

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

September 16, 2021

**Miami-Dade County
Small Business Enterprise Goods and Services Advisory Board Meeting
Thursday, September 16, 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** – Jeanise Cummings-Labossiere (*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 Recommendations Update
 - b. Approval of July 15, 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: November 18, 2021

TABLE OF CONTENTS

AGENDA

SBE G&S CERTIFICATION REPORT	1
SBE G&S BUSINESS OUTREACH AND EDUCATION REPORT	2
JULY 15, 2021, MEETING MINUTES	3

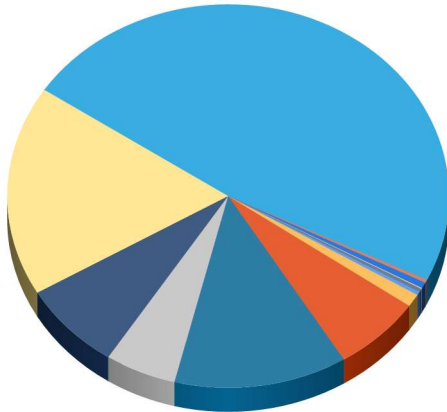
G&S CERTIFICATION REPORT

Certification Type: SBE-GS														
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-GS as of 8/31/21			1380	265	175	905	24	0	11		416	964	1380
		New	1 year Renewal	3 year Recert										
1	Approved Applications (New, Annual Renewal, Recertification)	372	532	476										
2	Graduated				4									
3	Denied				0									

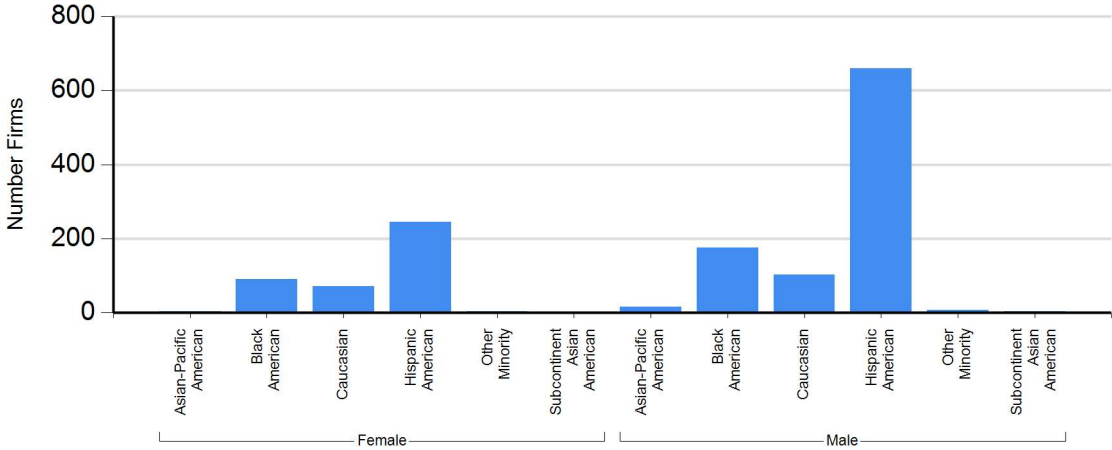
Note: The SBE program is race and gender neutral. This report is for informational purposes only.

Ethnicity & Gender Summary

Ethnicity	Gender	Number Firms
Asian-Pacific American	Female	4
Asian-Pacific American	Male	15
Black American	Female	90
Black American	Male	175
Caucasian	Female	72
Caucasian	Male	103
Hispanic American	Female	245
Hispanic American	Male	660
Other Minority	Female	4
Other Minority	Male	7
Subcontinent Asian American	Female	1
Subcontinent Asian American	Male	4
Total Firms		1380



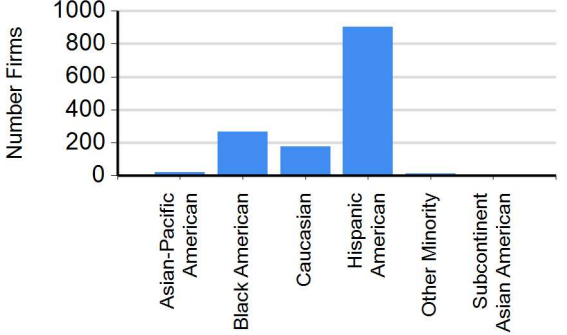
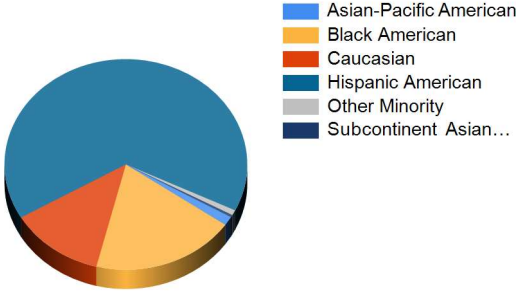
- Asian-Pacific American - Female
- Asian-Pacific American - Male
- Black American - Female
- Black American - Male
- Caucasian - Female
- Caucasian - Male
- Hispanic American - Female
- Hispanic American - Male
- Other Minority - Female
- Other Minority - Male
- Subcontinent Asian American - Female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



