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

**Location:** In accordance with Executive Order 20-193, this meeting was held virtually via Zoom: <https://zoom.us/j/97407876904?pwd=ang2OGFEcWpvZXlwaDdoUy9oSFd0QT09>

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***Meeting Minutes***

Date and Time: Wednesday, September 23, 2020, 3:05 p.m.

**SBDAB Members Attendance**

Dana Pollitt Absent

Chelsa Arscott Present

Darren Badore Present

Dahlia Baker Present

Dena Lowell Blauschild Present

Stephen Botek Present

Victor Green Present

Jean McIntyre Present

Martin “Marty” Sherwood Present

Shaheewa Jarrett Present

Charles Michelson Present

**County Staff:**

Sandy-Michael McDonald, Director, OESBD

Maribel Feliciano, Assistant Director, OESBD

Susan Smith, Small Business Specialist, OESBD

Savika Junor, Community Relations and Outreach Specialist-Surtax, OESBD

Sandy Steed, Assistant County Attorney

**Members of the Public:**

1. **Call to Order/Roll Call/Introduction**

The meeting was called to order by Vice Chair, Dahlia Baker at 3:05 p.m. with a quorum present.

1. **Approval of Minutes**

**Motion:** Member Michelson moved to approve the minutes from July 8, 2020. Member Sherwood second. **The motion passed unanimously.**

1. **Adoption of Agenda**

**Motion:** Member McIntyre moved to accept the proposed agenda for September 23, 2020. Member Green second. **The motion passed unanimously.**

1. **Comments: Member from the Public**

None

1. **Staff Updates**
2. Census 2020: Workforce Campaign

* OESBD Assistant Director, Maribel Feliciano, stated that the County has asked businesses to allow its employees 10-15 minutes to complete the census during the workday. She asked members to share the updated Census workforce campaign countdown and information with other businesses.
* The Local Business Preference Ordinance was passed; staff will send a final and executed copy to Board members.
* Ms. Feliciano reminded Advisory Board members to always submit an employment conflict 4A disclosure form for approval before a bid or proposal is submitted.
* At the request of member Sherwood, Sandy-Michael McDonald and staff gave a presentation to Cooper City Advisory Board on August 19, 2020. Also, on September 11th, Mr. McDonald and Gretchen Cassini (Surtax Oversight Board), gave a presentation to Davie-Cooper City Chamber of Commerce.
* Recorded presentations are located on the YouTube Channel.
* Ms. Feliciano reminded members to submit suggested comments of any changes to the Business Opportunity Act. Staff and the Assistant County Attorney will come back to the Board with the proposed language for amendments before they are presented to County Administration.
* OESBD conducted approximately 27 jointly advertised training sessions, outreach events and “meet and greet” with local municipalities.
* Mr. McDonald expects to revisit all previously trained municipalities and conduct a second round of training/outreach with them.
* Mr. Sherwood asked that staff add a column to the Surtax Small Business progress report and list the amount and percent of small business participation assigned to each project as well as the total projects.
* Mr. Sherwood, also, suggested that OESBD make presentations to the Florida Institute of Public Accounting, the local bar association and CAP organizations because they have indicated an interest in providing their services to the small businesses participating in the surtax program.

1. **New Business**
2. **CBE Reserve Cap**

The County Commission will consider that a cap is established for hard bids and Request for Proposals for CBE “Reserve” projects, only. It is recommended that when “hard bids” are submitted at $3 million or less, that a CBE bid amount cap of 10% above the lowest non-CBE bid response is accepted and if the bid is greater than $3 million, a CBE bid amount cap of 5% above the lowest non-CBE bid response is accepted, if the bids are also responsive and responsible. It is also recommended that when a CBE reserve “request for proposal” is submitted, a local preference point differential of 20% is applied to a CBE firm’s proposal that is also responsive and responsible to reach the evaluation level of 100.

1. **Small Business Incentives and Procurement Recommendations**

Advisory Board members submitted approximately 10 different comments and suggestions. Some of the potential incentives under discussion include providing bonus points when scoring a proposal and offering financial incentives.

1. **Discussion: Business Opportunity Act of 2012 Amendments**

Staff is working internally to identify suggested clarification and changes. Then staff will work with the County Attorney’s Office. Any new proposed language will be presented to the Board before a document is submitted to Administration for clean-up and presentation to the Commission. Advisory Board members are encouraged to submit their suggestions to Susan Smith.

1. **Old Business**

None

1. **Future Agenda Items**
2. Board Election
3. Discussion: Item#6 from the 2020 List of Priorities -Small Business Obstacles/Operations (focus on “Storefront/Mom & Pop”)

Member Blauschild will follow up with the assistant county attorney regarding liquor licensing requirements for “mom & pop” establishments.

1. **Next Meeting**

The next SBDAB meeting is scheduled for Wednesday, November 18, 2020 at 3:00 p.m.

1. **Adjournment**

**The meeting adjourned at 5:00 p.m.**

**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, pleases submit a public records request to Susan Smith, Small Business Development Specialist, who can be reached at** [**svsmtih@broward.org**](mailto:svsmtih@broward.org) **or 954-357-6400.**