



**THE CITY OF MIRAMAR
BUSINESS INDUSTRY DEVELOPMENT
CONSTRUCTION & PROFESSIONAL SERVICES
ADVISORY BOARD MEETING MINUTES**

APRIL 15, 2025

1:00 P.M.

A meeting of the City of Miramar’s Economic Development & Housing (EDH) Department’s Business Industry Development (BID) Construction & Professional Services Advisory Board took place at 1:10 p.m. on Tuesday, April 15, 2025, 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.
- Vice Chairperson Vernon Williams, Brigcon Construction Svcs.
- Mac Alabre, CEO, Lien Library Inc., FIU
- Denise Brown, President, DPX Construction Management
- Amaury Genao, Turner Construction Company
- Garrie Harris, CEO, Alpha 1 Staffing (Late)
- Robert Washington, Jr., Instructor, Carpenters & Pile Drivers Union

The following board member was absent:

- Priscilla Diaz, Truist Bank

A quorum was achieved.

Dr. Hollis mentioned Vernon Dooling was no longer a board member, asking board members to let her know if they knew of anyone who might be interested in serving.

Other persons present:

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

3. APPROVAL OF MINUTES

- **Regular Board Minutes of January 14, 2025**
- **Regular Board Minutes of February 11, 2025**
- **March Meeting Cancelled – No Quorum**

Vice Chairperson Williams made a motion, seconded by Mr. Alabre to approve the January 14 and February 11, 2025, board meeting minutes as presented; the vote was unanimous.

4. AVAILABILITY OF RESEARCH: Tough Leaf

Dr. Hollis provided the board with copies of a document detailing the market research that was recently completed on a city milling and resurfacing project by Tough Leaf. The review was completed by the new management services team, in which they identified the categories of availability; number of firms identified; the number of firms that were called; and the respondents.

5. VENDOR RELATIONSHIP MANAGEMENT (VRM)

Dr. Hollis provided an outline highlighting the following:

- Ten-vendor management strategies that were implemented.
- Breakfast with Verdex: A prime contractor she contacted that hosts these meetings to vet subs; they asked Dr. Hollis to bring sub-consultants.
- She agreed to help them identify available sub-consultants; told that BID created a Notice for firms to join the next breakfast.
- BID sent notice to subs Verdex requested: electricians, plumbers, general contractors. Verdex did not want Notice sent to public, only 5 to 6 trades.
- Board members with construction and construction related firms registered to attend in person (Brigcon Construction, DPX Construction, JADOR Electrical- the others virtually.
- The board members asked the City Attorney if it was acceptable for board members to attend.

City Attorney Gary stressed to board members that if they attended the meeting, virtually or otherwise, they could not speak to each other about anything that might come before the board for discussion or a vote.

Dr. Hollis reiterated:

- This would be a contractor meeting, and the board members who attend virtually would not be able to speak or participate.
- Mr. Brioso would send board members the link for the meeting, so they could view the process.

Chairperson Brown-Alfaro stated she would not attend the meeting virtually, as she wished to be a part of the meeting.

Dr. Hollis responded that Vice Chairperson Williams, representing his company, would be at the table, so she was free to attend, explaining this was not a board meeting; the entire meeting would be managed by the company, who stated their desired contractors. It was a project management meeting that would only be an hour long in the morning.

Mr. Alabre asked if he attended, could he speak to any attendees who were not board members.

City Attorney Gary affirmed he could, if he was speaking only as an individual attending, not as a board member.

Dr. Hollis commented that board members who attended the meeting, in person, and virtually, could hold their questions for discussion at the next BID Advisory board meeting. She again stressed that the company asked her to invite construction, and construction-related firms; this was not an open meeting for anything other than trades Verdex vetting potential subs. Verdex knows that the VRM program is a board initiative, which is why they allowed the board to watch the process. Verdex desires firms with which they could build a team; they initially asked for one firm in each category, and she told them she would bring two of each.

Chairperson Brown-Alfaro wished to know how she could be one of the invited firms for the electrical aspect or was it too late.

Dr. Hollis reminded that Verdex requested the Notice not be sent to public, and confirmed Ms. Brown-Alfaro could attend the meeting.

