

MINUTES

SOLID WASTE AUTHORITY OF PALM BEACH COUNTY SMALL BUSINESS ADVISORY COMMITTEE

JUNE 1, 2021

9:00 A.M.

Present: Michelle DePotter, Chair (District 3)
Patricia Leonaggeo (District 6)
Angeleta Gray (At-Large)
Bruce Lewis (At-Large)
Selena Samios (At-Large)

ABSENT: Junaid Akther, Vice Chair (District 2)
Maria Antuna (At-Large)
Karen Lau (District 1)
John Rourke (District 4)
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

CALL TO ORDER

Ms. DePotter called the Small Business Advisory Committee (SBAC) meeting to order at 9:05 a.m., and asked for a moment of silence in honor of Memorial Day.

ROLL CALL

Ms. Piper called the roll, and each member in attendance stated they were present. With only five members present there was no quorum.

AGENDA

The agenda was carried out as presented for discussion purposes only due to the lack of a quorum.

APPROVAL OF MINUTES

With no quorum, approval of the April 6, 2021 meeting minutes was deferred to the August 10, 2021 meeting.

EBO PROGRAM MONTHLY REPORT & UPDATE

Ms. Robbs indicated that the EBO Monthly Reports for February, March and April 2021 were distributed.

In summarizing the April report, Ms. Robbs was pleased to highlight a milestone with now over 1,000 registered firms, of which, 312 were certified; EBO's goal is to increase the number of registered and certified businesses to ensure a pool of firms to do business with SWA, as well as greater availability.

Ms. Robbs reviewed and explained the following sections of the report:

1. Solicitations Advertised with APIs Applied: Lists projects with goals (e.g. Affirmative Procurement Initiatives (API) are used to set preference goals). "S/M/WBEs only" narrows the scope so small or minority firms may compete for an award, "SBE Evaluation Preference for Prime Bidders" offers evaluation points for respondents certified as SBEs, and "SBE Prime Contract Program" for certified SBE Prime awards;
2. Solicitation Reviews: Indicates the number of informal and formal procurement requests received from various SWA departments which are reviewed by the Contract Compliance Specialists, estimated contract value, and APIs applied if there's availability;
3. ITBs/RFPs Reviewed / Pending Contract Award / Contract Execution with APIs: Summary of the different types of procurements in process;
4. Contract Type Summaries: Contracts being monitored, contracts awarded, and payments; and
5. Contract List: Includes a breakdown of all formal contracts (with or without goals) being monitored for contract compliance.

General Discussion on Outreach

- Networking: The EBO Staff sends bid opportunities to SBAC members to share with small businesses, Chambers, Boards, and/or trade associations; it is important for us to extend the reach to encourage more firms to register with SWA, as well as sharing bid opportunities.
- Respondent Debriefings: An Administrative Reform in Section 6, Economic Inclusion Policy and Procedures, of the Purchasing Manual is to help unsuccessful bidders understand the outcome (e.g. non-responsive, non-responsible, not lowest bidder, etc.); offers a debriefing meeting for vendor(s) with EBO, Purchasing, and User Department to review the required items and discuss where bidder may have been less successful.
- Community Outreach: To connect, present and educate municipalities on what bid opportunities SWA offers; get the word out and stay connected with the business community!
- Outreach Events: At each outreach event, a team represented by EBO, Purchasing, User Department(s) and key decision makers are available to share bid opportunities, answer questions and provide guidance to attendees.

OUTREACH UPDATE

Ms. Asberry provided an overview on current outreach activities:

- Transformational Tuesday (a monthly training opportunity for vendors) titled, “Building An Effective Team!” was presented by Hattie Asberry. Visit www.SWA.org/EBO to view all Transformational Tuesday videos and much more.
- MIA Media Legacy’s Lunch with Legacy Leaders, a weekly talk show with local and national thought leaders, wherein Ms. Robbs presented “Don’t Waste a Chance to Discover Opportunities for Minority and Small Businesses with the Solid Waste Authority of PBC.”
- “Get ready to . . . Do Business with the SWA!” postcards were mailed to 270 certified local businesses in Palm Beach County that are not currently registered vendors with SWA.
- Digital Campaign runs April through September with advertising via Caribbean Today, El Latino Semanal, Florida Trend, MIA Media, and Haiti Open.
- Business PowerNet, an annual signature event, was an extremely successful virtual event for the 128 attendees who connected with SWA staff and the certifying agencies (e.g. City of WPB, PBC, SDPBC, SFWMD and FSMSDC) in May. This event offered participants the opportunity to learn how to do business with all of the agencies, with breakout industry sessions as a part of the program.
- Transformation Tuesday, September 21, 2021 (*PENDING*). Date to be confirmed for the last week of September due to scheduling conflict. Staff will check with our Public Affair & Recycling Department’s Team for availability and come back with a date. Topic and presenters TBD.

2020 EBO FISCAL YEAR 2020 ANNUAL REPORT

Ms. Robbs reported that on April 14, 2021, the EBO FY 2020 Annual Report (10/1/2019–9/30/20) was presented to the SWA’s Governing Board. She was pleased to report that the Program’s achievements received positive feedback from the Board and staff; it took the entire agency, SBAC and our vendors to help achieve our goals.

DISCUSSION OF OTHER MATTERS

Ms. Gray: Inquired about communicating with vendors via text messaging vs. social media.

Ms. Robbs: SWA’s vendor registration system (*powered by B2G’s global online system*) is the primary tool to communicate with registered vendors, along with Facebook, digital media and print advertising. EBO submitted a “B2G Wish List” item for text messaging, and will submit another “B2G Wish List” item request to add a B2G App.” (Note: B2G runs on any mobile device.)


Prior to adjournment, Ms. Robbs informed the Committee that Mr. Rourke resigned from SBAC due to moving out of Palm Beach County; for this reason, he is not in attendance today.

MEETING ADJOURNMENT

With no quorum, the meeting ended at 9:43 a.m.

Future Meeting Dates: 8/10/21, 10/5/21, 12/7/21, 2/1/22, 4/5/22 and 6/7/22.

Attest:



Colleen Robbs, Director, EBO Office



Myra Piper, Administrative Assistant

SMALL BUSINESS ADVISORY COMMITTEE
June 1, 2021

ATTENDANCE LIST

MEMBER	DISTRICT	8/11/2020	10/6/2020	12/1/2020	2/2/2021	4/6/2021	6/1/2021	ABSENT	
Karen Lau	1	Excused	Present			Present	Present	Excused	2
Junaid Akther	2	Present	Present			Present	Present	Excused	1
Michelle DePotter	3	Present	Present			Present	Present	Present	0
John Rourke	4	--	--			Present	Present	Excused	1
Vacant	5	--	--			--	--	--	--
Patricia Leonaggeo	6	Excused	Present			Present	Present	Present	1
Tina White	7	Excused	Absent			Absent	Absent	Absent	5
Maria Antuna	At-Large	Present	Present			Present	Present	Excused	1
Angeleta Gray	At-Large	--	--			Present	Excused	Present	1
Bruce Lewis	At-Large	Present	Present			Present	Present	Present	0
Selena Samios	At-Large	Present	Present			Present	Present	Present	0

MEETING CANCELED

Next Scheduled Meetings: August 10, 2021
 October 5, 2021
 December 7, 2021
 February 1, 2022
 April 5, 2022