

MINUTES

SOLID WASTE AUTHORITY OF PALM BEACH COUNTY SMALL BUSINESS ADVISORY COMMITTEE

October 4, 2022
9:00 A.M.

PRESENT: Bruce Lewis, Vice Chair (At-Large)
Karen Lau (District 1)
Michelle DePotter (District 3)
Erica Daley (District 4)
Rolando Barrero (District 5)
Kesnel Theus (District 7)
Maria Antuna (At-Large)
Angeleta Gray (At-Large)
Selena Samios (At-Large)

ABSENT: Junaid Akther, Chair (District 2)

STAFF: Colleen Robbs, Director, Equal Business Opportunity Office
Tim Thompson, Contract Compliance Specialist
Kaitlin Fitzpatrick, Administrative Assistant

CALL TO ORDER

Mr. Lewis called the Small Business Advisory Committee (SBAC) meeting to order at 9:01 A.M.

ROLL CALL

Ms. Fitzpatrick called the roll, and each member in attendance stated they were present.

PLEDGE TO THE FLAG

Mr. Lewis led the Pledge of Allegiance to the Flag.

AGENDA

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

APPROVAL OF MINUTES

Mr. Lewis asked the Committee for a motion to approve the minutes as submitted of the August 9, 2022, meeting. A motion was moved by Ms. Antuna to accept the minutes, as presented, and second by Mr. Barrero. With all in favor the minutes were adopted with no objections.

EBO PROGRAM MONTHLY REPORT & UPDATE

Ms. Robbs recognized that September is Hispanic Heritage month and October is Women’s Business month and Breast Cancer Awareness month. Ms. Robbs indicated that the EBO Monthly Report for August 2022 was distributed. Ms. Robbs presented a high-level overview of the EBO Program and the August Report.

SECTION	DESCRIPTION	AUGUST 2022 DATA	
Vendor Registration	Number of Registered and Certified Firms	Registered: 1,199	S/M/WBE Certified: 367
	Breakdown of Registered Certified Vendors by Certification Type	Total 733 (most vendors holding multiple certifications) MBE: 134 WBE: 109 M/WBE: 176 SBE: 314	
Solicitations Advertised with APIs Applied	Lists Projects with Goals (e.g., Affirmative Procurement Initiatives (API) are used to set preference goals.)	ITB 22-24/AL Brush Hog Services (Certified S/M/WBE Only)	
Solicitation Reviews	Number of informal and formal procurement requests received from various SWA departments which are reviewed by the Contract Compliance Specialists.	Informal Received: 8 Completed: 8 Contract Value: \$59,926.26 (Completed Reviews only)	
		Formal Received: 0 Completed: 0 Contract Value: \$0.00 (Completed Reviews only)	
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 10/1/2018 – 8/31/2022 # of Contracts: 323 Award Amt.: \$408,892,153 Goal: 27.9% Prime Payments: \$253,554,936 SMWBE Payments: \$64,362,173 Participation: 25.4%	
		8/1/2022 – 8/31/2022 # of Contracts: 5	

		Award Amt.: \$901,430 Goal: 20.1%
Contract List (Reporting Month)	Breakdown of all formal contracts (with or without goals) being monitored for contract compliance.	Five (5) contracts with a goal.

OUTREACH UPDATE

Ms. Robbs provided an overview of the August outreach events and commented on the following:

- National Black Business Month Community Mixer was sponsored by the Mosaic Group and hosted by the City of West Palm Beach on August 4, 2022.
- Black Business Month Celebration Luncheon sponsored by the Black Chamber of Commerce on August 18, 2022.
- National Black Business Month with the Palm Beach County Office of Equal Business Opportunity (OEBO) on August 23, 2022.
- Transformational Tuesday Business Development Training: on August 23, 2022, K.W.A. Group Branding presented “Be Intentional with Resources to Promote your Business”. Their presentation was very informative with great take-a-ways and is available to watch on SWA.org/EBO.
- The State of Black Businesses sponsored by the Palm Beach County OEBO on August 31, 2022.
- Upcoming events –
 - Hispanic Black Women’s Chamber of Commerce Lunch & Learn “Big Business for Small Businesses” on October 6, 2022, SWA’s EBO and PBC OEBO will present and encourage businesses to do business with SWA and PBC at the Keiser University Flagship Campus on Military Trail.
 - Palm Beach Partners 16th Annual Business Matchmaker Conference and Expo on October 27, 2022, at the Palm Beach County Convention Center. Ms. Robbs invited the SBAC members to attend the event and to invite small businesses as well.
 - SWA Projects 2023 Business Forecast Conference on December 1, 2022, at Embassy Suites. Ms. Robbs invited the SBAC members to attend.
 - SBAC SWA Facility Tour after the next SBAC meeting on December 6, 2022. Ms. Robbs asked the committee to RSVP to Ms. Fitzpatrick.

DISCUSSION OF OTHER MATTERS

Ms. Antuna observed the increase in online applications for vendor registration and asked what trade is being most utilized. Ms. Robbs informed the committee that the trades include construction, professional services, trade services and commodities.

