

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

**September 29, 2021**

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

Wednesday, September 29, 2021

10:30 a.m. to 12:00 p.m.

Virtual Meeting -Zoom

URL: <https://miamidade.live/SBE-AEAdvisoryBoard>

Webinar ID: 958 1106 2618

**AGENDA**

- I. Welcome/Introductions (10 min)**
- II. SBD Section Reports (20 min)**
  - a. SBE-A&E Certification Report – Jeanise Cummings-Labossiere (SBD Section Chief)
  - b. SBE-A&E Utilization Report– Rossi Siewnarine (SBD Section Chief)
  - c. SBE-A&E Business Outreach and Education Report – Lawanda Wright-Robinson (SBD Section Chief)
- III. Old Business (10 min)**
  - a. Approval of July 28, 2021, Meeting Minutes
- IV. New Business (30 min)**
  - a. A&E Taskforce Update – ISD/Strategic Procurement Division - Pablo Valin
  - b. Discussion
    - Discuss a plan to improve the volume of work that small businesses receive to allow them to grow and graduate.
    - Develop a method to separate Architecture and Engineering small business's participation and to separate civil engineering from the remaining engineering.
    - Begin developing a plan to work on limiting the Architecture and Engineering Design Process to local small businesses.
- V. Future agenda Items (10 min)**
- VI. Reasonable opportunity for the public to be heard before County Boards (Sec. 2-11.39.3) (5 min)**
- VII. Adjournment (5 min)**

NEXT BOARD MEETING: **November 24, 2021**

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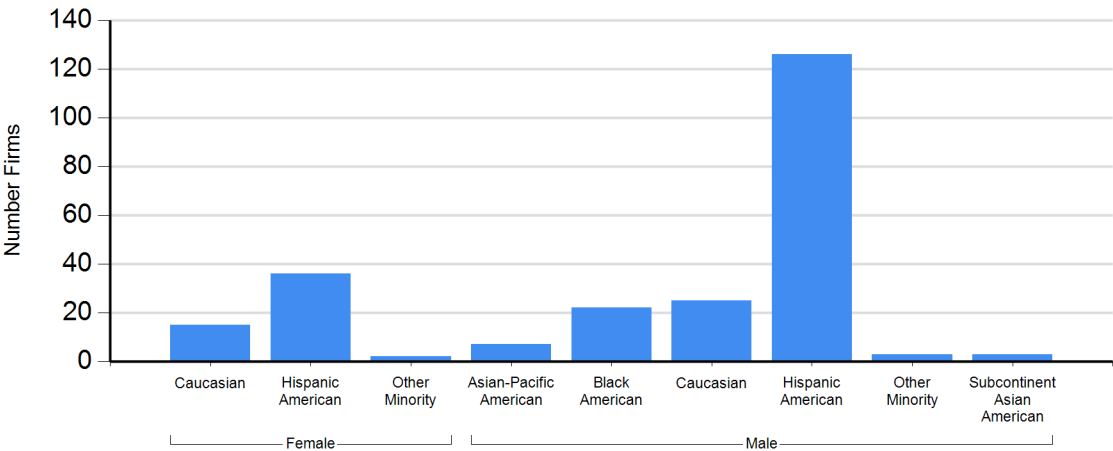
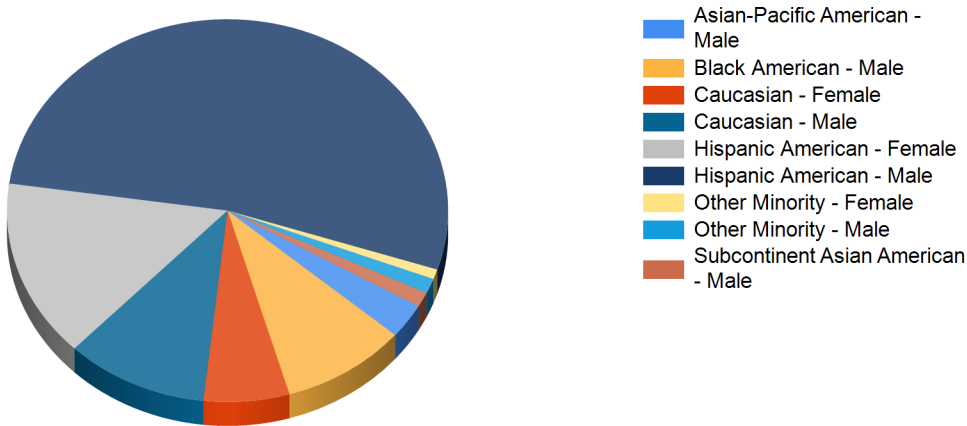
# SBE A&E Certification Report

	Certification Type: SBE-A&E														
PERIOD: July 1, 2021 to August 31, 2021															
					Total Amount	African American	Caucasian	Hispanic	Asian	Native American	Other		Female	Male	Total Amount
	Total Certified SBE-A&E as of 8/31/21				239	22	40	162	10	0	5		53	186	239
		New	1 year Renewal	3 year Recert											
1	Approved Applications (New, Annual Renewal, Recertification)	41	100	98	239										
2	Graduated				0										
3	Denied				0										
This is a race and gender neutral program. This report is for informational purpose only.															

