

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

**February 7<sup>th</sup>, 2023**

**9:00A.M.**

**PRESENT:** Karen Lau (District 1)  
Junaid Akther, Chair (District 2)  
Michelle DePotter (District 3)  
Erica Daley (District 4)  
Rolando Barrero (District 5)  
Kesnel Theus (District 7)  
Bruce Lewis, Vice Chair (At-Large)  
Selena Samios (At-Large)

**ABSENT:** Angeleta Gray (At-Large)

**STAFF:** Colleen M. Robbs, Director, Equal Business Opportunity Office  
Hattie Asberry, Outreach Specialist  
Kavita Bedasie, Administrative Assistant  
Tim Thompson, Contract Compliance Specialist  
Jodi Hart, Director, Purchasing Services

**CALL TO ORDER**

Mr. Akther called the Small Business Advisory Committee (SBAC) meeting to order at 9:04 A.M.

**ROLL CALL**

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

**PLEDGE TO THE FLAG**

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

**AGENDA**

Mr. Akther called for a motion to approve the agenda. A motion was moved by Mr. Lewis. With no objections, the agenda was adopted.

**APPROVAL OF MINUTES**

Mr. Akther asked the Committee for a motion to approve the minutes as submitted for the December 6<sup>th</sup>, 2022, meeting. A motion was moved by Ms. DePotter to accept the minutes, as presented, and second by Mr. Lewis. With all in favor the minutes were adopted with no objections.

**EBO PROGRAM MONTHLY REPORT & UPDATE**

Mr. Akther acknowledged that Ms. Daley was present.

Ms. Robbs introduced a new member of the EBO department Ms. Kavita Bedasie, Administrative Assistant. She also acknowledged that the month of February is where we recognize Black History Month, and the contributions made. Ms. Robbs presented a high-level overview of the EBO Program and the December Report.

The EBO team helps businesses to obtain opportunities with the Solid Waste Authority. We continue to reach out to businesses in Palm Beach County and encourage them to register as a vendor. The primary benefit received when businesses are registered is continuous notification of upcoming projects and available procurement bids.

SECTION	DESCRIPTION	DECEMBER 2022 DATA	
<b>Vendor Registration</b>	Number of Registered and Certified Firms	Registered:1,232	S/M/WBE Certified: 374
	Breakdown of Registered Certified Vendors by Certification Type	Total 739 (most vendors holding multiple certifications) MWBE: 178 MBE: 136 WBE: 108 SBE: 317	
<b>Solicitations Advertised with APIs Applied</b>	Lists Projects with Goals (e.g., Affirmative Procurement Initiatives (API) are used to set preference goals.)	No Data to Display	
<b>Solicitation Reviews</b>	Number of informal and formal procurement requests received from various SWA departments which are reviewed by the Contract Compliance Specialists.	<b>Informal</b> Received: 40 Completed: 25 Contract Value: \$163,805.02 (Completed Reviews only)	
		<b>Formal</b> Received: 1 Completed: 3 Contract Value: \$150,000.00 (Completed Reviews only)	
<b>ITBs/RFPs Reviewed/ Pending Contract Award/ Contract Execution w/ APIs</b>	Summary of the different types of procurements in process.	RFP 23/201/LB Security Guard Services- SBE Evaluation Preference for Prime Bidders	
<b>Contract Type Summaries (Monthly &amp;</b>	Contracts being monitored,	<b><u>Program Performance</u></b> <b><u>10/01/2018-12/31/2022</u></b>	

<b>Program Performance YTD)</b>	contracts awarded and payments.	# Of Contracts: 387 Award Amt: \$413,626.566 Goal: 28% Prime Payments: \$285,518,995 SMWBE Payments: \$76,396,213 Participation: 26.8%  <b>12/01/2022-12/31/2022</b> None for December 2022
<b>Contract List (Reporting Month)</b>	Breakdown of all formal contracts (with or without goals) being monitored for contract compliance.	No Data to Display

### **OUTREACH UPDATE**

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

Mr. Akther recognized that three members were present at the last Transformational Tuesday and encouraged other members to be present for upcoming events.

Ms. Asberry emphasized how great it was to finally to have live events. The January Transformational Tuesday was well attended with a very enthusiastic audience. The panelists Karen Lau, Dr. Deeawn Roundtree, and Nathan Mendenhall were amazing as they discussed the topic of *"Taking the Lead."* The focal point was developing the leader within and building leaders around us. They were all exceptional leaders. Ms. Asberry gave special recognition to Ms. Lau's contribution to the training. She also acknowledged Mr. Barrero and Mr. Akther, who had a significant impact in the interactive conversation with the audience and the panel.

Ms. Asberry announced the February Transformational Tuesday would feature Elizabeth Burrows, a local Productivity Coach. Her topic is *"4 Pillars of Time Management."* Ms. Asberry expressed that we all get the same 24 hours, but some achieve more than others. Ms. Burrows will provide strategies for us to gain greater time management skills.

