

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

**AUGUST 20, 2025**

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

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

**MEMBERS:**

Tonya Davis Johnson, Division Director V, Office of Equal Business Opportunity (OEBO), Chair  
Mark Broderick, Division Director IV, Facilities Development and Operations (FDO)  
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:**

Delano Allen, Small Business Development Specialist I, OEBO  
Robin Arguello, Small Business Development Specialist II, OEBO  
Wendy Fils-Aime, Small Business Development Specialist II, OEBO  
Allen Gray, Small Business Development Manager, OEBO  
Jie House, Engineering Director, Water Utilities (WUD)  
Charles Hysell, Airports Facility Manager, Airports  
Holly Knight, Senior Professional Engineer, Engineering and Public Works  
Deidre Kyle, Small Business Development Specialist III, OEBO  
Marcela Millet, Senior Strategic Planning Performance Analyst, OFMB  
Terry Newton, Small Business Development Specialist III, OEBO  
Kenneth Ptak, Maintenance Supervisor, Airports  
Richard Sena, Assistant County Attorney I, County Attorney  
Angela Smith, Small Business Compliance Manager, OEBO

**WEBEX ATTENDEES:**

Tarquiesha Brown, Randolph Construction Group  
Brown Electrical Solutions  
Krystin Berntsen, Director I, WUD  
Joseph Castor, Financial Analyst II, OEBO  
Valerie Gumina, Contract Analyst, OEBO  
Tylen Henry, NABWIC  
Melanie Roger, EBO Advisory Committee  
Bob Schafer, EBO Advisory Committee  
Jason Shephard, Artes Solutions  
Antonia Smith, Outreach and Public Information Coordinator, OEBO

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

Danielle Freeman, Deputy Clerk  
Karla Perez, Board Meetings Specialist

**ALSO IN ATTENDANCE:**

Thomas West, A&Associate Services  
Cheryl Jeter, A & Associate Services  
Kelvin Jacob, A&Associate Services

**I. CALL TO ORDER**

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

Ms. Arguello called the roll.

(CLERK’S NOTE: Marcela Millet attended in Keith Clinkscale’s absence.)

**Present:** Mark Broderick, Tonya Davis Johnson, Marcela Millet, Melody Thelwell, and Brenda Znachko

**Absent:** Keith Clinkscale and Stephanie Sejnoha

**II. ADOPTION OF August 20, 2025, AGENDA**

Ms. Davis Johnson asked if there were any additions or deletions to the agenda.

Mr. Gray stated that there was one addition to the agenda: Project NO. 25-034 Water Treatment Plant No. & Membrane Expansion Progressive Design-Build.

Ms. Smith stated that there was one deletion to the agenda: Project NO. 2019805-A1A from USA1 to Donald Ross Road.

**MOTION to adopt the agenda as amended. Motion by Mark Broderick, seconded by Melody Thelwell, and carried 5-0.**

**III. APPROVAL OF August 6, 2025, MINUTES**

**MOTION to approve the minutes. Motion by Brenda Znachko, seconded by Melody Thelwell, and carried 5-0.**

Ms. Davis Johnson acknowledged the online attendees.

**IV. REVIEW OF PROJECTS**

**1. Project: Exterior Rehab/Painting of PBIA Administrative Building 846 AIRPORTS- \$170,000.00**

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

Mr. Newton stated that OEBO agreed with the recommendation.

**MOTION to accept the recommended API of SBE Price Preference. Motion by Brenda Znachko, seconded by Mark Broderick, and carried 6-0.**

**CITATION: 2-80.27(5)(f)**

**2. Project No: 2025053- Traffic Signal Engineering Professional CSC- ENG \$1,000,000.00**

Ms. Knight discussed the details of the project and stated that the project was resubmitted due to the emergency ordinance that was enacted.

Ms. Smith stated the OEBO agreed with the recommendation.

Ms. Thelwell requested information regarding the SBE Evaluation Preference option 2.

Ms. Knight responded by explaining that option 2 grants maximum points to the team with the highest percentage of SBEs.

Ms. Znachko inquired about the differences in scope between Project 2 and 3 and the number of consultants selected.

Ms. Knight clarified that Project 2 had been active for the past years and focused on traffic signal design. In addition, Project 3 was a brand-new project that would focus on traffic signal timing and she confirmed that two consultants were selected in the process.

**MOTION to apply the recommended API of SBE Evaluation Preference Option 2 with a Minimum Mandatory Goal of 15 percent. Motion by Marcela Millet, seconded by Melody Thelwell, and carried 6-0.**

**CITATION: 2-80.27 (3)(e) and 2-80.27 (3)(d) Option 2**

**3. Project No: 2025057- Traffic Signal and Roadway Engineering Professional CSC- ENG \$3,500,00.00**

Ms. Knight provided details on the proposed contract.

