

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

January 20, 2022

**Miami-Dade County
Small Business Enterprise Goods and Services Advisory Board Meeting
Thursday, January 20, 2022 @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. Small Business Update – (15 min)**
 - **Goods and Services Task force update** - 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 (10 min)**
 - a. Approval of November 18, 2021, Meeting Minutes
- V. New Business (20 min)**
 - a. Subcommittee discussion
 - b. Request for future agenda items
- VI. Reasonable opportunity for the public to be heard before County Boards (Sec. 2-11.39.3) (3 min)**
- VII. Adjournment (2 min)**

NEXT BOARD MEETING: March 17, 2022

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G&S CERTIFICATION REPORT

Certification Type: SBE-GS	
PERIOD: November 1, 2021 to December 31, 2021	

					Total Amount	African American	Caucasian	Hispanic	Asian	Native American	Other
	Total Certified SBE-GS as of 12/31/21				1391	271	169	916	23	0	12
		New	1 year Renewal	3 year Recert							
1	Approved Applications (New, Annual Renewal, Recertification)	399	449	543	1391						
2	Graduated				3						
3	Denied				1						

Female	Male	Total Amount
425	966	1391

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

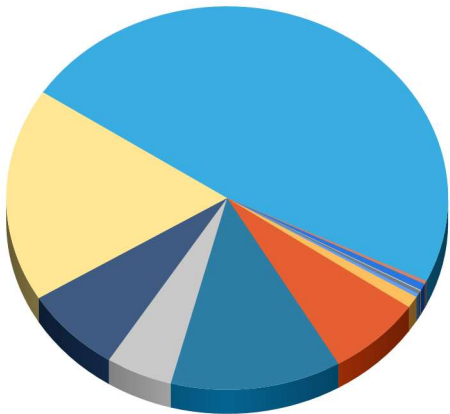
Note: The SBE program is race and gender neutral. This report is for informational purposes only.

Certified Directory - Ethnicity & Gender Summary

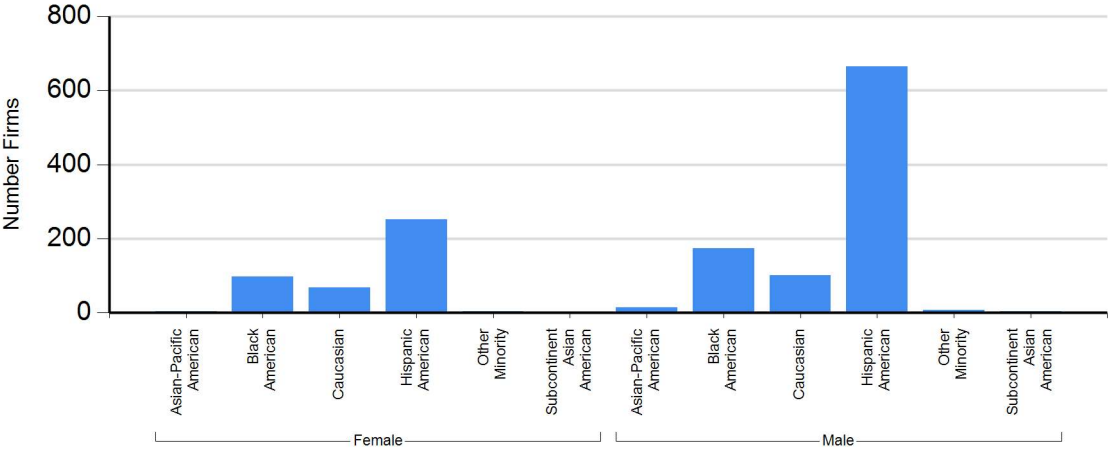
Ethnicity & Gender Summary

Ethnicity	Gender	Number Firms	Percent of Total
Asian-Pacific American	Female	4	0.29%
Asian-Pacific American	Male	14	1.01%
Black American	Female	97	6.97%
Black American	Male	174	12.51%
Caucasian	Female	68	4.89%
Caucasian	Male	101	7.26%
Hispanic American	Female	251	18.04%
Hispanic American	Male	665	47.81%
Other Minority	Female	4	0.29%
Other Minority	Male	8	0.58%
Subcontinent Asian American	Female	1	0.07%
Subcontinent Asian American	Male	4	0.29%
Total Firms		1391	

