



FINAL

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

JULY 9, 2024

1:00 P.M.

A meeting of the City of Miramar’s Economic Development & Housing (EDH) Department’s Business, Inclusion & Diversity (BID) Construction & Professional Services Advisory Board took place at 1:18 p.m. on Tuesday, July 9, 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 International Corp.
Vice Chairperson Vernon Williams, Brigcon Construction Svs. (Remote)
Mac Alabre, CEO, Lien Library Inc.; FIU
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 member was absent:

Vernon Dooling, Membership Coordinator, Minority Builders Coalition

A quorum was achieved.

Other persons present:

Jordan Gary, City Attorney
Dr. Karen Hollis, BID
Colette Holt, City Diversity Consultant

Karen Mitchell, BID Coordinator
Paul Njoroje, Business Analyst Manager

3. APPROVAL OF MINUTES

- Meeting Minutes of October 31, 2023; January 9, 2024; February 13, 2024; March 12, 2024; April 9, 2024; and May 14, 2024.

Vice Chairperson Williams made a motion to table the vote on all the above noted minutes to the next board meeting; the motion was seconded by Mr. Washington. The motion passed unanimously.

Chairperson Brown-Alfaro encouraged all board members to read over the six sets of meeting minutes, so the board could vote to approve them, so they could be accepted into the record at the next meeting. Any corrections members identified should be emailed ahead of time to Dr. Hollis to make the corrections, as allowed, to the minutes.

Dr. Hollis mentioned the minutes sent to the board were in PDF format, so they could note their corrections, and send them back to her.

4. DATA COLLECTION ON BID INCLUSION INITIATIVES (OVERVIEW)

Dr. Hollis remarked the data collection, utilization, training, etc. were all detailed in the City's BID manual, which was forwarded to each board member, asking if they reviewed the document, and had any feedback for her. She hoped they had, as they could send her their comments to review and, possibly, incorporate.

Chairperson Brown-Alfaro sought confirmation the manual was based on the ordinance that created the BID Advisory Board.

Dr. Hollis affirmed the City created an ordinance to establish the BID Advisory Board in the City's Code of Ordinances; there was the BID Act, after which the staff created a procedural and policy manual that functioned as the guidelines from which the board would use to better educate staff and the public as to who the board was, and what it sought to accomplish. There would be an internal, departmental training on July 23, 2024, for all city department staff, to which all board members were invited. At least three departments would be at each session and the inclusion initiatives to secure more minorities on BID projects would be reviewed; Project Authorization Forms, BID Commission Reports, and Department Utilization Strategy Sessions.

Chairperson Brown-Alfaro surmised board members needed to submit their comments on the manual prior to July 23 to ensure their feedback was

considered, and, possibly incorporated into the manual.

Dr. Hollis noted the manuals were first sent to the board in February 2024, stressing the importance of the board's input in the finalizing of the manual, as their input would help city staff create a document based on the most accurate, current, and best knowledge on how to develop a program in the subject environment. The manual also included a proposal for data collection, an intricate part of the process, as well as one for contractor payment, all of which she sought the board's feedback, affording board members an opportunity to review the language staff drafted. She met with Director Anita Taylor the previous day, and they were waiting to see how many board members at the present meeting indicated they read the manual, and could give some feedback, which they were willing to incorporate right up to the day before the training began. Based on the board's responses, she would give board members more time to read over the manual, and send her their feedback prior to Thursday, July 18, the Friday before the week of the training sessions.

Chairperson Brown-Alfaro mentioned contacting Colette Holt at Miami-Dade County, and Ms. Holt stated that she had no legal opinion with regard what was taking place with Senate Bill (SB) 705. She was clear that there was nothing she could do to help, and with what was taking place across the U.S. with steps to get rid of diversity and inclusion around the country, her 40 plus years of work was gone out the door; there was nothing the federal government could do legally. She spoke with others, and they, too, told her very little could be done in to save Florida's small business programs that were under attack. Ms. Holt alluded to large, multimillionaires, such as the Koch brothers, the Heritage Fund, and other nonprofit organizations were going after everything related to promoting diversity and inclusion. Ms. Holt stressed the need for people to get out and vote in all the 2024 elections in order to effect change at the local, state, and federal levels; it had to be a collaborative effort. She echoed the need for board members to get their feedback on the BID manual back to Dr. Hollis by July 18; the Adobe software in which the PDF manual document could be read provided the ability to edit documents without actually writing in them.