6. CIP PROJECT SCOPE WEBINAR: Tuesday, April 22, 2025

Dr. Hollis stated the City's BID Division would be hosting the subject event highlighted the following:

- Over 500 persons signed up to attend
- Many firms continued to contact her, to whom she sent the flyer
- Webinar for approved and budgeted CIP projects for fiscal year (FY) 2025
- Board members were invited to scan the QR code to register to attend.

7. NEW BUSINES

a. Mentor Protégé Summit (April 28, 2025) - Virtual

Dr. Hollis said Mentor Protégé would be the theme of the FY 2025 contractor fair, and Mr. Briosio and she would be attending a Mentor Protégé Summit from April 28 to the 30, 2025.

Ms. Harris mentioned reaching out to Brian Johnson, the possible replacement for Mr. Dooling on the board; he said he would contact Dr. Hollis.

b. Advisory Board Commission Reports

Dr. Hollis said the requirement was now for the board to submit quarterly reports to the City Commission; she directed the board's attention to the memo she prepared. She communicated what the board was working on, including information on the VRM program, and the board vacancy.

8. OLD BUSINESS

Advisory Board Updates: April 2, 2025

Dr. Hollis noted she went before the Commission to change the BID Program name to Business Industry Development; this was done via ordinance, and it passed first reading. The second meeting would take place on May 7, 2025, and she would communicate the outcome of the second reading of the ordinance at the next board meeting.

9. ANNOUNCEMENTS & OPEN DISCUSSION

a. BID Connect: City of Miami, FWBC, and Verdex

Dr. Hollis mentioned every month she would do a BID Connect, letting the business community know where they could come to connect and learn what the City was doing to assist businesses. Mr. Briosio prepares notices. They attended the City of Miami event, and they gave notice at their NSU workshop on February 5, 2025; in Miami Mr. Briosio and she met several businesses who attended after receiving BID staff's notice on the event. She encouraged board members to visit the City's BID website to learn more about BID Connect, and other activities staff was engaged in.

Mr. Washington asked if the changing of the name of the city's BID Division, and the board's name led to changes to any other language.

b. BID Name Change Approved by Commission

Dr. Hollis explained that wherever Business Inclusion Diversity - BID was reflected in City Code and marketing materials, the name would be changed to Business Industry Development.

c. Citywide Data Collection

Dr. Hollis mentioned Mr. Brioso and she were currently collecting data, and Mr. Brioso was applying for a full-time position with the City of Miramar; he would be a great help communicating with businesses. The data they would be collecting was utilization data on minority firms. She said they did a pilot in 2024, using only 6 city departments: utilities, Engineering, IT, Construction, and Public Works. JC distributed a document to show the data collected. For 2025, BID staff will collect data from ALL city departments.

d. Workforce Development: ESB Graduation Ceremony

Dr. Hollis advised that while attending NFBPA Conf in San Francisco, she attended a lunch-and-learn regarding workforce development being done with high school students. Since returning, she visited Miramar High and connected with their Entrepreneurial Small Business (ESB) Program. She learned over 500 students in program, but only One Hundred Fifty (150) passed end of year required state certification exam. Dr. Hollis offered to host ceremony for 150 students who passed, to allow BID Advisory Board members to speak words of encouragement and to showcase their various businesses to encourage students.

Board approved to implement the ESB annual graduation ceremony as the VRM workforce development initiative. Dr. Hollis prepared an Event Agenda allowing each Board Member to speak for 15 minutes. The ceremony will be held during Board’s May monthly meeting, Tuesday, May 13, 2025, from 11am to 2:15pm. All members of the Board confirmed their willingness to speak and to attend event.

e. 2025 Small Business Week

Mr. Genao looked forward to seeing everyone at Small Business Week; he understood board members attending the event could not converse; the event would run from May 5 to 9, 2025; each city had a variety of events in the morning and evening.

City Attorney Gary stressed that board members could speak to one another if they met at an event, but their dialog could not be on anything that might come up for a board discussion or vote.

9. ADJOURNMENT:

Next meeting: Tuesday, May 13, 2025, @ 1:00 p.m.

The meeting was adjourned at 1:55 p.m.



Dorothy Brown-Alfaro, Chairperson