

# MINUTES

**SOLID WASTE AUTHORITY OF PALM BEACH COUNTY  
SMALL BUSINESS ADVISORY COMMITTEE  
SPECIAL MEETING  
AUGUST 11, 2020  
9:00 A.M.**

Present: Shellie Ransom-Jackson (Chair, At-Large)  
Junaid Akther (District 2)  
Michelle DePotter (District 3)  
Maria Antuna (At-Large)  
Bruce Lewis (At-Large)  
Selena Samios (At-Large)

ABSENT: Patricia Leonageo (Vice Chair, District 6) – *Excused Absence*  
Karen Lau (District 1) – *Excused Absence*  
Tina White (District 7) – *Excused Absence*

STAFF: Colleen Robbs, Director, Equal Business Opportunity Office  
Hattie Asberry, Outreach Specialist  
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 9:05 a.m.

## **ROLL CALL**

Ms. Piper called the roll. Each member in attendance stated they were present, and indicated if they were interested in serving as Chair or Vice Chair.

## **APPROVAL OF AGENDA**

Ms. Ransom-Jackson called for a motion for approval of the agenda. A motion was moved by Mr. Lewis and seconded by Ms. DePotter. With no objections, the agenda was adopted.

## **APPROVAL OF MINUTES**

Ms. Ransom-Jackson asked the Committee for a motion to approve the minutes of the June 30, 2020 meeting. A motion was moved by Mr. Akther to accept the minutes, as presented, and seconded by Mr. Lewis. The minutes were adopted with no objections.

## **REVIEW SBAC RULES AND PROCEDURES**

Ms. Ransom-Jackson stated that the SBAC Rules and Procedures were reviewed at the June 30, 2020, SBAC meeting, however, she read aloud Rule 7. Officers, and Rule 8. Presiding Officer, as it relates to the Committee Election and Presiding Officers.

## **ELECTION OF OFFICERS**

During the roll call, Ms. Ransom-Jackson expressed an interest in serving a Chair, and Mr. Akther and Ms. DePotter as Vice Chair.

Mr. Lewis made a motion to nominate Ms. Ransom-Jackson as Chair, and Ms. DePotter as Vice Chair; hearing no second, motion did not pass.

Ms. Ransom-Jackson made a motion that when there is no opposition to an Officer position that the vote is unanimous, and Mr. Akther seconded. With no objection, the motion passed.

Ms. Ransom-Jackson preceded with Vice Chair nominees, Mr. Akther and Ms. DePotter; while doing so, Mr. Akther withdrew his nomination. As a result, Ms. Ransom-Jackson made a motion to nominate Ms. DePotter as Vice Chair, and Ms. Samios seconded.

The Members of the SBAC elected Ms. Ransom-Jackson as Chair, and Ms. DePotter as Vice Chair of the SBAC.

By the SBAC Procedures, Officers are elected in April of each year (Chair presides at all meetings, if present, and in the absence of the Chair, the Vice Chair shall preside).

## **FOLLOW-UP RESONSE(S) TO JUNE 30, 2020 SBAC MEETING**

Ms. Robbs addressed a question regarding the certified and non-certified vendor registration information included in the monthly report, referencing the June 2020 report in the handouts; in particular, how registered certified and non-certified vendors are tracked.

Vendors have 24-hour access to a “free” vendor registration and contract management web-based system at [SWA.org/vendor](http://SWA.org/vendor). SWA requires awarded contractors, suppliers and subcontractors to register, and all other firms interested in doing business with SWA are encouraged to register; this is the first step in doing business with the SWA. (*SWA does not certify firms but does accept certification from State of Florida certifying agencies that certify Palm Beach County certified firms.*)

Our goal is to educate the business community: 1) Why? Benefits for being registered, and 2) How? “Free” training webinars via a web-based system, or assistance from the EBO staff. It is important to register as a vendor as it allows the SWA to identify businesses who want to do business (e.g. availability), determine products and services offered, set Affirmative Procurement Initiatives (e.g. goals on advertised contracts), reserve small purchases, and notification of upcoming procurement, networking, educational and training opportunities.