Note: The SBE program is race and gender neutral. This report is for informational purposes only.

## Ethnicity & Gender Summary

Ethnicity	Gender	Number Firms
Asian-Pacific American	Male	7
Black American	Male	22
Caucasian	Female	15
Caucasian	Male	25
Hispanic American	Female	36
Hispanic American	Male	126
Other Minority	Female	2
Other Minority	Male	3
Subcontinent Asian American	Male	3
Total Firms		239



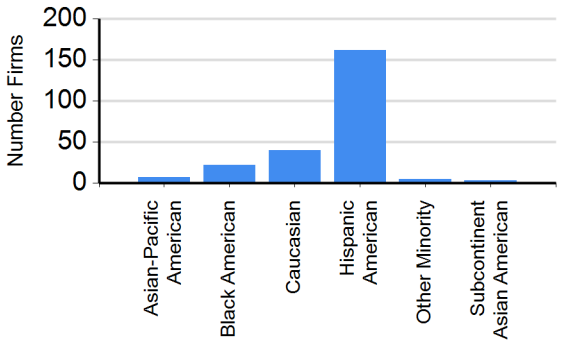
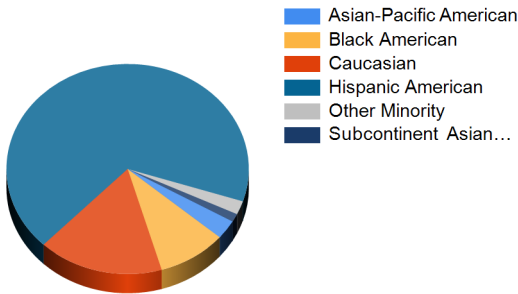
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# Certified Directory - Ethnicity & Gender Summary

As of 8/31/2021

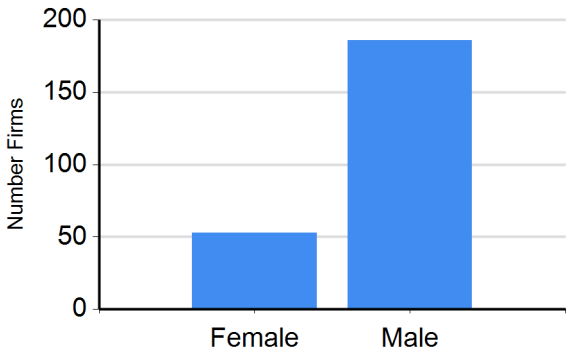
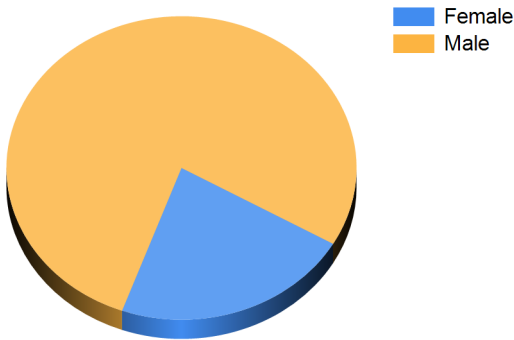
## Ethnicity Summary

Ethnicity	Number Firms
Asian-Pacific American	7
Black American	22
Caucasian	40
Hispanic American	162
Other Minority	5
Subcontinent Asian American	3
Total Firms	239



## Gender Summary

Gender	Number Firms
Female	53
Male	186
Total Firms	239



This is a race and gender neutral program.  
This report is for informational purposes only.

## SBE Business Outreach and Education

**Internal Services Department**  
**Small Business Development (SBD)**  
**Small Business Enterprise – Architect & Engineers**  
**Business Outreach and Education Section**  
**July 1, 2021 to August 31, 2021**

		Total for Period	YTD Total
Activity	Assistance Provided to Small Business Enterprise- Architecture & Engineering Program		
1	Certification Assistance	15	84
2	Needs Assessment Meetings (NAMS)	1	8
3	Technical Assistance	24	40
4	Payment Issues	0	6
4.1	Payment Issues Related Dollars	0	\$152,078
5	Prompt Payment Issues	0	4
5.1	Prompt Payment Related Dollars	0	\$42,641
6	Contract Issues (Non-dollar related)	0	1
7	Contact with SBE-Architecture & Engineering Firms (emails highlighting contract opportunities)	1190	5,415

		Total for Period	YTD Total
Activity	Training, Education and Outreach Activities		
1	Small Business Development (sponsored) Workshops and Forums	1	6
1.1	Number of Attendants	28	152
2	Partnership Workshops & Forums	3	11
2.1	Number of Firms (with whom contact was made)	71	165
Activity	Technical Training & Development Workshops		
3	None	0	0
3.1	n/a		

## July 28, 2021 Meeting Minutes

**Miami-Dade County**  
**Small Business Enterprise – Architecture and Engineering**  
**Advisory Board Meeting**  
**July 28, 2021 Meeting Minutes**

Start: 10:40 AM

Stop: 12:03 PM

Appointed: 7

Quorum: 4

(E)=Excused (U) = Unexcused

<b>Members Present (5)</b>	<b>Members Absent (2)</b>
Juan A. Crespi (Chairman)	Jevaan Lewis (U)
Ivette O. Argudin	Berrin Tansel (U)
Brett Moss	
Deborah Swain	
Renee Wilby	

**I. Welcome/Introductions:**

- i. Chairman Juan Crespi called the Architecture and Engineering (A&E) Advisory Board meeting to order at 10:40 AM. Advisory Board members, SBD staff, and online participants introduced themselves.

