

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

**November 18, 2021**

**Miami-Dade County  
Small Business Enterprise Goods and Services Advisory Board Meeting  
Thursday, November 18, 2021 @10:30 a.m.**

**Board Members**

Stephen P. Clark Center, 111 N.W. 1<sup>st</sup> Street,  
19<sup>th</sup> 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. Small Business Update – (15 min)**
  - Gary T. Hartfield (SBD Division Director)
- III. 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*)
- IV. Old Business (20 min)**
  - a.** Approval of September 16, 2021, Meeting Minutes
- V. New Business (20 min)**
  - a.** Approval of 2022 Meeting Dates
  - b.** Request for future agenda items
- 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: January 20, 2022**

## **TABLE OF CONTENTS**

### **AGENDA**

---

SBE G&S CERTIFICATION REPORT	<b>1</b>
SBE G&S UTILIZATION REPORT	<b>2</b>
SBE G&S BUSINESS OUTREACH AND EDUCATION REPORT	<b>3</b>
SEPTEMBER 16, 2021 MEETING MINUTES	<b>4</b>
GOODS AND SERVICES 2022 MEETING DATES	<b>5</b>

# G&S CERTIFICATION REPORT

Certification Type: SBE-GS														
PERIOD: September 1, 2021 to October 31, 2021														
				Total Amount	African American	Caucasian	Hispanic	Asian	Native American		Other	Female	Male	Total Amount
	Total Certified SBE-GS as of 10/31/21			1390	269	174	912	23	0	12		423	967	1390
		New	1 year Renewal	3 year Recert										
1	Approved Applications (New, Annual Renewal, Recertification)	386	488	516										
2	Graduated			1										
3	Denied			1										

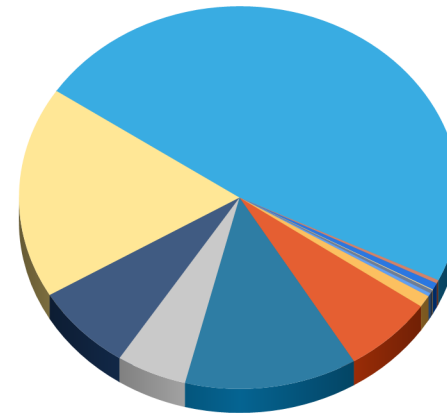
Note: The SBE program is race and gender neutral. This report is for informational purposes only.

