

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

March 17, 2022

**Miami-Dade County
Small Business Enterprise Goods and Services Advisory Board Meeting
Thursday, March 17, 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)**
 - a. 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. Approve**
 - i. Goods and Services Advisory Board - January 20, 2022, Meeting Minutes
 - ii. Goods and Services Subcommittee – February 1, 2022, Meeting Minutes
 - iii. Goods and Services Subcommittee – February 15, 2022, Meeting Minutes
 - iv. Goods and Services Subcommittee – March 1, 2022, Meeting Minutes
 - v. Chair and Vice Chair Selection for the Goods and Services Subcommittee
- V. New Business (20 min)**
 - a. 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: May 19, 2022

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G&S CERTIFICATION REPORT

Certification Type: SBE-GS
PERIOD: January 1, 2022 to February 28, 2022

					Total Amount	African American	Caucasian	Hispanic	Asian	Native American	Other
Total Certified SBE-GS as of 2/28/22					1395	270	168	923	22	0	12
			1 year Renewal	3 year Recert							
1	Approved Applications (New, Annual Renewal, Recertification)	410	406	579	1395						
2	Graduated				2						
3	Denied				2						

Female	Male	Total Amount
423	972	1395

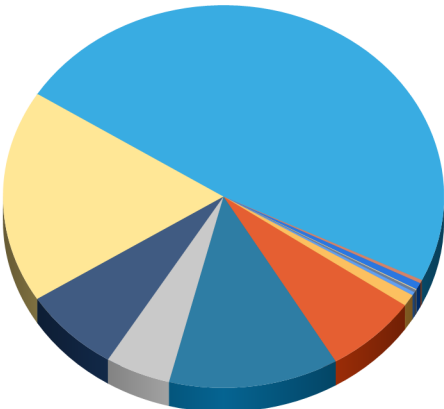
This is a race and gender neutral program. This report is for informational purpose only.

Certified Directory - Ethnicity & Gender Summary

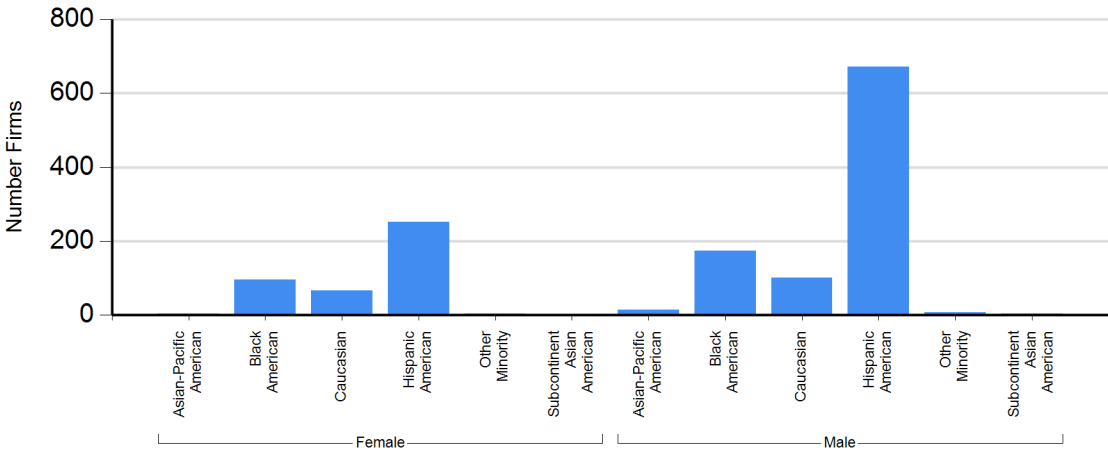
Ethnicity & Gender Summary

Ethnicity	Gender	Number Firms	Percent of Total
Asian-Pacific American	Female	4	0.29%
Asian-Pacific American	Male	14	1.00%
Black American	Female	96	6.88%
Black American	Male	174	12.47%
Caucasian	Female	67	4.80%
Caucasian	Male	101	7.24%
Hispanic American	Female	251	17.99%
Hispanic American	Male	672	48.17%
Other Minority	Female	4	0.29%
Other Minority	Male	8	0.57%
Subcontinent Asian American	Female	1	0.07%
Subcontinent Asian American	Male	3	0.22%
Total Firms		1395	

