

**OFFICIAL MEETING MINUTES
OF THE
OFFICE OF EQUAL BUSINESS OPPORTUNITY (OEBO)
ADVISORY COMMITTEE**

JULY 17, 2024

**WEDNESDAY
8:30 A.M.**

**50 SOUTH MILITARY TRAIL
WEST PALM BEACH, FL**

MEMBERS:

Javin Walker, Chair
Lorna Anderson, Vice Chair
Amy Angelo
Denise Albritton
Kati Cassiani
Clementine Fleuranvil
Robert Lesko
Courtney Newell
Juan Pagan
Doris Pastl
Christine Roberts-Kelly
Bob Schafer
Seabron Smith

COUNTY STAFF PRESENT:

Nicole Davis, Small Business Development Specialist I
Tonya Davis Johnson, Division Director V, Office of Equal Business Opportunity, OEBO
Reginald Duren, Assistant County Administrator
Megan Harp, Administrative Assistant II, OEBO

PRESENT VIA WEBEX:

Alice Kaneyia
Deirdre Kyle, Small Business Development Specialist III
Theresa Lawrence, Small Business Development Specialist I
Bob Schafer, Ranger Construction

CLERK OF THE CIRCUIT COURT & COMPTROLLER'S OFFICE STAFF PRESENT:

Alyssa Berg, Deputy Clerk
Danielle Freeman, Deputy Clerk

ALSO PRESENT:

Ilan Kottler, Owner, Cappuccino Express Inc.
Jacqueline Ramirez, Senior Business Consultant, Florida SBDC

I. Call to Order

The chair called the meeting to order at 8:33 a.m.

a. Roll Call and Introduction of Guests

Ms. Harp called the roll.

Present: Javin Walker, Amy Angelo, Kati Cassiani, Clementine Fleuranvil, Robert Lesko, Juan Pagan, and Seabron Smith

Absent: Lorna Anderson, Denise Albritton, Courtney Newell, Doris Pastl, and Christine Roberts-Kelley

Via Webex: Bob Schafer

(CLERK'S NOTE: Ms. Davis Johnson acknowledged Bob Schafer's attendance via Webex and stated that no votes would be recorded for Mr. Schafer.)

b. Adoption of Agenda for July 17, 2024

MOTION to adopt the July 17, 2024, agenda. Motion by Seabron Smith, seconded by Juan Pagan, and carried 7-0.

Ms. Davis Johnson recognized the Webex attendees.

c. Approval of May 15, 2024, Minutes

MOTION to approve the May 15, 2024, minutes. Motion by Juan Pagan, seconded by Seabron Smith, and carried 7-0.

II. Committee Member Update

a. Chair and Vice Chair Vote

Ms. Davis Johnson addressed the forthcoming expiration of the chair and vice chair positions on July 18, 2024. She conveyed that the committee would proceed with the nomination and vote for these positions at the September meeting. Additionally, she provided an overview of the vacant committee positions and the respective qualifications associated with each seat.

Mr. Walker inquired whether the committee should cast their vote during the current meeting.

Ms. Davis Johnson stated that the committee would conduct their nominations at the September 18, 2024, meeting.

Mr. Lesko inquired if the committee had found a replacement for Ms. Hart's position, to which Ms. Davis Johnson responded that Ms. Ramirez had shown interest.

III. Old Business

a. Outreach Activity Report

Ms. Davis, on behalf of OEBO Outreach and Public Information Coordinator Antonia Smith, provided a comprehensive overview of events outlined in the outreach activity report and discussed a list of upcoming events.

Mr. Lesko requested clarification regarding the National Black Business Month Economic outreach event scheduled for August 30, 2024.

Ms. Davis Johnson provided details regarding the event. She stated that the event would feature a series of discussions specifically curated for small businesses, along with a workshop for all attendees.

Discussion ensued about alternative funding sources and the Section 108 Loan Guarantee Program.

Ms. Angelo stated that the 108 Program was funded federally.

Ms. Davis Johnson suggested inviting the Housing and Economic Development Council to the September meeting to provide further information about the program.

Mr. Walker stated information regarding grant and loan programs was beneficial to helping small businesses improve and succeed.

