

**OFFICIAL MINUTES
OF THE
OFFICE OF EQUAL BUSINESS OPPORTUNITY
GOAL SETTING COMMITTEE**

APRIL 16, 2025

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

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

MEMBERS:

Mark Broderick, Facilities Development and Operations (FDO)
Tonya Davis Johnson, Division Director V, Office of Equal Business Opportunity (OEBO),
Chair
Keith Clinkscale, Division Director V, Office of Financial Management & Budget (OFMB)
Stephanie Sejnoha, Director II, Public Safety
Melody Thelwell, Purchasing Director, Purchasing
Brenda Znachko, Division Director III, OFMB

COUNTY STAFF PRESENT:

Oscar Alvarez, Division Director III, Public Safety
Krystin Berntsen, Director I, Water Utilities
Megan Davis, Airports Special Projects Manager, Airports
Allen Gray, Small Business Development Manager, OEBO
Megan Harp, Administrative Assistant II, OEBO
Holly Knight, Senior Professional Engineer, Engineering and Public Works
Deidre Kyle, Small Business Development Specialist III, OEBO
Nicki Murphy, Financial Analyst II, Parks and Recreation
Terry Newton, Small Business Development Specialist II, OEBO
David Raunela, Maintenance Supervisor, Airports
Angela Smith, Small Business Development Specialist III, OEBO
Bridget Williams, Purchasing Manager, Purchasing

WEBEX ATTENDEES:

Vienna Freeman, General Contractor, Expert Dewatering Inc.
Irwin Jacobowitz, Division Director V, Purchasing
Antonia Smith, Outreach and Public Information Coordinator, OEBO
Thais Sullivan, OEBO Advisory Committee
Javin Walker, OEBO Advisory Committee

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

Chayanne Munet, Deputy Clerk

ALSO IN ATTENDANCE:

Timeka Carter, Senior Airport Planner, Mohsen Design Group, Inc.

(CLERK'S NOTE: Allen Gray served as meeting chair Tonya Davis Johnson's absence.)

I. CALL TO ORDER

The chair called the meeting to order at 3:31 p.m.

Present: Mark Broderick, Keith Clinkscale, Melody Thelwell, and Brenda Znachko

Absent: Tonya Davis Johnson and Stephanie Sejnoha

(CLERK'S NOTE: Oscar Alvarez served as a member in place of Stephanie Sejnoha.)

II. ADOPTION OF April 16, 2025, AGENDA

MOTION to approve the agenda. Motion by Keith Clinkscale, seconded by Melody Thelwell, and carried 6-0.

III. APPROVAL OF March 19, 2025, MINUTES

MOTION to approve the minutes. Motion by Keith Clinkscale, seconded by Melody Thelwell, and carried 6-0.

IV. REVIEW OF PROJECTS

1. Project: Tree Removal Services – PARKS \$341,000

Ms. Murphy provided details about the proposed project and the recommendations.

Ms. Kyle stated that OEBO agreed with the recommended API of SBE Price Preference.

Ms. Thelwell inquired about the revenue for the project.

Ms. Murphy explained that the contract duration would be for one year with the possibility of a five-year renewal.

Discussion ensued.

MOTION to apply the recommended API of SBE Price Preference. Motion by Brenda Znachko, seconded by Mark Broderick, and carried 7-0.

CITATION: 2-80.27(5)(f)

2. Project: Metal Products, Various (Prequalification) – PARKS \$1,311,650

Ms. Murphy provided details about the proposed project and the recommendations.

Ms. Kyle stated that OEBO agreed with the recommended API of SBE Price Preference.

Mr. Broderick inquired about the project solicitations.

Discussion ensued.

MOTION to apply the recommended API of SBE Price Preference. Motion by Keith Clinkscale, seconded by Melody Thelwell, and carried 7-0.

CITATION: 2-80.27(5)(f)

**3. Project No.: 25-046/NV Generator/Diesel Pump
Maintenance/Inspection/Rental/Repair – AIRPORTS \$300,000**

Ms. Davis provided details about the proposed project and the recommendations.

Mr. Newton stated that OEBO agreed with the recommended API of SBE Price Preference.

Ms. Thelwell inquired about the annual amount of the project, and Ms. Davis confirmed that the annual amount had been given.

MOTION to apply the recommended API of SBE Price Preference. Motion by Mark Broderick, seconded by Melody Thelwell, and carried 7-0.

CITATION: 2-80.27(5)(f)

4. Project No.: 2023502 Kirk Road over LWDD L-11 Canal – ENG \$1,405,000

Ms. Knight provided details about the proposed project and the recommendations.

Ms. Smith stated that OEBO agreed with the SBE Subcontracting Mandatory Minimum Goal of 10 percent.

MOTION to apply the recommended API of SBE Mandatory Minimum Subcontracting Goal of 10 percent. Motion by Keith Clinkscale, seconded by Melody Thelwell, and carried 7-0.

CITATION: 2-80.27(1)(c)

5. Project No.: 25-029 Water Treatment Plant 11 Upgrades Progressive Design-Build – WUD \$6,195,000

Ms. Berntsen provided details about the proposed project and the recommendations.

Mr. Newton stated that OEBO agreed with the recommendation of MWBE Mentor/Protégé Program.

MOTION to apply the recommended API of MWBE Mentor/Protégé Program. Motion by Mark Broderick, seconded by Keith Clinkscale, and carried 7-0.

CITATION: EBO PPM Attachment 3

V. OLD BUSINESS

Ms. Smith provided an update on Small Business Week.

Mr. Gray inquired about a Hispanic Workshop event, and Ms. Smith responded that Hispanic Workshop events would be held on April 21st and April 29th in partnership with District 3.

VI. NEW BUSINESS

S/M/WBE Project Update Success Stories

Ms. Kyle achieved 95 percent SBE participation for Hendrick Brothers Construction for the renovation of the Palm Beach County Detention Facilities.

VII. COMMITTEE COMMENTS

No comments were made.

VIII. DIRECTORS COMMENTS

No comments were made.

IX. PUBLIC COMMENT

There were no public comments.

X. ADJOURNMENT

At 3:51 p.m., the chair declared the meeting adjourned.