Ms. Harris asked Dr. Hollis if she received the emailed recommendation from her regarding the BID manual.

Dr. Hollis answered no.

Ms. Brown questioned if the manual Dr. Hollis had with her at the present meeting was the one she emailed to the board, as she already read that document.

Dr. Hollis answered yes.

Ms. Brown stated she would email Dr. Hollis the notes she made based on the manual she received and read earlier in the year.

5. DEPARTMENT MINORITY UTILIZATION TRAINING - JULY 23, 2024

Dr. Hollis referred to the attachment distributed to the board, stating it outlined the individuals serving on the BID Advisory Board, and it named Ms. Holt as a paid consultant with the City of Miramar. It would be a full day of training. Attending department representatives would be given a survey to determine how much they knew about BID, which she found extremely effective when she began working in that division of the City; most of the staff knew nothing about it. She said they did a post training survey to see how this changed, and it showed that the training was a very successful tool. Dr. Hollis explained changes to the City's process, stating before a project was presented to the Commission, there was a requirement that the parties concerned reviewed the project with her team and her. Dr. Hollis met with the City's CIP officer the previous day, who expressed agreement that for all \$1 million and over projects a mandatory project reduced scope session would be held to explore breaking down a project to allow project managers, engineers, architects, the prime if one was assigned, etc. on the call, giving smaller businesses a full review of trades that could potentially be available to work on such projects. She requested that they appoint a department liaison who would work directly with her; detailed in the BID manual was language creating rules, regulations, and guidelines as to the expectations were of the BID liaison, all of which were pursuant to the City's BID Act.

Chairperson Brown-Alfaro understood the \$250,000.00 project limit was based on Broward County's practice, asking how the \$1 million limit was set. She asked if the \$250,000.00 limit would be divided among the trade contractors.

Dr. Hollis did not reply. The disparity showed that the City did not have to review all projects for minority inclusion, so the aim was to establish a process for a smaller contractor could secure a project contract as the prime without including any participation goals. Projects of \$250,000.00 or less were not projects she reviewed for participation goals; setting the trigger for her to review projects of \$1 million or more was due to the industry standards showing that small businesses had difficulty securing contracts as a prime.

Mr. Genao sought clarification as to diversity certifications recognized by the City.

Dr. Hollis responded the City was not a certifying agency. Miramar is a subset of Broward County, and we accept certifications of other agencies.

Vice Chairperson Williams asked about the City's public/private partnership

(PPP) program, wondering if the board would be reviewing any of those projects.

Dr. Hollis responded when the board reviewed the April 2024 meeting, they would refresh the board's memory as to when Mr. Williams proposed the PPP strategy and committed to providing her staff and she with a proposed plan to review and consider.

Vice Chairperson Williams commented on whether it made any sense for him to proceed based on what Ms. Brown-Alfaro stated about the State's recently passed legislation, as it removed the need for businesses to do anything in this regard.

Chairperson Brown-Alfaro asked Dr. Hollis to invite Ms. Holt to address the board at the next meeting on the recently passed House Bill (HB)705/Senate Bill (SB) 742, asking that further discussions be deferred until after Ms. Holt spoke on the bills, as well as giving an opinion on how the City should proceed.

Dr. Hollis concurred, stating she would arrange for Ms. Holt to attend virtually, and board members could voice their questions and/or concerns; she would likely invite her to attend the board's September 10 meeting. Board members should feel free to send her any ideas/questions that could be included in the information Ms. Holt would share with the board.

Mr. Genao questioned if the City was still evaluating businesses' pre-qualifications to reduce the likelihood of any barriers preventing any business from bidding on a contract. About aspiration goals, he still relied on the guidelines of national policies, regardless of what the County or State did; thus, they applied the 20 percent national goal, and their work was predominantly private. Most of their private clients had goals related to the national goal.

Vice Chairperson Williams observed Mr. Genao's following the national goal would not violate State law. He asked Dr. Hollis about the City's conducting workshops for local small businesses.

