11:00am
PUBLIC HEALTH TRUST BOARD OF TRUSTEES	10/29/2018 / 9:00am-11:00am
PUBLIC HEALTH TRUST COMPENSATION & EVALUATION COMMITTEE	10/29/2018 / 9:00am-11:00am
PUBLIC HEALTH TRUST NOMINATING COUNCIL	10/29/2018 / 9:00am-11:00am
PUBLIC LIBRARY ADVISORY BOARD	10/29/2018 / 9:00am-11:00am
SMALL BUSINESS ENTERPRISE ARCHITECTURE & ENGINEERING PROGRAM (A/E ADVISORY BOARD)	10/29/2018 / 9:00am-11:00am
SMALL BUSINESS ENTERPRISE CONSTRUCTION ADVISORY BOARD	10/29/2018 / 9:00am-11:00am
SMALL BUSINESS ENTERPRISE GOODS & SERVICES PROGRAM	10/29/2018 / 9:00am-11:00am
SOUTH FLORIDA WORKFORCE INVESTMENT BOARD	11/6/2018 / 2:00pm- 4:00pm
SOUTH MUNICIPAL ADVISORY COMMITTEE (MAC)-B	11/6/2018 / 2:00pm- 4:00pm
SPAY/NEUTER MIAMI FOUNDATION, INC.	11/6/2018 / 2:00pm- 4:00pm
TAXI ADVISORY GROUP	11/6/2018 / 2:00pm- 4:00pm
TOURIST DEVELOPMENT COUNCIL	11/6/2018 / 2:00pm- 4:00pm
UNSAFE STRUCTURES BOARD	11/6/2018 / 2:00pm- 4:00pm
VALUE ADJUSTMENT BOARD	11/6/2018 / 2:00pm- 4:00pm
VIZCAYA MUSEUM AND GARDENS TRUST	11/6/2018 / 2:00pm- 4:00pm
YOUTH COMMISSION	11/6/2018 / 2:00pm- 4:00pm
YOUTH CRIME TASK FORCE	11/6/2018 / 2:00pm- 4:00pm

MEMORANDUM

Agenda Item No. 11(A)(6)

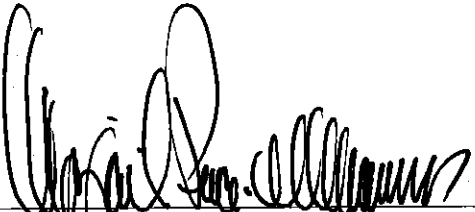
TO: Honorable Chairman Esteban L. Bovo, Jr.
and Members, Board of County Commissioners

DATE: April 10, 2018

FROM: Abigail Price-Williams
County Attorney

SUBJECT: Resolution requiring all members of County advisory boards to complete a mandatory sexual harassment training as a condition of membership, and directing the Clerk of the Board to provide a quarterly report to the Board stating the names of those Board appointees who have failed to complete the sexual harassment training course

The accompanying resolution was prepared and placed on the agenda at the request of Prime Sponsor Vice Chairwoman Audrey M. Edmonson and Co-Sponsors Commissioner Daniella Levine Cava and Commissioner Rebeca Sosa.


Abigail Price-Williams
County Attorney

APW/smm

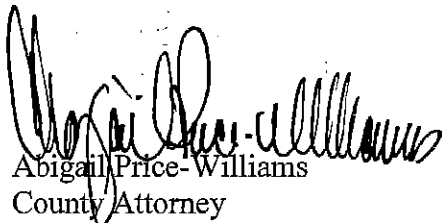


MEMORANDUM

(Revised)

TO: Honorable Chairman Esteban L. Bovo, Jr.
and Members, Board of County Commissioners

DATE: April 10, 2018

FROM: 
Abigail Price-Williams
County Attorney

SUBJECT: Agenda Item No. 11(A)(6)

Please note any items checked.

