

**OFFICIAL MEETING MINUTES
OF THE
OFFICE OF EQUAL BUSINESS OPPORTUNITY
GOAL SETTING COMMITTEE**

JANUARY 17, 2024

**WEDNESDAY
3:30 P.M.**

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

MEMBERS:

Tonya Davis Johnson, Division Director V, Office of Equal Business Opportunity (OEBO),
Chair
Fanny Amini, Contract Analyst, OFMB
Keith Clinkscale, Division Director V, OFMB
Ryan Maher, Assistant County Attorney I
Melody Thelwell, Purchasing Director, Purchasing
Brenda Znachko, Division Director IV, Facilities Development and Operations (FDO)

ALSO PRESENT:

Felicia Byrd, Contracts Compliance Coordinator, Palm Tran
Vernetha Green, Utilities Support Services Coordinator, Water Utilities
Anthony Gregory, Airports Compliance Manager, Airports
Megan Harp, Administrative Assistant, OEBO
Terry Newton, Small Business Development Specialist II, OEBO
Scott Ornitz, Professional Engineer, Airports
George Santos, Licensed Project Manager, Airports
Angela Smith, Small Business Development Specialist III, OEBO
Richard Sena, Assistant County Attorney II
Angie Whitaker, Small Business Development Specialist II, OEBO

PRESENT VIA WEBEX:

Mark Broderick, Division Director, FDO
Sharon Cushnie, Procurement Manager, Palm Tran
John Dunnuck, Deputy Director, FDO
Tom Galassi, Facilities Manager, Palm Tran
Allen Gray, Manager, OEBO
Kenisha James, Financial Analyst II, OEBO
Tylene Henry
Holly Knight, Professional Engineer, Engineering and Public Works
Deirdre Kyle, Small Business Development Specialist III, OEBO
Theresa Lawrence, Small Business Development Specialist I
Ann McNeill, Founder, NABWIC
Antonia Smith, Outreach and Public Information Coordinator, OEBO

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 3:31 p.m.

Ms. Harp called the roll.

Present: Tonya Davis Johnson, Fanny Amini, Ryan Maher, Melody Thelwell, and Brenda Znachko

Absent: Keith Clinkscale

(CLERK'S NOTE: Attendees stated their names for the record, and WebEx attendees' names were stated by Ms. Davis Johnson.)

II. Adoption of January 17, 2024, Agenda

MOTION to adopt the agenda as presented. Motion by Brenda Znachko, seconded by Ryan Maher, and carried 5-0.

III. Approval of January 3, 2024, Minutes

Revisions to the minutes were requested as follows:

- Fanny Amini had attended the meeting in place of Irwin Jacobowitz, not Keith Clinkscale.
- Richard Sena was listed as a committee member but had attended in the capacity of County staff.

MOTION to approve the minutes as amended. Motion by Brenda Znachko, seconded by Fanny Amini, and carried 5-0.

IV. Review of Projects

PROJECT

1. CMA 19031D Grounds Maintenance, Lake Region WTP/N Region Pump Facility-WUD Amount: \$154,100

Ms. Green provided details about the project. She stated that a term contract for grounds maintenance was required daily, and that contract had been in place for five years with

four renewal options and no increase to current contract pricing. The new bid would be advertised with a term of 12 months with four 12-month renewal options.

Ms. Thelwell asked if the existing contracts were reviewed. Ms. Davis Johnson responded that they were not evaluated, and it was up to the vendors to decide if they wanted to pursue the work.

MOTION to apply the recommended API SBE Price Preference to the solicitation. Motion by Brenda Znachko, seconded by Melody Thelwell, and carried 6-0.

Citations: 2-80.27(5)f

Ms. Davis Johnson announced that Tylene Henry and John Dunnuck had joined the call.

2. PB 24-5 Miscellaneous Drainage Repairs- Package No. 2–PBIA
Amount: \$764,320

Mr. Ornitiz provided an overview of the drainage repairs project. He stated that the invitation to bid would be listed under the construction category and the contract would be a one-time bid. He also discussed the details of the repairs.

MOTION to apply the recommended API of SBE Minimum Mandatory Subcontracting of 15 percent of which 10 percent would be MBE African American or Hispanic American. Motion by Brenda Znachko, seconded by Ryan Maher, and carried 6-0.

Citations: 2-80.27(1)c. and 2-80.27(2)b.

3. Janitorial Services For The Palm Tran Intermodal Transit Center – PALM
Amount: \$1,200,000

Ms. Byrd provided details on the item. They were seeking a three-year term with annual renewal options. The estimated annual cost per year would be \$240,000 based on the repetition of services required.

In response to a question posed by Ms. Davis Johnson, Ms. Byrd confirmed that the term was based on a five-year contract valued at \$1.2 million.

Ms. Davis Johnson asked the OEBO staff to include the total five-year term value in the recommendation.

Ms. Znachko asked for clarification on the different evaluation preferences that were applicable to goods and services.

Mr. Sena explained that if the goods and services were valued at more than \$500,000, the total evaluation points were awarded based on a sliding scale from 0 to 15 percent of the total evaluation points for scoring.

In response to Ms. Znachko's request, Mr. Sena also explained the MBE evaluation preference process.

Ms. Davis Johnson asked Ms. Kyle or Mr. Gray to review the ordinance to see what the API was for an MBE evaluation preference for amounts greater than \$500,000.

Ms. Davis Johnson requested that the item be tabled and discussed further once the information was provided.

4. 2012517 Congress Avenue Extension Phase A – ENG
Amount: \$4,650,000

Ms. Knight provided details on the Congress Avenue expansion project.

MOTION to approve the recommended API of SBE Mandatory Minimum Subcontracting goal of 20 percent of which 3 percent would be MBE African American or Hispanic American. Motion by Brenda Znachko, seconded by Melody Thelwell, and carried 5-0.

Citations: 2-80.27(1) c. and 2-80.27(2)b.

(CLERK'S NOTE: Item 3 continued at this time.)

Ms. Kyle said the ordinance stated that for any amount over \$5 million, the only option would be a subcontracting goal.

A discussion ensued regarding the evaluation preferences.

Ms. Thelwell asked if African American or Hispanic American certified firms would fall under the category of small businesses and receive the same specializations.

Ms. Davis Johnson said that because of their title they qualified as small businesses but were identified by race and ethnicity for the purpose of this program.

Discussion ensued regarding an option for subcontracting opportunities.

Ms. Thelwell requested to make an additional motion.

MOTION to approve the SBE Evaluation Preference for Prime Bidders. Motion by Melody Thelwell, seconded by Brenda Znachko, and carried 5-1.

Citations: 2-80.27(5) c. - Option 2

V. Old Business

No old business was discussed.

VI. New Business

S/M/WBE Project Update Success Stories

No comments were made.

VII. Committee Comments

Ms. Thelwell thanked staff for providing the list of vendors, as it proved to be very helpful.

Mr. Maher stated that it was a good first meeting and that he was happy to be a part of the committee.

VIII. Directors' Comments

No comments were made.

IX. Public Comment

Ann McNeil thanked Ms. Davis Johnson and the OEBO staff for their participation at a recent outreach event.

X. Adjournment

At 4:07 p.m., the chair declared the meeting adjourned.