Certified Directory - Ethnicity & Gender Summary



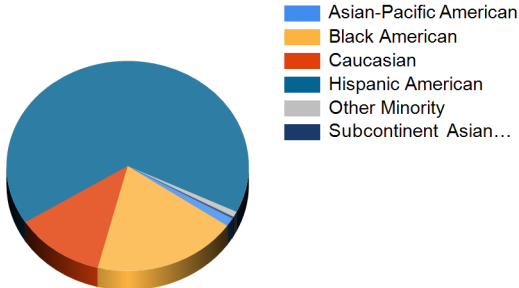
- Asian-Pacific American - Female
- Asian-Pacific American - Male
- Black American - Female
- Black American - Male
- Caucasian - Female
- Caucasian - Male
- Hispanic American - Female
- Hispanic American - Male
- Other Minority - Female
- Other Minority - Male
- Subcontinent Asian American - Female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



Certified Directory - Ethnicity & Gender Summary

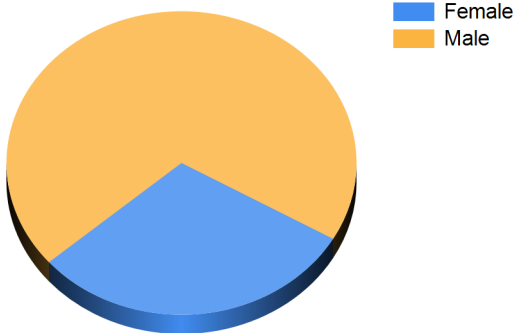
Ethnicity Summary

Ethnicity	Number Firms	Percent of Total
Asian-Pacific American	18	1.29%
Black American	270	19.35%
Caucasian	168	12.04%
Hispanic American	923	66.16%
Other Minority	12	0.86%
Subcontinent Asian American	4	0.29%
Total Firms	1395	

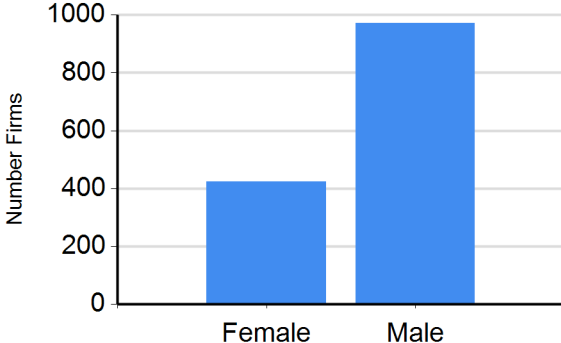
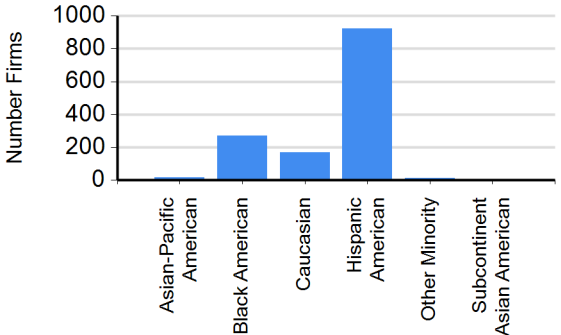


Gender Summary

Gender	Number Firms	Percent of Total
Female	423	30.32%
Male	972	69.68%
Total Firms	1395	



Certified Directory - Ethnicity & Gender Summary



Goods & Services Advisory Board
January 1 2022 to February 28 2022 Period
SBE Denied & Graduated Firms

Business Name	Certification Type	Certification Action	Certification Status	Date	Reason	Comm. District
Solares Electrical Services, Inc.	SBE-G&S	New	Denied	1/28/2022	Exceeded AGR	12
UNLIMITED SENIOR'S SOLUTIONS INC.	SBE-G&S	New	Denied	1/21/2022	Exceeded PNW	5
John Bell Construction Inc	SBE-G&S	Recertification	Graduated	1/22/2022	Exceeded AGR	6
Pradere Manufacturing Corp dba Pradere Office Products	SBE-G&S	New	Graduated	2/4/2022	Exceeded AGR	13