Dr. Hollis referred to a handout she distributed to the board members that showed the City's BID program would be hosting an upcoming small business outreach event; staff would showcase all its programs, initiatives, etc. She urged board members to attend, and support the event, and to come prepared to ask questions; she added that board members were free to review and bid on the transportation surtax projects listed in the handout. Dr. Hollis mentioned BID staff discovered in going out to speak with local businesses that many of them were not in compliance; hence, BID staff's efforts to go out to the local business community to inform and educate them on the differences in the requirements for the City's business tax. More importantly, her staff and she sought to educated

them on the grant the City made available for Miramar businesses; there were two grants available, one for \$25,000.00, and another for \$10,000.00. She mentioned there were resources available to help local homebased businesses seeking to transition into a commercial-based business.

Vice Chairperson Williams restated his suggestion of the City holding workshops for small construction businesses, even meeting with them one-on-one if needed, to speak to them about doing business with the City of Miramar, and with larger corporations; for most of them this was a challenge.

Mr. Alabre wished to know the level of the County's, and the City's engagement have with construction for bids in South Florida.

Dr. Hollis explained the City's BID Advisory Board decided on the programming, and other related elements they wished to see; a workshop was needed to outline what the board desired, and she could design an outline based on input emailed to her as to what they wished to discuss at the workshop. Thus, each board member should email her their input on what they desired, and staff would work on creating a model for the board to review and consideration. She asked board members to be more diligent about reading the material they were sent and/or received as backup to be better prepared for subsequent meetings.

Vice Chairperson Williams stressed the need to educate small businesses on how to do business with the City, and large corporations, including knowing what they needed to provide to bid, such as having bond information ready, setting up QuickBooks, etc. Many small businesses knew nothing about such matters. He said the three most important elements were: understanding the contracts; having proper business accounting; and being properly insured.

Mr. Genao commented, for future board events, it would be necessary engage with organizations, such as Miramar/Pembroke Pines Chamber of Commerce, etc. to help with the education piece. He commended Dr. Hollis on the bonding forum her department had, but steps need to be taken to ensure all the boxes were checked, as far who was in the room as a resource when creating the small business workshop format.

Chairperson Brown-Alfaro mentioned FIU had a great program to educate small businesses.

Dr. Hollis concurred, mentioning being excited about where the City and the board were in the education of local small businesses, stating the bonding symposium was very successful. She found the amount of time that a small business could spend at an expo away from their business varied, making it challenging as to the amount of detail to go into at the workshop/symposium;

they held a legal clinic, where staff advised small businesses that if they met the criteria, they could go to Nova Southeastern University (NSU) to receive legal services. She recently submitted to Director Taylor a request to hold a transformative business expo at NSU, and she would love to have the board members involved in the trainings that would be provided at that expo. The board could discuss this at a future meeting for 2025.

6. STATUS CERTIFICATION DATA COLLECTION

No discussion.

7. NEW BUSINESS

- a. MAP Broward Project Opportunities - July 15, 2024
- b. Edit Submissions to BID Policies and Procedures Manual

8. ANNOUNCEMENTS & INFORMATION

- a. BID Project Outreach - August 29, 2024, (See Flyer)

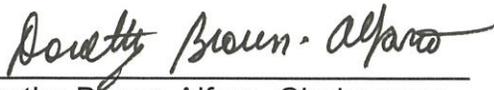
EVENT INFORMATION

Check-in Time	9:00 a.m.
Networking Breakfast:	9:00 a.m. – 10:00 a.m.
Welcome:	10:00 a.m. – 10:15 a.m.
EDH Inclusion Resources:	10:15 a.m. – 10:30 a.m.
EDH Housing Resources:	10:30 a.m. – 10:45 a.m.
EDH Bus. Dev. Resources:	10:45 a.m. – 11:00 a.m.
EDH Grants for Miramar Firms:	11:00 a.m. – 11:15 a.m.
BIND Space Building Tour:	11:15 a.m. – 11:45 p.m.
Lunch & Closeout:	12:00 p.m.

9. ADJOURNMENT:

Next meeting: Tuesday, August 13, 2024, @ 1:00 p.m.

The meeting was adjourned at 2:30 p.m.



Dorothy Brown-Alfaro, Chairperson
DB/cp