- ☐ "3-Day Rule" for committees applicable if raised
- ☐ 6 weeks required between first reading and public hearing
- ☐ 4 weeks notification to municipal officials required prior to public hearing
- ☐ Decreases revenues or increases expenditures without balancing budget
- ☐ Budget required
- ☐ Statement of fiscal impact required
- ☐ Statement of social equity required
- ☐ Ordinance creating a new board requires detailed County Mayor's report for public hearing
- ☐ No committee review
- ☐ Applicable legislation requires more than a majority vote (i.e., 2/3's ____, 3/5's ____, unanimous ____) to approve
- ☐ Current information regarding funding source, index code and available balance, and available capacity (if debt is contemplated) required

Approved _____ Mayor
Veto _____
Override _____

Agenda Item No. 11(A)(6)
4-10-18

RESOLUTION NO. _____

RESOLUTION REQUIRING ALL MEMBERS OF COUNTY ADVISORY BOARDS TO COMPLETE A MANDATORY SEXUAL HARASSMENT TRAINING AS A CONDITION OF MEMBERSHIP, AND DIRECTING THE CLERK OF THE BOARD TO PROVIDE A QUARTERLY REPORT TO THE BOARD STATING THE NAMES OF THOSE BOARD APPOINTEES WHO HAVE FAILED TO COMPLETE THE SEXUAL HARASSMENT TRAINING COURSE

WHEREAS, it is the policy of Miami-Dade County that sexual harassment is a form of discrimination that is not to be tolerated within the workplace; and

WHEREAS, County, state, and federal laws prohibit sexual harassment in the workplace; and

WHEREAS, this Board believes that sexual harassment or misconduct of any kind has no place in state government; and

WHEREAS, this Board is committed to providing a working environment for all County advisory boards, as that term is defined in section 2-11.36.1(a) of the Code of Miami-Dade County, that is free from sexual harassment for all members of advisory boards, and for those who interact with advisory boards; and

WHEREAS, the Miami-Dade County Office of Human Rights and Fair Employment Practices ("OHRFEP") has developed countywide training courses on unlawful harassment geared towards, among other things, making sure the workforce understands organizational rules, policies, procedures, expectations, and consequences of misconduct; and

WHEREAS, this Board believes that it is in the best interest of the County to require members of all County boards to complete a mandatory sexual harassment training as a condition of membership,

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

Section 1. This Board directs that the members of all County advisory boards, as that term is defined in Miami-Dade Code section 2-11.36.1(a) of the Code of Miami-Dade County, shall be required to complete a mandatory sexual harassment training course to be developed by the County Mayor or County Mayor's designee, such as the Miami-Dade County Office of Human Rights and Fair Employment Practices. All current and future board members shall be required to complete the mandatory sexual harassment training course pursuant to a schedule developed by the County Mayor or County Mayor's designee.

Section 2. This Board directs the Clerk of the Board to submit a quarterly report to this Board stating the names of those board appointees who have failed to complete the mandatory sexual harassment training course, and to place the completed report on an agenda of this Board pursuant to Ordinance No. 14-65.

The Prime Sponsor of the foregoing resolution is Vice Chairwoman Audrey M. Edmonson and the Co-Sponsors are Commissioner Daniella Levine Cava and Commissioner Rebeca Sosa. It was offered by Commissioner _____, who moved its adoption. The motion was seconded by Commissioner _____ and upon being put to a vote, the vote was as follows:

Esteban L. Bovo, Jr., Chairman	
Audrey M. Edmonson, Vice Chairwoman	
Bruno A. Barreiro	Daniella Levine Cava
Jose "Pepe" Diaz	Sally A. Heyman
Barbara J. Jordan	Joe A. Martinez
Jean Monestime	Dennis C. Moss
Rebeca Sosa	Sen. Javier D. Souto
Xavier L. Suarez	

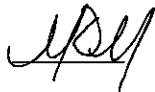
The Chairperson thereupon declared the resolution duly passed and adopted this 10th day of April, 2018. This resolution shall become effective upon the earlier of (1) 10 days after the date of its adoption unless vetoed by the County Mayor, and if vetoed, shall become effective only upon an override by this Board, or (2) approval by the County Mayor of this Resolution and the filing of this approval with the Clerk of the Board.

MIAMI-DADE COUNTY, FLORIDA
BY ITS BOARD OF
COUNTY COMMISSIONERS

HARVEY RUVIN, CLERK

By: _____
Deputy Clerk

Approved by County Attorney as
to form and legal sufficiency.



Marlon D. Moffett