Manually Created on 3/9/2022

G&S UTILIZATION REPORT

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

CONTRACTS AWARDED																		
Reporting Period: 1/1/22 to 2/28/22																		
Contract Type	SBE GOALS/MEASURES						NO SBE GOALS/MEASURES						TOTAL (SBE + NO SBE GOALS/MEASURES)					
	SBE		NON-SBE		TOTAL		SBE		NON-SBE		TOTAL		SBE		NON-SBE		TOTAL	
1. Goods and Services	-	0%	111,491,200	100%	111,491,200	100%	-	0%	62,145,359	100%	62,145,359	100%	-	0%	173,636,559	100%	173,636,559	100%
2. Goods					-	0%					-	0%			-	0%		0%
3. Services					-	0%					-	0%			-	0%		0%
TOTAL	-	0%	111,491,200	100%	111,491,200	100%	-	0%	62,145,359	100%	62,145,359	100%	-	0%	173,636,559	100%	173,636,559	100%

CONTRACTS PAID																		
Reporting Period: 1/1/22 to 2/28/22																		
Contract Type	SBE GOALS/MEASURES						NO SBE GOALS/MEASURES						TOTAL (SBE + NO SBE GOALS/MEASURES)					
	SBE		NON-SBE		TOTAL		SBE		NON-SBE		TOTAL		SBE		NON-SBE		TOTAL	
1. Goods and Services	588,644	10%	5,315,227	90%	5,903,871	100%	8,327,553	14%	49,756,518	86%	58,084,070	100%	8,916,197	14%	55,071,745	86%	63,987,942	100%
2. Goods					-	0%					-	0%			-	0%		0%
3. Services					-	0%					-	0%			-	0%		0%
TOTAL	588,644	10%	5,315,227	90%	5,903,871	100%	8,327,553	14%	49,756,518	86%	58,084,070	100%	8,916,197	14%	55,071,745	86%	63,987,942	100%

CONTRACTS AWARDED DEMOGRAPHICS																								
Reporting Period: 1/1/22 to 2/28/22																								
Ethnicity Type	SBE GOALS/MEASURES						NO SBE GOALS/MEASURES						TOTAL (SBE + NO SBE GOALS/MEASURES)											
	Male		Female		Unknown		TOTAL		Male		Female		Unknown		TOTAL		Male		Female		Unknown		TOTAL	
1. Asian Pacific American							-	0%							-	0%							-	0%
2. Black American							-	0%							-	0%							-	0%
3. Caucasian							-	0%							-	0%							-	0%
4. Hispanic American							-	0%							-	0%							-	0%
5. Native American							-	0%							-	0%							-	0%
6. Other Minority							-	0%							-	0%							-	0%
7. Subcontinent Asian American							-	0%							-	0%							-	0%
8. Unknown		0%		0%	111,491,200	100%	111,491,200	100%		0%		0%	62,145,359	100%	62,145,359	100%		0%		0%	173,636,559	100%	173,636,559	100%
TOTAL	-	0%	-	0%	111,491,200	100%	111,491,200	100%	-	0%	-	0%	62,145,359	100%	62,145,359	100%	-	0%	-	0%	173,636,559	100%	173,636,559	100%

