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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 (Sub-Committee)

October 6, 2021

Zoom

Minutes

Present: Leslie Campbell, Nina Sickler, Tina Meskel
Absent: Jessie Spradley
Staff: Dinah Coleman-Mason, Sheliah Brown, Aileen Cruz

Chair Leslie Campbell called the meeting to order at 2:11 p.m.

Public comments: None

Chair Leslie Campbell called the meeting to order then welcomed everyone.

EBO/JSEB Administrator Dinah Mason began the meeting by explaining the Administrator's Report, which is a review and deliverable of the monitoring committee member request from prior meetings. Ms. Mason provided the committee clarity regarding their term limits. She then went on to ask the committee if they had any questions and/or suggestions regarding the JSEB Continuing Education curriculum. Ms. Mason then added that the Business Intelligence Program will also be added to the curriculum. Chair Leslie Campbell had a question about the orders of each educational track. She suggested that the track orders should be rearranged to reflect the transition from beginner level learning to executive level learning. Committee member Tina Meskel asked if the Executive level training is required. EBO/JSEB Administrator Dinah Mason said no, there will not be a mandate on the Executive level training. She went on to say that the EBO will review everyone on a case-by-case basis regarding professional development as it pertains to professional licensing. The professional development may be used in lieu of the JSEB curriculum.

EBO/JSEB Administrator Dinah Mason then lead the topic of discussion which were the reporting of JSEB project goals and amended EBO language. She further gave an overview of the quarterly legislative discussions. EBO/JSEB Business Analyst Aileen Cruz presented the JSEB Program project goals. She discussed the JSEB award totals for the 2020-2021 FY. Committee member Nina Sickler asked if there has been any discussion to review not only awarded contracts to JSEBs but also payments to JSEBs. EBO/JSEB Business Analyst Aileen Cruz answered that the EBO is currently manually tracking JSEB payments. EBO/JSEB Administrator Dinah Mason added that the EBO will receive the JSEB Notice To Proceed and that JSEBs will have to report their payments.

EBO/JSEB Administrator then began to review the changes in EBO language. She stated that Encouragement, Participation, and Set-Asides were merged, and good-faith efforts were addressed. Ms. Mason then asked the Committee if there were any questions regarding the EBO language. The Committee agreed that they would need further review of the document, then will discuss in a future meeting. Ms. Mason asked if the Committee had any questions about the Quarterly Legislative discussion topics. Committee Chair Leslie Campbell suggested that we include an update on Committee Member Jessie Spradley, provide a timeline on filling committee member vacancies, discussion of EBO language, provide the Monitoring Committee updates about the JSEB Sub-Committee, and discuss the status of the Disparity Study.

The JSEB Monitoring Committee Meeting will be held Friday November 12, 2021, from 2:00 pm-4:00 pm via Zoom. The next quarterly JSEB Monitoring Committee Meeting will be scheduled during the conclusion of the Sub-Committee meeting.

Meeting Adjourned: 3:31 p.m.