



ONE CITY. ONE JACKSONVILLE.

City of Jacksonville, Florida

Lenny Curry, Mayor

Procurement Division
Equal Business Opportunity Office
Ed Ball Building
214 N. Hogan Street, Suite 800
Jacksonville, Florida 32202

JSEB Monitoring Committee Meeting
February 27, 2023
Ed Ball Building, Room 851
Minutes

Present: Leslie Campbell, Antoinette Meskel, Nina Sickler, Kimano Edwards, Mike Zaffaroni

Absent: None

Staff: Dinah Coleman, Sheliah Brown, Sandy Simpson, Denise Daniels

Chair, Leslie Campbell called the meeting to order at 2:07 p.m.

Public comments: none

Chair Leslie Campbell called the meeting to order. Everyone in attendance introduced themselves to the Group.

Office Updates:

Leslie Campbell asked for the new JSEB committee members to speak about how they were introduced to the JSEB program. Kimano Edwards stated that he is an attorney and was approached by City Council President Terrance Freeman about this opportunity and decided to accept this opportunity to give back to the city and serve. Mike stated that he was also appointed by City Council President Terrance Freeman and serve as a Prime Contractor and have JSEB's working for/with his company and decided to take this opportunity because he has always been a huge supporter of the Small Business Community. Leslie Campbell welcomed the new JSEB committee members.

The Committee discussed the appointment of new JSEB committee members and the current JSEB Committee members' positions. Dinah stated that there are new JSEB Committee applications that were submitted for the JSEB Monitoring Committee, but there has not been an update yet and that the JSEB office will work with the JSEB Monitoring Committee members that we currently have. Mike offered to assist with getting the new JSEB Committee members on board and Dinah stated that we should wait to see if the new JSEB Committee members are appointed by the next quarterly meeting. The Committee also discussed the number of committee members that are needed for a quorum and Dinah stated that four are needed, which the Committee currently has.



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Dinah introduced the Draft Annual Report, Fiscal Year 2021-2022 for the Committee to discuss and stated that the draft has not been introduced to City Council yet. Dinah stated that the request for the Draft Annual Report is from City Council Woman Pittman who oversees the City Council JSEB Sub Committee. Dinah stated that the Draft Annual Report reflect some of the changes in the Ordinance that has been made since she started as the JSEB Administrator. Dinah and the Committee discussed the Tier Programs and how the JSEB office currently have a Tier 1, 2 program and the JSEB office is currently working on building out the Tier 3 Program, which the JSEB office is working with the Office of General Counsel. Dinah stated that the JSEB office will have a Tier 3 program like the DOT Small Business Development Initiative. Dinah stated that the Tier 3 program would set aside projects that are 1.2 to 2 million dollars exclusively for JSEB vendor in Tier 3. This will allow them to become Prime Contractors within the JSEB program. Committee and Dinah discussed the different sides of the JSEB Tier 3 Programs, CCNA and SBA. Leslie asked if the Tier 1 and 2 programs were rolled out and Dinah stated that Tier 1 and 2 programs had been rolled out. Committee and Dinah discussed the Tier 1 and 2 Programs.

Tina and the Committee discussed BDI Programs as it relates to the JSEB program. Dinah and the Committee discussed the Diversity Program and how it would move the Tier 3 Program along. Mike Zaffaroni asked about the qualifications of the Tier 3 Program and Dinah stated that she is still waiting on the DOT to respond. Leslie explained the Tier Program and the BDI Program to the new Committee members and why it was started.

Dinah and the Committee discussed the Disparity Study. Dinah stated that she asked for an answer on the personal net worth question before the Disparity Study is completed so that the EBO office can move forward with the Tier 3 Program. Dinah stated that the Disparity Study will be completed in August 2023. Kimano asked how the City Council JSEB Committee and the JSEB Monitoring Committee work. Leslie explained that the JSEB Monitoring Committee monitors the JSEB's and any reports on a quarterly basis. Dinah stated that the City Council JSEB Committee is a Legislative Committee. Kimano asked about the roles in each Committee. Leslie and the Committee discussed the roles of each Committee. Tina stated that The Administrative code will explain how the Committee work and what the Committee is charged to do and how often to meet. Kimano asked about the roles of each JSEB Monitoring Committee member and Leslie, and the Committee explained.



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Dinah stated that the review of the Annual Report is just an overview and suggested that the Committee meet within a month, to provide time for Committee members to review the document. Discussion and questions will be addressed at the next meeting. Dinah introduced Sandy, JSEB Data Analyst to do the overview of the Annual Report that she put together.

The Committee and Sandy discussed the Annual Report. Mike asked how would a JSEB percentage increase work as it relates to the JSEB Annual 20% department goal. Dinah explained and stated that the overall goal for the city is normally met and that it looks different when it is broken down by departments and what is needed. Tina asked who is asking Dinah for the information to work out the 20% goal. Dinah explained. Mike asked if the JSEB program was trying to really help the prime contractors to find the right JSEB and Dinah said yes. Dinah discussed ICATT, the consultant that teaches JSEBs how to do estimating and proposal writing. Dinah and the Committee discuss the Access to Capital Program which helps the JSEB's get started in a project. Nina asked who reviewed the Loan Applications for Access to Capital. Dinah stated that the JSEB office, OGC review and then Cohen an outside law firm do all the title work for the loan application. Mike asked how long does it take for the loan application to process and Dinah stated approximately two weeks. Dinah and the Committee discuss the maximum amount of the Access to Capital Loan, which Dinah stated 100 thousand dollars.

The Committee continued to discuss the Annual Report with Sandy. Dinah stated that the JSEB office is currently doing site visits and that she is meeting with the New JSEB'S, and the Committee discussed. Mike made a suggestion for page 4 of the of the Annual Report, the EBO/JSEB Award, to put the percentage increase and the Committee discussed. Kimano requested for there to be a breakdown on page 4 of the Annual Report, of who is being awarded the contracts and ask if it is the same JSEB's being awarded the contracts. Kimano also stated that the Annual Report needs to have more transparency. The Committee and Dinah discussed and Dinah stated that the JSEB's have to have the capacity to do the project and the Committee continued to discuss. Dinah explained that the JSEB program has nothing to do with the JSEB's being awarded contracts and the Committee discuss. Dinah stated if there is a problem with JSEB's stating that the same JSEB's is getting the projects then the City Council need to take a look at the Agencies that are awarding the JSEB's the contract and the Committee discuss. Dinah stated that the JSEB office can try and get the Committee the information based on the set asides, which is how the JSEB office would look at it and the Committee discuss.



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Sandy asked that the Committee bring or submit their questions and concerns to the next meeting after they reviewed the Annual Report.

The Committee voted to come back to continue to discuss the Annual Report and any info that is needed on the Draft Annual Report. The Committee voted to have another meeting on the end of the month, Monday, March 27 in person from 2-4 pm.

Meeting Adjourned: 3:50 pm.