Certified Directory - Ethnicity & Gender Summary



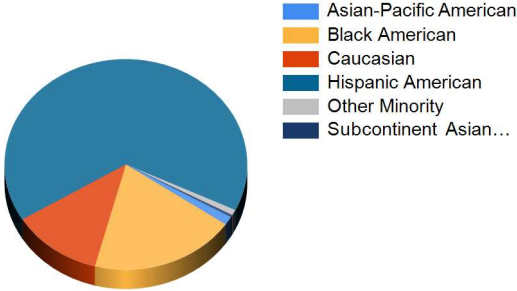
- Asian-Pacific American - Female
- Asian-Pacific American - Male
- Black American - Female
- Black American - Male
- Caucasian - Female
- Caucasian - Male
- Hispanic American - Female
- Hispanic American - Male
- Other Minority - Female
- Other Minority - Male
- Subcontinent Asian American - Female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



Certified Directory - Ethnicity & Gender Summary

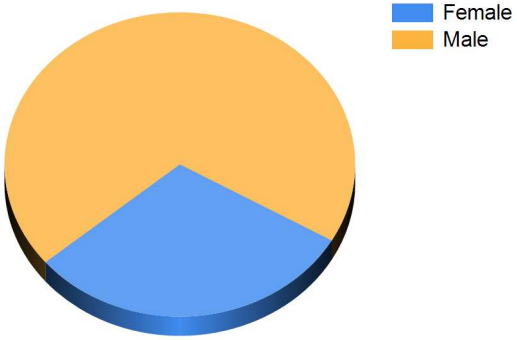
Ethnicity Summary

Ethnicity	Number Firms	Percent of Total
Asian-Pacific American	18	1.29%
Black American	271	19.48%
Caucasian	169	12.15%
Hispanic American	916	65.85%
Other Minority	12	0.86%
Subcontinent Asian American	5	0.36%
Total Firms	1391	

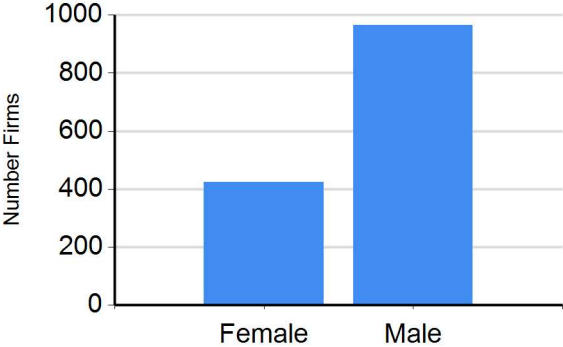
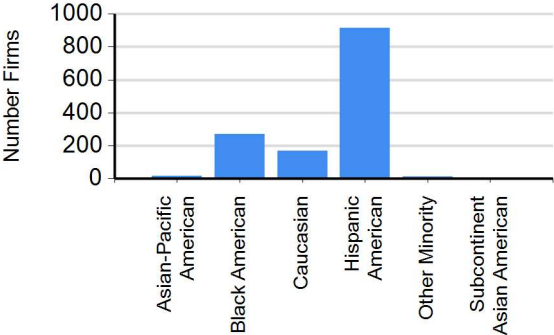


Gender Summary

Gender	Number Firms	Percent of Total
Female	425	30.55%
Male	966	69.45%
Total Firms	1391	



Certified Directory - Ethnicity & Gender Summary



G&S UTILIZATION REPORT

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

Contract Type	CONTRACTS AWARDED ANNUAL REPORTING: 2019			CONTRACTS AWARDED ANNUAL REPORTING: 2020			CONTRACTS AWARDED ANNUAL REPORTING: 2021			CONTRACTS AWARDED ANNUAL REPORTING: 2022		
	SBE	NON-SBE	TOTAL	SBE	NON-SBE	TOTAL	SBE	NON-SBE	TOTAL	SBE	NON-SBE	TOTAL
1. Goods and Services	22,833,366	1,375,613,715	1,398,447,081	98%	1,064,049,350	1,077,963,967	100%	878,227,145	879,316,813	100%	-	-
2. Goods	-	-	-	0%	-	-	0%	-	-	0%	-	-
3. Services	22,833,366	1,375,613,715	1,398,447,081	98%	1,064,049,350	1,077,963,967	100%	878,227,145	879,316,813	100%	-	-
TOTAL	45,666,732	2,751,227,430	2,796,894,162	98%	2,128,098,700	2,155,927,934	100%	1,756,454,290	1,758,633,626	100%	-	0%

