



**THE CITY OF MIRAMAR
BUSINESS, INCLUSION & DIVERSITY
CONSTRUCTION & PROFESSIONAL SERVICES
ADVISORY BOARD MEETING MINUTES**

DECEMBER 10, 2024

1:00 P.M.

A meeting of the City of Miramar's Economic Development & Housing (EDH) Department's Business, Inclusion & Diversity Construction & Professional Services (BID) Advisory Board took place at 1:28 p.m. on Tuesday, December 10, 2024, 2nd floor, Engineering Conference Room W-201L, EDH Department, 2200 Civic Center Place, Miramar, FL 33023.

1 & 2 CALL TO ORDER/ATTENDANCE

The following board members were present:

Chairperson Dorothy Brown-Alfaro, Owner, Jador Intl. Corp.
Mac Alabre, CEO, Lien Library Inc., FIU (Remote)
Denise Brown, President, DPX Construction Management
Priscilla Diaz
Amaury Genao, Turner Construction Company
Garrie Harris, CEO, Alpha 1 Staffing
Robert Washington, Jr., Instructor, Carpenters & Pile Drivers Union

The following board members were absent:

Vice Chairperson Vernon Williams, Brigcon Construction Svcs. (Excused)
Vernon Dooling, Mem. Coordinator, Minority Builders Coalition (Excused)

A quorum was achieved.

Other persons present:

Jordan Gary, City Attorney
Dr. Karen Hollis, BID
JC Briosio, BID Coordinator

Dr. Hollis reviewed the new attendance sheet created by the City Clerk's Office, copies of which were distributed to board members; the handout included copies of chapter two detailing the City's advisory board attendance guidelines.

3. APPROVAL OF MINUTES

Dr. Hollis explained that in reviewing the minutes prior to their approval, and their entry into the City's archives, the red highlighted areas needed to be filled in as much as possible. The minutes shown to the board contained red highlighted areas in the dialog that indicated portions of the dialog were difficult to hear, as was identifying speakers who failed to state their name. She mentioned the BID Advisory Board meeting minutes were some of the longest among the City's advisory boards, asking board members to make an effort to keep their dialog focused on the agenda items for discussion. She asked for a motion to approve the minutes of October 2023 through November 2024 that were revised, finalized, and sign by Chairperson Brown-Alfaro.

Ms. Harris made a motion to approve the BID Advisory Board minutes as stated above; the motion was seconded by Ms. Brown. The motion passed unanimously.

4. REVIEW OF CHAPTER 2 OF CITY CODE

- **Removal of Excess Absences**

Discussion: The board and staff reviewed chapter two, specifically the first page, section 2-51(b), the portion pertaining to the removal of board members who exceeded the number of absences; absences of board members from meetings needed to be approved by the board for them to be considered excused; board members should try to notify staff of their absence as early as possible prior to an upcoming meeting; an absence was considered unexcused if the absent board member made no attempt to inform staff of the reason for their absence; a regular agenda item would be added for the board to review the previous meeting's attendance sheet to keep board members updated as to excused and unexcused absences; going forward, the new process would include sending a form for absent board members to fill out, stating the reason for their absence from a meeting, and both the forms, and attendance sheet would be reviewed at each meeting; the reviews would begin as of the January 2025 board meeting.

Dr. Hollis asked the board for a motion to approve the new attendance review process detailed above.

Ms. Brown made a motion to approve the BID Advisory Board's reviewing

at each meeting of the roll call sheet, and the member absence forms provided by staff; the motion was seconded by Ms. Harris. The motion passed unanimously.

5. BID 2025 APPROVED EVENTS (RAVE CARD)

Dr. Hollis reviewed the Rave Card provided to the board that outlined the internal and external activities of the BID program her department would foster in 2025. Her staff and she would review with each city department the BID manual, etc.; there would be five external training stakeholder collaborations, of which a more detailed description was located at the back of the handout. Staff would prepare flyers for each event as they approached, and these would be distributed to the board accordingly.

- There was a board consensus to receive the Rave Cards as stated.

6. MENTOR PROTÉGÉ PROGRAM (AMAURY GENAO)

Amaury Genao, Turner Construction, reviewed the Mentor Protégé (Protégé) Program, as detailed in the backup, highlighting the following:

- Copies of a document better describing the program were distributed to the board; a general copy in Word would be sent to Dr. Hollis that could be emailed to the board; the document outlined expectations, roles, how the program was designed to be implemented immediately, etc.
- The document provided a good foundation for board and staff discussion, and consideration for the City of Miramar; adjustments could be made to match the needs of the City, as the document provided was a template.

Chairperson Brown-Alfaro asked if the CBE on page three of four was just for Broward County, or could it be for Dade County, or any entity that had multiple certifications.

Mr. Genao said the mention of CBE in the document was just as an example, and was interchangeable, as with other specific percentages, etc. mentioned. Some language was changeable for applicability to Miramar, just as more or less of an action might be called for than that stated in the example document. The proposed the document was to be reviewed by the City's BID team, so they could break out items, replacing them with language specific to the City's needs. In this way, the board and staff could review the Protégé program without having to start from scratch, but tailoring the program to the City's needs.

