

**SMALL BUSINESS ENTERPRISE
GOODS AND SERVICES
ADVISORY BOARD MEETING**

July 15, 2021

**Miami-Dade County
Small Business Enterprise Goods and Services Advisory Board Meeting
Thursday, July 15, 2021 @10:30 a.m.**

Board Members

Stephen P. Clark Center, 111 N.W. 1st Street,
19th Floor Conference Room

Public Virtual Meeting Zoom URL:
<https://miamidade.live/SBE-GoodsServicesBoard>
Webinar ID: 917 5751 5924

AGENDA

- I. Welcome/Introductions (10 min)**
- II. SBD Section Reports (30 min)**
 - a. Certification** – Laurie Johnson (*SBD Section Chief*)
 - b. Utilization Report** – Rossi Siewnarine (*SBD Section Chief*)
 - c. Business Outreach & Education** – Lawanda Wright-Robinson (*SBD Section Chief*)
- III. Old Business (20 min)**
 - a. Goods and Services Taskforce Update
 - b. Approval of May 20,2021 Meeting Minutes
- IV. New Business (20 min)**
 - a. Request for future agenda items
- V. Reasonable opportunity for the public to be heard before County Boards (Sec. 2-11.39.3) (5 min)**
- VI. Adjournment (5 min)**

NEXT BOARD MEETING: September 16, 2021

TABLE OF CONTENTS

AGENDA

SBE G&S CERTIFICATION REPORT	1
SBE G&S BUSINESS OUTREACH AND EDUCATION	2
REPORT MAY 20, 2021 MEETING MINUTES	3

G&S CERTIFICATION REPORT

Certification Type: SBE-GS
PERIOD: May 1, 2021 to July 1, 2021

				Total Amount	African American	Caucasian	Hispanic	Asian	Native American	Other		Female	Male	Total Amount
	Total Certified SBE-GS as of 7/1/21			1381	264	174	910	23	0	10		423	958	1381
		New	1 year Renewal	3 year Recert										
1	Approved Applications (New, Annual Renewal, Recertification)	384	522	475										
2	Graduated			7										
3	Denied			0										

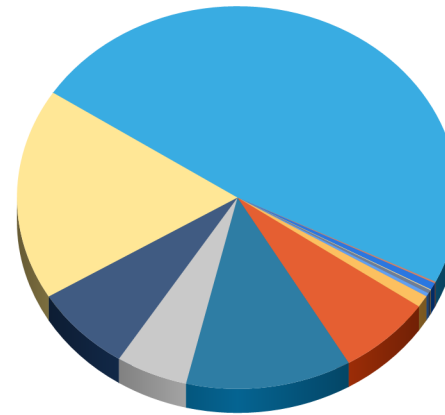
This is a race and gender neutral program. This report is for informational purpose only.