# Certified Directory - Ethnicity & Gender Summary

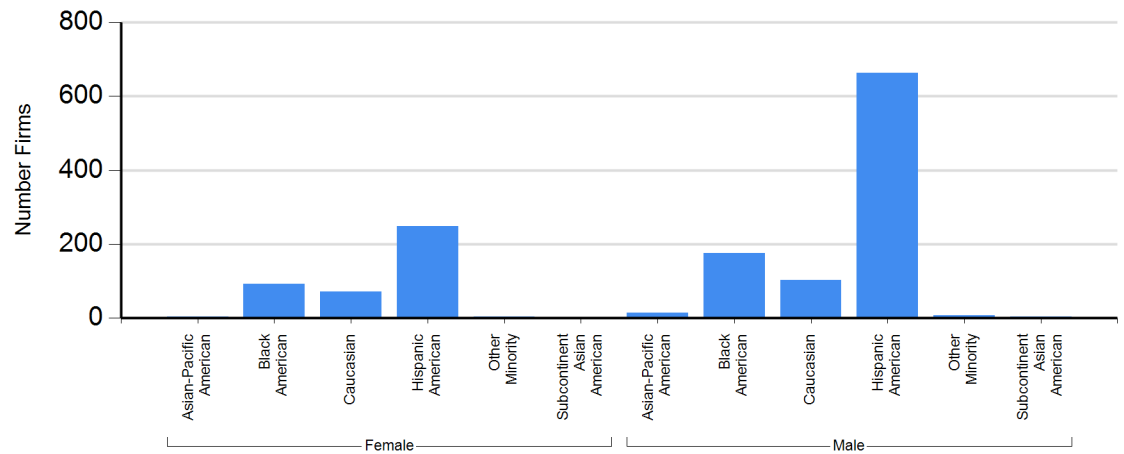
As of 10/31/2021

## Ethnicity & Gender Summary

Ethnicity	Gender	Number Firms
Asian-Pacific American	Female	4
Asian-Pacific American	Male	14
Black American	Female	93
Black American	Male	176
Caucasian	Female	72
Caucasian	Male	102
Hispanic American	Female	249
Hispanic American	Male	663
Other Minority	Female	4
Other Minority	Male	8
Subcontinent Asian American	Female	1
Subcontinent Asian American	Male	4
<b>Total Firms</b>		<b>1390</b>



- 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

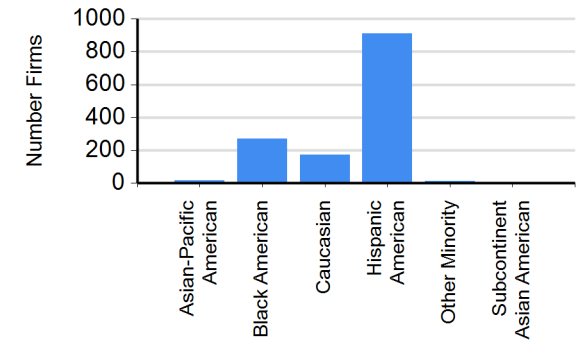
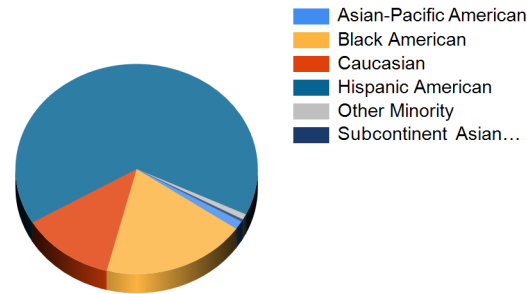


# Certified Directory - Ethnicity & Gender Summary

As of 10/31/2021

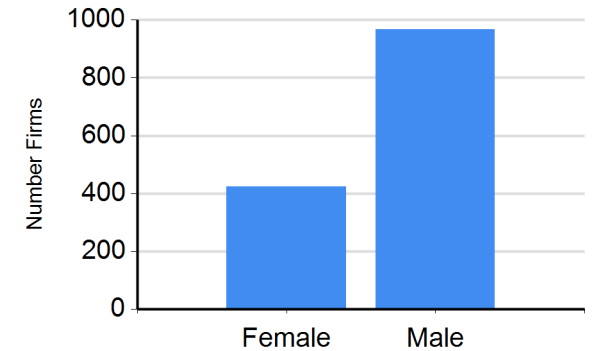
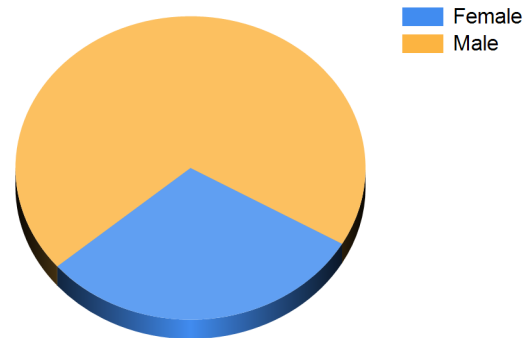
## Ethnicity Summary

Ethnicity	Number Firms
Asian-Pacific American	18
Black American	269
Caucasian	174
Hispanic American	912
Other Minority	12
Subcontinent Asian American	5
<b>Total Firms</b>	<b>1390</b>



## Gender Summary

Gender	Number Firms
Female	423
Male	967
<b>Total Firms</b>	<b>1390</b>



# G&S UTILIZATION REPORT



\*\*\*DRAFT\*\*\*

## Miami-Dade County Small Business Enterprise (SBE) Goods & Services Program

Reporting Period:

September 1, 2021 to October 31, 2021

CONTRACTS AWARDED					
Contract Type	SBE/DBE		NON-SBE/DBE		TOTAL
1. Goods and Services		#DIV/0!		#DIV/0!	- #DIV/0!
2. Goods		#DIV/0!		#DIV/0!	- #DIV/0!
3. Services		#DIV/0!		#DIV/0!	- #DIV/0!
<b>TOTAL</b>	-	#DIV/0!	-	#DIV/0!	- #DIV/0!

