

## SBA RECERTIFICATION OVERSIGHT SUBCOMMITTEE

Wednesday, May 16, 2018

### Minutes

#### **Members Present:**

Amy Angelo  
John Elliott  
Carole Hart  
Aida Vidal  
Rachelle Wood

#### **Staff Present:**

Helene Hvizd, County Attorney  
Vicky Cronell, Administrative Secretary

**Members Absent:** Javin Walker

#### **I. CALL TO ORDER**

In Javin Walker's absence, the Subcommittee voted to have Rachelle Wood act as Chair. Meeting called to order at 9:10 a.m. by Acting Chair Rachelle Wood.

#### **II. REPORT OF FINDINGS**

The report on findings was circulated and reviewed by the Subcommittee members.

#### **III. DISCUSSION**

Rachelle Wood stated that the Subcommittee needs to find ways to encourage small businesses to certify and retain their certification with Palm Beach County. Ms. Wood suggested monthly orientation meetings for businesses who are newly certified. Aida Vidal suggested strongly encouraging newly certified businesses to engage in a mentorship program. Amy Angelo suggested obtaining a list of businesses who have graduated from the SBE program and asking them to mentor newly certified businesses. Rachelle Wood stated that OSBA could hold a monthly orientation program and strongly encourage newly certified businesses to attend. Carole Hart stated that a needs assessment survey would be helpful to determine the needs of newly certified SBEs.

Rachelle Wood stated now that the Subcommittee has moved on from the focus of retention, it should change from Recertification Oversight Subcommittee to the Retention Oversight Subcommittee and should be an ongoing subcommittee. The Subcommittee discussed recommending a monthly orientation to newly certified and existing SBEs that would consist of the following:

- SBEs responsibilities (contractual obligations, accounting, bidding)
- Purchasing overview (possibly the same program from Small Business Week)
- Finding opportunities
- Reminder of expiration
- The advantages of being certified
- A list of mentors

The orientation should last no more than two hours and attendance should be tracked.

#### **IV. ADJOURNMENT**

Meeting adjourned at 9:55 a.m.