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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

October 11, 2018

Ed Ball Building, Room 825

Minutes

Present: Leslie Campbell, Pegine Echevarria, Antoinette Meskel, Jessie Spradley, Charles Freshwater
Absent: Nina Sickler, Michael Stovall
Staff: Rose Nettles

Chair Leslie Campbell, called the meeting to order at 2:03 p.m.

Public comments: None

Leslie welcomed and thanked everyone for attending the meeting today.

Minutes from the July 26, 2018 were approved.

The committee members were provided copies of the 2018 survey results for their review. Leslie began the review by suggesting the committee look at the survey results in page order, taking one question and results at a time. The committee had questions concerning one of the responses that indicated that a JSEB vendor was left alone in the FSCJ URC building during a power failure for an extended time. The committee requested that the minutes reflect that a JSEB staff member remained with the JSEB vendor until power had been restored and she could safely exit the building. The monitoring committee suggested that the training program be expanded to include a class for JSEB vendors to learn how to develop a portfolio to document their business experience. Discussion continued. Due to time restrictions of the meeting Leslie suggested that committee members continue to review on their own and that they could continue this discussion at the January 2019 meeting.

Next the committee reviewed the performance data from 2018. The committee suggested that perhaps the JSEB program should be divided into tiers of membership. The committee requested that the JSEB Office provide data for them at the next meeting to how many of the current JSEB vendors received contracts in 2018 and what are the major categories that they received contracts for.

The committee reviewed copies of the proposed changes to the recertification application. Overall the committee approved of the changes that were reflected in the proposed draft of the recertification application but provided suggested changes. The committee suggested adding the option of using the complete EIN number instead of the last four numbers of the social security number on page 4 of 5 of the current application and removing the name of beneficiaries notation on the same page. By general consent the committee was in agreement with the changes to the recertification application. The committee also suggested adding additional explanation of the Other Special Debt on page 3 of 5, although this will be further discussed at the January 2019 meeting.

Committee member were provided current marketing brochure and rack cards for their review and information.

The next JSEB Monitoring Committee will be held on January 16, 2019 at the Ed Ball Building at 2:00 p.m.

Meeting adjourned: There being no further business, the meeting was adjourned at 3:47 p.m.