CONTRACTS ALLOCATED DEMOGRAPHICS							
Ethnicity Type	Male		Female		Unkown		TOTAL
1. Asian Pacific American		#DIV/0!		#DIV/0!		#DIV/0!	- #DIV/0!
2. Black American		#DIV/0!		#DIV/0!		#DIV/0!	- #DIV/0!
3. Caucasian		#DIV/0!		#DIV/0!		#DIV/0!	- #DIV/0!
4. Hispanic American		#DIV/0!		#DIV/0!		#DIV/0!	- #DIV/0!
5. Native American		#DIV/0!		#DIV/0!		#DIV/0!	- #DIV/0!
6. Other Minority		#DIV/0!		#DIV/0!		#DIV/0!	- #DIV/0!
7. Subcontinent Asian American		#DIV/0!		#DIV/0!		#DIV/0!	- #DIV/0!
8. Unknown		#DIV/0!		#DIV/0!		#DIV/0!	- #DIV/0!
<b>TOTAL</b>	-	#DIV/0!	-	#DIV/0!	-	#DIV/0!	- #DIV/0!

CONTRACTS PAID					
Contract Type	SBE/DBE		NON-SBE/DBE		TOTAL
1. Goods and Services		#DIV/0!		#DIV/0!	- #DIV/0!
2. Goods		#DIV/0!		#DIV/0!	- #DIV/0!
3. Services		#DIV/0!		#DIV/0!	- #DIV/0!
<b>TOTAL</b>	-	#DIV/0!	-	#DIV/0!	- #DIV/0!

CONTRACTS PAID DEMOGRAPHICS							
Ethnicity Type	Male		Female		Unkown		TOTAL
1. Asian Pacific American		#DIV/0!		#DIV/0!		#DIV/0!	- #DIV/0!
2. Black American		#DIV/0!		#DIV/0!		#DIV/0!	- #DIV/0!
3. Caucasian		#DIV/0!		#DIV/0!		#DIV/0!	- #DIV/0!
4. Hispanic American		#DIV/0!		#DIV/0!		#DIV/0!	- #DIV/0!
5. Native American		#DIV/0!		#DIV/0!		#DIV/0!	- #DIV/0!
6. Other Minority		#DIV/0!		#DIV/0!		#DIV/0!	- #DIV/0!
7. Subcontinent Asian American		#DIV/0!		#DIV/0!		#DIV/0!	- #DIV/0!
8. Unknown		#DIV/0!		#DIV/0!		#DIV/0!	- #DIV/0!
<b>TOTAL</b>	-	#DIV/0!	-	#DIV/0!	-	#DIV/0!	- #DIV/0!

**G&S BUSINESS OUTREACH AND EDUCATION  
REPORT**

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

		Total for Period	YTD Total
Activity	Assistance Provided to Small Business Enterprise- Goods & Services Program		
1	Certification Assistance	134	555
2	Needs Assessment Meetings (NAMS)	18	53
3	Technical Assistance	212	1,293
4	Payment Issues	5	42
4.1	Payment Issues Related Dollars	\$326,779	\$1,759,860
5	Prompt Payment Issues	0	9
5.1	Prompt Payment Related Dollars	0	\$949,665
6	Contract Issues (Non-dollar related)	5	12
7	Contact with SBE-Goods & Services Firms (emails highlighting contract opportunities)	1,854	10,539

		Total for Period	YTD Total
Activity	Training, Education and Outreach Activities		
1	Small Business Development (sponsored) Workshops and Forums	3	17
1.1	Number of Attendants	91	858
2	Partnership Workshops & Forums	6	30
2.1	Number of Firms (with whom contact was made)	184	1,326
Activity	Technical Training & Development Workshops		
3	None	0	1
3.1	n/a		

