

MINUTES

SOLID WASTE AUTHORITY OF PALM BEACH COUNTY SMALL BUSINESS ADVISORY COMMITTEE

OCTOBER 1, 2019

9:00 A.M.

PRESENT: Shellie Ransom-Jackson (Chair, At-Large)
Patricia Leonageo (Vice Chair, District 6)
Maria Antuna (At-Large)
Selena Samios (At-Large)

ABSENT: Junaid Akther (District 2)
Bruce Lewis (At-Large) – *Excused Absence*

STAFF: Colleen Robbs, Director, Equal Business Opportunity Office
Kendrick Jackson, Contract Compliance Specialist
Tim Thompson, Contract Compliance Specialist
Myra Piper, Administrative Assistant

CALL TO ORDER

Ms. Ransom-Jackson called the Small Business Advisory Committee (SBAC) meeting to order at 9:34 a.m. in the Solid Waste Authority's Education Center located at 6751 North Jog Road, West Palm Beach, Florida.

ROLL CALL

Ms. Piper called the roll, and each member in attendance stated they were present.

PLEDGE TO THE FLAG

Ms. Ransom-Jackson led the Pledge of Allegiance to the Flag.

APPROVAL OF AGENDA

Ms. Ransom-Jackson requested a motion for approval of the agenda. A motion was moved by Ms. Antuna, and seconded by Ms. Leonageo. The agenda was adopted with no objections.

APPROVAL OF MINUTES

Ms. Ransom-Jackson asked the Committee for a motion to approve the minutes of the August 20, 2019 meeting. A motion was moved by Ms. Samios to accept the minutes, as presented, and seconded by Ms. Leonageo. The minutes were adopted with no objections.

EBO PROGRAM UPDATE

Ms. Robbs reviewed the August EBO Program Office Monthly Report by highlighting the department's accomplishments, importance of vendor registration and encouraging businesses to register as a vendor (swa.gob2g.com), process for establishing goals/points within a procurement for advertised solicitations, monitoring contract participation (currently 20 contracts), and an overview of recent and upcoming outreach events.

DISCUSSION OF OTHER MATTERS

Ms. Robbs provided a brief response to the following questions regarding the EBO Program.

Ms. Samios: How does the EBO Office learn of events?

Ms. Robbs: EBO is connected to organizations that support small and minority businesses across the State of Florida. Through relationships within the community and certifying agencies (e.g. School District of PBC, South Florida Water Management District, Chambers of Commerce, etc.), we share information to support the growth and development of these businesses.

Ms. Ransom-Jackson: Are there challenges with outreach to minority businesses?

Ms. Robbs: Our message is targeted, however, businesses are so busy due to increased number of projects in South Florida. EBO encourages businesses to take advantage of new programs being offered; SWA reserves contracts for S/M/WBEs to bid. We also include preferences for subcontracting opportunities in bids. SWA is open for business and opportunities are available.

Ms. Ransom-Jackson: How does SWA ensure Prime contractors to pursue/engage S/M/WBEs?

Ms. Robbs: SWA is committed to the EBO Program. The EBO's Economic Inclusion Policy and Procedures was adopted on June 20, 2018. Soon thereafter, hired three staff; an outreach specialist position was just approved and currently recruiting. SWA will ensure Prime contractors keep their commitment through monitoring and compliance (i.e., language in scope of work identifying firms, sub agreements are executed before signing prime agreement, and monitor/track compliance using the B2G software).

Ms. Leonaggeo: Is the SWA's EBO Office the central office for all agencies in the county?

Ms. Robbs: We are all separate agencies with a Governing Board or County/City Commission. Some agencies administer local programs.

Ms. Leonaggeo: Where do the individuals come from that are listed on the Contract Register?

Ms. Robbs: The two handouts are the Authority's existing contracts: 1) Bid/Quote are commodities or trade services; and 2) Contract Register are professional services and construction type projects. These handouts are distributed at outreach events. Questions relative to the contracts should be directed to Purchasing Services.


MEETING ADJOURNMENT

A motion was made by Ms. Samios to adjourn the meeting, and seconded by Ms. Leonaggeo. The meeting was adjourned at 10:08 a.m.

Announced Future Meeting Dates: 12/3/19, 2/4/20, 4/7/20, 6/2/20, 8/11/20, 10/6/20 and 12/1/20.

Attest:


Colleen Robbs, Director, EBO Office


Myra Piper, Administrative Assistant