

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

MARCH 20, 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
Megan Harp, Administrative Assistant II, OEBO
Angela Smith, Small Business Development Specialist III
Antonia Smith, Outreach and Public Information Coordinator, OEBO
Melody Thelwell, Purchasing Director

COUNTY STAFF PRESENT VIA WEBEX:

Kenisha James, Financial Analyst II, OEBO
Theresa Lawrence, Small Business Development Specialist I
Ryan Maher, Assistant County Attorney I
Richard Sena, Assistant County Attorney I

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

Danielle Freeman, Deputy Clerk
Jillian Zalewska, Deputy Clerk

I. Call to Order

The chair called the meeting to order at 8:34 a.m.

a. Roll Call and Introduction of Guests

Ms. Harp called the roll.

Present: Lorna Anderson, Kati Cassiani, Clementine Fleuranvil, Robert Lesko, Juan Pagan, Bob Schafer, Seabron Smith, and Javin Walker

Absent: Denise Albritton, Amy Angelo, Christine Roberts-Kelly, Carole Hart, Courtney Newell, and Doris Pastl

b. Adoption of Agenda for March 20, 2024

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

c. Approval of January 17, 2024, Minutes

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

II. Committee Member Update

Ms. Davis Johnson reported that Seat 4 was vacant. She also stated that OEBO would reach out to the six committee members whose terms were due to expire.

Ms. Harp listed the members whose terms were expiring: Doris Pastl, Seat 3; Amy Angelo, Seat 5; Clementine Fleuranvil, Seat 8; Denise Albritton, Seat 9; Carole Hart, Seat 12; and Courtney Newell, Seat 14.

Ms. Davis Johnson explained that documentation would be prepared for the members who wished to be reappointed to the committee.

Mr. Walker inquired if anything had been done to recognize Alan Gerwig, who had sold his business and vacated Seat 4. Ms. Davis Johnson responded that a proclamation had been requested from Mr. Gerwig's district commissioner.

(CLERK'S NOTE: Courtney Newell joined the meeting.)

III. Old Business

a. Outreach Activity Report

Antonia Smith stated that a summary of OEBO outreach activities taking place in January through March of 2024 was included in the agenda packet. She spoke about the

upcoming events scheduled for Small Business Week and invited the members to attend the April 2nd Board of County Commissioners (BCC) meeting for the presentation of a proclamation in honor of Small Business Week. She also discussed the upcoming Advisory Committee kickoff breakfast.

Mr. Lesko thanked OEBO for providing materials to be distributed during outreach events at the Riviera Beach library.

Mr. Walker reminded the attendees that Small Business Week would take place on April 29th through May 3rd.

b. Small Business Certification Report

Ms. Davis stated that the vendor certification status report for January 17, 2024, through March 19, 2024, was included in the agenda package.

Ms. Davis said that the FY 2023 quarterly participation report and the FY 2024 Quarter 1 report had been distributed for the members to review.

Ms. Davis Johnson said that the reports had been presented to the BCC in November and January.

In response to a question posed by Mr. Pagan, Ms. Davis Johnson stated that Commissioner Baxter had requested that a study be conducted to analyze the economic impact of the OEBO program on Palm Beach County.

Mr. Schafer inquired about the recertification process for vendors who graduated from the program.

Ms. Davis Johnson replied that the vendors would be notified that size standards had increased and that they could apply for recertification.

Mr. Walker asked Ms. Davis Johnson to summarize the BCC's decision regarding the change in size standards.

Ms. Davis Johnson explained the BCC, at the March 12th meeting, had adopted an amended ordinance to increase size standards for vendors and to allow vendors who graduated to continue until the end of their contracts. She also discussed an option that would allow interested vendors to expedite their applications for a \$300 fee.

In response to a question from Mr. Pagan, Ms. Davis Johnson stated that the number at which a vendor graduated was determined by the Consumer Price index.

Mr. Sena stated that the amendment was effective as of March 15, 2024, when it was filed with the Department of State.

IV. New Business

Recertification Subcommittee Report

Mr. Walker explained that the subcommittee contacted vendors to determine who was recertifying and why those who were not recertifying had chosen not to do so. He stated that 683 vendors were currently certified, and the goal was to reach 1000. He requested that the recertification report be included in the agenda packets moving forward.

