

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

JANUARY 17, 2024

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

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

MEMBERS:

Javin Walker, Chair
Lorna Anderson, Vice Chair
Denise Albritton
Amy Angelo
Kati Cassiani
Clementine Fleuranvil
Carole Hart
Robert Lesko
Courtney Newell
Juan Pagan
Doris Pastl
Christine Roberts Kelly
Bob Schafer
Seabron Smith

COUNTY STAFF PRESENT:

Nicole Davis, Small Business Development Specialist I
Tonya Davis Johnson, Division Director V, Office Of Equal Business Opportunity, OEBO
Reginald Duren, Assistant County Administrator
Allen Gray, Small Business Development Manager, OEBO
Megan Harp, Administrative Assistant II, OEBO
Antonia Smith, Outreach and Public Information Coordinator, OEBO
Melody Thelwell, Purchasing Director

COUNTY STAFF PRESENT VIA WEBEX:

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

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

Danielle Freeman, Deputy Clerk
Jillian Zalewska, Deputy Clerk

I. Call to Order

Ms. Davis Johnson called the meeting to order at 8:35 a.m.

a. Roll Call and Introduction of Guests

Ms. Harp called the roll.

Ms. Davis Johnson stated for the record that the chair and vice chair were absent.

Present: Denise Albritton, Amy Angelo, Kati Cassiani, Clementine Fleuranvil, Juan Pagan, Doris Pastl, Christine Roberts-Kelly, and Bob Schafer

Absent: Lorna Anderson, Carole Hart, and Javin Walker

Via Webex: Robert Lesko, Courtney Newell, and Seabron Smith

b. Adoption of Agenda for January 17, 2024

MOTION to adopt the agenda. Motion by Juan Pagan, seconded by Denise Albritton, and carried 8-0.

c. Approval of November 15, 2023, Minutes

MOTION to approve the minutes. Motion by Juan Pagan, seconded by Seabron Smith, and carried 8-0.

(CLERK'S NOTE: See revised vote later in the minutes.)

II. Committee Member Update

Ms. Davis Johnson reported that Alan Gerwig had sold his company was no longer on the committee, leaving Seat 4 vacant.

III. Old Business

a. Outreach Activity Report

Ms. Smith provided a summary of OEBO outreach activities she had attended in November and December of 2023, which included the following:

- a Housing Leadership Equity meeting with the Housing Leadership Council
- a meeting of the Public Safety Department reentry committee
- a Small Black Business certification meeting

- a goods and services outreach event for the School District of Palm Beach County Office of Diversity in Business Practices
- a Department of Community Services community action meeting in Delray Beach
- the Annual Farm City Luncheon, hosted by the Central Palm Beach County Chamber of Commerce
- a meeting of the Elder's Table in Delray Beach
- an outreach meeting with Plum Market
- a minority business certification workshop hosted by Infinity Taxes in Riviera Beach
- a Solid Waste Authority business forecast conference
- a Coffee and Commerce event at the Palm Beach Library Services branch on Summit Boulevard
- a mandatory SBE orientation for newly certified vendors
- a holiday gathering hosted by the Greater Delray Beach Chamber of Commerce
- an OEBO Four Points holiday outreach event

Ms. Smith spoke about her continued outreach efforts, which included sending letters and calling potential vendors. She informed the committee that event flyers and a QR code for the newsletter were included with the report. Ms. Smith invited the committee members to attend an upcoming outreach event for airport certification, a food vendor workshop, and the next mandatory SBE orientation.

Ms. Davis Johnson solicited questions from the members.

Ms. Smith encouraged everyone to visit the OEBO booth at the South Florida Fair.

Ms. Thelwell asked if the SBE orientation included goods and services, and Ms. Smith said that it was for any newly certified vendors but was also open to existing vendors.

(CLERK'S NOTE: Lorna Anderson joined the meeting via Webex, and Carole Hart joined the meeting.)

b. Small Business Certification Report

Mr. Sena suggested that the committee vote for a temporary chair to conduct the meeting. He also explained that if the members wished to have Ms. Anderson conduct the meeting

as vice chair, they would have to vote to allow remote participation due to extenuating circumstances.

MOTION to appoint Amy Angelo as meeting chair in the absence of the chair and vice chair. Motion by Juan Pagan, seconded by Doris Pastl.

Mr. Sena stated that votes by Webex attendees could not be counted unless the committee voted to allow remote participation.