Ms. Antuna requested the Palm Beach Matchmaker Flyer. Ms. Fitzpatrick will provide the matchmaker flyer to Ms. Antuna.

Mr. Lewis encouraged the committee and small businesses to attend the Business Matchmaker and upcoming events presented by Ms. Robbs.

As a follow up to the August SBAC meeting Ms. Robbs presented a PowerPoint on Digital Advertising. Ms. Robbs gave a brief overview of who SWA is, EBO's Mission, Affirmative Procurement Initiatives (API's) available to Palm Beach County Businesses holding an S/M/WBE certification(s) with certifying agencies that SWA accepts (The School District of Palm Beach County, South Florida Water Management District, City of West Palm Beach, Palm Beach County Office of Equal Business Opportunity, and State of Florida Office of Supplier Diversity). Ms. Robbs also presented a list of partnerships, EBO's advertising campaigns that directs viewers to register as a vendor and complete the application translated into the applicants desired language, as well as the benefits of becoming a registered vendor. Ms. Robbs informed the committee of the phone system SWA has and how the calls are directed to best assist the caller.

Mr. Paul Gonsalves, Customer Information Services (CIS) Director, gave a brief overview of the CIS department who oversees the collection contracts for the residential curbside collection in the Unincorporated Palm Beach County, non-ad valorem tax assessment, and answers an average of 300 to 350 calls per day. Majority of the calls are about collection services and few calls are transferred to departments within SWA. Ms. Samios asked Mr. Gonsalves if calls that are coming in languages other than English are being directed in the language they are received. Mr. Gonsalves mentioned that Ms. Robbs shared the concern of the Committee to have staff to assist Spanish and Creole speaking SWA callers. Mr. Gonsalves informed the committee that Spanish and Creole speaking staff are available to assist. Mr. Gonsalves stated that in one week less than ten (10) calls received in Spanish and none for Creole and other languages. Ms. Samios asked if vendors calling about bids or contracts in multilingual languages being assisted to which Mr. Gonsalves agreed.

Mr. Theus recognized two (2) guests from the Haitian business community and thanked them for attending today's meeting. Mr. Theus mentioned a call that he was informed of where the CIS Representative wasn't aware of the SBAC members or Ms. Robbs name and as a result didn't know which department to transfer the call to. Ms. Gonsalves stated that a staff directory is provided to all CIS Representatives and will provide the list of the SBAC members names to the CIS Representatives.

Mr. Barrero gave a brief overview of an experience he and a neighbor had with the City of West Palm Beach where they reside. Mr. Barrero suggested a Spanish voicemail box that can be checked on a set schedule. Mr. Gonsalves informed the committee that with the live staff and current voicemail box, CIS responds to all Spanish calls and has been able to assist all that have called in.

Ms. DePotter made a comment that assisting vendors with phone calls and vendor registration in their native language is great, however most of the general clauses in contracts state a requirement for example, the Project Superintendent to speak and read English.

Ms. Gray thanked EBO for listening to the concerns from the committee and corrected the pronunciation of her name on the roll call list.

Ms. DePotter informed the committee of twelve (12) modules of educational series for emerging contractors (\$25M and under) which include company organization, effective leadership, insurance and bonding, business development, contracts, workplace legal compliance, financials and cashflow, bidding and estimating, executive management, scheduling, warehouse tools and equipment, and safety as a free resource to members and non-members of AGC. This educational series can be found at AGC.org and AGCfla.com.

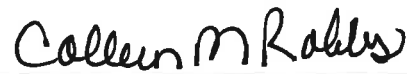
Mr. Lewis thanked the committee for their comments and discussion.

MEETING ADJOURNMENT

Mr. Lewis informed the committee of the next meeting on December 6, 2022, and requested a motion to adjourn the meeting which was made by Ms. Gray and seconded by Ms. DePotter. With all in favor and there being no further business, the meeting was adjourned at 9:53 A.M.

Future Meeting Dates: 12/6/22, 2/7/23, 4/4/23, 6/6/23, 8/8/23, 10/3/23, 12/5/23

Attest:



Colleen Robbs, Director, EBO Office

SMALL BUSINESS ADVISORY COMMITTEE
October 4, 2022

ATTENDANCE LIST

MEMBER	DISTRICT	4/5/2022	6/7/2022	8/9/2022	10/4/2022	12/6/2022	ABSENT
Karen Lau	1	Excused	Present	Present	Present		1
Junaid Akther	2	Present	Present	Present	Excused		1
Michelle DePotter	3	Present	Present	Present	Present		0
Erica Daley	4	Present	Excused	Present	Present		1
Rolando Barrero	5	Present	Excused	Present	Present		1
VACANT	6	--	--	--	--		--
Kesnel Theus	7	--	Present	Present	Present		0
Maria Antuna	At-Large	Present	Excused	Present	Present		1
Angeleta Gray	At-Large	Present	Present	Excused	Present		1
Bruce Lewis	At-Large	Present	Present	Present	Present		0
Selena Samios	At-Large	Present	Present	Present	Present		0
Next Scheduled Meetings: December 6, 2022							