

OFFICE OF EQUAL BUSINESS OPPORTUNITY ADVISORY COMMITTEE MEETING
Wednesday, May 15, 2019
Minutes

Members Present:

Lorna Anderson
Amy Angelo
Carole Hart
Scott Johnson
Denise Albritton
Lillian Reyes
Courtney McKenzie Newell
John Elliott
Bonnie Horner
Seabron Smith
Aida Vidal

Staff Present:

Tonya Davis Johnson, Director
David Behar, County Attorney
Jaison Raju, SBDS II
Angie Whitaker, SBDS II
Michelle Han, Administrative Secretary

Guests

Angie Gray, NABWIC
E. Ann McNeill, MCO Construction
Irma Robinson, Irma Robinson, Inc.
Kenia Brown, Trupro Cleaning, Inc.

Members Absent: Doris Pastl, Juan Pagan, Robert Waite, Javin Walker.

Vacant Seats: None.

I. CALL TO ORDER

Meeting called to order at 8:34 a.m. by Chair Scott Johnson.

A. Roll Call

Roll called by Michelle Han. Quorum present.

B. Notice from Chair

Scott Johnson commended Allen Gray for his presentation, but noted that committee members left early and there wasn't a quorum to close the meeting. Mr. Johnson stated that if members can't stay for the entire meeting, they shouldn't come; but if they are going to leave early, please let the Chair know prior to the meeting beginning.

C. Adoption of Agenda for May 15, 2019.

Motion by Carole Hart, seconded by Seabron Smith, motion passed unanimously.

D. Adoption of Minutes for April 17, 2019

Motion by Carole Hart, seconded by Seabron Smith, motion passed unanimously.

E. Introduction of Guests

Angie Gray, NABWIC
Ann McNeill, MCO Construction
Irma Robinson, Irma Robinson, Inc.
Kenia Brow, Trupro Cleaning, Inc.

II. COMMITTEE MEMBER UPDATE

Tonya Davis Johnson stated that the reappointment of Seats 6 – Business Incubator Program, 7 – Puerto Rican/Hispanic Chamber of Commerce and 13 – Financial Institution that assists Small Business held by Bonnie Horner, Juan Pagan, and Seabron Smith, respectively will go before the County Commissioners on June 4, 2019.

The additional seats coming up for reappointment are seats 2- Certified Hispanic Business Owner, 10 – Minority Contractor and 11 – Associated General Contractors held by Aida Vidal, Javin Walker and Scott Johnson. Ms. Davis Johnson asked if the committee supported the reappointment of the encumbered. All said yes with the addition that Mr. Johnson will continue to Chair the Advisory Board. The motion was passed unanimously. The documents will be prepared for the August 20th Board of County Commissioners Meeting.

Mr. Johnson asked if all were in compliance with attendance and as of the May 15th meeting, Michelle Han stated that all members were in compliance.

OLD BUSINESS

A. OEBO Outreach Activity Report

Angie Whitaker presented the April and May outreach activity reports.

B. Collaborative Workshops

Tonya Davis Johnson reported that the OEBO has been invited to participate in a collaborative event titled PowerNet. The participating agencies are: The Solid Waste Authority, Office of Equal Business Opportunity, the City of West Palm Beach, Palm Beach County School District and the Florida State Minority Supply and Diversity Council. This event will focus on upcoming opportunities for each of the agencies. We are trying to make sure the information gets out to the small business community with respect to the various agencies. We will all talk about our individual programs, but more importantly, it is a networking and informational session so individuals will learn more about upcoming projects.

The OEBO is participating in a joint certification workshop with the City of West Palm Beach, School District of Palm Beach County and South Florida Water Management District. Please save the date Saturday, August 3rd 9:00 am-1:00 pm for this “Get Ready, Get Set, Get Certified” event.

C. Upcoming Vendor Training

Tonya Davis Johnson announced the upcoming Vendor Workshops. She stated it is so important for our program to get the word out and share the information with our vendors. The schedule will be emailed to the Advisory Committee. The Committee was asked to share it with their individual networks.

III. NEW BUSINESS

Tonya Davis Johnson reported that Facilities, Engineering, ERM, Water Utilities and Department of Airports have been invited to speak to the Committee in the past. She asked the committee if they found value in the presentations to which the Board responded, yes. The EBOAC asked that the Department presentations continue. Enterprise Contract Management System (ECMS) will go live in June. The OEBO will begin recording and bringing you the reports once available.

Ms. Davis Johnson announced the waiver process for the Affirmative Procurement Initiatives (API) and stated that the OEBO has created a report that is being monitored by Kenisha James, our Financial Analyst, that will show the waivers that have been granted thus far. The report tells you what the commodity is, the value of the solicitation and it is helping us to understand where we need to do a more targeted outreach. It is critical to spread the word and get this information out.

Scott Johnson noted that the program just started and he doesn't think the impact is there yet. He believes if someone came in from Engineering, there hasn't been enough time for any feedback on what the problems and roadblocks are. Professional Services (Consultants Competitive Negotiation Act - CCNA) is a big block of business for small business. Tonya Davis Johnson stated that OEBO has a limited number of businesses that are women or minority owned, and are CCNA certified. This is a targeted outreach for us. We are looking to identify these smaller companies because we have the larger firms that have been consistently and historically successful. We have the provision in the ordinance for the rotation for CCNA. She has reached out to Reginald Cox, from Delray, to learn how the OEBO can get before them to talk about the OEBO program.

Scott Johnson stated that a good thing to bring before the Advisory Committee is something you are having a problem with. He can see where all the big design firms can have all the horse power, but they need to team up with smaller firms to provide the opportunity. Seabron Smith stated that Reginald Cox had said that he always has a problem trying to get the word out to professional businesses. Tonya Davis Johnson stated that this is where we need help from the Advisory Board, to get the word out or send us the information and we will make contact with these firms. Tonya Davis Johnson stated she will send the Advisory Board the waiver listing so they can see where we need certified businesses.

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emailed to the Advisory Committee. It is so important for the program to get the word out and share the information with our vendors and individual networks.

IV. COMMITTEE COMMENTS

Seabron Smith announced the TED Center is hosting its annual Gala that will be held on June 1st at Indian Springs Country Club off Woolbright Road in Boynton Beach. Mr. Smith stated this is a good opportunity to recognize small businesses that are doing good things in Palm Beach County. We have four awardees and Ann McNeill will be our Honorary Chair for the Gala this year.

A "Save the Date" email will be sent to the Committee members for the 13th Annual Palm Beach Partners Business Matchmaker Conference and Expo.

V. DIRECTOR'S COMMENTS

None.

VI. COUNTY ATTORNEY'S COMMENTS

None.

VII. PUBLIC COMMENTS

None.

VIII. ADJOURNMENT

Meeting adjourned at 9:10 a.m.