

Special Note: The following is a summary of the Minutes taken from the Business Development Advisory Council meeting held on June 12, 2013, and does not necessarily provide a detailed verbatim transcription of the Minutes.

## **MINUTES**

### **BUSINESS DEVELOPMENT ADVISORY COUNCIL WEDNESDAY, JUNE 12, 2013 9:00 A.M.**

**CLARK COUNTY GOVERNMENT CENTER  
500 S. GRAND CENTRAL PKWY  
4<sup>TH</sup> FLOOR, GOLD ROOM  
LAS VEGAS, NEVADA 89155**

#### **Members Present:**

Dianne Fontes, Nevada Minority Supplier Development Council- Chair  
Jane Lee, Jadon Foods- Vice Chair  
Charles Ware, Professional Fitness Institute  
Leonard Hamilton, M.B.D.A. Business Center  
Marla Turner, The Blue Nevadan  
Miranda Richardson, Link Consulting

#### **Members Absent**

Ernest Fountain, Black Business Council  
Jill Rowland-Lagan, Boulder City Chamber of Commerce  
Scott Muelrath, Henderson Chamber of Commerce (excused absence)

#### **Clark County Staff**

Adleen Stidhum, Clark County Purchasing and Contracts  
Diana Escobar, Clark County Purchasing/Business Development

#### **Legal Counsel:**

Mark Wood, Clark County District Attorney's Office

#### **Guests:**

Amy Shaw, McCarran International Airport  
Christine Footit, Internal Revenue Service  
Laura Jane Spina, RAFI Architecture and Design  
Russ White, QVegas Business Alliance  
Tom Akers, Akers & Associates, Inc.  
Stephanie Tejada, Stephanie's Gourmet

**I. CALL TO ORDER**

**Dianne Fontes**, called the meeting to order on Wednesday, June 12, 2013, at 9:06 a.m.

**II. OPENING CEREMONIES**

Silent invocation was conducted followed by the Pledge of Allegiance.

**III. CERTIFICATION OF COMPLIANCE WITH THE NEVADA OPEN MEETING LAW**

It was announced that the meeting was being held in compliance with the Nevada Open Meeting Law. The meeting was properly posted at the appropriate locations as listed at the bottom of the agenda.

**IV. PUBLIC COMMENTS:**

There were no public comments.

**V. INTRODUCTION:**

The members and guest introduced themselves.

**VI. NEW BUSINESS:**

**A. Approval of the April 10, 2013 Minutes**

The Minutes were unanimously approved with one correction on Ernest's public comment.

**B. Receive a Presentation from Tom Akers on the Business Opportunity Workforce Development program (BOWD)**

**Tom Akers**, Akers & Associates, Inc. stated that they are a consultant with Clark County since 2008 and they have been working on implementing a local, small business program. The program is designed to provide the local, small business community a connection with Clark County in terms of procuring goods and services. **Tom** mentioned that based on some recommendations from BDAC, the program went from a 12-month program to a 4-month program, with a total of 12 classes the firms must go through. He said that in addition to the County, the Nevada System Certification is partnering with Akers & Associates, Inc. He announced the graduation ceremony on June 12, 2013, from 5:30 p.m. to 7:30 p.m., at UNLV and he invited the BDAC members to attend.

**Dianne** asked if there is some way the Council could support the businesses in the BOWD program to help them grow and develop. **Tom** thinks the Council can support the businesses when they are unfortunate to get a contract. For example, he mentioned they had one company land a multi-million dollar project but he had some challenges trying to get the bonding and everything lined up. **Dianne** mentioned that bonding and funding seem to be typically the biggest barrier.

**Marla** asked what the criteria for acceptance are and how many sessions are held per year. **Tom** answered that there are two sessions per year and they max the classes to about 75 but they have the class twice a year. In terms of the requirement to get to the program, these small businesses have to be properly licensed, but they have to provide a good or service that Clark County could buy or use. In addition to that, the firms have to commit to a four (4) month

cycle. **Tom** also mentioned that businesses go through stages based on their capabilities. **Tom** thinks the next class will start in early August. **Tom** said they have VIP seats which are 5 seats for 5 suppliers that the BDAC members recommend. The classes are held at the University of Nevada Cooperative Extension.

**Dianne** stated that the Council is launching a newsletter that is to be posted on the Clark County's website and wants to make sure that information about the BOWD program is included. She requested seeing some of those best practices and success stories. She thinks that would encourage people to participate.

