

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

OCTOBER 15, 2025

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

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

MEMBERS:

Mark Broderick, Facilities Development and Operations (FDO)
Keith Clinkscale, Division Director V, Office of Financial Management & Budget (OFMB)
Axel Miranda, Director, Office of Small Business Development (OSBD)
Stephanie Sejnoha, Director II, Public Safety
Melody Thelwell, Purchasing Director, Purchasing
Brenda Znachko, Division Director III, OFMB

COUNTY STAFF PRESENT:

Delano Allen, Small Business Development Specialist I, OSBD
Robin Arguello, Small Business Development Specialist II, OSBD
Joseph Castor, Financial Analyst II, OSBD
Marianela Diaz, Division Director II, Public Safety
Maria Duenas, Contract Analyst, OSBD
Wen Fils-Aime, Small Business Development Specialist II, OSBD
Allen Gray, Small Business Development Manager, OSBD
Vernetha Green, Manager Water Utilities Department Support Services, Water Utilities
Holly Knight, Senior Professional Engineer, Engineering and Public Works
Deirdre Kyle, Small Business Development Specialist III, OSBD
Terry Newton, Small Business Development Specialist III, OSBD
Richard Sena, Assistant County Attorney I
Angela Smith, Small Business Compliance Manager, OSBD
Antonia Smith, Outreach and Public Information Coordinator, OSBD

WEBEX ATTENDEES:

Tarquiesha Brown, Randolph Construction Group
Hazel Patty
Irwin Jacobowitz, Division Director V, Purchasing
Maria Sorza

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

Chayanne Munet, Deputy Clerk

I. CALL TO ORDER

(CLERK'S NOTE: Allen Gray served as meeting chair, and Marianela Diaz attended in Stephanie Sejnoha's absence.)

Mr. Gray called the meeting to order at 3:31 p.m.

Mr. Allen called the roll.

Present: Mark Broderick, Marianela Diaz, Allen Gray, Melody Thelwell, and Brenda Znachko

Absent: Keith Clinkscale and Axel Miranda

II. ADOPTION of OCTOBER 15, 2025, AGENDA

MOTION to approve the agenda. Motion by Melody Thelwell, seconded by Mark Broderick, and carried 5-0.

III. APPROVAL OF SEPTEMBER 17, 2025, MINUTES

Mr. Broderick noted a correction regarding the project partner name for Project No. 8, stating that the correct partner's name was Asset Builders.

MOTION to approve the minutes as amended. Motion by Mark Broderick, seconded by Melody Thelwell, and carried 5-0.

IV. REVIEW OF PROJECTS*

1. Project – Air Release Valves – WUD \$1,625,000.00

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

Mr. Fils-Aime stated that OSBD agreed with the recommended API of SBE Price Preference.

MOTION to apply the recommended API of SBE Price Preference. Motion by Brenda Znachko, seconded by Melody Thelwell, and carried 6-0.

CITATION: 2-80.27(5)(f)

2. Project No: 2025057 – Traffic Signal Timing and Operations Prof. CSC – ENG \$1,750,000.00

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

Ms. Angela Smith clarified that, due to the use of an RFP solicitation, the API recommendation should indicate an SBE Evaluation Preference, not an SBE Price Preference.

MOTION to apply the recommended API of SBE Evaluation Preference. Motion by Brenda Znachko, seconded by Melody Thelwell, and carried 6-0.

CITATION: 2-80.27(3)(d) Option 2

3. Project No: 2026055 – Landscaping Continuing Services Construction Contract – ENG \$1,500,000.00

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

Ms. Angela Smith noted that discussion regarding the project had taken place at the previous Goal Setting meeting. She asked if the members had any additional remarks.

Ms. Thelwell noted similarities between the proposed project and a Goods and Services provision request.

Mr. Jacobowitz suggested engaging in future discussion about the possibility of combining contracts involving similar bids.

Ms. Thelwell discussed the importance of ensuring that contracts reflected the correct commodity code categories.

Ms. Angela Smith stated that OSBD agreed with the recommended SBE Subcontracting Goal of 5 percent.

Ms. Znachko inquired about the rationale for the 5 percent subcontracting goal, and Ms. Knight explained that the project's paperwork had shown a possible 5.9 percent SBE availability.

MOTION to apply the recommended API of SBE Subcontracting Goal of 5 percent. Motion by Mark Broderick, seconded by Marianela Davis, and carried 6-0.

CITATION: 2-80.27(1)(c)

4. Project – Air Conditioning Filters, Filter Media and Filter Frames by Manufacturer, Purchase and Delivery of, Term Contract – FDO \$957,250.00

Mr. Broderick provided details about the proposed project and the recommendations.

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

MOTION to apply the recommended API of SBE Price Preference. Motion by Brenda Znachko, seconded by Melody Thelwell, and carried 5-0.

CITATION: 2-80.27(5)(f)

V. OLD BUSINESS

No old business was discussed.

VI. NEW BUSINESS

SBE Project Update Success Stories

No new business was discussed.

VII. COMMITTEE COMMENTS

No comments were made.

VIII. DIRECTORS COMMENTS

No comments were made.

IX. PUBLIC COMMENT

No comments were made.

X. ADJOURNMENT

At 3:46 p.m., Mr. Gray declared the meeting adjourned.