



# **CERTIFICATION BOARD**

**ANNUAL REPORT  
FISCAL YEAR 2015-16**



## CERTIFICATION BOARD

### I. PURPOSE

- A. The purpose of the Certification Board is to ensure that companies applying for certification are in compliance with the definitions for minority and women-owned business enterprises as set forth in Chapter 57, Articles II and III of the Orlando City Code.

### II. ADMINISTRATION

- A. STAFF. The City provides staff support and administration for the Certification Board. Key staff are as follows:
1. Kevin Walsh, MBE Official
  2. Gina E. Bernard, Certification Officer, III
  3. Alison Brackens, Assistant City Attorney
  4. Dafina Doctor, Recording Secretary

- B. STAFF CHANGES. The Certification Board Recording Secretary, Grace M. Gyorko, turned over Board duties to Dafina Doctor in 2016.

### III. BOARD MEMBERS

- A. NUMBER. The Certification Board is comprised of seven (7) members which are recommended to the Mayor for appointment by the Nominating Board, appointed by the Mayor, and confirmed by City Council.

- B. REQUIREMENTS. None.

- C. ATTENDANCE. The annual attendance report is attached.

- D. CHAIRMAN: Brikena Tomasic  
424 East Central Boulevard, #418  
Orlando, Florida 32801  
p. 407.660.4488 • e. bit@martinhild.com

- E. VICE CHAIRMAN: Bruno Portigliatti  
8812 Elliotts Court  
Orlando, Florida 32836  
p. 407.896.0101 • e. bportigliatti@gmail.com

### F. BOARD MEMBERS

MEMBER	TERM	APPOINTED	TERM EXPIRES	STATUS
Brikena Tomasic	2	1/14/13	5/31/2017	Active
Maria Turk	2	7/28/14	5/31/2018	Active
Ramesh Panchal	-	9/23/14	5/31/2016	Term Expired
Bruno Portigliatti	2	9/08/14	5/31/2018	Active
Khalid Muneer	1	6/15/15	5/31/2017	Active
Mi Hoshino	2	9/23/13	5/31/2017	Active
Charles Hawkins, II	-	7/28/14	5/31/2016	Resigned
Annas Kabbaj	1	7/11/16	5/31/2018	Active
Marquis Alexander	1	8/29/16	5/31/2018	Active



## CERTIFICATION BOARD

G. BOARD APPOINTMENTS. Throughout Fiscal Year 2015-16, two (2) new members were appointed by Mayor Dyer and confirmed by City Council.

### IV. MEETINGS

A. DAY AND TIME. The Certification Board meets the last Wednesday of each month at 8:30 a.m.

B. NUMBER. The Certification Board scheduled twelve (12) meetings in Fiscal Year 2015-16 and held twelve (12) meetings. Volunteer hours for the Certification Board for Fiscal Year 2015-16 totaled 85.58 cumulative hours.

C. SPECIAL MEETINGS. The Certification Board did not hold any meetings other than regularly scheduled meetings.

### V. WORKLOAD

A. SYNOPSIS. The Certification Board reviewed a total of 474 cases. The specifics of this data are as follows:

	FY13-14	FY14-15	FY15-16
Number of firms granted Certification/Re-Certification	384	342	316
Number of firms denied Certification	156	142	158
<b>Total number of cases reviewed</b>	<b>540</b>	<b>484</b>	<b>474</b>


### VI. MAJOR INITIATIVES/SPECIFIC ACCOMPLISHMENTS

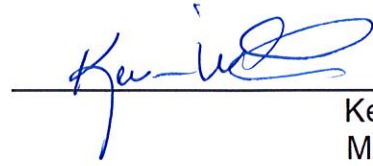
A. SPECIFIC ACCOMPLISHMENTS. Of the 158 cases denied by the Certification Board less than 1% appealed the decision rendered by the Board. A total of one (1) case appealed. That denial was upheld by the Chapter 57 Review Board.







**CERTIFICATION BOARD**

  
Brikena Tomasic  
Chairman

  
Kevin Walsh  
MBE Official

  
Gina Bernard  
Certification Officer III

  
Stephanie Herdocia  
Board Coordinator

  
Amy T. Iennaco  
Interim City Clerk



# Certification Board Attendance Report



Fiscal Year: 2015-16

Target Number of Meetings: 12

Recording Secretary: - Dafina Doctor

Name	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	held	# miss	% miss	Date	Term
Alexander, Marquis						NIM						X	1	0	0%	07/11/16	05/31/18
Hawkins, Charles II	A	X	X	X	X	X	A			R			5	2	17%	07/28/14	05/31/16
Hoshino, Mi	X	X	X	A	X	A	X	X	X	X	A	X	9	3	25%	09/23/13	05/31/17
Kabbaj, Annas						NIM						X	2	0	0%	07/11/16	05/31/18
Muneer, Khalid	A	X	A	X	X	X	X	X	X	X	X	X	10	2	17%	06/15/15	05/31/17
Panchal, Ramesh	A	A	X	X	X	X	X	X	X		TE		7	2	17%	07/28/14	05/31/16
Portigliatti, Bruno**	X	X	X	X	A	X	X	X	A	X	X	X	10	2	17%	09/08/14	05/31/18
Tomasic, Brikena*	A	X	X	X	X	X	X	A	X	X	X	X	10	2	17%	07/08/13	05/31/17
Turk, Maria	X	A	X	A	X	X	X	X	X	X	A	X	9	3	25%	07/28/14	05/31/18
														0	0%		
														0	0%		
														0	0%		

Total Meetings Held: 12

Duration of Meeting***:	105	105	90	107	70	80	70	86	70	70	70	70	(in minutes)	
Total Members Attending:	3	5	6	5	6	6	6	5	5	5	4	7		

Volunteer Hours:	5.25	8.75	9.00	8.92	7.00	8.00	7.00	7.17	5.83	5.83	4.67	8.17	Total YTD Volunteer Hours:	85.58
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\*Chairperson

A=Absent

\*Contacted due to Attendance

\*\*Vice Chairperson

X=Attended

Green/Yellow/Red=Letter Issued

Quorum = 4

N=No Meeting

TE=Term Expired

R=Resigned

NM=New Member

T=Terminated

\*\*\*In the 'Duration of Meeting' field, enter a whole number. (Example: if the meeting was 30 minutes long, enter '30'.)