### **C. Review and Approve the BDAC By-Laws**

The following are the Council's recommended changes to the By-Laws:

- On Article 1A, strike item number one, two and three. It will read "The Council members shall support the Business Opportunity Workforce Development (BOWD) program(s).
- Article 2- Membership, strike "members shall be nominated by their respective organizations. Instead, letter B will become letter A and state: "Applicants will be presented to Purchasing/Business Development for submittal to the Board of County Commissioners for approval. Then letter B will read "The Board of County Commissioners will vote on and approve applicants."
- On Article 2, subsection 2, delete "and one member from the organizations listed in the Mission Statement."
- On Article 2, subsection 2, on letter A, delete "and ratified by the Board of County Commissioners."
- Article 2, subsection number 3, it shall read "All appointments shall be made for the duration of a 2 year term.
- Article 2, subsection 4, will read "A member can be removed from the Council by the Board of County Commissioners either at the member's request or a recommendation by the Council.
- On Article 3, subsection 2, replace Chairperson with "Chair."
- Article 3, under subsection 3, it will read "Minutes of all public meetings and hearings shall be maintained on compact disc or electronic media and shall be of public record.
- On Article 3, subsection 5 is to be deleted and replaced with the language found in the ordinance 3.56.070, subsection B.
- Under Article 4, subsection 1, will read "the Chair shall be elected by the Council."
- Article 4, subsection 2, will read "The Vice-Chair shall be elected by the Council." Also, change all instances of Chairperson to say "Chair." There was a typo on subsection 2 which is to change the word number to read members.
- Article 4, subsection 3, shall read that any vacancy in the office of the Chair or Vice Chair of the Council shall be filled by the Council after such vacancy has occurred.

The amendments made to the By-laws were approved by the BDAC members.

**VII. OLD BUSINESS:**

**A. Receive a Report from each of the following Subcommittees:**

- **Legislature-** **Charles** stated that there have not been any Legislative subcommittee meetings. **Marla** mentioned that two of the tax bills passed and two of them failed. **Dianne** asked to provide a written report explaining those bills. **Charles** was tasked to maintain those reports.
- **Marketing and Public Relations-** **Marla** reported that the subcommittee met and discussed the development of a document library in which the Council will be able to pull reports and a form that would be used when a member from BDAC goes to a business event. They discussed developing a brochure containing information about the County's Purchasing Division, BDAC and the services provided. Also, they talked about creating an on going newsletter. The newsletter will include the County resources, meeting information and events calendar. They discussed the possibility of highlighting a specific agency for each newsletter edition. **Marla** was concerned about being able to track the delivery of the newsletter.

**Dianne** stated that the purpose of the newsletter was to present a product that could be on the County's website so that any body seeking opportunities or signing up to register can hit a link and open it. BDAC and RBDAC would send out the newsletter to their own constituencies. It supposed to be a tool to educate the County's suppliers. **Dianne** asked for suggestion on how the Council can track who is opening and receiving the newsletter. **Miranda** said that there are free resources available to track. However, she asked what are the legal obligations that they Council would need to follow since they are representing the County.

**Adleen** suggested scheduling a subcommittee meeting. **Dianne** agreed of having a subcommittee meeting to answer the questions regarding the BDAC newsletter and brochure and come up with a solution.

- **Advocacy-** **Leonard** stated that he reached out to the new State Ombudsmen and they would like to attend some the BDAC meetings. He asked if he could receive more direction on exactly how the advocacy subcommittee is expected to proceed. **Ernest Fountain** and **Anna Siefert** are also part of the subcommittee.
- **Speaker Bureau-** **Jane** reported that at every BDAC meeting there will be a guest speaker to talk about one of the County's resources or special programs designed to help small, minority, women-owned businesses. Also, they have invited some of the small businesses within Clark County so that they can share information about their business, talk about ways they feel the Council can better support them and find ways to get them more involved with BDAC. **Jane** invited **Laura Jane Spina** from RAFI Architecture and **Stephanie Tejada** from Stephanie Gourmet. They talked about their businesses.

**Stephanie Tejada** said that Stephanie's Gourmet is a small business in Boulder City. They make gourmet mustard, mayonnaise and sauces. **Stephanie** mentioned that she is looking forward on expanding her business since she is the only one that does everything. She thanked Jane for introducing her to the resources available that will help her to expand her business. She said that she is not certified or registered in the on-line supplier database.

**Laura Jane Spina** stated she is the owner of RAFI Architecture which is a certified woman-owned, small, disadvantaged business enterprise. She also mentioned she is one of the graduates from the Clark County Business Education Program. **Dianne** asked if the program had been helpful. Laura said that it was helpful for her and for the other two members of her office that participated.

**B. Future Meeting Dates**

The future meeting date's agenda item was tabled until the next schedule subcommittee meeting on July 12, 2013.

**VIII. PUBLIC COMMENTS**

**Dianne** stated that the Nevada Minority Supplier Development Council (NVMSDC) recently had their 18<sup>th</sup> Annual Excellence Awards and it was an amazing event. She thanked everyone who supported the event. Dianne announced that Jane Lee was named Advocate of the Year. **Dianne** also announced that Jane is one of the 12 finalists of Project Vesto and encouraged the Council to vote for Jane. The business who receives the most votes will win a 100,000 business grant.

**Jane** thanked the Council for their votes.

**IX. NEXT MEETING: Wednesday, August 7, 2013, 9:00 a.m., 4<sup>th</sup> Floor, Gold Room, Clark County Government Center, 500 S. Grand Central Parkway., Las Vegas, NV 89155.**

**X. ADJOURNMENT**

The meeting was adjourned.