Ms. Smith said that OEBO agreed with the recommendation.

Ms. Znachko inquired about OEBO's agreement regarding the recommendation.

Ms. Smith provided additional feedback following Ms. Knight's presentation stating the goal was for an SBE to complete the project.

**MOTION to apply the recommended API of SBE Evaluation Option 2. Motion by Melody Thelwell, seconded by Marcela Millet, and carried 6-0.**

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

**4. Project No: 202650- Engineering Services and Grant Support Profession CSC on a CSC- ENG \$500,000.00**

Ms. Knight discussed the details of the project.

Ms. Smith stated that OEBO agreed with the recommendation.

Ms. Thelwell inquired whether the project could be classified under 'Goods and Services' in alignment with the grant write-up.

Ms. Knight clarified that the grant writing text was more technical and intended to describe Preliminary Engineering.

Discussion ensued.

**MOTION to apply the recommended API of Evaluation Preference for SBE Evaluation Option 2, and a SBE Subcontracting Goal of 10 percent. Motion by Brenda Znachko, seconded by Mark Broderick, and carried 5-0.**

**CITATION: 2-80.27 (3)(e) and 2-80.27 (3)(d) Option 2**

**5. Project No. 2026051- Geotechnical Engineering and Testing Professional CSC- ENG \$ 1,000,000.00**

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

Ms. Smith stated that OEBO agreed with the recommendation.

**MOTION to apply the recommended API of SBE Evaluation Preference Option 2. Motion by Brenda Znachko, seconded by Mark Broderick, and carried 6-0.**

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

**ADD-ON**

**6. Project No: 25-034 Water Treatment Plant NO and Membrane Expansion Progressive Design-Build \$16,050,000.00**

Ms. House provided details of the recommendation related to the Water Treatment Plant expansion.

Mr. Gray stated that OEBO agreed with the recommendations.

Ms. Thelwell inquired about structured outreaches during the phases in a project.

Ms. House responded that at the start of the design phase, they would start engaging in structured outreaches.

**MOTION to apply the recommended API of SBE Mentor-Protégé Program and SBE Evaluation Preference for SBE Participation. Motion by Mark Broderick, seconded by Melody Thelwell, and carried 6-0.**

**CITATION: EBO PPM Attachment 3**

**7. Project: Government Center R/R 11 AND 12<sup>TH</sup> Floor Minor Repairs \$730,000.00**

Mr. Broderick discussed the details regarding the proposed project and recommendations.

Ms. Kyle stated that OEBO agreed with the recommendations.

**MOTION to apply the recommended API SBE Subcontracting Goal Minimum of 20 percent. Motion by Brenda Znachko, seconded by Melody Thelwell, and carried 5-0.**

**CITATION: 2-80.27 (1)(c)**

**V. OLD BUSINESS**

1. Annual Trade Contracts \$100,000.00

- 12.4.2019-Door Replacement; HVAC Replacement; Plumbing Services; Flooring Services (Business Operations)
- 11.4.2020-Roofing
- 1.20.2021-Flooring (CID)
- 3.23.2021-Low Voltage
- 12.7.2022-Demolition; Painting & Weatherproofing
- 1.4.2023-Asphalt, Pavers & Pathway
- 3.15.2023-Indoor Air Quality (IAQ)
- 4.5.2023-Overhead Door Replacement
- 5.15.2024-Electrical

Ms. Kyle discussed the Annual Trade Contracts and requested that the Board establish an API for all the contracts listed.

**BOARD DIRECTION:**

Ms. Thelwell requested the estimated budget for the Annual Trade Contracts listed.

Ms. Kyle and Ms. Davis Johnson agreed to provide those estimates to the members.

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

**CITATION: 2-80.27 (1) (e)**

**VI. NEW BUSINESS**

## **SBE PROJECT UPDATE SUCCESS STORIES**

No new business was discussed.

### **VII. COMMITTEE COMMENTS**

Ms. Znachko commended all the departments on their work over the past weeks.

At Ms. Davis Johnson request, Thomas West, Cheryl Jeter, and Calvin Jacobs from A & Associate Services introduced themselves.

### **VIII. DIRECTORS' COMMENTS**

No comments were made.

### **IX. PUBLIC COMMENT**

No comments were made.

### **X. ADJOURNMENT**

**At 4:10 p.m., the chair declared the meeting adjourned.**