CONTRACTS PAID DEMOGRAPHICS																								
Reporting Period: 1/1/22 to 2/28/22																								
Ethnicity Type	SBE GOALS/MEASURES						NO SBE GOALS/MEASURES						TOTAL (SBE + NO SBE GOALS/MEASURES)											
	Male		Female		Unknown		TOTAL		Male		Female		Unknown		TOTAL		Male		Female		Unknown		TOTAL	
1. Asian Pacific American	20,709	100%		0%		0%	20,709	0%	503,456	99%	6,574	1%		0%	510,030	1%	524,164	99%	6,574	1%		0%	530,739	1%
2. Black American	24,206	28%	61,581	72%		0%	85,787	1%	2,225,018	86%	376,696	14%		0%	2,601,714	4%	2,249,224	84%	438,277	16%		0%	2,687,501	4%
3. Caucasian	2,466,078	100%		0%		0%	2,466,078	42%	33,144,179	93%	2,335,208	7%	113,040	0%	35,592,427	61%	35,610,257	94%	2,335,208	6%	113,040	0%	38,058,505	59%
4. Hispanic American	1,068,247	69%	471,078	31%		0%	1,539,324	26%	8,559,104	75%	2,664,664	23%	151,488	1%	11,375,256	20%	9,627,351	75%	3,135,742	24%	151,488	1%	12,914,580	20%
5. Native American							-	0%	126,093	100%		0%		0%	126,093	0%	126,093	100%		0%		0%	126,093	0%
6. Other Minority							-	0%	1,524,806	55%	12,755	0%	1,235,058	45%	2,772,619	5%	1,524,806	55%	12,755	0%	1,235,058	45%	2,772,619	4%
7. Subcontinent Asian American							-	0%	32,347	77%	9,936	23%		0%	42,283	0%	32,347	77%	9,936	23%		0%	42,283	0%
8. Unknown		0%	628,590	35%	1,163,382	65%	1,791,972	30%	71,843	1%		0%	4,991,805	99%	5,063,648	9%	71,843	1%	628,590	9%	6,155,187	90%	6,855,620	11%
TOTAL	3,579,240	61%	1,161,249	20%	1,163,382	20%	5,903,871	100%	46,186,845	80%	5,405,833	9%	6,491,391	11%	58,084,070	100%	49,766,085	78%	6,567,082	10%	7,654,773	12%	63,987,941	100%

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.

³Payments reported may be from contracts awarded outside the reporting period.

⁴It is important to note that the health of Goods and Services (G&S) contracts/awards should be identified by Contracts Paid instead of Contracts Awarded. This is due to the way G&S contracts are created in the County's Financial System. Prior to the County's new ERP system (April 2021) when pool contracts are created, the allocation amount is captured in one lumpsum and does not identify each individual award and to whom it was awarded. However, BMWS does capture who was paid and if they were an SBE or Non-SBE. We are working with the development team to see if G&S awards and payments can be better aligned and may change in the future.

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

Internal Services Department
Small Business Development (SBD)
Small Business Enterprise – Goods & Services
Business Outreach and Education Section
January 1, 2022 and February 28, 2022

		Total for Period	YTD Total
Activity	Assistance Provided to Small Business Enterprise-Goods & Services Program		
1	Certification Assistance	216	384
2	Needs Assessment Meetings (NAMS)	8	22
3	Technical Assistance	209	396
4	Payment Issues	7	13
4.1	Payment Issues Related Dollars	\$127,737	\$288,525
5	Prompt Payment Issues	0	2
5.1	Prompt Payment Related Dollars	0	\$5,355
6	Contract Issues (Non-dollar related)	4	5
7	Contact with SBE-Goods & Services Firms (emails highlighting contract opportunities)	1,422	3,349

		Total for Period	YTD Total
Activity	Training, Education and Outreach Activities		
1	Small Business Development (sponsored) Workshops and Forums	7	9
1.1	Number of Attendants	232	263
2	Partnership Workshops & Forums	6	11
2.1	Number of Firms (with whom contact was made)	484	729
Activity	Technical Training & Development Workshops		
3	None		
3.1	n/a		

JANUARY 20, 2022 MEETING MINUTES

Miami-Dade County
Small Business Enterprise – Goods and Services
Advisory Board Meeting
January 20, 2022, Meeting Minutes

Start Time: 10:41 AM
 End Time: 12:17 PM

10 – Appointed
 6 – Quorum

(E)=Excused (U) = Unexcused

<u>Members Present (8)</u>	<u>Members Absent (2)</u>
Darryl Holsendolph – Chairman	Carmen Baker (U)
Miriam Collada-Myers	Adrian Jimenez (U)
Makeba Gasant	
Michaeljohn Anthony Green	
Maria Molina	
Jeanette Paulino	
John A. Ramirez	
Daniel Ribero	

I. Welcome/Introductions

- i. Michou Jean (SBD) called the Goods and Services Advisory Board meeting to order at 10:41 am, eight (8) members were present. Chairman Darryl Holsendolph welcomed the board and gave brief remarks.