Certified Directory - Ethnicity & Gender Summary

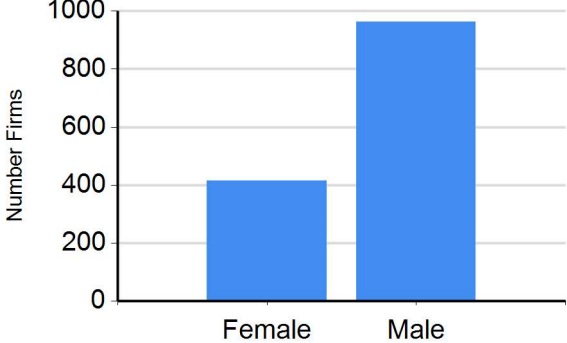
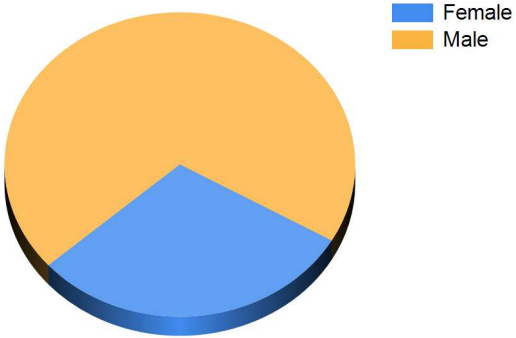
Ethnicity Summary

Ethnicity	Number Firms
Asian-Pacific American	19
Black American	265
Caucasian	175
Hispanic American	905
Other Minority	11
Subcontinent Asian American	5
Total Firms	1380



Gender Summary

Gender	Number Firms
Female	416
Male	964
Total Firms	1380



G&S BUSINESS OUTREACH AND EDUCATION REPORT

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

		Total for Period	YTD Total
Activity	Assistance Provided to Small Business Enterprise- Goods & Services Program		
1	Certification Assistance	112	421
2	Needs Assessment Meetings (NAMS)	6	35
3	Technical Assistance	207	1,081
4	Payment Issues	8	37
4.1	Payment Issues Related Dollars	\$688,086	\$1,433,081
5	Prompt Payment Issues	0	9
5.1	Prompt Payment Related Dollars	0	\$949,665
6	Contract Issues (Non-dollar related)	1	12
7	Contact with SBE-Goods & Services Firms (emails highlighting contract opportunities)	1295	8,685

		Total for Period	YTD Total
Activity	Training, Education and Outreach Activities		
1	Small Business Development (sponsored) Workshops and Forums	2	14
1.1	Number of Attendants	128	767
2	Partnership Workshops & Forums	5	24
2.1	Number of Firms (with whom contact was made)	221	1,142
Activity	Technical Training & Development Workshops		
3	None	0	1
3.1	n/a		

JULY 15, 2021 MEETING MINUTES

Miami-Dade County
Small Business Enterprise – Goods and Services
Advisory Board Meeting
July 15, 2021 Meeting Minutes

Start Time: 10:43 AM

End Time: 12:18 PM

10 – Appointed

6 – Quorum

(E)=Excused (U) = Unexcused

<u>Members Present (9)</u>	<u>Members Absent (1)</u>
Darryl Holsendolph – Chairman	Aida Luis Sanchez-Gomez (E)
Carmen Baker	
Miriam Collada-Myers	
Makeba Gassant	
Michaeljohn Anthony Green	
Adrian Jimenez	
Maria Molina	
John A. Ramirez	
Daniel Ribero	

I. Welcome/Introductions

- i. Marielena Bello (SBD) called the Goods and Services Advisory Board meeting to order at 10:43 am, nine (9) members were present. Chairman Darryl Holsendolph welcomed the board and gave brief remarks. Chairman Holsendolph also provided the Advisory Board an update regarding the Quartermaster project.