Dr. Hollis asked Mr. Genao to provide a specific breakdown of who needed to do what, in terms of responsibilities, etc., so BID staff had a clear understanding of

exactly what expectations were, and the number of city departments her team had to involve to implement such a program in Miramar. With this breakdown, she could develop an outline that she would review with the EDH director, and her staff, along with the Procurement director, so she could present the board with an outline that was more Miramar specific for review.

Mr. Washington mentioned his company had an 18-month agreement program with their contractors, providing them with training, apprenticeships, etc. He wondered if the Protégé program was similar, such as having a time limit.

Mr. Genao responded that the dynamic Mr. Washington mentioned would have some overlapping features with the Protégé program; the latter was project-specific, and project driven, existing only for the life of the specific project. However, it was designed to provide supplemental training; the program was to enable a diverse firm to work side-by-side on a profitable contract for an actual project. It leaned heavily on, ideally, having executives share best practices to allow a smaller firm build capacity. He noted the City was not prevented from having overlapping programs, or training elements included.

Dr. Hollis thought the City could consider, with the utilization of Turner projects, doing the Protégé program, as it could eliminate the City having to do so much internal regulation, thereby getting the program up and running in an expeditious manner without having to involve a lot of the leg work.

Mr. Genao offered to have one of the Turner project executives or managers who oversaw the implementation of the program give the board a presentation in 2025, facilitating a candid discussion about what worked, concerns that arose, as well as have their legal counsel speak on what aspects created certain challenges, etc.

Dr. Hollis remarked Turner Construction would be the constant, while the primes, etc. would change based on whoever was managing the specific Turner project.

Ms. Harris thought the Protégé program was a great idea, though she recalled Mr. Genao stating at the last meeting that Turner did not have any projects in Miramar at present.

Mr. Genao affirmed this to be the case. However, Turner was a Tri-county company, so nothing would prevent them from working with a firm in Miramar to have them work on a project in Dade County, for example.

Chairperson Brown-Alfaro summarized the board could recommend including other subtrades outside of the GCs.

Mr. Genao answered yes.

- Dr. Hollis restated her intention of working with Mr. Genao to develop an outline that she would later present to the board for discussion and input.

7. NEW BUSINES

a. Survey Data Report of BID 3rd Annual Construction Fair

Dr. Hollis reviewed the handout distributed to the board on the subject item, noting the event was a success with over 400 registrants, and some 200 individuals in attendance. The participant survey yielded a 97 percent satisfaction rate, with 80 percent of the attendees stating they found potential contracting opportunities for their businesses; while 27 percent of the attendees were already Miramar businesses, 30 percent of the businesses wished to become Miramar vendors. She noted 97 percent of the attendees said they would attend the 2025 event, and the remaining three percent said maybe.

8. ANNOUNCEMENTS & INFORMATION

b. Vendor Relationship Management (VRM) Program

Dr. Hollis reviewed a proposal document distributed to the board for their review, and consideration. In the BID team's quest to demonstrate to City leadership the initiatives the board was advancing to foster more economic impact for local businesses, staff drafted a proposal called Vendor Relationship Management. The program would foster the management of relationships between primes and subs; she referred to the exhibits in the document that outlined contracts between local businesses and the City for illustration. She stated the board would be the mentor, working with the City's BID team to identify a specific approved 2025 capital project, the dynamics to identify available small/certified businesses. This would be an opportunity for the board to have a program in place where they could help small, minority businesses secure contracts to work on the City's capital improvement projects. Dr. Hollis pointed out the handout distributed to the board was a complete proposal for members to take with them to thoroughly review to facilitate discussion at the next board meeting on whether it was a viable initiative the board wished to undertake.

Ms. Harris thought the proposed program appeared to be a great initiative. She asked if the board would be vetting the small businesses.

Dr. Hollis answered yes. The example she provided identified Siemens as a prime contractor that already had a contract with the City for the installation of

electronic systems; this contractor already committed to minority inclusion as part of their contract; Siemens already met and exceeded this goal. As such, the board was not being asked to help Siemens meet such goals.

Mr. Washington suggested Dr. Hollis ask Siemens if they were willing to implement a mentor protégé program, or the 18-month program his firm utilized.

Dr. Hollis affirmed she could ask Siemens the questions, but she respectfully asked the board to wait to ask Siemens to implement such a program in 2025. For, there are already two initiatives for the Board to consider for the current fiscal year. To ask this of Siemens meant her staff and she were committing to working with Siemens to bring the program into being with the number of tasks she was currently undertaking, including working on initiatives with the board, it would be very, very difficult to execute this year. However, an excellent idea to explore for the future.

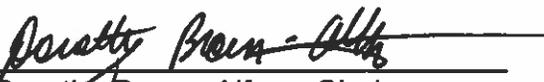
Chairperson Brown-Alfaro understood the challenges Dr. Hollis mentioned, but she, too, wished to see BID staff approach Siemens on having a mentor protégé type program. She suggested tabling the discussion to the next board meeting.

Chairperson Brown-Alfaro made a motion to table the above discussion to the next board meeting; the motion was seconded by Ms. Harris. The motion passed unanimously.

9. ADJOURNMENT:

Next meeting: Tuesday, January 14, 2024, @ 1:00 p.m.

The meeting was adjourned at 2:42 p.m.


Dorothy Brown-Alfaro, Chairperson
DB/cp