Contract Type	CONTRACTS PAID ANNUAL REPORTING: 2019			CONTRACTS PAID ANNUAL REPORTING: 2020			CONTRACTS PAID ANNUAL REPORTING: 2021			CONTRACTS PAID ANNUAL REPORTING: 2022		
	SBE	NON-SBE	TOTAL	SBE	NON-SBE	TOTAL	SBE	NON-SBE	TOTAL	SBE	NON-SBE	TOTAL
1. Goods and Services	91,142,502	872,764,786	963,907,288	91%	1,186,109,517	1,310,779,102	90%	1,179,853,377	1,341,546,240	100%	-	-
2. Goods	-	-	-	0%	-	-	0%	-	-	0%	-	-
3. Services	91,142,502	872,764,786	963,907,288	91%	1,186,109,517	1,310,779,102	90%	1,179,853,377	1,341,546,240	100%	-	-
TOTAL	182,285,004	1,745,529,572	1,927,814,576	91%	2,372,219,034	2,621,558,204	90%	2,379,706,754	2,683,092,480	100%	-	0%

Ethnicity Type	CONTRACTS AWARDED DEMOGRAPHICS ANNUAL REPORTING: 2019				CONTRACTS AWARDED DEMOGRAPHICS ANNUAL REPORTING: 2020				CONTRACTS AWARDED DEMOGRAPHICS ANNUAL REPORTING: 2021				CONTRACTS AWARDED DEMOGRAPHICS ANNUAL REPORTING: 2022					
	Male	Female	Unknown	TOTAL	Male	Female	Unknown	TOTAL	Male	Female	Unknown	TOTAL	Male	Female	Unknown	TOTAL		
1. Asian Pacific American	11,855,654	-	0%	11,855,654	1%	163,000	7%	2,302,669	93%	163,000	7%	2,465,669	0%	5,674,349	100%	5,683,099		
2. Black American	5,923,000	7,810,539	57%	13,733,539	1%	5,800,141	47%	5,175,201	47%	5,800,141	53%	10,975,342	1%	3,008,765	100%	3,009,215		
3. Caucasian	406,529,552	7,386,047	2%	413,915,599	30%	348,682,710	80%	348,682,710	80%	85,558,575	20%	434,241,285	40%	104,362,358	100%	104,412,496		
4. Hispanic American	39,480,617	4,131,822	9%	43,612,439	3%	16,456,902	78%	16,456,902	78%	4,752,375	22%	21,209,277	2%	1,037,792	0%	1,836,312		
5. Native American	2,635,000	-	0%	2,635,000	0%	-	0%	-	0%	-	0%	-	0%	-	-	-		
6. Other Minority	78,557,001	-	0%	78,557,001	6%	14,097,105	50%	14,097,105	50%	500,000	100%	500,000	3%	-	0%	500,000		
7. Subcontinent Asian American	161,996	45,644	22%	207,640	0%	16,420,161	99%	16,420,161	99%	16,563,326	2%	16,563,326	2%	-	0%	16,563,326		
8. Unknown	-	-	0%	-	0%	833,930,209	100%	833,930,209	60%	564,411,964	52%	564,411,964	100%	270,000	0%	763,605,691		
TOTAL	545,142,820	19,374,052	1%	564,516,872	60%	1,399,447,081	100%	404,090,406	37%	1,104,172,555	10%	1,077,963,967	52%	1,083,317,665	12%	5,996,558	87%	879,316,813