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

- i. Item deferred.

III. SBD Section Reports

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

- i. Ms. Cummings-Labossiere presented the Certification report. The reporting period was from November 1, 2021 to December 21, 2021. Mr. Holsendolph requested the names of graduated and denied firms be included in the report going forward. He also requested for the firms respective district be included in the report. Ms. Cummings-Labossiere provided Mr. Holsendolph with the names of all firms that graduated and firms that were denied for the reporting period. Mr. Holsendolph also questioned whether firms are being notified of any newly passed legislation. Ms. Cummings-Labossiere stated that firms are being made aware. Mr. Holsendolph stated that there were recommendations put forth by the Goods and Services Task Force that would require vendors to be made aware of changes through programs, and he inquired if the legislation changes were being incorporated yet. Laurie Johnson (SBD Section Chief) and Ms. Cummings-Labossiere advised that the changes have not been started yet. Mr. Holsendolph inquired about the timeline to begin implementing the changes that were approved from the taskforce. Ms. Johnson stated that Lawanda Wight-Robinson (SBD Section Chief) can speak regarding how information sharing is being rolled out at the next meeting.

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

- i. Mr. Siewnarine presented the utilization report for the reporting period of November 1, 2021 to December 21, 2021. He broke down the report in detail for the board. Mr. Holsendolph questioned whether the report could be broken down to separate the pools for goods and pools for services. Mr. Siewnarine stated that hopefully in the future it can be done but as of right now, this is how information is captured in the system. Makeba Gasant questioned whether the projects awarded during this period are new or existing.

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Mr. Siewnarine advised that they are new contracts that are rewarded during this period. Michaeljohn Anthony Green inquired whether the reported numbers represent a dollar amount, Mr. Siewnarine stated that all values on the report are a dollar amount. John A. Ramirez suggested, moving forward the board would like to see contracts broken down by award. He also wants the raw data that shows the payments made to the firms. Mr. Ramirez asked could there be a running google doc that holds all the requested data. Gary T. Hartfield (SBD Director) stated as time progresses, more staff is hired, more systems upgrades become available, etc. reports will become more informational, as of now it is not possible, but soon come. The meeting will continue to provide high level overviews, to go into deep detail, it should be explored in subcommittees.

- ii. Mr. Holsendolph questioned whether it is possible to make meetings accessible after set zoom meeting. Mr. Hartfield stated that we would need to speak to communications to see if they could assist with creating a library of the advisory board meetings to always make them accessible.

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

- i. Ms. Wright-Robinson was not present to present the report.
- ii. Ms. Gassant inquired about the section of the report regarding SBD Contacting SBEs, she asked if this number represents a firm or a number of people? It refers to the number of firms.

IV. Old Business

a. Approval of November 18, 2021, Meeting Minutes

- i. The minutes were motioned to be approved by John Ramirez and Makeba Gassant seconded the motion. (Approved 8-0).

V. New Business

a. Subcommittee discussion

- i. The advisory board decided to create one subcommittee to meet biweekly on Tuesdays from 3:30 pm until 5:00 pm.

b. Request for future agenda items

- i. Item Deferred.

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

- i. Basil Bernard stated that if there were a common goal that could be instated pertaining to the number of firms participating, or percentage increase, then progress could be measured. He would love to know if they understand that the only way success can be measured is by having the number of firms that are successful being Miami-Dade County Vendors. He also thanked the Advisory board for all their hard work.
- ii. Wendoline McIntyre questioned what will be done with the requested documents as far as the advisory board. Mr. Holsendolph stated that reports and additional information that the advisory board is requesting from the body is so they can measure the success of the program. With this they develop ideas to help create better opportunities for Goods and Services. Ms. McIntyre also asked how many people on the board represent goods and how many represent services. There are four (4) members representing goods and six (6) for

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January 20, 2022, Meeting Minutes

services. She asked what is the goal or vision of the board? Mr. Hartfield stated that the purpose of the Goods and Services Advisory Board is to assist SBD with legislation that governs goods as well as services. Lastly, she suggested for the opportunity for the public to speak be throughout the meeting instead of solely at the end of the meeting.