**II. SBD Section Reports (20 min)**

**a. SBE-A&E Certification Report – Jeanise Cummings-Labossiere (SBD Section Chief)**

Jeanise Cummings-Labossiere (SBD Section Chief) presented the report for Certification. Chairman Crespi requested for the Certification section to condense the Ethnicity & Gender Summary into one sheet. He would also like the Race and Gender-neutral statement to be larger be on the document.

**b. SBE-A&E Utilization Report– Rossi Siewnarine SBD (SBD Section Chief)**

Rossi Siewnarine notified the board that the report for the period of May 1, 2021 – July 1, 2021, is not available. He stated that in April, Miami-Dade County implemented their Enterprise Resource Planning (ERP) Solution to transform the County's business processes. It was given the system name of "INFORMS" which stands for Integrated Financial Resources Management System. As a result of the implementation, SBD has recognized that certain data is not carrying over to Business Management Workforce System (BMWS). Staff is in process of working with the necessary departments and organizations to resolve this issue.

**c. SBE-A&E Business Outreach and Education Report – Lawanda Wright-Robinson (SBD Section Chief)**

Lawanda Wright-Robinson presented the report for the period May 1, 2021, to June 30, 2021. There were no questions regarding the report.

**III. Old Business**

**a. Approval of March 31, 2021 Meeting Minutes**

- Brett Moss motioned to approve the minutes, Ivette Argudin seconded the motion (Approved 5-0)

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**b. Update on MDC Professional Services Task Force recommendations**

Debbie Swain provided an update regarding the status of the Miami Dade County Professional Task Force Recommendation. The proposed recommendation allowed locally headquartered businesses to be eligible to participate in the Equitable Distribution Program (EDP). Small business Development would like the recommendation to include all SBE firms, not only locally headquartered firms. Gary T. Hartfield (SBD Director) began by explaining that Small Business Development will always advocate for Small Business Enterprise Firms. Mr. Hartfield explained that he believes Locally Headquartered firms, as well as SBE's, should be in the EDP. He explained that the purpose of Small Business Development is to advocate for Small Businesses.

Chairman Crespi stated that the only point that a locally headquartered business can compete is in the EDP. Ms. Johnson inquired if the request of the Task Force is to only include locally head quartered firms regardless of if they are an SBE or not in the EDP, Debbie Swain confirmed yes, that is the request. Ms. Johnson advised that the Advisory Board and Task Force previously recommended to include both SBE's and Locally Headquartered firms in the EDP and now the request is changing.

Chairman Crespi stated that his concern is that National firms will come in and continue to take top projects. Mr. Hartfield requested clarity, he asked Ms. Swain if their request is to make a subset of A&E SBE firms of only those who are locally headquartered to be allowed to be in the EDP. Ms. Swain confirmed that this is their request and Mr. Hartfield advised that he must speak with the Attorney to see if he could make a subset of the SBE firms being that in the SBE program, being locally headquartered is not required. Ms. Johnson advised that the EDP Program is governed by 3-39 not 3-32. A conversation must be held with attorneys to see what is possible.

Pablo Valin advised the Advisory Board that County Attorney Miguel Gonzalez is reviewing 3-39 regarding the EDP. He advised the attorney still has time to make changes before it goes to the Board.

**IV. New Business**

**a. Discussion**

- Item Deferred.

**V. Future agenda Items**

- i. Discuss a plan to improve the volume of work that small businesses receive to allow them to grow and graduate.
- ii. Develop a method to separate Architecture and Engineering small business's participation and to separate civil engineering from the remaining engineering.
- iii. Begin developing a plan to work on limiting the Architecture and Engineering Design Process to local small businesses.

**Miami-Dade County**  
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- VI. Reasonable opportunity for the public to be heard before County Boards (Sec. 2-11.39.3)**
- i. Yurfa Glenney inquired whether there have been any changes to I.O. 3-39 because it is dated 4/24/2019, Ms. Swain advised that there have not been any changes.
  - ii. Yvette Aleman shared that she has not been paid since 2017. She shared that there are Policy changes need to occur to prevent this from happening in the future. Ms. Wright-Robinson and staff will reach out to Ms. Aleman regarding her payment issues.
- VII. Adjournment**
- i. Chairman Crespi adjourned the meeting at 12:03 pm.