JSEB Monitoring Committee Meeting

Thursday, July 16, 2026, at 2:30 p.m. - 4:30 p.m.
Don Davis Room, 1ST Floor, City Hall, 117 West Duval St

JSEB MONITORING COMMITTEE
PRELIMINARY MEETING MINUTES

July 16, 2026
2:30 p.m.
Don Davis Room, 1st floor, City Hall

Committee Members:
Mike Zaffaroni, Trade Association Member, Chair: Present
Kimano Edwards, Vice Chair: Present
Roderick Myrick, JSEB Contractor Member: Present
Monique Thompson, Citizen Member: Excused
Leslie Campbell, JSEB Contractor Member: Present
Vacant, Non-JSEB Contractor Member: Vacant
The Honorable Council Member Terrance Freeman, Designated Member: Excused

Advisors:
Gregory Grant - JSEB Administrator, GGrant@coj.net: Present
Shannon MacGillis - Office of General Counsel, SMacGillis@coj.net: Present

Staff:
Ivana Gavric, EBO Office, IGavric@coj.net: Present
Greg Pease, EBO Office, gpease@coj.net: Present

1. **Call to Order:** Chair Zaffaroni convened the meeting at 2:33 p.m.

2. **Roll Call and Verification of Quorum** (4 members): Conducted by Chair; quorum not satisfied until arrival of L. Campbell at 2:36pm.

3. **Approval of Minutes from prior meeting(s)**:
Meeting minutes from May 21: Motion to approve moved by Campbell, 2nd Myrick. Vote: unanimous

Meeting minutes from June 18: Motion to approve moved by Edwards, 2nd Campbell. Vote: unanimous

4. **Call for Public Speakers**:

The speaker, John Nooney, referenced various local government bodies, St. Johns County, the Kids Hope Alliance, CPAC, and even film projects he claimed were underway, repeatedly praising JSEB while weaving in anecdotes, legislative numbers (2026-0396), his "Jake from State Farm" attire, and appeals related to movie-making. He portrayed JSEB as central to economic and creative opportunities in the region.

5. **Reports:**

A. JSEB Administrator: Q1 & Q2 Score Card

Gregory Grant presented a condensed scorecard review for Q1 and Q2. He explained that JSEB contract goals were not currently being met, with 7.53 percent achieved versus a target of 10.12 percent. He clarified that previous measurements were based only on contracts routed through the JSEB office, producing numbers around 18 percent, but current ordinance requires measurement against all citywide contracts, which places the realistic range closer to 7–10 percent. He also described new “exclusions” being added to scorecards for transparency, noting the removal of duplicate data and the exclusion of certain payment types that previously inflated results. He then walked through CIP goals, explaining that the committee was slightly below the 20 percent goal, sitting at 18.6 percent. The news was more positive regarding program participation, as JSEB enrollment had grown to nearly six hundred businesses. Mr. Grant emphasized ongoing community outreach that has yielded substantial gains both in new certifications and in year-to-year retention, with about forty new firms joining each quarter and around seventy successfully recertifying. He described an increased focus on internal outreach, including a new training initiative for department heads and chiefs to ensure they understand how to effectively utilize JSEB participants.

Regarding to access-to-capital updates, Mr. Grant reported that $980,000 of the $1 million loan fund had been distributed, with $20,000 allocated to the vendor managing the program. Roughly forty percent of the loans had been repaid, and although no defaults had occurred, about forty percent of outstanding loans were in late-payment status, ranging from one day to ninety days late. Committee members raised questions about whether repaid funds could be re-loaned, and Mr. Grant explained that once repayments reached around sixty percent, they planned to reissue loans after rebidding the management contract. He acknowledged that the sixty percent threshold was somewhat arbitrary but based on the desire for meaningful data to reassess the program’s structure and improve underwriting requirements in future rounds.

The committee expressed concerns about the proportion of late payments and discussed how this might be perceived by City Council. Mr. Grant clarified that most late payments were under thirty days and that there had been lessons learned from previous lending decisions that would inform improvements. Committee members then shifted to discussing the mid-year report presentation to the Council’s Finance Committee.

Chair Zaffaroni praised the clarity of the scorecard and reiterated his confidence in presenting it publicly, noting the overall progress and heavy workload managed by the limited JSEB staff.

Motion to approve the Q1/Q2 Scorecard with modification to the order of bullets regarding YTD enrolled JSEBs: moved by Edwards, 2nd Campbell. Vote: unanimous.

B. Equal Business Opportunity Office: status of continuing education, training and mentoring programs, and program marketing and community outreach, including recommended goals, methods to measure goals, and the achievement or otherwise or previously set goals, as to each topic.

6. **Presentations:**

None

7. **Unfinished Business (If Any)**:

The meeting then moved to unfinished business, specifically draft legislation intended to update JSEB program requirements. Greg Pease and Shannon MacGillis explained that the legislation removes the CPA-certified financial statement requirement for JSEBs under $2 million in annual revenue, deeming the requirement unnecessarily burdensome. It also eliminates mandatory tracking of training hours, acknowledging that such tracking was arbitrary and duplicative of existing industry licensing requirements. They discussed where these changes appear in the draft ordinance and noted the "whereas" clauses that justify the revisions for the City Council. An additional "whereas" clause was proposed to document the committee's unanimous support at this meeting. The committee reviewed the draft legislation, clarified the intent, the updated explanatory clauses and minor wordsmithing.

> Motion to approve the draft legislation as proposed and including three whereas clauses as presented, allowing for minor wordsmithing to maintain the intent: moved by Myrick, 2nd Campbell. Vote: unanimous.

Mr. Pease and MacGillis confirmed that the next step is for Mr. Grant's team to bring the legislation through the mayor's MBRC track so it can be introduced formally by the Council President at the request of the mayor.

8. **New Business:** *None*

9. **Announcements:**

Upcoming events (All events with additional details are available on our website JSEB.Jacksonville.gov)

Next committee meeting August 20th at 2:30pm

10. **Adjournment:** Conducted by Chair

Meeting adjourned 3:05 p.m.