- iii. Gloria Fonseca, owner of Fonsis LLC, thanked the board for the hard work they are doing to make necessary changes for small businesses. She does believe payments procedures need to be worked due to the County making multiple late payments to vendors.

VII. Adjournment

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

**FEBRUARY 1, 2022, G&S SUBCOMMITTEE
MEETING MINUTES**

Miami-Dade County
Small Business Enterprise – Goods and Services Subcommittee
Advisory Board Meeting
February 1, 2022 Meeting Minutes

Start Time: 3:31 PM

End Time: 4:58 PM

10 – Appointed

6 – Quorum

(E)=Excused (U) = Unexcused

<u>Members Present (8)</u>	<u>Members Absent (2)</u>
John A. Ramirez- Chairman	Miriam Collada-Myers (U)
Carmen Baker	Adrian Jimenez (U)
Makeba Gasant	
Michaeljohn Anthony Green	
Darryl Holsendolph	
Maria Molina	
Jeanette Paulino	
Daniel Ribero	

I. Welcome/Introductions

- i. Michou Jean (SBD) called the Goods and Services Advisory Board meeting to order at 3:31 pm, eight (8) members were present. Darryl Holsendolph welcomed the subcommittee and gave brief remarks. Ms. Jean explained that the subcommittee’s purpose is to dive into specific topics that were not able to be addressed during the general meetings. She also explained that no voting will take place in the subcommittee, only during the general Goods and Services Advisory Board Meeting.

II. Develop official name for subcommittee

- i. The subcommittee decided to keep the Goods and Services Advisory Board Subcommittee name. The meetings will be broken into two sections. SBE Programmatic Initiatives, which will tackle different SBE programs over time. The subcommittee will begin with the Mentor Protégé Program within this section. The next topic will be Outreach and Utilization. The time during the meeting will be split amongst the topics in the meeting.

III. Election of Chairperson and Vice-Chairperson

- i. John A. Ramirez was nominated to be the Chair of this subcommittee and Makeba Gasant was nominated to be the vice chair. Official voting will take place in person at the next General Goods and Services advisory board meeting (8-0).

IV. Discussion

a. Develop a work plan and list of leading topics to discuss relating to:

- Mentor Protégé Contracts

- i. **Ms. Wright-Robinson began by explaining that** the approved legislation changes to the regular program were originally only for construction and now it applies for all industries. It is a 1-year commitment to both the mentor and protégé. There is an incentive for the mentor if they commit to receive a bid preference at the end of the term. There is recruiting of mentors and proteges; which has been hard. Ms. Robinson advised if the board knew of any medium to large businesses willing to commit, they should send them to her. John A. Ramirez questioned if the meeting requirements for the mentors and protégé

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Small Business Enterprise – Goods and Services Subcommittee
Advisory Board Meeting
February 1, 2022 Meeting Minutes

can be virtual for mentors to attend. Ms. Wright-Robinson will confirm. Carmen Baker stated that a clear outline of mentor responsibilities and Protégé responsibilities should be created to ensure expectations is being accomplished. Jeanette Paulino wanted to clarify the process of mentors being recruited. Lawanda Wright-Robinson stated that they look at large user departments to see who has been winning and performing well to invite those firms to meetings and hear about the mentor protégé program. Ms. Gassant added that there should be an incentive for the small business that is committing to being a protégé as well other than the experience. Ms. Wright-Robinson stated that the topic has been brought up and will be assessed. Lastly, the subcommittee inquired about the timeline that user departments will follow for training. It is currently being developed.