# SEPTEMBER 16, 2021 MEETING MINUTES

**Miami-Dade County**  
**Small Business Enterprise – Goods and Services**  
**Advisory Board Meeting**  
**September 16, 2021 Meeting Minutes**

Start Time: 10:45 AM  
 End Time: 12:16 PM

10 – Appointed  
 6 – Quorum

(E)=Excused (U) = Unexcused

<b><u>Members Present (5)</u></b>	<b><u>Members Absent (5)</u></b>
Darryl Holsendolph – Chairman	Carmen Baker
Miriam Collada-Myers	Makeba Gasant
Adrian Jimenez	Aida Luis Sanchez-Gomez
Maria Molina	Michaeljohn Anthony Green
John A. Ramirez	Daniel Ribero

**I. Welcome/Introductions**

- i. Michou Jean (SBD) called the Goods and Services Advisory Board meeting to order at 10:45 am, five (5) members were present. Chairman Darryl Holsendolph welcomed the board and gave brief remarks.

**II. SBD Section Reports**

**a. Certification – Jeanise Cummings-Labossiere (SBD – Section Chief)**

- i. Ms. Cummings-Labossiere presented the certification report for the period of July 1, 2021 – August 31, 2021. Chairman Holsendolph followed up on a previous request regarding adding zip codes to the report, staff provide the ethnicity of the business owner, the NICS code of the business, and the age of the owner. Ms. Cummings-Labossiere stated that they are not able to provide the zip codes because the reporting system doesn't have the ability to do so. Adrian Jimenez suggested to add the actual number of changes that there is from period to period on the report. For example, if there was an increase or decrease the report should reflect the difference in relation to the previous period. Mr. Holsendolph added if a report cannot be generated, then staff should manually note whenever there is a newly certified firm to take note of the zip codes. Maria Molina asked what the purpose was of gathering the zip codes. Mr. Holsendolph stated that the purpose is to ensure outreach is being done throughout all districts.

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

- i. Mr. Siewnarine was not present, and the report was not available. On behalf of Mr. Siewnarine, Ms. Jean notified the board that the report for the period of July 1, 2021 – August 31, 2021 is not available. She 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 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. Gary T. Hartfield (SBD Director) added that the issue is being worked on tirelessly and advised the Board that hopefully the issue is fixed by the end of October.

**Miami-Dade County**  
**Small Business Enterprise – Goods and Services**  
**Advisory Board Meeting**  
**September 16, 2021 Meeting Minutes**

- ii. Ms. Molina added that the amount of damage that INFORMS is causing to small businesses is tremendous. She stated that as a business owner conducting business with Miami-Dade County, she has also not been paid in months due to the implementation on the new system. The board continued to discuss the how some businesses will not be able to continue to withstand without payment soon. They feel as though small businesses should not have to suffer due to the complications of a new system. Mr. Holsendolph stated that there needs to be a temporary solution immediately if a permanent solution cannot be developed yet. Ms. Molina also brought up that Federal funds must be used or they will be lost by September 30, 2021. With elaborate discussion of the issues of INFORMS, the board decided that they would like a resolution created by staff to be routed to the mayor, to include an immediate solution for paying small businesses who are owed payment, while INFORMS is being fixed. The resolution should also include the guaranteeing of firms receiving federal dollars that are owed, regardless of the September 30<sup>th</sup> deadline. September 30<sup>th</sup> marks the ending of a fiscal year and if Federal Funds aren't used, they are lost. Finally, the board would like a public acknowledgement of the problem.
- iii. Ms. Molina would like to know the total amount that is owed to firms due to INFORMS issues. Maria Carballeira (Procurement) added that there is a new system that has been implemented and there has been some setbacks. The county is aware of the issues and there is a team that only works on INFORMS. She added that she does think a resolution would be a good idea just to further bring awareness. Mr. Holsendolph asked Ms. Carballeira about the depth of this problem and a timeline on the issues being fixed. Ms. Carballeira will try to get the numbers and timeline and bring the information back to the board.