Again, Mr. Akther encouraged all members to attend. Ms. Asberry interjected that if the training is missed the video can be viewed on the SWA website, and on YouTube.

### **DISCUSSION OF OTHER MATTERS**

Mr. Barrero stated that Transformational Tuesday Training events are well constructed and impactful. He also inquired if we are keeping track of the attendance demographics, based on the speakers. He stated that he is more prone to attend when he sees an array of people that look like him. Ms. Asberry suggested that we can try to put it on the sign in sheet. She emphasized that one of our main objectives is to be as diverse as possible with our panelists and speakers.

Mr. Akther stated that as board members it would be great to promote the events ourselves. Speaking as an

Asian American and utilizing the diversity of the board members we can aid in promoting and diversifying the audience. Ms. Lau thanked Ms. Asberry for the opportunity to be a part of the panel and explained that it was very beneficial.

Mr. Akther asked Ms. Robbs to discuss the SWA Governing Board approval, and upcoming nominations to SBAC. Ms. Robbs advised that the Governing Board meeting is scheduled for February 8<sup>th</sup> and the Governing Board will approve SBAC appointments for the upcoming year.

Ms. Robbs advised the Committee she received a notification from Ms. Maria Antuna advising that she will no longer be able to continue to serve as a member of SBAC. Mr. Lewis asked Ms. Robbs were there any applicants that we already have that would be able to fill this opening. Ms. Robbs explained to the Committee that we maintain a list of individuals who have expressed their interest in serving on SBAC. This list is shared with Mr. Pellowitz and the Governing Board. The Governing Board appoints members to the committee in February of each year or as needed to fill vacant positions on the committee.

On behalf of the EBO team, and Solid Waste Authority, Ms. Robbs thanked the members for their time and commitment. Mr. Akther confirmed the date of the next Small Business Advisory Committee meeting to be held on April 4<sup>th</sup>.

### **Closing Remarks**


- Ms. Lau is incredibly pleased to be a part of the SBAC. She believes it is not only beneficial for herself but for her colleagues as well. She wants them to see the opportunities and become involved with this evolving community. Ms. Lau will continue to get others involved.
- Ms. DePotter expressed her gratitude to serve on this committee where she can exercise her leadership skills and provide opportunities. She announced that AGC will meet their Leadership on February 23rd at the Hilton. Ms. DePotter explained the nature of the event in detail, and other pertinent information regarding The AGC of America.
- Mr. Barrero expressed his pleasure of serving a second term on the Small Business Advisory Committee. He stated that his focus is to help develop small business owners, with an English deficiency.
- Ms. Samios gave thanks for the opportunity to serve on the committee. She expressed that being involved with SBAC has given her an opportunity to gain knowledge from SWA and from each board member. Ms. Samios also addressed Mr. Barrero's point on demographics and interjected that from a marketing perspective, it is the topic that draws people's interest.
- Mr. Theus advised that he shares the same sentiments as Mr. Barrero on helping and guiding small businesses. He further stated that it is enlightening and reassuring to see the direction that SWA is heading in.
- Mr. Lewis took the opportunity to share information about a grant program that the City of West Palm Beach will be launching soon. He stated that it will be highly informative and valuable to small businesses.
- Mr. Akther expressed honorable remarks in reference to Black History Month.

**MEETING ADJOURNMENT**

Mr. Akther requested a motion to adjourn the meeting which was second by Mr. Theus. With all in favor and there being no further business, the meeting was adjourned at 9:41 A.M

**Future Meeting Dates: 4/4/23, 6/6/23, 8/8/23, 10/3/23, 12/5/23**

**Attest:**

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Colleen M. Robbs, Director, EBO Office

**SMALL BUSINESS ADVISORY COMMITTEE**  
**As of February 7, 2023**

**ATTENDANCE LIST**

<b>MEMBER</b>	<b>DISTRICT</b>	<b>10/4/2022</b>	<b>12/6/2022</b>	<b>2/7/2023</b>	<b>4/4/2023</b>	<b>6/6/2023</b>	<b>8/8/2023</b>	<b># OF ABSENCES</b>
Karen Lau	1	Present	Present	Present				0
Junaid Akther	2	Excused	Present	Present				1
Michelle DePotter	3	Present	Present	Present				0
Erica Daley	4	Present	Present	Present				0
Rolando Barrero	5	Present	Present	Present				0
Vacant	6	-	-	-				
Kesnel Theus	7	Present	Present	Present				0
Vacant as of 01/24/2023 (Maria Antuna)	At-Large	Present	Excused	-				1
Angeleta Gray	At-Large	Present	Present	Excused				1
Bruce Lewis	At-Large	Present	Excused	Present				1
Selena Samios	At-Large	Present	Excused	Present				1
<b>Next Scheduled Meetings:</b> April 4, 2023 June 6, 2023 August 8, 2023 October 3, 2023 December 5, 2023								