

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

MAY 21, 2025

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

**50 S 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
Melanie Roger
Deeawn Roundtree
Bob Schafer
Seabron Smith
Thais Sullivan
Javin Walker

COUNTY STAFF PRESENT:

Delano Allen, Small Business Specialist I, Office of Equal Business Opportunity (OEBO)
Allen Gray, Small Business Development Manager, OEBO
Megan Harp, Administrative Assistant II, OEBO
Angela Smith, Small Business Development Specialist III, OEBO
Antonia Smith, Outreach and Public Information Coordinator, OEBO

WEBEX ATTENDEES:

Nicole Davis, Contract Analyst, OEBO
Tonya Davis Johnson, Division Director V, OEBO
Deirdre Kyle, Small Business Development Specialist III, OEBO
Terry Newton, Small Business Development Specialist II, OEBO
Richard Sena, Assistant County Attorney I
Angela Smith, Small Business Development Specialist III, OEBO
Tarquiesha Brown, Randolph Construction Group

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

Danielle Freeman, Deputy Clerk

Karla Perez, Board Meetings Specialist

I. Call to Order

The vice chair called the meeting to order at 8:33 a.m.

a. Roll Call and Introduction of Guests

Ms. Harp called the roll.

Present: Christine Roberts-Kelly, Angela Bernard, Kati Cassiani, Clementine Fleuranvil, Ilan Kottler, Robert Lesko, Jacqueline Ramirez, Melanie Roger, Deeawn Roundtree, Seabron Smith, and Thais Sullivan

Absent: Juan Pagan, Bob Schafer, and Javin Walker

Via Webex: Lorna Anderson

Ms. Harp asked the online participants to introduce themselves.

(CLERK'S NOTE: Javin Walker joined the meeting.)

MOTION to allow remote participation for Lorna Anderson due to extenuating circumstances. Motion by Robert Lesko, seconded by Angela Bernard, and carried 12-0.

b. Adoption of Agenda for May 21, 2025

MOTION to approve the agenda. Motion by Seabron Smith, seconded by Javin Walker, and carried 13-0.

c. Approval of March 19, 2025, Minutes

Mr. Lesko inquired about being marked absent in the March 19 meeting minutes and Ms. Freeman provided clarification on the process when members were not present for the roll call but joined the meeting later.

MOTION to approve the minutes. Motion by Javin Walker, seconded by Deeawn Roundtree, and carried 13-0.

2. Committee Member Update

Ms. Harp discussed the term limits for Juan Pagan, Robert Lesko, and Seabron Smith, and she added that they all had expressed their desire to remain on the committee. She also discussed term limits for Katie Cassiani, Bob Schafer, and Javin Walker, all of whom would expire in October.

Mr. Lesko inquired about the process for committee member reappointment and Ms. Harp responded, outlining the process for reappointment.

Ms. Roberts-Kelly inquired about the time frame in which the BCC would be notified in advance and Ms. Harp responded, stating that the BCC would receive notice one to two months in advance and clarified that each member of the Board would need to submit their approval.

3. Old Business

a. Outreach Activity Report

Ms. Antonia Smith delivered and discussed the outreach activity report.

Mr. Lesko spoke about the upcoming June Career Fair being hosted in Riviera Beach.

Ms. Roundtree discussed an upcoming entrepreneur event Gaines Park on June 3rd and she extended an invite to the committee.

Ms. Roberts-Kelly spoke about her experience with the outreach activities and thanked the OEBO for their work.

Discussion ensued.

Mr. Walker thanked staff for their work during Small Business Week and provided feedback regarding his experience with vendors at the Food Truck event.

b. Small Business Certification Report

Ms. Davis delivered the Small Business Certification Report and provided details on the number of businesses that had been recertified, and detailed the exempt, and non-exempt payments for different types of small businesses.

Mr. Lesko noted that there was room for improvements regarding the amount of participation of small businesses.

Ms. Roundtree requested an explanation on the taxes of non-exempt payments to which staff explained that the non-exempt payments were the contracts that were subject to the EBO Program, and the exempt programs were not required to use SBEs.

Ms. Rogers inquired about the graduated pay section of the report, and staff explained that the section included firms that had graduated out of the program but were still listed as active on county contracts.

Ms. Roundtree inquired about the differences in the payment amounts between non-SBE versus S/W/BE.

Mr. Sena explained that staff would be bringing an item before the BCC on June 3rd in response to an executive order that had been issued by the Federal Government.

Mr. Walker spoke about questions he had been receiving regarding business certification and inquired about the end of the program.

Mr. Sena responded, explaining that the program was meant to be limited in time to align with constitutional mandates and that the program had been extended previously to conduct a disparity study to present to the BCC.

Mr. Walker requested an update on the status of the disparity study and Ms. Roberts-Kelly stated that the committee would return to Mr. Walker's inquiry later during the meeting.

Ms. Rogers inquired about the June 3rd BCC meeting, after which discussion ensued regarding the program ending and the benefit of attending that meeting.

Mr. Lesko inquired about the summary report for District 2 and the possibility of improving their percentage and Mr. Gray responded that outreach was possible for viable businesses.

IV. New Business

a. Recertification Sub-Committee Report

Ms. Roberts-Kelly spoke about the calls she had made and stated that one of the consultants stated that she would be willing to deliver a testimony on behalf of the OEBO.

Mr. Walker spoke about communication issues that had been reported and resolved. He reported that information to the recertified businesses had been delivered. He also spoke about some of the difficulties of businesses receiving work.

Mr. Lesko spoke about the competition for small businesses within Palm Beach County.

Ms. Bernard spoke about the concerns of some businesses not receiving timely compensation to pay their staff members and the possibility of providing coaching to small businesses.

Discussion ensued regarding the significance of business certification, workflow, and work opportunities.

(CLERK'S NOTE: Angela Smith joined the meeting in person.)

V. Committee Member Comments

No comments were made.

VI. Director's Comments

Mr. Gray informed the committee that this would be Ms. Nicole Davis's last day and that she would be transferring to another department.

Mr. Gray introduced new OEBO employee Delano Allen.

VII. Assistant County Attorney's Comments

No comments were made.

VIII. Public Comments

Mr. Walker thanked Ms. Nicole Davis for her work and service to the department.

IX. Adjournment

MOTION to adjourn. Motion by Javin Walker, seconded by Thais Sullivan, and carried 13-0.

At 9:39 a.m., the vice chair declared the meeting adjourned.