Certified Directory - Ethnicity & Gender Summary

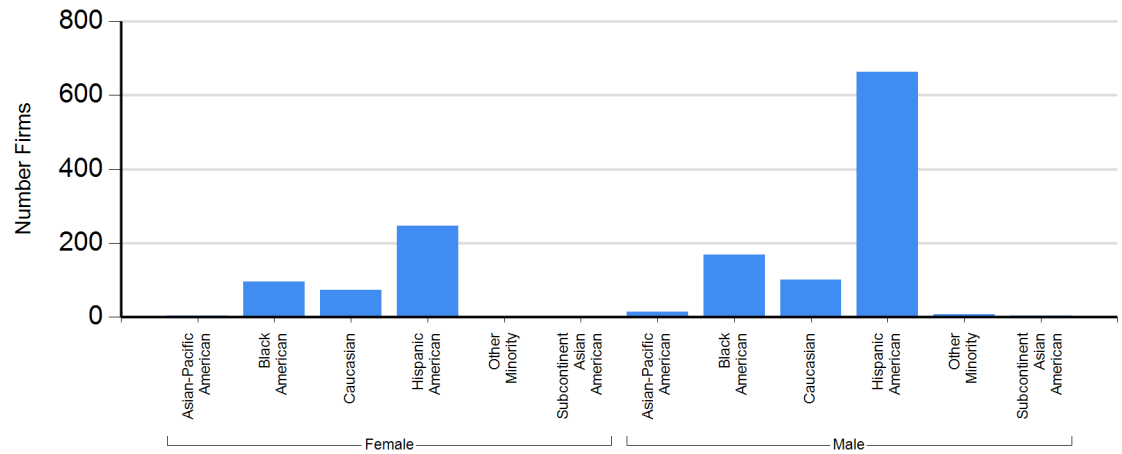
As of 7/1/2021

Ethnicity & Gender Summary

Ethnicity	Gender	Number Firms
Asian-Pacific American	Female	4
Asian-Pacific American	Male	14
Black American	Female	96
Black American	Male	168
Caucasian	Female	73
Caucasian	Male	101
Hispanic American	Female	247
Hispanic American	Male	663
Other Minority	Female	2
Other Minority	Male	8
Subcontinent Asian American	Female	1
Subcontinent Asian American	Male	4
Total Firms		1381



- 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 - Female
- Other Minority - Male
- Subcontinent Asian American - Female
- Subcontinent Asian American - Male

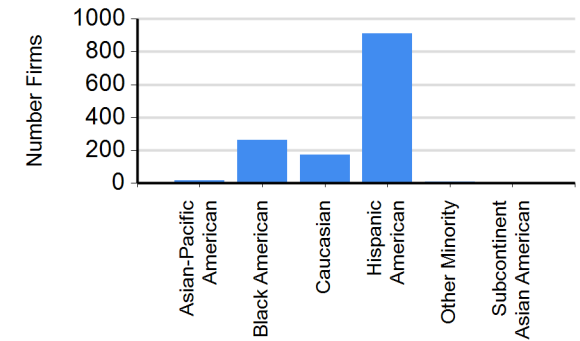
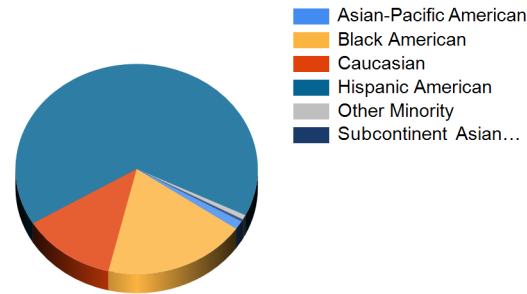


Certified Directory - Ethnicity & Gender Summary

As of 7/1/2021

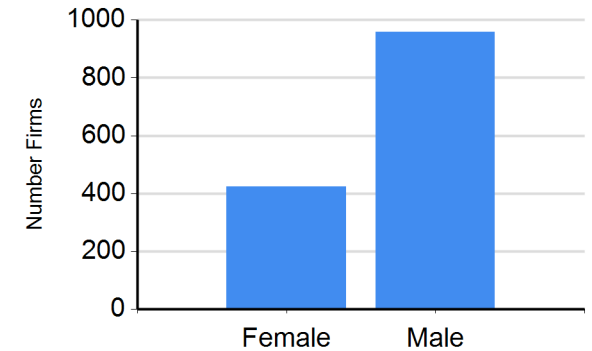
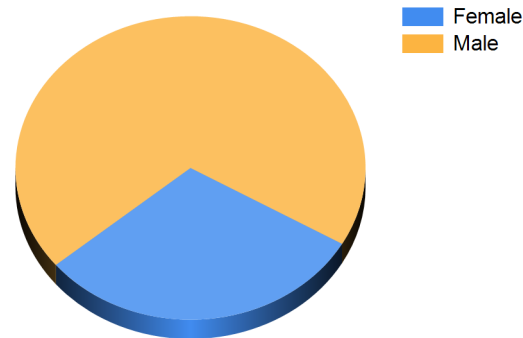
Ethnicity Summary

