

**OFFICIAL MEETING MINUTES  
OF THE  
OFFICE OF EQUAL BUSINESS OPPORTUNITY (OEBO)  
ADVISORY COMMITTEE**

**JANUARY 15, 2025**

**WEDNESDAY  
8:30 A.M.**

**50 SOUTH MILITARY TRAIL  
WEST PALM BEACH, FL**

**MEMBERS:**

Juan Pagan, Chair  
Christine Roberts-Kelly, Vice Chair  
Lorna Anderson  
Angela Bernard  
Kati Cassiani  
Clementine Fleuranvil  
Ilan Kottler  
Robert Lesko  
Jacqueline Ramirez  
Deeawn Roundtree  
Bob Schafer  
Seabron Smith  
Thais Sullivan  
Javin Walker

**COUNTY STAFF PRESENT:**

Nicole Davis, Contract Analyst, OEBO, Office of Equal Business Opportunity (OEBO)  
Tonya Davis Johnson, Division Director V, OEBO  
Amrita Rampersad, Purchasing  
Angela Smith, Small Business Development Specialist III, OEBO  
Antonia Smith, Outreach and Public Information Coordinator, OEBO

(CLERK'S NOTE: Some Webex attendees were not able to be verified due to technical difficulties.)

**PRESENT VIA WEBEX:**

Megan Harp, Administrative Assistant II, OEBO  
Deirdre Kyle, Small Business Development Specialist III, OEBO  
Theresa Lawrence, Small Business Development Specialist I, OEBO  
Richard Sena, Assistant County Attorney I

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

Danielle Freeman, Deputy Clerk

I. Call to Order

(CLERK'S NOTE: Due to technical difficulties, Ms. Davis Johnson obtained consent from the members to start the meeting and provide the details to those on Webex at a later time.)

Ms. Davis Johnson called the meeting order.

a. Roll Call and Introduction of Guests

Ms. Antonia Smith called the roll.

**Present:** Lorna Anderson, Angela Bernard, Robert Lesko, Juan Pagan, Jacqueline Ramirez, Christine Roberts-Kelly, Seabron Smith, Thais Sullivan, and Javin Walker

**Absent:** Kati Cassiani, Ilan Kottler, Melanie Roger, Clementine Fleuranvil, and Deeawn Roundtree

(CLERK'S NOTE: Some Webex attendees were not able to be verified due to technical difficulties.)

**Via Webex:** Bob Schafer

Ms. Davis Johnson called for the self-introduction of the new members.

b. Adoption of Agenda for January 15, 2025

**MOTION to adopt the January 15, 2025, agenda. Motion by Seabron Smith, seconded by Christine Roberts-Kelly, and carried 9-0.**

c. Approval of November 20, 2024, Minutes

**MOTION to approve the November 20, 2024, minutes. Motion by Robert Lesko, seconded by Seabron Smith, and carried 9-0.**

II. Committee Member Update

Ms. Davis Johnson reviewed the term limits for the existing members and announced the names of the new members.

Ms. Davis Johnson asked Mr. Pagan, Mr. Lesko, and Mr. Smith if they wished to be reappointed and continue serving on the committee, and they confirmed that they would. Ms. Davis Johnson asked if Mr. Walker, Mr. Schafer, and Ms. Cassiani wished to be reappointed, and she gave them the option of letting her know at a later time.

### III. Old Business

#### a. Outreach Activity Report

Ms. Davis Johnson discussed the newly formatted recertification sub-committee report that would be delivered by Ms. Davis.

Ms. Antonia Smith provided an overview of events outlined in the outreach activity report and discussed several upcoming events.

#### b. Small Business Certification Report

Ms. Davis Johnson shared that they had taken the suggestions of the committee to provide more details in the report and mimic the reporting style of the Solid Waste Authority.

Ms. Davis discussed the new format and provided a breakdown of the information provided in the vendor status report.

Discussion ensued.

Ms. Davis Johnson explained the process and what would be included in the report to be presented to the Board of County Commissioners. She also discussed what would be reviewed at the retreat.

Discussion ensued regarding the inclusion of more details in the report related to participation and non-payments, and Ms. Davis Johnson responded to questions from the committee.

Mr. Walker suggested that the report list the names and districts of the County commissioners.

Ms. Roberts-Kelly suggested a larger print for the reports.

### IV. New Business

#### a. Recertification Sub-Committee Report

Ms. Roberts-Kelly and Mr. Pagan provided a status update on the vendors who had been contacted.

The vendors with whom they had spoken had expressed interest in re-certification, and that report had been submitted to Ms. Harp.

Mr. Pagan expressed that speaking with vendors in person yielded positive results.

Ms. Roberts-Kelly asked if there was anything additional that they needed to emphasize when contacting the vendors.

Mr. Walker shared that the overall goal was to obtain feedback on why small businesses were not certified and if they had planned on becoming certified. The objective was to encourage small businesses to become certified and gather as much information as possible to share with the committee.

Ms. Sullivan asked if a list of staff duties could be submitted to the members, to which Ms. Davis Johnson agreed.

#### b. Advisory Committee Retreat

Ms. Davis Johnson discussed the upcoming Advisory Committee retreat that would be held at Canyon Branch Library on February 8, 2025, and would start with breakfast. She stated that the retreat would include the following:

- a review of the revised OEBO ordinance and size standard changes;
- an overview of the OEBO's mission and the members' roles; and
- a discussion of upcoming activities, challenges faced, and possible improvements.

Ms. Davis Johnson added that the location was wonderful and that they looked forward to the retreat. She requested the members inform them of any dietary restrictions. She also stated that the address and details would be sent out to the committee.

Ms. Sullivan requested a packet that she could share with small businesses regarding certification, and Ms. Davis Johnson agreed to prepare one.

#### V. Committee Member Comments

Ms. Ramirez stated that she was looking forward to the upcoming events that were mentioned in the outreach report.

Mr. Smith announced that there would be a Women's Business Conference on January 30, 2025, at the South County Civic Center.

Ms. Sullivan said that she looked forward to seeing how she could help the committee with her resources.

Ms. Anderson stated that she looked forward to the upcoming retreat, and she encouraged everyone to visit the website and participate in the surveys related to the disparity study.

Ms. Roberts-Kelly welcomed the new members. She said that she was excited that the retreat would be held in her hometown of Boynton Beach, Florida. She also looked forward to more events in Boynton Beach.

Mr. Lesko reported that the outreach at the Riviera Beach Library had been a success. He also discussed various upcoming workshops and events that created opportunities for networking.

Discussion ensued regarding an upcoming event at the Chamber of Commerce.

Mr. Walker mentioned the booth that would be at South Florida Fair. He also welcomed the new members. He commended the staff for their efforts.

Mr. Walker provided further clarification on reasons why subcontractors were not receiving payments.

Mr. Pagan relayed positive experiences working with staff at United Way, and he also encouraged everyone to volunteer with the organization.

#### VI. Director's Comments

Ms. Davis Johnson wished everyone a happy new year.

Ms. Davis Johnson commended Ms. Davis on the newly formatted small business certification report.

Discussion ensued regarding plans to increase small business participation.

Ms. Davis Johnson reviewed the attendance and the vote participation requirements for the committee as outlined in the ordinance.

Ms. Davis Johnson thanked and welcomed the new members, and she said she looked forward to working with them.

#### VII. Assistant County Attorney's Comments

No comments were made.

#### VIII. Public Comments

There were no public comments.

#### IX. Adjournment

**MOTION to adjourn. Motion by Seabron Smith, seconded by Thais Sullivan, and carried 9-0.**

**At 10:35 a.m., the chair declared the meeting adjourned.**