

MINUTES

SOLID WASTE AUTHORITY OF PALM BEACH COUNTY SMALL BUSINESS ADVISORY COMMITTEE

OCTOBER 6, 2020

9:00 A.M.

Present: Michelle DePotter (Chair, District 3)
Junaid Akther (Vice Chair, District 2)
Karen Lau (District 1)
Patricia Leonageo (District 6)
Maria Antuna (At-Large)
Bruce Lewis (At-Large)
Selena Samios (At-Large)

ABSENT: Tina White (District 7) – *Absent*

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. DePotter 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 he/she was interested in serving as Chair or Vice Chair.

APPROVAL OF AGENDA

Ms. DePotter called for a motion to amend the agenda to discuss the re-election of officers to fill the vacancy of Shellie Ransom-Jackson (former Chair). A motion was moved by Mr. Lewis and seconded by Ms. Antuna. With no objections, the agenda was adopted as amended.

RE-ELECTION OF OFFICERS

Ms. DePotter asked each Committee member whether he/she was interested in serving as Chair and/or Vice Chair. Ms. Robbs read aloud Rule 7. Officers, and Rule 8. Presiding Officer, of the SBAC Rules and Procedures as it relates to the Committee Election and Presiding Officers. 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).

A discussion was held, and a motion was moved by Mr. Lewis and seconded by Mr. Akther to elect Ms. DeP Potter as Chair. Mr. Akther and Ms. Antuna expressed an interest in serving as Vice Chair, and with a 4-2 vote and no objections, Mr. Akther was elected as Vice Chair.

Ms. Robbs informed the Committee that the Governing Board directed staff to ensure that the volunteers of the SBAC are represented and reside in Palm Beach County. She stated that Ms. Shellie Ransom-Jackson has resigned, however, she is committed to continuing to work with the Committee since she works in the tri-county area, and she represents the National Association of Black Women in Construction. Ms. Ransom-Jackson brought great experience to the Committee as a state certified general contractor, certified building official, certified plans examiner, and certified inspector. Her volunteerism, commitment and contribution to the Committee was greatly appreciated.

APPROVAL OF MINUTES

Ms. DeP Potter asked the Committee for a motion to approve the minutes of the August 11, 2020 meeting. A motion was moved by Mr. Lewis to accept the minutes, as presented, and seconded by Ms. Samios. The minutes were adopted with no objections.

DISCUSSION OF OTHER MATTERS

Ms. Robbs reported that at the **Solid Waste Authority of Palm Beach County's (SWA) Governing Board Meeting on August 26, 2020**, the EBO Office presented its **Annual Report Fiscal Year 2019 (10/1/2018-9/30/2019)** of program activity. The report was well-received by the Governing Board and SWA staff. The EBO Team is very proud of the progress made thus far, and looks forward to presenting the 2020 goals and objectives.

Following the presentation, the Governing Board directed staff to provide a supplemental comparison report; this report will be presented at the Governing Board on October 14, 2020. The supplemental report will include the implementation of the EBO Program, 2019 program status, and future outlook, as well as provide a comparison of the efforts and accomplishments.

EBO PROGRAM MONTHLY REPORT & UPDATE

Ms. Robbs provided a brief overview of the July and August 2020 reports by summarizing the B2G Vendor Registrations (total vendors and certified vendors), Solicitation Reviews (procurement opportunities for certified small businesses), and Contract Type Summaries (number of contracts being monitored, contract awards, and payments to primes).

OUTREACH CAMPAIGN

Ms. Asberry thanked and commended Ms. Ransom-Jackson for her time and expertise, as well as her Transformational Tuesday presentation, "How to Win Procurement Contracts." With Ms.

Ransom-Jackson's support, the EBO staff presented to the National Association of Black Women in Construction about SWA's business opportunities and how to connect to SWA.

Additionally, Ms. Asberry was very pleased with the EBO Office's outreach initiatives, and acknowledged the Public Affairs and Recycling department for assisting with the pivot to virtual outreach in the midst of the pandemic. Ms. Asberry highlighted a few upcoming events:

- **Palm Beach Partners Business MatchMaker's** Spotlight on Vendors virtual awards ceremony via ZOOM, and enthusiastically announced two SWA vendors won awards: 1) Advocate of the Year, and 2) Small Business Enterprise of the Year (October 22nd).
- **Transformational Tuesday's** 2020 series ends in October, and will resume in January 2021. The business development training sessions have proven to be effective and rewarding, and is the 4th Tuesday of each month at 8 a.m. on Facebook "Live."
- **Black Chamber of Palm Beach County's** Wednesday Wisdom will provide Ms. Robbs an opportunity to present and highlight some of SWA's business projects (October 28th).
- **Projects 2021 SWA Business Opportunity Forecast Conference**, a 2-day virtual event (December 3rd and 4th).
- "Did You Know" Video Series (ongoing)

Please visit SWA.org/EBO to view many of the outreach events (e.g. Transformational Tuesdays, Did You Know? etc.).

DISCUSSIONS OF OTHER MATTERS *(Continued)*

Ms. DePotter: What other ways can the Committee assist with the EBO's outreach?

Ms. Robbs: The FY 2021 Outreach Event schedule will be distributed to the Committee; members are encouraged to participate as well as share the opportunities with others.

Ms. Asberry: The EBO staff would welcome the opportunity to present on other platforms in the community, and would appreciate the Committee's support in reaching more businesses and potential vendors. The Committee's contributions to the success of the EBO Program is invaluable.

NEW BUSINESS

The Committee had an open discussion about various ways to spotlight SWA, educate the general public on how to do business, networking opportunities for registered vendors, and strategies to attract new vendors.

- Small Business Summit (virtual or outdoor venue, using CDC guidelines)
- Mentor-Protégé Program
- Bond Waivers and Assistance Programs
- Small Business Resources (e.g. newsletters, business development training, etc.)
- Pandemic Recovery Initiatives

In closing, Ms. Robbs indicated that the SWA's FY 2021 Outreach Events Calendar will be shared with the Committee, and is excited to coordinate efforts with resources which will complement the outreach plan and organizational goals.

MEETING ADJOURNMENT

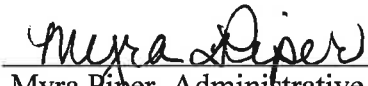
Ms. DePotter called for a motion to adjourn the meeting. A motion was moved by Ms. Leonaggeo and seconded by Mr. Lewis. There being no further business, the meeting was adjourned at 9:56 a.m.

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

Attest:



Colleen Robbs, Director, EBO Office



Myra Riper, Administrative Assistant