MOTION to allow remote participation. Motion by Juan Pagan, seconded by Denise Albritton, and carried 8-0.

(CLERK'S NOTE: The vote to approve the minutes was taken up again at this time.)

MOTION to approve the November 15, 2023, meeting minutes. Motion by Juan Pagan, seconded by Carole Hart.

UPON CALL FOR A VOTE, the motion to appoint Amy Angelo as meeting chair carried 8-0.

UPON CALL FOR A VOTE, the motion to approve the November 15, 2023, meeting minutes carried 8-0.

b. Small Business Certification Report

Ms. Davis summarized the vendor certification status report for November 14, 2023, through January 16, 2024, which was included in the agenda package.

IV. New Business

a. Recertification Subcommittee Report

Ms. Pastl provided an update regarding the recertification status of the vendors listed in the report. She stated that the list for November was smaller. She read the results that were obtained through contacts and attempted contacts with the vendors, including reasons why certain vendors were not pursuing recertification. Ms. Pastl also noted that she had received a new list.

b. Purchasing Code Revisions Presentation Date Selection

Ms. Thelwell discussed a project regarding an update of the purchasing code, which she was conducting along with Assistant County Administrator Isami Ayala-Collazo; Brenda Znachko, Division Director IV of Facilities Development and Operations; Ms. Davis Johnson; and two individuals from the County Attorney's office. Ms. Thelwell stated that the group planned to present their findings to the Board of County Commissioners (BCC)

and wished to present the same information to OEBO Advisory Committee to obtain feedback.

Ms. Davis Johnson stated that she would contact the committee members about their availability during the weeks of February 5 and February 12, after which she would add Ms. Thelwell's presentation to the meeting agenda.

V. Committee Member Comments

Mr. Lesko discussed a successful outreach event at the library in Riviera Beach and offered to distribute brochures at upcoming events in January and February.

Mr. Smith wished everyone a happy new year and invited the members to attend a women's conference on January 24 at the South County Civic Center.

Ms. Pastl said that she looked forward to 2024 and to the upcoming retreat. In response to a question posed by Ms. Angelo, Ms. Pastl stated that she planned to meet with Ms. Davis Johnson to discuss the date and location of the retreat.

Ms. Albritton praised Ms. Smith's report and the efforts that had been made regarding community outreach.

Ms. Fleuranvil thanked Ms. Harp for including calendar invites in her communications.

Ms. Roberts-Kelly commended OEBO staff for their outreach efforts and said that she shared information about OEBO with her audiences.

Mr. Pagan wished everyone a happy new year and discussed his efforts to inform people about OEBO. He also informed the members that he would mention OEBO at an event the following night at which he was participating as a panelist.

Ms. Cassiani wished everyone a happy new year and said that her goal was to have more Hispanic-owned businesses work with OEBO.

Ms. Angelo expressed admiration for the flyers Ms. Smith had created to support her outreach efforts. She also informed the committee that a groundbreaking for her project was taking place that Friday in Lake Park.

VI. Director's Comments

Ms. Davis Johnson thanked the members who were present when OEBO had made a presentation to the BCC in November of 2023. She stated that OEBO would appear before the BCC again on January 30th to provide an overview of the programs and services offered by OEBO. She said that the presentation would also include the 2023 fiscal year utilization and participation report as well as the 2024 Quarter 1 participation and utilization report. She requested that the members attend if possible and said that

the information to be presented before the BCC would be shared with the committee once it was finalized.

Ms. Davis Johnson informed the committee that Yamel Vasquez was no longer with the department and that OEBO would be seeking a candidate to fill the vacant contract analyst position. She also requested that the members contact Ms. Smith with information about any events they participated in or attended so that she could add the events to the schedule.

Finally, Ms. Davis Johnson said that she was looking forward to a great year with OEBO and the Advisory Committee.

VII. Assistant County Attorney's Comments

Mr. Sena wished everyone a happy new year.

Ms. Davis Johnson stated that the RFP for the updated disparity study had been released the day before.

VII. Public Comments

Ms. Davis asked if the members preferred the expiration report include a list of vendors who were due to expire within 60 days.

Ms. Pastl responded that she would like the report to include that information. She also requested a list that showed the categories for each vendor whose certification was due to expire.

Ms. Davis said that she would provide that information.

IX. Adjournment

MOTION to adjourn. Motion by Juan Pagan, seconded by Christine Robert-Kelly, and carried 11-0.

At 9:18 a.m., the chair declared the meeting adjourned.