

**OFFICIAL MINUTES
OF THE
OFFICE OF SMALL BUSINESS DEVELOPMENT
GOAL SETTING COMMITTEE**

MARCH 18, 2026

**WEDNESDAY
3:30 P.M.**

**50 S. MILITARY TRAIL
WEST PALM BEACH, FL**

MEMBERS:

Axel Miranda, Director, Housing Economic Development (HED)
Mark Broderick, Division Director IV, Facilities Development and Operations (FDO)
Keith Clinkscale, Director of Ombudsman & Strategic Planning
Jessica Comis, Director of Purchasing
Brenda Znachko, Division Director III, Financial Management and Budget (OFMB)

COUNTY STAFF PRESENT:

Robin Arguello, Small Business Development Specialist II, HED
Brooke Cook, Administrative Assistant II, HED
Maria Duenas, Contract Analyst, HED
Wen Fils-Aime, Small Business Development Specialist II, HED
Jeffrey Gagnon, Division Director II, Planning Zoning and Building (PZB)
Pamela Giust, Utilities Support Services Coordinator, Water Utilities (WUD)
Richard Sena, Assistant County Attorney I, County Attorney
Thuy Shutt, Division Director IV, PZB
Angela Smith, Small Business Compliance Manager, HED
Tanoy Williams, Division Director II, OFMB

WEBEX ATTENDEES:

Tarquiesha Brown, Randolph Construction Group
Deirdre Kyle, Small Business Development Specialist III, HED
Terry Newton, Small Business Development Specialist III, HED
Antonia Smith, Outreach and Public Information Coordinator, HED
Brenda Znachko, Division Director III, OFMB

CLERK OF THE CIRCUIT COURT & COMPTROLLER'S OFFICE STAFF PRESENT:

Danielle Freeman, Deputy Clerk
Samantha Giarrantana, Board Meetings Specialist

I. CALL TO ORDER

The chair called the meeting to order at 3:33 p.m.

(CLERK'S NOTE: Irwin Jacobowitz served as an alternate for Jessica Comis, and Tanoy Williams served as an alternate for Brenda Znachko.)

Ms. Cook called the roll.

Present: Axel Miranda, Mark Broderick, Keith Clinkscale, Irwin Jacobowitz, and Tanoy Williams

Absent: Jessica Comis and Brenda Znachko

II. ADOPTION OF MARCH 18, 2026, AGENDA

MOTION to adopt the agenda. Motion by Irwin Jacobowitz, seconded by Keith Clinkscale, and carried 5-0.

III. APPROVAL OF MARCH 4, 2026, MINUTES

MOTION to approve the minutes. Motion by Irwin Jacobowitz, seconded by Keith Clinkscale, and carried 5-0.

IV. REVIEW OF PROJECTS

V. PROJECTS

1. Project No: Broker Services – Risk Management \$1,000,000

Ms. Shutt provided an overview of the project, noting that the objective was to engage a qualified consultant to prepare an economic development master plan. The plan would encompass Districts 2, 3, and 7, and the department was coordinating with seven municipalities as part of the redevelopment initiative.

Ms. Angela Smith stated that OSBD recommended applying an SBE Evaluation Preference for SBE Participation with an SBE Minimum Mandatory Subcontracting Goal of 2 percent. She cited that the 2 percent goal was selected because the scope of service fell below the minimum mandatory goal of 20 percent threshold.

Ms. Williams inquired about the commodity codes listed. Ms. Smith explained that the commodity codes were intentionally expanded to avoid limiting the scope to finance and economic vendors. The goal was to also encompass economic impact studies and a broader range of consulting services.

Discussion ensued.

Mr. Clinkscale inquired why the partnership included only 7 municipalities rather than all 39. Ms. Shutt explained that the selection was based on the jurisdictional boundaries of

three districts, clarifying that the effort was not intended to be countywide.

Discussion ensued.

MOTION to apply the recommended API of SBE Evaluation Preference for SBE Participation with a SBE Minimum Mandatory Subcontracting Goal of 2 percent. Motion by Irwin Jacobowitz, seconded by Mark Broderick, and carried 6-0.

CITATIONS: 2-80.24(2)(c) Option 2 and 2-80.24(2)(d)

2. Project No: - Mechanical Joint Restraining Devices, old cma 24043A - WUD \$1,000,000

Ms. Guist provided an overview of the project, explaining that WUD required a new contract for mechanical joint restraining devices because the current vendor had declined to renew due to cost increases. The new contract offered a 12-month term with four renewal options for a total potential value of \$1 million. She also noted that two certified SBE vendors were available for the commodity code.

Ms. Fils-Aime stated that OSBD agreed with the recommendation.

Ms. Williams asked about the unit pricing factors that contributed to the previous vendor's decision to decline renewal of the contract.

Ms. Shutt explained that the pricing for the items was based on individual unit prices, and the vendors submit their pricing per unit, which was determined by the Manufacturer's Suggested Retail Price (MSRP).

MOTION to apply the recommended API of SBE Price Preference. Motion by Irwin Jacobowitz, seconded by Keith Clinkscale, and carried 6-0.

CITATION: 2-80.24(3)(c)

VI. OLD BUSINESS

No old business was discussed.

VII. NEW BUSINESS

No new business was discussed.

VIII. SBE Project Update Success stories

Ms. Angela Smith stated that OSBD was actively engaged in certifying SBE's through district events. One event was being held later that day at 5:30 p.m. in District 7 with 31

participants registered. She noted that similar events were being held across different districts, including an upcoming event in District 3 on March 30th.

Responding to an inquiry regarding strategies for incorporating the districts that were further west, Mr. Miranda confirmed that efforts were being made to coordinate with the corresponding districts in the western part of the county.

IX. Committee Comments

Mr. Clinkscale commended the OSBD and Procurement staff for their collaborative partnership assisting small businesses with becoming certified.

Mr. Jacobowitz also shared feedback, stating that the partnership between OSBD and Procurement had proved to be very successful at the events.

Mr. Miranda also commended staff and expressed appreciation for the efforts under the leadership of Procurement Director Jessica Comis and Irwin Jacobowitz, the County commissioners, and the Office of Technology.

X. Director's Comments

No comments were made.

XI. Public Comments

No comments were made.

XII. Adjournment

At 3:54 p.m., the chair declared the meeting adjourned.