Ethnicity Type	CONTRACTS PAID DEMOGRAPHICS ANNUAL REPORTING: 2019				CONTRACTS PAID DEMOGRAPHICS ANNUAL REPORTING: 2020				CONTRACTS PAID DEMOGRAPHICS ANNUAL REPORTING: 2021				CONTRACTS PAID DEMOGRAPHICS ANNUAL REPORTING: 2022					
	Male	Female	Unknown	TOTAL	Male	Female	Unknown	TOTAL	Male	Female	Unknown	TOTAL	Male	Female	Unknown	TOTAL		
1. Asian Pacific American	7,082,398	1,638,080	19%	8,720,478	1%	1,568,611	16%	8,116,762	84%	1,568,611	16%	9,685,374	1%	325,404	2%	13,951,140	71%	19,552,664
2. Black American	35,950,084	10,367,133	22%	46,317,217	5%	45,343,718	80%	45,343,718	80%	10,986,926	20%	56,330,644	4%	52,913,624	11%	6,824,417	0%	59,738,040
3. Caucasian	395,967,605	63,278,722	14%	459,246,327	48%	459,360,683	48%	569,270,654	89%	97,519	0%	640,507,597	49%	533,826,661	94%	31,342,404	6%	565,594,631
4. Hispanic American	190,021,677	48,150,577	20%	238,172,254	1%	241,184,744	25%	258,128,706	78%	67,348,203	20%	330,484,947	25%	232,476,257	86%	34,982,476	13%	269,206,822
5. Native American	6,598,265	-	0%	6,598,265	0%	-	0%	-	0%	959,427	100%	959,427	0%	684,904	0%	-	0%	684,904
6. Other Minority	9,697,033	2,825,907	14%	12,522,940	36%	7,145,457	36%	34,178,330	71%	34,178,330	2%	48,208,081	4%	36,461,328	11%	294,789,073	88%	335,115,022
7. Subcontinent Asian American	1,023,923	284,091	22%	1,308,014	0%	1,308,014	0%	6,038,254	97%	174,701	3%	6,212,955	0%	4,337,278	95%	215,634	0%	4,552,911
8. Unknown	11,941,712	195,712	7%	12,137,424	0%	168,612,067	93%	15,228,605	7%	521,621	0%	218,390,077	17%	5,709,523	7%	1,419,416	2%	87,099,246
TOTAL	658,282,696	126,740,221	13%	785,022,917	19%	1,78,884,370	100%	937,264,458	72%	221,231,746	17%	1,310,779,102	100%	871,685,694	65%	390,886,176	29%	1,341,546,240

NOTES

¹As a result of two landmark cases (Engineering Contractors Association v. Metropolitan Dade County and Hershell Gill Consulting Engineers, Inc. v. Miami-Dade County) Miami-Dade County's three Small Business Enterprise (SBE) programs in Construction, A&E, and Goods and Services are race and gender neutral.

²The capturing of demographic data is based on voluntary information provided and or entered by prime and sub-contractors.

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

CONTRACTS AWARDED											
Reporting Period: 11/1/21 to 12/31/21											
Contract Type	SBE GOALS/MEASURES			NO SBE GOALS/MEASURES			TOTAL (SBE + NO SBE GOALS/MEASURES)			TOTAL (SBE + NO SBE GOALS/MEASURES)	
	SBE	NON-SBE	TOTAL	SBE	NON-SBE	TOTAL	SBE	NON-SBE	TOTAL	SBE	TOTAL
1. Goods and Services	10,800	439,200	450,000	0%	157,698,462	157,698,462	100%	158,137,662	100%	158,148,462	100%
2. Goods				0%			0%		0%		0%
3. Services				0%			0%		0%		0%
TOTAL	10,800	439,200	450,000	0%	157,698,462	157,698,462	100%	158,137,662	100%	158,148,462	100%

CONTRACTS PAID											
Reporting Period: 11/1/21 to 12/31/21											
Contract Type	SBE GOALS/MEASURES			NO SBE GOALS/MEASURES			TOTAL (SBE + NO SBE GOALS/MEASURES)			TOTAL (SBE + NO SBE GOALS/MEASURES)	
	SBE	NON-SBE	TOTAL	SBE	NON-SBE	TOTAL	SBE	NON-SBE	TOTAL	SBE	TOTAL
1. Goods and Services	30,299,890	303,842,322	334,142,213	91%	58,022,708	89%	65,312,216	100%	361,865,030	91%	399,454,429
2. Goods				0%		0%					0%
3. Services				0%		0%					0%
TOTAL	30,299,890	303,842,322	334,142,213	91%	58,022,708	89%	65,312,216	100%	361,865,030	91%	399,454,429