II. SBD Section Reports

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

- i. Ms. Johnson presented the certification report for the period of May 1, 2021 – July 1, 2021. Chairman Holsendolph stated that the amount of newly certified firms was very impressive and questioned the area in which the growth was seen in. Ms. Johnson will work with Certification to provide a response regarding where Certification is seeing the growth in the commodity codes. Mr. Hartfield added that the focus of SBD is addressing the criteria that is required to become an SBE and mobilizing resources to those areas in those criteria. He added that SBD is working with Communications to expand the outreach and bring in as many firms as possible. Carmen Baker suggested to let firms know of any new changes that may have made the process easier for them to certify. The board requested moving forward, staff provide the ethnicity of the business owner, the NICS code of the business, and the age of the owner.
- ii. John Ramirez made a motion to add demographic details of newly certified firms coming into Miami-Dade County on the report. Carmen Baker seconded (Approved 9-0). Mr. Hartfield advised the Advisory Board that staff will work with Information Technology Department (ITD) to see if this can be implemented.

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

- i. Mr. Siewnarine notified the board that the report for the period of May 1, 2021 – July 1, 2021 is not available. He stated 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

Miami-Dade County
Small Business Enterprise – Goods and Services
Advisory Board Meeting
July 15, 2021 Meeting Minutes

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. Mr. Hartfield added that the issue is being worked on tirelessly and advised the Board that the issue may not be fixed by the next meeting.

- ii. Per the previous Goods and Services Advisory Board meeting, once the reports are available, the board would still like a summary to be included with the total number of contracts and details of who received the contracts. Additionally, they would like the commodity and the price value added to the reports. Adrian Jimenez asked whether all previous reports will be available once the issue is resolved. Mr. Siewnarine advised that he would provide all reports that are available when the issue is resolved.

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 May 1, 2021 – June 30, 2021. She presented the totals for the assistance provided to SBE – G&S program, Training Education and Activities, and Technical Training & Development Workshops. She stated that the numbers have been increasing although the majority of these outreach activities have been virtual. Chairman Holsendolph inquired about the attendance of the Access to Capital Workshop, Ms. Wright-Robinson stated there were around 30 firms in attendance. Makeba Gassant inquired about the payment issues vs prompt payment issues. Ms. Wright-Robinson advised that Payment issues regarding lack of payment due to non-performance, is when everything is good on the firm's behalf, but the money is sitting.

III. Old Business

a. Goods & Services Taskforce Update

- i. Chairman Holsendolph provided the Advisory Board with an update regarding the Goods and Services Taskforce's recommendations. They are being brought forward on September 1, 2021 before the Board of County Commissioners. Chairman Holsendolph would like the Advisory Board members to monitor these items and support them.
- ii. Ms. Baker suggested Professional Services to help small businesses learn to manage their businesses correctly and ensure that they do not lose a contract. Chairman Holsendolph advised her that one of the recommendations in the Goods and Services Task Force (GSTF) Industry working group includes education for the small businesses during the renewal process.
- iii. Miriam Collada-Myers questioned the ability of a payment schedule that would allow a percentage of advance payment for contracts instead of having vendors getting paid solely at the end of the contract. Chairman Holsendolph stated that this is something that the Taskforce can begin to discuss and possibly develop a recommendation.

Miami-Dade County
Small Business Enterprise – Goods and Services
Advisory Board Meeting
July 15, 2021 Meeting Minutes

b. Approval of May 20,2021 Meeting Minutes

- i. Carmen Baker motioned to approve both the minutes. Makeba Gassant seconded the motion. (Approved 9-0).

IV. New Business

a. Request for future agenda items

- i. None

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

- i. Wendoline Dowdell informed the board that she has not been paid from the Fire and Rescue Department since December. She stated that it was not beneficial to shut down the previous financial system if the new system was not ready to be utilized. She added that the lack of payment is causing hardship in her business. Mr. Hartfield stated that staff will look at the statuses of her submitted invoices to see what the delay is. Ms. Gassant inquired if there could be a system setup to require accountability when the County pays vendors late and Mr. Jimenez agreed. Mr. Hartfield advised that there is legislation regarding this manner. Staff will look at this legislation and provide an update regarding the percentage that would be due to vendors for late payments next meeting.

VI. Adjournment

- i. Makeba Gassant made a motioned to adjourn and seconded by John Ramirez. The motion passed (Approved 9-0). The meeting adjourned at 12:18 PM.