Ethnicity	Number Firms
Asian-Pacific American	18
Black American	264
Caucasian	174
Hispanic American	910
Other Minority	10
Subcontinent Asian American	5
Total Firms	1381



Gender Summary

Gender	Number Firms
Female	423
Male	958
Total Firms	1381



G&S BUSINESS OUTREACH AND EDUCATION REPORT

Internal Services Department
Small Business Development (SBD)
Small Business Enterprise – Goods & Services
Business Outreach and Education Section
May 1, 2021 and June 30, 2021

		Total for Period	YTD Total
Activity	Assistance Provided to Small Business Enterprise-Goods & Services Program		
1	Certification Assistance	111	309
2	Needs Assessment Meetings (NAMS)	4	29
3	Technical Assistance	208	874
4	Payment Issues	18	35
4.1	Payment Issues Related Dollars	\$707,957	\$1,040,805
5	Prompt Payment Issues	2	5
5.1	Prompt Payment Related Dollars	\$187,476	\$840,731
6	Contract Issues (Non-dollar related)	4	11
7	Contact with SBE-Goods & Services Firms (emails highlighting contract opportunities)	2,006	7,390

		Total for Period	YTD Total
Activity	Training, Education and Outreach Activities		
1	Small Business Development (sponsored) Workshops and Forums	3	12
1.1	Number of Attendants	169	639
2	Partnership Workshops & Forums	5	20
2.1	Number of Firms (with whom contact was made)	192	921
Activity	Technical Training & Development Workshops		
3	Access to Capital	1	1
3.1	n/a		

MAY 20, 2021 MEETING MINUTES

Miami-Dade County
Small Business Enterprise – Goods and Services
Advisory Board Meeting
May 20, 2021 Meeting Minutes

Start Time: 10:45 AM
 End Time: 12:02 PM

10 – Appointed
 6 – Quorum

(E)=Excused (U) = Unexcused

<u>Members Present (7)</u>	<u>Members Absent (3)</u>
Darryl Holsendolph – Chairman	Makeba Gasant
Carmen Baker	Aida Luis Sanchez-Gomez
Michael John Anthony Green	Miriam Collada-Myers
Adrian Jimenez	
Maria Molina	
John A. Ramirez	
Daniel Ribero	

I. Welcome/Introductions

- i. Michou Jean (SBD) called the Goods and Services Advisory Board meeting to order. Darryl Holsendolph welcomed the board and gave brief remarks.

II. SBD Section Reports

a. Certification – Laurie Johnson (SBD – Section Chief)

- i. Ms. Johnson presented the certification report for the period of March 1, 2021 – May 1, 2021 with a total of 1,396 certified SBE-GS firms. 392 New applications were received, 540 annual renewals, 464 recertification, 4 firms graduated, and 1 was denied. The report was a break down by ethnicity and gender. Ms. Johnson also provided a report of the number of certified firms by period from January 2019 until May 2021.

b. Utilization Report – Rossi Siewnarine (SBD Section Chief)

- i. Mr. Siewnarine presented the SBE Utilization report for the period of March 1, 2021 – May 1, 2021. Payments to SBE – G&S firms in contractual dollars totaled \$126,695,093. Under existing contracts and pre-qualification pools, SBE-G&S firms were paid a total of \$17, 363,505 or 7.04% of total payments. 23 Goods & Services contracts were approved and awarded totaling \$48,315,270. 10 Contracts were not eligible for SBE measures. 10 Contracts were awarded to Miami-Dade firms, totaling \$26,201,613. Pertaining to SBE participation, 13 contracts were eligible for SBE measures, totaling 41,878,791. The 13 contracts were given a SBE bid preference.
- ii. Board Member John A. Ramirez stated that he is very satisfied with the 54% of SBE participation. He asked how can we maintain the high percentage at a larger scale? Chairman Holsendolph chimed in and stated that firm that have a Miami Dade address does not make them a Dade County Firm. Mr. Siewnarine clarified that the number represents only