- **Business Outreach**

- i. Ms. Wright-Robinson questioned the ideas, issues, and concerns that the subcommittee has regarding to outreach. Mr. Holsendolph stated that they are curious about implementation. After Mr. Hartfield provides updates at the general meeting, he would like updates as far as rolling out the new changes from the Business & Outreach section. Mr. Holsendolph questioned how user departments will adapt to the changes upon adoption of approved legislation from the Taskforce. When will the training of every department on how scoring differs now begin in order to ensure SBE fair scoring? What is the county's user departments doing to implement the new changes? Ms. Wright-Robinson stated that the process begins with a memo that is issued and shared with public. As meetings with current and old SBE are held, they are made aware, and direct email blasts are sent to inform everyone of new change. As far as training, dates are being established to begin training for staff, beginning with Procurement officers. Trainings will be recorded and posted online. Ms. Gassant inquired about the proposed Collaboration between outreach and the local business tax office, she asked whether there is there a timetable currently to work on this collaboration. Ms. Wright-Robinson stated that there is no current timetable however they have reached out the office and are working on a marketing plan to include their data base.
- ii. Maria Molina inquired whether there is any protocol for mentorship (mentor protégé program) as far as topics available to companies that are interested in the program.? Example: financial, professional, business development, resources, etc.? Is this something that the mentor or mentee would decide that they want to explore or choose from? Or is this something that the subcommittee should be looking into formulating? Ms. Wright-Robinson will speak to this next meeting.
- iii. Makeba Gassant suggested to invite a representative from the Office of Equity and Inclusion being that they do a lot of work around the awareness of small business participation. The subcommittee would be seeking to get input surrounding this topic.

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Advisory Board Meeting
February 1, 2022 Meeting Minutes

V. Request for future Agenda Items and Information Requests

- i. Send approved and pending legislation changes made by the Goods and Services Taskforce to all members.
- ii. Explore Office of Equity and Inclusion, reach out to them to join upcoming meeting (Jason Smith). Carmen Baker stated that she would bring it up during her meeting with Mr. Smith.

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 4:58 PM.

**FEBRUARY 15, 2022, G&S SUBCOMMITTEE
MEETING MINUTES**

Miami-Dade County
Small Business Enterprise – Goods and Services Subcommittee
Advisory Board Meeting
February 15, 2022, Meeting Minutes

Start Time: 3:42 PM

End Time: 4:43 PM

10 – Appointed

6 – Quorum

(E)=Excused (U) = Unexcused

<u>Members Present (4)</u>	<u>Members Absent (6)</u>
John A. Ramirez- Chairman	Carmen Baker
Makeba Gassant	Miriam Collada-Myers
Michaeljohn Anthony Green	Darryl Holsendolph
Jeanette Paulino	Adrian Jimenez
	Maria Molina
	Daniel Ribero

I. Welcome/Introductions

- i. Marielena Bello started the meeting at 3:42PM. Vice chair Makeba Gassant brought the meeting to order until Chairman John A. Ramirez was present.

II. Discussion

a. SBE Programmatic Initiatives – Mentor Protégé Contracts

- i. Ms. Gassant recommended the working group began start coming up with the issues and concerns they have in order to create a list to work on. Jeanette Paulino would like more background on the Mentor Protégé Program in order to be more involved in the conversation. Lawanda Wright-Robinson (SBD Section Chief) chimed in to give the subcommittee an overall summary of the Mentor-Protégé program and stated that the subcommittee can develop ideas, processes, and initiatives to better the program. Ms. Gassant requested the language of the mentor protégé program to send to members. Ms. Wright-Robinson stated that new changes have not been implemented yet however, they have started and she will forward the language over to staff. She added that they are planning for profile sheets to be given to mentors and protégés for matching purposes. Mr. Ramirez inquired about a time frame between now and having mentor protégé traction, Ms. Wright-Robinson stated the goal is within the year however mentor protégé matching must occur and a doable goal must be developed. Ms. Paulino asked whether it is possible to explore recognition opportunities for the program? Ms. Wright-Robinson stated there will be a celebration in the end that will give exposure.
- ii. Ms. Paulino inquired about the criteria of the program. Ms. Wright-Robinson stated they must be in good standing with the county, located in the tri-county, and they have no penalties/violations in the last 2 years.

b. Business Outreach & Utilization

- i. Mr. Ramirez inquire about marketing strategies in order to engage with firms? Ms. Wright-Robinson stated previously there was two (2) workshop sessions in a day that allowed mentors and protégés to gain information about the program. Mr. Ramirez asked if it possible to look at successful vendors who have been winning within the county and reach out to them to engage them in the program. Ms. Wright-Robinson

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stated she likes the idea. Mr. Ramirez asked if a list could be provided by the next meeting, of 15 firms that may meet 50% of the programs criteria. She stated if it is readily available then she will gather information. Ms. Paulino asked would it be possible to put together a roadmap of the mentor protégé program? Ms. Robinson will provide one by next meeting.

