



*Broward County Small Business Development Advisory Board (SBDAB)*

**Location:** Office of Economic and Small Business Development (OESBD) Conference Room (and virtual via Zoom)  
115 S. Andrews Avenue, A680  
Fort Lauderdale, FL 33301

**Meeting Minutes**

Date and Time: Wednesday, July 19, 2023 @ 4:00 pm

**SBDAB Members**

**Attendance**

Darren Badore	Present
Dahlia Baker	Absent
Robert Brannen	Present (virtually)
Victor Green	Absent
Jean McIntyre	Present
Shaheewa Jarrett	Present (virtually)
Charles Michelson	Present (virtually)
Dana Pollitt	Absent
Martin "Marty" Sherwood	Present (virtually)
Richard Bonchick	Present

**County Staff:**

Commissioner Hazelle P. Rogers, District 9 (virtually)  
Maribel Feliciano, Assistant Director, OESBD  
Donna-Ann Knapp, Small Business Development Manager, OESBD  
Renee Harrod, Deputy County Attorney (virtually)  
Dawn Marshall, Small Business Development Specialist, OESBD

**Members from the Public:**

None.

**I. Call to Order/Roll Call/Approval of Meeting Minutes (April 19, 2023)**

Roll call was taken at 4:03 p.m. and there was a quorum present. Chair Jean McIntyre called for the minutes of the April 19, 2023 meeting to be approved. Member Darren Badore moved to approve, and Member Charles Michelson seconded. The motion was approved.

**II. Motion to Adopt Agenda**

Chair McIntyre asked for a motion to adopt the July 19, 2023 agenda. Member Darren Badore moved to approve, and Vice Chair Shaheewa Jarrett seconded. The motion was approved.

### **III. Comments: Members from the Public**

None.

### **IV. Staff Updates**

Ms. Feliciano stated that at the last meeting, the Board requested an update on the ARPA Funding, how the funding was used, how the small businesses were supported as part of that initiative. The information was obtained from the Budget Office. Our office administered the grant program. The grant program was for non-profits and for small businesses, it was part of the CARES Act Federal funding. The question we received from the Board was how Broward County allocated the \$370 million. Broward County has used \$379.3 million of the federal assistance provided through the State Local Fiscal Recovery Fund to replace lost revenue due to the COVID-19 public health emergency. The funds were received in two tranches of \$189.65 million each. The funds were used to provide government services across a range of county agencies, personnel costs, and other operating costs. A total of \$25 million for Small Businesses and \$10 Million for Non-profits were allocated. Free technical assistance sessions were provided to businesses and non-profits. Fifteen (15) certified small businesses were hired to provide technical assistance. Total number of applications received were 3,994. Online applications were translated in five languages (Spanish, Creole, French, Portuguese, and English). The total awarded were 1,422 approved applications totaling \$8,025,000 million. 1,333 for-profit businesses were awarded a total of \$7,545,000 million and 89 non-profits were awarded a total of \$480,000. The Board inquired about the number of cities that grants were administered to via the County. The County administered the grant for 16 cities. That service was offered to all the cities in Broward County and 16 cities wanted Broward County to administer the grants. The list of the cities was provided on the slide presentation.

Chair McIntyre asked about the amount of funds that were disbursed. Ms. Feliciano replied that of the \$25 million and \$10 Million allocated over \$8 million were disbursed. Vice Chair Jarret stated that Miami-Dade offered a few rounds of grants from the ARPA funds. Why is Broward County not continuing to administer the funds? Vice Chairwoman Jarret stated she would like to know if there are still funds left, and if there are, why is Broward County not continuing to allocate those funds. Member Michelson stated that if there are funds left over, those funds should be administered because there are still businesses that continue to struggle, for example, in the Construction industry, there are still small businesses that are struggling because they are still tied to contracts that were signed prior to Covid. He continued that if there are money left over, we need to make sure that they get to those businesses that continue to struggle. Vice Jarret said that Broward County should offer another round of the grant, that there were businesses that were not aware of the grant. Businesses such as barbers, hairdressers, restaurants did not know about the grant. Staff will follow up with the Budget Office and provide responses to the additional questions received from the members. Ms. Feliciano mentioned that Commissioner Rogers proposed a micro-grant program that is included as part of the recommended FY24 budget. Staff will email members the link to the recommended budget.

MAP Update: Ms. Feliciano stated that staff will e-mail the Board the list of MAP projects reviewed to date, County as well municipal projects, and the goals that have been assigned to those projects.

Ms. Feliciano reviewed the list of upcoming OESBD events. All of the events can be viewed on our OESBD website. Ms. Feliciano provided an update on the South Florida Anchor Alliance Regional Marketplace. This is a collaboration that we have been working on for the last two (2) years with other organizations. It is a pilot program where businesses

can go to one platform to have access to procurement opportunities from eleven (11) different institutions. The main focus of the Anchor Alliance is to provide access to small, minority, and women-owned businesses to have access to procurement opportunities. We currently have over 1,000 vendors who have joined the marketplace.