Miami-Dade County
Small Business Enterprise – Goods and Services
Advisory Board Meeting
May 20, 2021 Meeting Minutes

firms who have a Miami Dade county address. Mr. Siewnarine also provided an update regarding the Board members request of the awarded contracts for the past 3-year period. Mr. Siewnarine is unable to provide the report at this moment due to data being updated. Mr. Jimenez asked if the contracts that are being awarded are being monitored. He wants to be sure that there is diversity amongst the firms being awarded. Mr. Jimenez made a motion to include the firms that are being awarded in the reports. The board would like a summary total number of contracts and details of who received the contracts.

- iii. The board would also like the summary to include the commodity and the price value. Mr. Ramirez seconded the motion. The board also requested for the report to be sent through excel and not a pdf. Mr. Ramirez seconded the motion. The motion passed (7-0)

c. Business Outreach & Education – Lawanda Wright-Robinson (SBD Section Chief, Business Outreach & Education)

- i. Ms. Wright-Robinson presented the SBE Business Outreach & Education report for the period of March 1, 2021 – April 30, 2021. She presented the totals for the assistance provided to SBE – G&S program, Training Education and Activities, and Technical Training & Development Workshops. Questions were asked regarding prompt payment issues, and how long it takes for the contractor or vendor to get paid if there is an issue. Ms. Wright-Robinson provided the board with an explanation of the legislation regarding prompt.
- ii. A discussion was held regarding COVID-19 as it relates to the numbers presented. Ms. Lawanda Wright-Robinson stated that SBD has done a great job during the pandemic to maintain these numbers. She spoke about the firms being unable to find employees due to the Pandemic and the availability of unemployment benefits. Mr. Jimenez recommended setting up a training to develop new business owners. Mr. Holsendolph stated that career source does a lot of training.

III. Old Business

a. Goods & Services Taskforce Discussion

- i. Mr. Holsendolph briefed the Board on the resolutions that was submitted by SBD and SPD for the recommendations submitted by the Goods and Services Taskforce. The first recommendation, the county agreed with raising the threshold and the resolution includes raising it to \$250,000, which is \$50,00 more than what the taskforce recommended. The number of firms needed for a sheltered market also decreased to 2 instead of 3.

Miami-Dade County
Small Business Enterprise – Goods and Services
Advisory Board Meeting
May 20, 2021 Meeting Minutes

The next recommendation was discussed and ultimately agreed on. Originally, all tiers were given the same bid preference, after further discussion both parties agreed that tier 1's and 2's will have 10% bid preference while tier 3 will have 5% bid preference. Mr. Holsendolph also explained the Dade County First Ordinance recommendation, which required more time for the departments to further review. Mr. Jimenez inquired if there was a policy in place to examine the diversity of the firms that are awarded contracts. Mr. Holsendolph clarified that under the Dade County first ordinance, the issue of underutilized firms is addressed.

b. Approval of January 21, 2021 Meeting Minutes

c. Approval of March 18, 2021 Meeting Minutes

- i. Carmen Baker motioned to approve both meeting minutes. John A. Ramirez seconded the motion. (Approved 7-0).

IV. New Business

a. Request for future agenda items

- i. Staff to share with the Goods and Services Advisory Board and Goods and Services Taskforce when the Taskforce recommendations are brought before the Board of County Commissioners. Mr. Holsendolph would like the Advisory Board to monitor and support them

V. Reasonable opportunity for the public to be heard before County Boards (Sec. 2-11.39.3)

- i. Warren Wright asked where he could find government contracts for his small business. Mr. Holsendolph informed Mr. Wright that he should contact SBD to ensure that his business is coded right.

VI. Adjournment

- i. John A. Ramirez made a motion to adjourn and seconded by Maria Molina. The motion passed (Approved 7-0). The meeting adjourned at 12:02 PM.