Mr. Smith shared details about an upcoming loan workshop to be hosted by a local bank. Upon successful completion of the workshop, participants would be eligible to receive a certificate enabling them to qualify for a loan of up to \$10,000.

Mr. Walker requested that Mr. Smith provide more information about the program at the September committee meeting. He also thanked Ms. Davis for her report.

b. Small Business Certification Report

Ms. Davis provided a comprehensive breakdown report outlining the total number of certified vendors currently participating in the SMWBE program.

IV. New Business

a. Recertification Sub-Committee Report

Mr. Walker discussed the status of program participants who were due for recertification. He said that members of the committee planned to reach out to participants to encourage them to renew and request feedback about their experiences working with the OEBO. He added that the information and results would be provided to members and staff for their review.

Mr. Pagan inquired about the possibility of including a direct point of contact within the list of company organizations.

Ms. Davis replied that the modified list would be sent out to the committee.

Ms. Angelo inquired if the revised spreadsheet could be sent in a shared file for real-time updating in a single location. The committee members and staff agreed.

V. Committee Member Comments

Ms. Angelo relayed feedback on the online vendor recertification process and suggested integrating navigation guidance into a workshop session to better assist the public in understanding available opportunities.

VI. Director's Comments

Ms. Davis Johnson provided an overview of the Board's approval on July 2, 2024, of an updated disparity study, which would focus on evaluating the fair allocation of County procurement opportunities to SMWBEs. She emphasized the importance of active and direct engagement from all members. Additionally, she mentioned that staff were currently processing the third-quarter participation report for review by the Board of County Commissioners (BCC).

VII. Assistant County Attorney's Comments

No comments were made.

(CLERK'S NOTE: Mr. Walker recognized Assistant County Administrator Reginald Duren.)

Mr. Duren encouraged active member participation in the disparity study to ensure the most effective results.

VIII. Public Comments

There were no public comments.

(CLERK'S NOTE: Item V, Committee Member Comments, continued at this time.)

Ms. Cassini inquired about the number of SBE-certified companies in every industry that had bid on projects and been awarded contracts with the County.

Ms. Davis Johnson stated that staff would explore options on how to provide the information to each member.

Discussion ensued regarding the listed information of SBE-certified companies that received County contracts.

Mr. Walker clarified that the list would be broken down by the industry.

Ms. Angelo discussed her recent work with the County at the Palm Beach County Convention Center, where her certified woman-owned business facilitated obtaining coffee equipment and implemented training on the machines. Furthermore, she spoke about her collaboration with the Small Business Administration (SBA) to secure funding accommodations. She noted that her company had been as a model to promote the SBA 504 plan.

In response to a question posed by Mr. Walker, Ms. Angelo replied that information regarding the SBA could be found on social media. She also encouraged members to attend the July 30, 2024, open house in Lake Park.

Mr. Smith inquired if the company had received a 504 loan.

Ms. Angelo explained that the loan was facilitated by Bancorp with support from the County.

Mr. Lesko discussed the successful outreach program in Riviera Beach and a potential expansion of the program in the future. Additionally, he spoke about his interest in hosting an evening event to provide resources for existing small businesses.

(CLERK'S NOTE: Item VI, Director's Comments, continued at this time.)

Ms. Davis Johnson informed the committee of staff's work on the Hispanic Heritage Month celebration in collaboration with Mr. Pagan.

Ms. Davis Johnson discussed plans for a Spanish-language registration workshop. She said that information regarding the date and location would be provided to the committee.

Ms. Cassiani offered to assist with the event.

Mr. Walker requested that staff establish a deadline of August 31, 2024, for the submission of the recertification committee's report. He expressed gratitude to each member for their time and dedication.

Mr. Kottler provided a brief self-introduction and conveyed that he had more than 20 years of experience working within the county.

Ms. Ramirez provided a brief self-introduction and expressed her enthusiasm for becoming a committee member.

Mr. Pagan discussed the BCC's approval in June of a multicultural business incubator to be located in Palm Springs.

Discussion ensued regarding the business center.

IX. Adjournment

MOTION to adjourn. Motion by Juan Pagan, seconded by Seabron Smith, and carried 7-0.

At 9:29 a.m., the chair declared the meeting adjourned.