## **EBO PROGRAM MONTHLY REPORT & UPDATE**

In reviewing the June 2020 report, Ms. Robbs highlighted the accomplishments relative to what the EBO Office does on a regular basis to help businesses to do business with the SWA, perform, and get paid, B2G Vendor Registration and Contract Type Summary (YTD & Monthly). In the Contract List section, she noted that “0% Goal” indicates areas where firms are needed to count availability; outreach efforts to educate business community on the types of products and services that SWA purchases, as well as initiating B2G Outreach Campaigns to inform certified businesses of upcoming opportunities and events.

## **OUTREACH CAMPAIGN**

Ms. Asberry expressed enthusiasm with the ability to offer virtual outreach events to connect with others. With the pandemic having affected so many, this month’s Transformational Tuesday Business Development Training is titled, “Managing Anxiety in the Workplace during the Pandemic.” The guest speaker, a local clinical psychologist, will lead the roundtable discussions and answer questions about how to increase safe connectiveness, acceptance-based coping skills, change the narrative, and increase distress tolerance.

The Business Development Quick Hit Videos (1-minute brief tips) is another outreach effort to keep businesses informed, as well as provide developmental assistance to help performance and abilities during this time.

Please visit [SWA.org/EBO](http://SWA.org/EBO) to view many of the outreach events (e.g. Transformational Tuesdays, Did You Know?, etc.) and much more information about the EBO Program.

## **DISCUSSION OF OTHER MATTERS**

Ms. Robbs was extremely excited to inform the SBAC members that the EBO Office will have an opportunity on August 26, 2020, at the SWA’s Governing Board Meeting, to present its first Annual Report (FY 2019) of the EBO Program, and invited SBAC members to attend. The report will include the accomplishments, culmination and summary of all the achievements, along with the Executive Office, Directors and Department Staff, as well as the results and benefits to the business community.

Ms. Robbs thanked the SBAC members for their commitment to serve on this very important Committee which has a major impact to Palm Beach County, and the lives of business owners and the community that we serve.

Ms. Jackson: What is the percentage of vendor responses received from surveys?

Ms. Robbs: Depending on interest, about 10-20%. B2G tracks unique and overall counts. Vendors are encouraged to register because this will enable us to capture the data within B2G. In the meantime, multiple tools are utilized in the robust outreach process.

Mr. Akther: Has the B2G vendor certification process slowed down due to COVID-19?

Ms. Robbs: SWA does not certify firms. Based on our relationships with the certifying agencies (e.g. Palm Beach County OEBO, School District of PBC, City of WPB, and South Florida Water Management District), we understand there has been a slowdown in the process. However, people are interested, ready to work, and they are renewing their certifications; certified firms are encouraged to register with SWA because we are open for business.

Ms. DePotter: When will the EBO Program's Annual Report (FY 2019) be revealed?

Ms. Robbs: The unveiling will be on August 26, 2020.

Ms. DePotter: Are both vendor registration and certified numbers from the County being used to set goals?

Ms. Robbs: Goals are set based on the scope of work, and how many of the vendors identified are certified.

Ms. DePotter: Is there a Goal Setting Committee specifically to SWA. If so, when do they meet?

Ms. Robbs: There is not a Goal Setting Committee.

Mr. Lewis: In conjunction with National Black Business Month, the Palm Beach County Office of Equal Business Opportunity is hosting a drive thru event on August 31, 2020.

Ms. Asberry: The Black Chamber of Commerce of PBC will rotate the "Did You Know?" series on its website each month. If other SBAC members have platforms to share SWA's outreach videos, please contact Hattie at [hasberry@swa.org](mailto:hasberry@swa.org). In collaboration with SWA, the SBAC members are encouraged to assist us with connecting prospective vendors with bid opportunities and Register as a Vendor ([www.SWA.org/vendor](http://www.SWA.org/vendor)).

### **MEETING ADJOURNMENT**

Ms. Ransom-Jackson called for a motion to adjourn the meeting. A motion was moved by Mr. Akther and seconded by Mr. Lewis. There being no further business, the meeting was adjourned at 9:52 a.m.

**Announced Future Meeting Dates: 10/6/20, 12/1/20, 2/2/21, 4/6/21, 6/1/21, 8/10/21, 10/5/21 and 12/7/21.**

**Attest:**

  
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Colleen Robbs, Director, EBO Office

  
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Myra Piper, Administrative Assistant