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

- i. Ms. Wright-Robinson was not present however, her report was included in the packet for the board. The board did not have any questions.
- ii. Mr. Holsendolph stated that he would like a representative of SBD to attend an upcoming South Florida Black Prosperity Alliance event at FIU. He will forward the details of the event to Ms. Jean to provide to Lawanda.

**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 were brought forward on September 1, 2021, before the Board of County Commissioners and they were approved. Chairman Holsendolph would like the Advisory Board members to continue supporting them. He also advised the board of the Task Force's sunset date.
- ii. Staff should send Taskforce meeting updates to the Advisory Board members as well as all documents that are being worked on such as IO 3-38 and Miami-Dade First.

**Miami-Dade County**  
**Small Business Enterprise – Goods and Services**  
**Advisory Board Meeting**  
**September 16, 2021 Meeting Minutes**

- iii. The Advisory Board would like to form subcommittees and to make the Advisory Board watches all work that the Task force has brought forward to ensure that recommendations become implemented.

**b. Approval of July 15,2021 Meeting Minutes**

- i. Item Deferred.

**IV. New Business**

**a. Request for future agenda items**

- i. Sub-committee discussion and vote on pending agenda items.

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

- i. Warren Wright advised the board of an issue that his small business recently faced. He stated that they lost a bid to a company located in Philadelphia without a Miami-Dade address. The company has a West Palm Beach phone number that redirects to a Philadelphia number. He stated that this company has been winning bids since 2005 and added that he is somewhat discouraged. He also wonders if his small business should recertify because there seems to be no purpose if the contracts are supposed to be meant for Miami-Dade firms and out of town firms are winning. Mr. Holsendolph stated that there is a policy being worked on called Miami-Dade First in the Goods and Services Taskforce that is in the works to eliminate problems as such.

**VI. Adjournment**

- i. The meeting was adjourned at 12:16 PM

# G&S 2022 MEETING DATES





Small Business Development Division-Internal Services Department  
Small Business Enterprise (SBE) Program

## 2022 SBE Advisory Board Meetings Schedule

### SBE CONSTRUCTION BI-MONTHLY ON THE 3<sup>RD</sup> MONDAY, 1:00PM-3:00PM

January 17, 2022  
March 21, 2022  
May 16, 2022  
July 18, 2022  
September 19, 2022  
November 21, 2022

### SBE GOODS & SERVICES BI-MONTHLY ON THE 3<sup>RD</sup> THURSDAY, 10:30AM-NOON

January 20, 2022  
March 17, 2022  
May 19, 2022  
July 21, 2022  
September 15, 2022  
November 17, 2022

### SBE A&E BI-MONTHLY ON THE LAST WEDNESDAY, 10:30AM-NOON

January 26, 2022  
March 30, 2022  
May 25, 2022  
July 27, 2022  
September 28, 2022  
November 30, 2022

### BOARD MEMBERS – IN PERSON

SMALL BUSINESS DEVELOPMENT - STEPHEN P. CLARK CENTER  
111 NW FIRST STREET, 19TH FLOOR MAIN CONFERENCE ROOM, MIAMI, FL 33128

### PUBLIC – VIRTUAL MEETING - ZOOM

REGISTER IN ADVANCE FOR THESE WEBINARS: [HTTPS://MDCSBD.GOB2G.COM/DEFAULT.ASP](https://mcsbd.gob2g.com/default.asp)  
CLICK ON **EVENTS TAB** AND SELECT APPROPRIATE MEETING AND DATE TO REGISTER.

GENERAL INFORMATION AND AGENDAS FOR SBE ADVISORY BOARDS ARE AVAILABLE AT:  
[HTTPS://WWW.MIAMIDADE.GOV/SMALLBUSINESS/ADVISORY-BOARDS.ASP](https://www.miamidade.gov/smallbusiness/advisory-boards.asp)

FOR ANY QUESTIONS, PLEASE CONTACT SMALL BUSINESS DEVELOPMENT AT (305) 375-3111 OR [SBDMAIL@MIAMIDADE.GOV](mailto:SBDMAIL@MIAMIDADE.GOV).

