

MINUTES

**SOLID WASTE AUTHORITY OF PALM BEACH COUNTY
SMALL BUSINESS ADVISORY COMMITTEE
AUGUST 10, 2021
9:00 A.M.**

Present: Michelle DeP Potter, Chair (District 3)
Junaid Akther, Vice Chair (District 2)
Karen Lau (District 1)
Rolando Barrero (District 5)
Maria Antuna (At-Large)
Angeleta Gray (At-Large)
Bruce Lewis (At-Large)
Selena Samios (At-Large)

ABSENT: Patricia Leonaggeo (District 6) - Excused
Tina White (District 7)

STAFF: Colleen Robbs, Director, Equal Business Opportunity Office
Hattie Asberry, Outreach Specialist
Tim Thompson, Contract Compliance Specialist
Kendrick Jackson, Contract Compliance Specialist

CALL TO ORDER

Ms. DeP Potter called the Small Business Advisory Committee (SBAC) meeting to order at 9:05 a.m.

ROLL CALL

Ms. Asberry called the roll, and each member in attendance stated they were present. Ms. DeP Potter welcomed Mr. Barrero to the Committee and asked him to introduce himself.

PLEDGE TO THE FLAG

Ms. DeP Potter led the Pledge of Allegiance to the Flag.

AGENDA

Ms. DeP Potter called for a motion to approve the agenda with changes; Ms. DeP Potter added: 1) Utilization Plan, and 2) SBAC attendance. A motion was moved by Ms. Samios and seconded by Ms. Gray. With no objections, the agenda was adopted with the requested changes.

APPROVAL OF MINUTES

Ms. DePotter asked the Committee for a motion to approve the minutes of the April 6, 2021 and June 1, 2021 meetings. A motion was moved by Ms. Gray to accept the minutes, as presented, and seconded by Ms. Antuna. The minutes were adopted with no objections.

EBO PROGRAM MONTHLY REPORT & UPDATE

Ms. Robbs indicated that the EBO Monthly Reports for May and June 2021 were distributed.

Prior to presenting the June report, Ms. Robbs highlighted the mission of the EBO Office is to ensure that all segments of its business population, including small, local, minority and women-owned businesses, have an equitable opportunity to do business with the Authority.

Ms. Robbs presented a high-level overview and explained the following sections of the June report:

SECTION	DESCRIPTION	JUNE 2021 DATA	
Vendor Registration	Number of Registered and Certified Firms	Registered: 1,046	S/M/WBE Certified: 322
Solicitations Advertised with APIs Applied	Lists Projects with Goals (e.g., Affirmative Procurement Initiatives (API) are used to set preference goals.)	RFP 21-403/PA: Miscellaneous Public Works Projects REBID (SBE Prime Contract)	
Solicitation Reviews	Number of informal and formal procurement requests received from various SWA departments which are reviewed by the Contract Compliance Specialists.	Informal Received: 64 Completed: 46 Contract Value: \$366,724 (<i>completed Reviews only</i>)	
		Formal Received: 3 Completed: 2 Contract Value: \$125,000 (<i>completed Reviews only</i>)	
ITBs/RFPs Reviewed / Pending Contract Award / Contract Execution w/ APIs	Summary of the different types of procurements in process.	Five (5) formal solicitations with APIs applied were in process.	
Contract Type Summaries (Monthly & Program Performance YTD)	Contracts being monitored, contracts awarded and payments.	Program Performance # of Contracts: 209 Award Amt.: \$375,147,682 Payments: \$128,538,485	
		# of Contracts: 2 Award Amt.: \$505,000 Payments: \$ 0	
Contract List (Reporting Month)	Breakdown of all formal contracts (with or without goals) being monitored for contract compliance.	Two (2) contracts; one (1) with goal and one (1) without goal.	

Ms. DePotter asked a few questions relative to the EBO Monthly Report for June 2021:

- Is the Utilization Plan (UP) submitted by a contractor for S/M/WBE participation for the life of the contract, and are contractors held to UP percentage if it exceeds minimum requirements? Mrs. Robbs responded, “yes,” confirming that contractors submit monthly compliance reports to document compliance and explained the B2G electronic Contract Compliance Management payment process. When the Authority pays a Contractor, an electronic notification is automatically sent to the Contractor to report subcontractor payments; Subcontractors are notified in the same manner once the Contractor has reported payments to Subcontractors; upon notification, Subcontractors confirm payments and/or initiate the reconciliation process, then confirms payment(s). Contracts are monitored monthly for compliance by EBO’s Contract Compliance Specialists.
- What if a Contractor fails to comply with a submitted UP? Ms. Robbs explained, Contractors are held to contract terms and S/M/WBE commitment. If a Contractor fails to meet the goal without an approved waiver there may be penalties on the present and/or future contracts.
- What is the status of the Goode Companies and A & Associates contract and SBE participation? Ms. Robbs stated, this Joint Venture (JV) is seeking to mediate to try to solve their differences in operating this contract. The Authority agreed to a second mediation meeting; outcome has not been determined. The JV is still responsible for achieving the SBE and M/WBE commitments on this contract (The Goode Companies is MBE certified, and A & Associates is SBE certified).

Additionally, Mr. Akther asked what the difference was between contract award percentage and contract participation percentage. Ms. Robbs explained, Contract Award Goal Percentage is the contract commitment and Contract Participation Percentage is the percentage of actual payments to certified subcontractors for credit. Contractors have the entire term of the contract to fulfill the S/M/WBE goal.

