

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

NOVEMBER 20, 2024

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

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

MEMBERS:

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

COUNTY STAFF PRESENT:

Tonya Davis Johnson, Division Director V, OEBO
Nicole Davis, Contract Analyst, OEBO
Megan Harp, Administrative Assistant II, OEBO
Antonia Smith, Outreach and Public Information Coordinator, OEBO

PRESENT VIA WEBEX:

Deirdre Kyle, Small Business Development Specialist III, OEBO
Richard Sena, Assistant County Attorney I

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

Chayanne Munet, Deputy Clerk

ALSO IN ATTENDANCE:

Denise Albritton, Bus One/Farmer Advisory Board
Amy Angelo, Oceana Coffee

I. Call to Order

Ms. Davis Johnson called the meeting to order at 8:30 a.m.

a. Roll Call and Introduction of Guests

Ms. Harp called the roll.

Present: Lorna Anderson, Kati Cassiani, Clementine Fleuranvil, Ilan Kottler, Juan Pagan, Jacqueline Ramirez, Christine Roberts-Kelly, Bob Schafer, and Seabron Smith

Absent: Robert Lesko and Javin Walker

Ms. Davis Johnson thanked Ms. Angelo for all her hard work for small businesses and spoke about a certificate of recognition that would be presented to her on behalf of former County commissioner Mack Bernard.

(CLERK'S NOTE: Mr. Lesko joined the meeting.)

Ms. Angelo thanked everyone for the experience and opportunities presented while working with the Advisory Committee.

Ms. Albritton gave thanks for the opportunity to work alongside the committee and offered her support for future projects and initiatives.

b. Adoption of Agenda for November 20, 2024

MOTION to approve the agenda. Motion by Seabron Smith, seconded by Christine Roberts Kelly, and carried 10-0.

c. Approval of September 18, 2024, Minutes

MOTION to approve the minutes. Motion by Juan Pagan, seconded by Christine Roberts Kelly, and carried 10-0.

II. Committee Member Update

Ms. Davis Johnson provided an update on the status of the committee members and future appointments. She also stated that four position appointments would be going before the Board of County Commissioners (BCC) to fill the current vacancies.

III. Old Business

a. Outreach Activity Report

Ms. Smith delivered the outreach activity report and spoke about the Chambers of Commerce in Palm Beach County. She stated that the calendar was nearly complete and that the Boca Raton and Boynton Beach Chambers had merged.

Ms. Davis Johnson noted that Ms. Kyle and Mr. Sena had joined the meeting via Webex.

b. Small Business Certification Report

Ms. Davis delivered the small business certification report. She stated that there had been a total of 21 new certified vendors between September 18 and November 19, as well as 19 recertified vendors. She also provided further details on the overall certification status.

(CLERK'S NOTE: The committee member update was delivered at this time.)

IV. New Business

a. Recertification Sub-Committee Report

Ms. Roberts Kelly delivered the recertification sub-committee report and stated that she had spoken with 15 organizations that required recertification.

Ms. Davis Johnson inquired about service providers and how they worked with the committee, and Ms. Roberts-Kelly clarified that they were consultants.

V. Committee Member Comments

Mr. Lesko inquired about certifications and the benefits of certification.

Ms. Davis Johnson explained that, based on demand, service providers were able to place a bid or respond to quotes sent out by any department. She further explained that the County tried to utilize the available vendors.

Discussion ensued.

Ms. Anderson thanked the OEBO staff for their assistance with prime contractors. She also spoke about the process for addressing issues with prime contractors.

Ms. Davis Johnson stated that there was an internal process for assisting small businesses and ensuring that the appropriate help was given.

Ms. Roberts-Kelly spoke about the newly established Chamber of Commerce in Boynton Beach and addressing the concerns of service providers.

Mr. Lesko spoke about attorney fees and stated that the Palm Beach County and Florida Bar Associations offered discounts for small businesses. He also spoke about his experience attending the Goods and Services Summit held by the School District of Palm Beach County.

Discussion ensued regarding events, prime contractors, goods and services, and event participation.

Mr. Pagan inquired about the acquisition of permits for the purpose of allowing a potential small business owner to utilize a rental food truck.

Ms. Davis Johnson responded that there would be a need to understand the small business's plans for the rental food truck and that OEBO would be willing to assist.

Mr. Kottler spoke about his experience attending the Goods and Services Summit held by the School District of Palm Beach County.

Ms. Davis Johnson acknowledged that Mr. Walker had joined the meeting via Webex.

Mr. Walker thanked the OEBO staff for their work.

MOTION to allow remote attendance due to extenuating circumstances. Motion by Robert Lesko, seconded by Juan Pagan, and carried 10-0.

Mr. Pagan commended the Advisory Committee for their communication and efforts in assisting small companies.

VI. Director's Comments

1.

Ms. Davis Johnson reminded the committee of three appointments that would be going before the BCC on December 3rd. She also spoke about the Procurement code that went into effect on November 16th.

2.

Ms. Davis Johnson explained that the OEBO had gone through an audit and that there was an expected timeline of six months for the findings to be put in place.

3.

Ms. Davis Johnson spoke about a possible retreat being held in January and wished everyone a happy Thanksgiving. She also stated that the next meeting would be held in January.

4.

Ms. Davis Johnson requested that each member of the committee provide a photo and short biography to present to the new members of the BCC.

VII. Assistant County Attorney's Comments

No comments were made.

VIII. Public Comments

No comments were made.

IX. Adjournment

MOTION to adjourn. Motion by Seabron Smith, seconded by Christine Roberts-Kelly, and carried 11-0.

At 9:24 a.m., the chair declared the meeting adjourned.