CONTRACTS AWARDED DEMOGRAPHICS											
Reporting Period: 11/1/21 to 12/31/21											
Ethnicity Type	SBE GOALS/MEASURES			NO SBE GOALS/MEASURES			TOTAL (SBE + NO SBE GOALS/MEASURES)			TOTAL (SBE + NO SBE GOALS/MEASURES)	
	Male	Female	Unknown	Male	Female	Unknown	Male	Female	Unknown	Male	TOTAL
1. Asian Pacific American				0%			0%				0%
2. Black American	10,350	450		0%			0%			10,350	96%
3. Caucasian				0%			0%				0%
4. Hispanic American		1,620		0%			0%		1,620	100%	0%
5. Native American				0%			0%				0%
6. Other Minority				0%			0%				0%
7. Subcontinent Asian American				0%			0%				0%
8. Unknown			437,580	0%		437,580	97%	437,580	100%	157,698,462	100%
TOTAL	10,350	2,070	437,580	0%	0%	450,000	100%	450,000	100%	157,698,462	100%

CONTRACTS PAID DEMOGRAPHICS											
Reporting Period: 11/1/21 to 12/31/21											
Ethnicity Type	SBE GOALS/MEASURES			NO SBE GOALS/MEASURES			TOTAL (SBE + NO SBE GOALS/MEASURES)			TOTAL (SBE + NO SBE GOALS/MEASURES)	
	Male	Female	Unknown	Male	Female	Unknown	Male	Female	Unknown	Male	TOTAL
1. Asian Pacific American	27,011	100%		0%			0%			259,372	80%
2. Black American	19,852,374	100%		0%			0%			21,830,376	98%
3. Caucasian	146,167	100%		0%			0%		3,721	31,961,769	93%
4. Hispanic American	41,146,872	100%		0%			0%		50,828	53,368,609	95%
5. Native American				0%			0%			1,200	100%
6. Other Minority				0%			0%			464,584	0%
7. Subcontinent Asian American				0%			0%			117,670	0%
8. Unknown			4,015,437	0%		4,015,437	100%	4,015,437	91%	712,694	6%
TOTAL	61,172,424	18%	272,927,270	0%	5,976,938	334,142,213	100%	334,142,213	18%	6,019,457	27%

NOTES

¹As a result of two landmark cases (Engineering Contractors Association v. Metropolitan Dade County and Hershell Gill Consulting Engineers, Inc. v. Miami-Dade County) Miami-Dade County's three Small Business Enterprise (SBE) programs in Construction, A&E, and Goods and Services are race and gender neutral.

²The capturing of demographic data is based on voluntary information provided and or entered by prime and sub-contractors.

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

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

		Total for Period	YTD Total
Activity	Assistance Provided to Small Business Enterprise- Goods & Services Program		
1	Certification Assistance	168	168
2	Needs Assessment Meetings (NAMS)	14	14
3	Technical Assistance	187	187
4	Payment Issues	6	6
4.1	Payment Issues Related Dollars	\$160,788	\$160,788
5	Prompt Payment Issues	2	2
5.1	Prompt Payment Related Dollars	\$5,355	\$5,355
6	Contract Issues (Non-dollar related)	1	1
7	Contact with SBE-Goods & Services Firms (emails highlighting contract opportunities)	1,927	1,927

		Total for Period	YTD Total
Activity	Training, Education and Outreach Activities		
1	Small Business Development (sponsored) Workshops and Forums	2	2
1.1	Number of Attendants	31	31
2	Partnership Workshops & Forums	5	5
2.1	Number of Firms (with whom contact was made)	245	245
Activity	Technical Training & Development Workshops		
3	None		
3.1	n/a		

NOVEMBER 18, 2021 MEETING MINUTES

Miami-Dade County
Small Business Enterprise – Goods and Services
Advisory Board Meeting
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Start Time: 10:43 AM
End Time: 12:17 PM

9 – Appointed
5 – Quorum

(E)=Excused (U) = Unexcused

<u>Members Present (6)</u>	<u>Members Absent (3)</u>
Darryl Holsendolph – Chairman	Carmen Baker
Miriam Collada-Myers	Adrian Jimenez
Makeba Gassant	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 10:43 am, six (6) members were present. Chairman Darryl Holsendolph welcomed the board and gave brief remarks. He stated that he would like to include the Goods and Services Taskforce update as an agenda item going forward. Mr. Holsendolph reiterated that he would like subcommittees within the advisory board. He inquired about the process of forming such groups. Ms. Jean advised the advisory to put some time aside to discuss subcommittees, develop a name, and discuss the content of the subcommittee. Gary T. Hartfield (SBD Director) advised that if the Advisory board would like subcommittees, he would like it to be limited to one (1) subcommittee due to staff limitation. The advisory board agreed. Mr. Holsendolph also added that he would like Jackson Health System (JHS) to participate in the meetings and provide the program data as it relates to certification, utilization, and outreach in reports similar to those that SBD provides.