III. Request for future Agenda Items and Information Requests

- i. Send approved and pending legislation changes made by the Goods and Services Taskforce to all members.
- ii. Marketing plan for Mentor Protégé program

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

- i. No speakers

V. Adjournment

- i. The meeting was adjourned at 4:43 PM.

**MARCH 1, 2022, G&S SUBCOMMITTEE
MEETING MINUTES**

Miami-Dade County
Small Business Enterprise – Goods and Services Subcommittee
Advisory Board Meeting
March 1, 2022 Meeting Minutes

Start Time: 3:34 PM

End Time: 4:58 PM

10 – Appointed

6 – Quorum

(E)=Excused (U) = Unexcused

<u>Members Present (5)</u>	<u>Members Absent (5)</u>
John A. Ramirez- Chairman	Carmen Baker
Makeba Gassant	Miriam Collada-Myers
Darryl Holsendolph	Michaeljohn Anthony Green
Jeanette Paulino	Adrian Jimenez
Maria Molina	Daniel Ribero

I. Welcome/Introductions

- i. Michou Jean started the meeting at 3:34pm. Chairman John A. Ramirez adjusted the agenda and advised the meeting will end at 4:55pm instead of 5:00pm and he would like to focus on utilization throughout the meeting. Ms. Jean clarified that Lawanda Wright-Robinson (SBD Section Chief) manages the Business Outreach section and Rossi Siewnarine (SBD Section Chief) manages the Utilization section.

II. Discussion

a. SBE Programmatic Initiatives – Mentor Protégé Contracts

- i. Mr. Ramirez requested for Ms. Wright-Robinson to explain the PowerPoint presentation that she recently shared. Vice Chairwoman Makeba Gassant suggested extending the utilization section to two (2) or three (3) years, being that some industries have contracts that come up every few years. Maria Molina agreed and added that it is limiting to only allow one (1) mentor per year. Growing a business is a long-term goal, and the 1-year limit prohibits their full growth potential. Ms. Wright-Robinson noted their concerns however mentioned that the number one problem they have faced so far is the commitment. Commitments longer than one year have not been working. She also added that mentors are not readily available to allow proteges to have more than one at a time. They must make sure that it is doable. Darryl Holsendolph suggested changing one (1) to twelve (12) sessions. This is because running busy businesses, meetings get cancelled which results in multiple months lost while the program is only once a year. Mr. Ramirez added is it really about a timeline or metrics that small businesses have learned that can be implemented in time. Ms. Wright-Robinson stated that the time frame is implemented because of what is experienced in the past. She likes the idea of sessions and will write it down to share with staff. She stated that if the mentor-protégé program does what it is meant to do, it would be the start of a business relationship. Ms. Wright-Robinson stated that the Advisory Boards ideas are heard, and she will see what is capable of being merged into the program.

b. Business Outreach & Utilization

- i. Mr. Ramirez inquired on how do businesses transition into utilization. Ms. Wright-Robinson asked if they were referring to utilization as far as goals that small

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businesses meet, and dollars awarded and/or paid or from the Mentor Protégé standpoint? Mr. Ramirez stated both. Ms. Wright-Robinson stated that once the Mentor Protégé Program is implemented then they will begin to see the evolution of small businesses who are protégés. From a regular utilization standpoint, Mr. Siewnarine stated that when he provides the regular Utilization report, it encompasses everything mentioned. He stated as far as Mentor Protégé, those projects would have to be identified and separated out of the regular report for them to see how the projects are moving along individually.

- ii. Ms. Wright-Robinson stated that as changes occur Small Business Development (SBD) will utilize Business Management Workforce System (BMWS) to do email blasts. She added that as small business week is approaching, updates will be given as well. It will occur the first week of May, 3 days via zoom, 2 days in person. Ms. Wright-Robinson also mentioned upcoming events. She will forward event flyers to staff to send to the board members when available.

III. Discuss Future Agenda Items and Information Requests

- i. No requests.

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

- i. No speakers.

V. Adjournment

- i. The meeting was adjourned at 4:58 PM.