

# MINUTES

## SOLID WASTE AUTHORITY OF PALM BEACH COUNTY SMALL BUSINESS ADVISORY COMMITTEE

FEBRUARY 2, 2021

9:00 A.M.

Present: Michelle DePotter, Chair (District 3)  
Junaid Akther, Vice Chair (District 2)  
Karen Lau (District 1)  
John Rourke (District 4)  
Patricia Leonaggeo (District 6)  
Maria Antuna (At-Large)  
Angeleta Gray (At-Large)  
Bruce Lewis (At-Large)  
Selena Samios (At-Large)

ABSENT: Tina White (District 7)

STAFF: Colleen Robbs, Director, Equal Business Opportunity Office  
Hattie Asberry, Outreach Specialist  
Tim Thompson, Contract Compliance Specialist  
Myra Piper, Administrative Assistant  
Kendrick Jackson, Contract Compliance Specialist (Absent)

### **CALL TO ORDER**

Ms. DePotter called the Small Business Advisory Committee (SBAC) meeting to order at 9:09 a.m.

### **ROLL CALL**

Ms. Piper called the roll. Each member in attendance stated they were present. Ms. DePotter requested that the Committee attendance list be distributed at each meeting.

### **MEMBER INTRODUCTIONS**

The Committee welcomed the newly appointed members, Angie Gray and John Rourke. Each member introduced themselves and provided a brief overview on his/her professional background and current business affiliation.

### **APPROVAL OF AGENDA**

Ms. DePotter called for a motion to approve the agenda. A motion was moved by Ms. Gray and seconded by Mr. Lewis. With no objections, the agenda was adopted.

## **APPROVAL OF MINUTES**

Ms. DeP Potter asked the Committee for a motion to approve the minutes of the October 6, 2020 meeting. A motion was moved by Mr. Akther to accept the minutes, as presented, and seconded by Ms. Antuna. The minutes were adopted with no objections.

## **DISCUSSION OF OTHER MATTERS**

### **SBAC Board Appointments**

Ms. Robbs reviewed the SBAC Board Appointment process. Every February, each Governing Board member makes one (1) appointment from his/her district; with four (4) additional at-large members. In accordance with the Economic Inclusion Policy, which governs the EBO Program, staff is requesting the Board to appoint and approve the SBAC members at the Governing Board meeting on February 10, 2021 at 9 a.m. in the SWA Auditorium.

Ms. Robbs encouraged each SBAC member to reach out to his/her Commissioner to express their interest in continuing to service on this Committee. Ms. DeP Potter inquired about clarification of an appointment and term(s) served, and a discussion pursued amongst the Committee.

In response, Ms. Robbs read the **SBAC Rules and Procedures, Rule 1: Membership**. “The Committee shall be composed of eleven (11) representatives of trade groups and members of the general business community (including no less than six (6) S/M/WBE owners). Each Board member shall make one (1) appointment from his/her district with the four additional being appointed at-large, residing in Palm Beach County, by approval of the Governing Board. The Authority shall appoint the members of this Committee in February of each year or as needed to fill vacant positions on the Committee.”

To further clarify, Ms. Robbs reviewed **Rule 7: Officers**. “The officers of the Committee shall be as follows: Chair and Vice Chair. These shall be elected, by nomination and majority vote of the Committee at the regular meeting in April of each year and shall serve no more than two (2) consecutive terms. Should any officer be unable to remain a member of the Committee for his or her entire term, a replacement shall be elected by nomination and majority vote of the Committee at the first meeting of the Committee following notice to the EBO Director or designee of the officer’s inability to continue.”

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

Ms. Robbs informed the Committee that the EBO Program Office’s Monthly Report is produced and presented to Mr. Pellowitz, Executive Director. Each month, the EBO report is compiled with other SWA departmental reports into the “Board Monthly Status Report” which is presented to the Governing Board.