John A. Ramirez motioned to create one subcommittee that would include JHS's participation to provide data regarding outreach, certification, and utilization. Motion was seconded by Makeba Gassant. (Approved 6-0).

- ii. Mr. Hartfield stated that Jackson puts their own measures on their projects so Jackson would have to advise what can be provided. Ms. Amber Lawhorn from Jackson Health System joined the meeting and Mr. Holsendolph requested Bi-monthly reports to monitor their progress, to assure policies are being adhered to, and to see if utilization of SBE firms is increasing in their process. Ms. Lawhorn inquired about the format that the board would like. She asked if the draft spreadsheet included in the agenda packet from SBD could be forwarded to her. Ms. Lawhorn advised that once the format is received, they will review it against their system to see if it is achievable. The advisory board questioned who reviews projects, places measures, and when measures are placed on projects? Ms. Lawhorn advised that they follow a similar process as SBD. Projects are reviewed before they go out, they complete a market analysis and place measures before the solicitation. Mr. Hartfield mentioned to Ms. Lawhorn, that once the legislative changes occur the threshold from \$100,000 to 250,000 and from 3 SBE's to 2 SBE's, that they will follow

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the change as well because that is the new legislation. Ms. Lawhorn asked for the proposed legislation to be forwarded for review. Mr. Hartfield advised that it could be forwarded but once changes are adopted, it will be a legislation change that Jackson will have to follow.

II. Small Business Update – Gary T. Hartfield (SBD Division Director)

- i. Mr. Hartfield presented preliminary numbers to provide an example of how the new utilization report will be. He emphasized that they will be focusing on how dollars are being broken out for SBE's and Non SBE's from a prime and subcontractor perspective and how well SBD is doing with dollars that are being spent with SBE's. After Mr. Hartfield presented preliminary numbers, Michaeljohn Anthony Green stated that he thinks an issue is that the advisory board was getting numbers that were not clear, meaning, they can't make anything of them. Mr. Hartfield stated that the reports will break numbers down and show the actual spend, which is what really matters to the board. Mr. Hartfield agrees that the allocated amount on the report does give false expectation, what really matters to the board is the paid amount which will be shown in the upcoming reports.
- ii. Lastly, Mr. Hartfield reviewed the new proposed makeup requirement with the Advisory Board. Mr. Hartfield explained the current and proposed makeup plan. The new plan will include a 10% penalty payment required to go to the SBE that was not utilized. Mr. Holsendolph inquired rather the makeup plan follows the owner or the company. Mr. Hartfield advised that it follow the company.

III. SBD Section Reports

- a. **Certification** – Jeanise Cummings-Labossiere (SBD – Section Chief)
 - i. Item deferred.
- b. **Utilization Report** – Rossi Siewnarine (SBD Section Chief)
 - i. Mr. Siewnarine presented a draft of how the upcoming utilization report will be moving forward. The numbers on the report were not accurate. He broke the report down and explained every section's content in detail. The report was requested to be broken down by year. Mr. Holsendolph inquired how can we address forecasting issues within user departments. Historical analysis would help the issues of forecasting.
- c. **Business Outreach & Education** – Lawanda Wright-Robinson (SBD Section Chief, Business Outreach & Education)
 - i. Item deferred.

IV. Old Business

- i. Mr. Hartfield spoke briefly about the changes that will take place December 11, 2021, if approved, regarding the Goods and Services Taskforce (GSTF) recommendations. Mr. Hartfield explained that there will be immense training to ensure that everyone has knowledge of the new legislation and procedures if they are put forth.

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- ii. Mr. Hartfield advised that everything went well at the December 1, Board of County Commissioners meeting. There was no committee discussion, the only change that will take place is removing the word micro.

a. Approval of September 16, 2021 Meeting Minutes

- i. The minutes were motioned to be approve by John Ramirez; Ms. Gassant seconded the motion. (Approved 6-0).

V. New Business

a. Approval of 2022 Meeting Dates

- i. The 2022 meeting dates were unanimously approved (Approved 6-0).

b. Request for future agenda items

- i. Sub-committee discussion
- ii. Goods and Services Taskforce update to be an agenda item going forward

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

- i. No speakers.

VII. Adjournment

- i. The meeting was adjourned at 12:17 PM.