OUTREACH UPDATE

Ms. Asberry provided an overview of the June outreach events:

- Transformational Tuesday (a monthly training opportunity for vendors) titled, “Growing Your Business through Community Involvement,” presented by Karen Granger, Community Engagement Director at 4KIDS of South Florida (Palm Beach). Visit www.SWA.org/EBO to view all Transformational Tuesday videos and much more.
- The first SWA’s Community Exchange Roundtable, Best Practices in Project Management,” was a virtual success; more than 50 participants were educated on SWA bid opportunities, contracts and contract management.
- Digital Campaign runs April through September with advertising via Caribbean Today, El Latino Semanal, Florida Trend, and MIA Media (*Haiti Open Magazine was postponed due to the current events.*)

A few upcoming scheduled events include:

- Transformational Tuesdays

“Effective Project Team Communications,” will be presented by Lorna Anderson, Project Management Professional at Greywood Consulting Corp. on August 24, 2021 via Facebook Premiere.

“Q&A with the SWA’s Members of the Small Business Advisory Committee” will be recorded on September 27 and broadcast on Facebook Premiere on October 1, 2021.

- Projects 2022 SWA Business Opportunity Forecast Conference on December 2, 2021.

DISCUSSION OF OTHER MATTERS

In conjunction with the SWA, Ms. Antuna mentioned that she would like to work with Ms. Lau and Mr. Barrero to offer workshops in Spanish. It is Ms. Antuna’s intent to help get word out to the Hispanic population about SWA’s business opportunities.

A general discussion ensued relative to workshops and printed materials being offered to the business community (if English is not their first language) in an outreach effort to educate and encourage all ethnicities to register as a vendor and learn about the procurement process and opportunities. It was determined that a comprehensive plan approach needs to be identified which meets the needs of all communities trying to do business with SWA. In order to be inclusive to all, members suggested that future reports include types and percentages of S/M/WBE certifications by ethnicity and gender; information presented in EBO’s Annual Report each fiscal year.

Mr. Akther inquired about outreach to the Haitian community. Ms. Asberry informed the Committee that staff has made several attempts to reach out to the Haitian Chamber and Haiti Open Magazine to connect and advertise; the magazine has not been in production since the death of Haiti’s President. Ms. Asberry requested for SBAC members to introduce his/her Haitian and any other ethnic groups, constituents and colleagues to the EBO Office to assist SWA in making these connections.

Ms. Gray inquired about SWA’s partnerships with the PBC League of Cities, Chambers of Commerce, and other local government agencies. Ms. DePoter asked about a prior conversation relative to SWA presenting at the League of Cities meetings. Ms. Robbs responded, the League of Cities did not agree to a presentation, however, will distribute printed materials electronically. Ms. DePoter offered to get SWA on the Economic Council’s Business Forum agenda, as well as to speak with Mr. Richard Radcliff (Executive Director, League of Cities). Ms. Asberry added that SWA’s Public Affairs and Recycling department works directly with the Chambers of Commerce to get information to each of them.

Ms. Gray asked about the Transformational Tuesday Business Development training. Ms. Asberry stated that the purpose of the Transformational Tuesday Business Development training is to equip participants with essential tools for business development. Topics vary month-to-month and each session reinforces the necessary skills to develop new business opportunities and enhance existing business; previous sessions can be viewed on EBO’s website.

Additionally, Ms. Asberry will coordinate with Ms. DePotter for the SWA to present at the Economic Council of PBC's Business Forum at the October meeting. Ms. Asberry asked Ms. DePotter what the EBO Office staff needed to do to ensure that the presentation opportunity comes to fruition. Ms. DePotter requested that she be provided with a topic and length of presentation.

SBAC Rules and Procedures

Ms. Robbs stated that at the SWA's Governing Board meeting on June 9th, the Board approved to amend the SBAC Rules and Procedures to read, "Each Board member shall make one (1) appointment residing in Palm Beach County," not specifically within a Board member's district; this amendment passed and now allows for a larger recruitment base throughout the county. All SBAC members must reside in PBC.

Rule 2: Removal of Committee Members

Ms. DePotter read aloud Rule 2 and expressed ongoing concern with respect to Ms. Tina White's lack of attendance since being appointed by the District 7 Commissioner, Commissioner Bernard, on February 19, 2020. Ms. Robbs stated that attempts were made to contact Ms. White, however, no response has been received. A discussion ensued about Ms. White's well-being, as well as the lack of meeting attendance. Mr. Pellowitz concurred with the Committee's recommendation to discuss this concern with Commissioner Bernard.

The Committee discussed the scheduled presentation by the members and various formats for the Transformational Tuesday being recorded on September 27, 2021, and agreed for Ms. Samios and Mr. Lewis to work with Ms. Asberry in developing questions for a Q&A format.

MEETING ADJOURNMENT

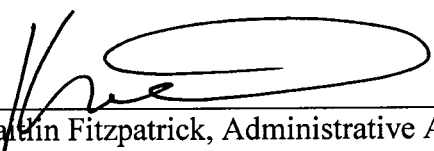
Ms. DePotter made a motion to adjourn the meeting and Mr. Barrero seconded. There being no further business, the meeting was adjourned at 10:30 a.m.

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

Attest:



Colleen M. Robbs, Director, EBO Office



Kaitlin Fitzpatrick, Administrative Assistant

SMALL BUSINESS ADVISORY COMMITTEE
August 10, 2021

ATTENDANCE LIST

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

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