**V. New Business**

None

**VI. Old Business**

Vice Chair Jarret asked if there was an update on the disparity study. Ms. Feliciano responded that an agenda item was approved to start collecting demographic data as part of the County's Procurement process. The BOCC directed the County Attorney to work with County Administration to develop a process to start collecting race and gender information. The County started collecting race and gender information in April 2022 and we have been collecting that information as part of the County's Procurement process. Vendors have the option to not provide that information. In the past the County was not collecting race and gender information prior to April 2022. The State passed legislation this year that is preventing the County from requesting certain information as part of the County's Procurement process. Vice Chair Jarret stated that the Disparity Study is a priority for this Board and requested a timeline for the data collection, and how long would it take to collect the race and gender information from vendors, and what is the next step in the data collection process. Vice Chair Jarret asked how long it would take to gather the information necessary for a disparity study. Deputy County Attorney Harrod clarified that it is now a requirement for all our contracts and awarded solicitations to disclose race and gender information.

Ms. Feliciano stated that the board had decided to address one topic from the List of Priorities at each Board Meeting, and staff will provide an update to the Board on what the County has done to date on that particular topic. Member Badore stated that the Board had previously discussed awarding points to small businesses. We should discuss points, some of those points could be moved in a category to encourage small businesses to submit more to become a prime and less as a subcontractor. Having points allocated to vendors will allow them to become primes on projects.

The Board would like to invite the Director of Purchasing to attend an upcoming meeting to provide updates on procurement. Ms. Feliciano said she recently spoke with the Director about attending another advisory board meeting in the future.

The 2023 Priority list was discussed, and it was decided to combine priority numbers 4 and 6. Chair McIntyre asked for a motion to combine priorities 4 and 6. Vice Chair Jarret moved to combine priorities 4 and 6 on the List of Priorities, Member Darren Badore seconded. The motion was approved.

The 2023 Priority list is as follows:

1. Tracking the spending of ARPA funds/grants
2. Disparity Study Follow up
3. Capacity Building
  - **Bonding & Access to Capital**
  - **Mobilization Loan Funding**

- **Resources/Grants/Small Business Funding**

- **Prosperity Broward Collaboration**

4. Small Business Procurement Recommendations/ Small Business Obstacles/Operations (Analysis of Process and Procedures)
5. Mentor/Protégé
6. Develop a Mid-Tier Certification/Preference program

#### **XI. Future Agenda Items**

- A. Discussion: ARPA spending
- B. Invite Director of Purchasing for September meeting
- C. Invite other Commissioners
- D. Update on Disparity Study data collection

#### **XII. Next Meeting – September 20, 2023**

#### **XIII. Adjournment**

Chair Jean McIntyre mentioned inviting a BOCC to each meeting. Vice Mayor Nan Rich is confirmed for the September 20<sup>th</sup> meeting. Vice Chair said we should look into bringing programs out to different areas of the County. Ms. Feliciano said that OBSBD has been intentional in having workshops in different areas of the County. We have hosted events in several cities, including Coconut Creek, Coral Springs, Hollywood, and Pembroke Pines. We have also hosted events in the BMSD areas. Member Badore discussed policing the surtax dollars in various cities in terms of the 30% CBE participation. Ms. Feliciano stated that OESBD monitors the surtax funded projects on a monthly basis. If the Cities are using surtax dollars, the procurement language must be included in the solicitation. We provided training last month to the municipalities to make sure that their staff understands the requirements and the process for the surtax funded projects. Members were encouraged to bring to our attention if they know a project is surtax funded, but the procurement language was not included, to please let us know. Non-compliance with the ILA means that those cities will not get surtax funding. We can assess liquidated damages if CBEs are not used on the surtax funded projects.

Vice Chair thanked the Board members for their feedback and participation during this meeting. Vice Chair McIntyre said she will not be attending the September 20<sup>th</sup> meeting. Ms. Feliciano advised that if the Chair is not present at the September 20<sup>th</sup> meeting, to get a quorum, there must be three (3) members present, in person, at the next meeting. Vice Chair and staff thanked Commissioner Rogers for attending today's meeting, and Ms. Feliciano said we were very fortunate for having the Commissioner at today's meeting and thanked her for attending. The winner of the Kaufman New Venture will be attending the September 20<sup>th</sup> meeting. With that, the Chair asked that a motion to adjourn be made. Member Badore moved to adjourn the meeting, Member Bonchick seconded. **The motion passed unanimously.**

The meeting was adjourned at 4:58pm.

**Disclosure: The above captioned minutes are transcribed in a summary format. To obtain a complete audio recording of the meeting, approved summary minutes, or any presentation or handout materials, please submit a public records request to Cheryl Roberts, Small Business Development Supervisor, who can be reached at [chroberts@broward.org](mailto:chroberts@broward.org) or 954-357-6400.**