

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

JUNE 3, 2026

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

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

MEMBERS:

Mark Broderick, Division Director IV, Facilities Development and Operations (FDO)
Keith Clinkscale, Director of Ombudsman & Strategic Planning
Allen Gray, Small Business Development Manager, OSBD
Jessica Comis, Purchasing Director, Purchasing
Brenda Znachko, Division Director V, Financial Management & Budget (OFMB)

COUNTY STAFF PRESENT:

Robin Arguello, Small Business Development Specialist II, HED
Layren Calvo, Division Director II, HED
Brooke Cook, Administrative Assistant II, HED
Maria Duenas, Contract Analyst, HED
Wen Fils-Aime, Small Business Development Specialist II, HED
Anthony Gregory, Airports Compliance Manager, Airports
Deidre Kyle, Small Business Development Specialist III, HED
Ryan Maher, Assistant County Attorney II, County Attorney
Kristen Monnett, Purchasing Manager, Purchasing
Terry Newton, Small Business Development Specialist III, HED
Lauren Scott, Division Director V, Airports
Angela Smith, Small Business Compliance Manager, HED
Tanoy Williams, Division Director II, OFMB

WEBEX ATTENDEES:

Delano Allen, Small Business Development Specialist I, Office of Small Business Development (OSBD)
Aida Baez, Senior Structural Engineer, Accord Engineering
Tarquiesha Brown, Randolph Construction Group
Samantha Burns, Senior Scientist, Earthology Consulting Services
Tylene Henry, President, NABWIC
Holly Knight, Principal Professional Engineer, Engineering and Public Works (EPW)
Al McCray
Elizabeth Moreno, Financial and Administrative Manager, ANATOM Construction
Estrella Parada, Founder and CEO of Space Connect Foundation
Ana Perez, SBE Certification Coordinator, Space Connect Foundation
Jennifer Rees, Director, Business Development & Marketing, Williamson Design Associates
Gary Richardson, Sparta Insulation
Dylan Roden, Principal Landscape Architect, Eclipse Landscape Architecture & Planning
Scott Sellars, Blooni Designs & Contracting
Gladys Sera
Regina Smith, Founder and Owner, Blooni Designs & Contracting
Meri Weymer, Division Director IV, HED
Brenda Znachko, Division Director V, OFMB

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

Karla Perez, Deputy Clerk

ALSO PRESENT:

David Colangelo, Senior Program Manager, Earthology Consulting Services
Antwan Foster, President of Integrity Construction Enterprise, LLC.

I. CALL TO ORDER

(CLERK'S NOTE: Allen Gray served as chair.)

Mr. Gray called the meeting to order at 3:33 p.m.

Mr. Gray introduced Layren Calvo as the new Division Director II of HED.

Ms. Calvo introduced herself and stated it was a privilege to serve as the director.

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

Ms. Cook called the roll.

Present: Mark Broderick, Keith Clinkscale, Allen Gray, Kristen Monnett, and Tanoy Williams

Absent: Jessica Comis and Brenda Znachko

II. ADOPTION OF JUNE 3, 2026 AGENDA

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

III. APPROVAL OF MAY 6, 2026 MINUTES

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

IV. REVIEW OF PROJECTS

V. PROJECT

1. Project No: - DOA 26-6 Civil Consultant Services – PBI \$1,100,000

Ms. Scott provided details about the proposed project and noted that it included a five-year budget forecast.

Ms. Kyle stated that OSBD agreed with the recommendation.

Ms. Williams inquired about the project category specifying the Non-Consultants Competitive Negotiations Act (CCNA) Professional Services and the contracts that were ad valorem funded.

Ms. Kyle stated that most of the required services were Non-CCNA, while funding for the contract was supported by federal dollars and local ad valorem revenue, and she explained that categorizing the contract as Non-CCNA expanded the competitive field, encouraging a higher number of proposals.

Responding to Ms. William's inquiry, Ms. Kyle stated that only one contract would encompass both Non-CCNA and CCNA services and the 20 percent would be applied into the ad valorem funds.

Ms. Znachko clarified that the contract category should not include Non-CCNA. She noted that since engineering was listed and considered as a CCNA contract, it must comply with the statute.

Mr. Gray requested an amendment to change the classification from Non-CCNA to CCNA.

MOTION to apply the recommended API of SBE Minimum Mandatory Subcontracting Goal of 20 percent with the amendment to change the category from Non-CCNA to CCNA. Motion by Tanoy Williams, seconded by Keith Clinkscale, and carried 6-0.

CITATION: 2-80.24 (2)(d)

2. Project No: - Environmental Consultant Services (DOA 26-7) – PBI \$650,000

Ms. Scott provided an overview of the project noting that the contract incorporated federal, local, and state subcontracting goals. She also stated that the scope of work encompassed environmental compliance for air quality, water quality, waste and wildlife management.

Ms. Kyle stated that OSBD agreed with the recommendation.

Ms. Williams inquired about the scope of work description and commodity codes listed.

Ms. Scott stated geotechnical services were excluded from the scope of work, and the commodity codes were intended to align with the available scope of work description rather than to serve as a list of services.

MOTION to apply the recommended API of SBE Minimum Mandatory Subcontracting Goal of 15 percent . Motion by Keith Clinkscale, seconded by Mark Broderick, and carried 6-0.

CITATION: 2-80.24 (2)(d)

3. Project No: - DOA 26-8 Facilities Consultant Services – PBI \$250,000

Ms. Scott discussed the project details confirming the contract’s category change from Non-CCNA to CCNA. Additionally, she clarified that the solicitation encompassed building systems, as well as mechanical and engineering services.

Ms. Kyle stated that OSBD agreed with the recommendation.

Ms. Williams inquired about the two commodity codes listed in the worksheet.

Ms. Scott responded that aviation consulting was intentionally included due to the project's complexity and the airport’s unique operational requirements compared to standard facilities.

Mr. Clinkscale said applicants who had an electrical engineering background, but lacked the required aviation consulting experience, would not qualify. Therefore, narrowing the eligible pool to those with verified aviation consulting experience.

Discussion ensued regarding the requirement of an aviation consulting commodity code.

Mr. Gregory stated that certain work areas required both FAA approval and compliance with fire safety codes.

MOTION to apply the recommended API of SBE Minimum Mandatory Subcontracting Goal of 20 percent. Motion by Keith Clinkscale, seconded by Mark Broderick, and carried 6-0.

VI. OLD BUSINESS

No old business was discussed.

VII. NEW BUSINESS

No new business was discussed.

VIII. SBE Project Update Success Stories

No comments were made.

IX. COMMITTEE COMMENTS

Mr. Fils-Aime announced that the GSC would host the 7th Annual Mind Your Business event on July 7th, from 9:00 a.m. to 4:00 p.m. at the Riviera Beach Marina Village Event Center. He added that the purpose was to provide opportunities for young entrepreneurs during the summer.

Mr. Gray said that additional information would be posted on the website.

X. DIRECTORS' COMMENTS

No comments were made.

XI. PUBLIC COMMENT

Mr. Colangelo inquired whether his organization could submit a proposal as a prime contractor or as a subcontractor.

In response, Ms. Scott clarified that all RFP's were restricted to prime-only bids and advised Mr. Colangelo to review the RFP upon its release and carefully examine the specific requirements.

XII. ADJOURNMENT

At 4:07 p.m., the chair declared the meeting adjourned.