Mr. Walker read the recertification status report that had been submitted via email by Ms. Pastl. He said that subcommittee members would be assigned to contact the vendors whose certification expired between November and January.

Ms. Davis noted that ESP Media, one of the vendors included in the report, was in the process of recertifying.

V. Committee Member Comments

See later in the minutes.

VI. Director's Comments

Ms. Davis Johnson said that solicitations for the disparity study had been issued on January 16th and that three firms had been deemed responsive. She stated that the first selection committee meeting was held in March, and oral presentations from the responsive firms would take place on April 10th beginning at 9:00 a.m.

Ms. Davis Johnson reported that policies and procedures were being updated. She said that OEBO continued to follow up with businesses to ensure they were receiving any resources they needed to be successful. She also stated that OEBO needed assistance identifying vendors interested in conducting business with Palm Beach County. She explained that outreach efforts were ongoing, and internal training was beginning in May with the Purchasing department. The training would also be conducted for external vendors and was being led by Deirdre Kyle and Angela Smith.

In response to a question posed by Mr. Schafer, Ms. Davis Johnson said that vendors outside of Palm Beach County could domicile within the county and that OEBO could assist with the process.

Ms. Davis Johnson clarified that five firms had responded to the disparity study solicitation, but two of those had been deemed nonresponsive.

Discussion ensued regarding the April 10th meeting. Ms. Thelwell said that the presentations were not open to the public, but the public could attend the selection committee meeting scheduled for 1:00 p.m. on April 10th.

Mr. Walker encouraged the Advisory Committee members to attend the April 10th selection committee meeting.

VII. Assistant County Attorney's Comments

No comments were made.

VII. Public Comments

There were no public comments.

(CLERK'S NOTE: Item V was taken up at this time.)

Ms. Newell reported that someone from her team had attended the food truck event. She also stated that she was looking forward to Small Business Week.

Mr. Schafer said that Associated General Contractors of America was providing a free fall-prevention training on March 28th and March 29th and that participants would earn continuing education credits and a certificate.

In response to questions posed by Ms. Davis Johnson, Mr. Schafer said that the training was online and that he would forward a copy of the flyer.

Ms. Fleuranvil requested OEBO materials she could distribute at Women's History Month events, and Angela Smith agreed to send them.

Mr. Lesko discussed the outreach events held twice a month at the Riviera Beach library. He also asked the attendees to let him know if there were any opportunities to work with a *New York Times* bestselling author who was interested in giving back to the community.

Mr. Pagan informed the attendees about the Women's Leadership Forum & Business Expo, which was scheduled to take place on April 24th at the Palm Beach Photographic Centre. He said that all OEBO events were published on his organization's website and shared on social media.

Mr. Walker asked Mr. Pagan to discuss an event held in January.

Mr. Pagan said it was a large multicultural event with representation from 21 countries and that OEBO had participated.

Mr. Smith asked for help identifying vendors in the Glades area who might be interested in working with OEBO. He also spoke about the upcoming annual awards gala that was to be held on June 8th at Indian Springs Country Club.

Mr. Walker thanked Ms. Davis Johnson and the OEBO staff. He invited the committee members to visit OEBO's newly renovated office space.

Ms. Davis Johnson said that Randolph Construction had done the renovation.

Mr. Walker praised the work done by Randolph Construction and thanked the County for investing in small businesses.

Ms. Davis Johnson stated that the annual Matchmaker Conference and Expo was scheduled for September 20th.

Mr. Walker offered condolences and prayers to Mr. Smith and his family.

IX. Adjournment

MOTION to adjourn. Motion by Juan Pagan, seconded by Seabron Smith.

At 9:37 a.m., the chair declared the meeting adjourned.

(CLERK'S NOTE: The meeting reconvened at this time.)

Ms. Davis Johnson polled the attendees to determine their availability to attend the OEBO retreat on either April 20th or April 27th. She said that seven members were available on April 20th, and four were available on April 27th.

At 9:39 a.m., the meeting adjourned.