Ms. Robbs gave a brief overview of the report content: 1) Vendor Registration; 2) Procurement Process; and 3) Outreach Activities. The importance of vendor registration is to create a pool of ready, willing and able vendors that want to do business with the Solid Waste Authority (SWA). Outreach efforts are initiated to determine who can perform on a particular project based on the scope of work utilizing the SWA’s online vendor directory ([SWA.org/Vendor](http://SWA.org/Vendor)).

## **EBO PROGRAM MONTHLY REPORT & UPDATE** *(Continued)*

In summarizing the November 2020 report, Ms. Robbs indicated that there were a little over 900 registered vendors, of which, almost 300 were certified. The “Solicitations Advertised with APIs Applied” section of the report covers projects with goals; Affirmative Procurement Initiatives (API) are used to set preference goals. In conjunction with SWA’s vendor database, other certifying agency database searches are performed to identify vendors who are certified based on the scope of work and contact them to survey their level of interest; if availability is determined, an API is applied to the solicitation. Other sections reviewed included: “Solicitation Reviews,” “Contract Type Summaries” (number of contracts being monitored, contract awards, and payments to primes), “SBAC” and “Outreach.”

To recap, Ms. Robbs stressed the importance of being a registered vendor, encouraging vendors to stay connected with SWA. She stated that the EBO Office reviews every informal and formal procurement to determine if a goal can be applied; if there are no firms available or interested, a goal cannot be applied to the procurement.

### **OUTREACH UPDATE**

Ms. Asberry informed the Committee that the Projects 2021 Business Opportunity Forecast event (December 2020) was to inform the business community about SWA’s upcoming events and projects; the 2-day virtual conference was well-received and well-attended. She acknowledged the speakers and presenters for their participation, and attendee feedback was extremely positive.

In January 2021, SWA in collaboration with FDOT/CEI offered an eight session webinar entitled, “Construction Management Development Program.” Also, in January, Transformational Tuesday with guest speaker Abdias Pierre the Regional V.P. of PFS Investments. Mr. Pierre’s presentation, “Financial Empowerment for Small Business Owners,” was informative and inspiring. In February, SWA will be participating in FDOT’s Winter Expo 2021 virtual event.

In closing, Ms. Asberry referenced the EBO At-A-Glance calendar (attachment in SBAC’s Outlook meeting invitation). She also expressed appreciation for the opportunity to partner with each of the Committee members and to make that extra reach this year.

Ms. DePoter: Inquired about the list of 2,000 businesses identified in the Disparity Study data with respect to being registered vendors.

Ms. Robbs: We are doing outreach to every PBC business through online/print advertising via publications/organizations targeting ethnicities and other trade services, social media outlets, SBAC partnerships, etc. Our outreach is to businesses here in PBC and interested in doing business so they can be informed and educated. Additionally, we are interested in bringing new business to PBC; certified or not, vendors are encouraged to register to be eligible for SWA bid opportunities. The goal is for continuous improvement through our partnerships.

**OUTREACH UPDATE** *(Continued)*

In follow-up to discussions on October 6, 2020, the Committee revisited ways to help to provide and educate the business community about the SWA, as well as offering trainings and events to help businesses develop. Some of the suggestions included ideas such as:

- Showcase how S/M/WBEs can be helped through the Committee member's affiliations
- Market SWA's business opportunities; offer tips and tricks
- Improve, expand and be known; be persistent and consistent; collectively, very powerful
- Duty and responsibility; communication; brainstorm; work smarter, not harder
- Use Transformational Tuesday platform (e.g. Q&A, Why SBAC members serve, etc.)
- Streamline effort to accomplish goal and task at hand; unified approach
- Connect with Community Redevelopment Agencies (get on agenda/present annually)

**MEETING ADJOURNMENT**

Ms. DePotter informed the Committee that at April 6<sup>th</sup> meeting there will be a presentation on Ethics and Florida Sunshine, as well as the election of Officers (Chair and Vice Chair).

Ms. DePotter called for a motion to adjourn the meeting. A motion was moved by Ms. Gray and seconded by Mr. Lewis. There being no further business, the meeting was adjourned at 10:06 a.m.

**Announced Future Meeting Dates: 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