

**OFFICIAL MINUTES
OF THE
OFFICE OF EQUAL BUSINESS OPPORTUNITY
GOAL SETTING COMMITTEE
JANUARY 15, 2025**

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

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

MEMBERS

Mark Broderick, Facilities Development and Operations (FDO)
Tonya Davis Johnson, Division Director V, Office of Equal Business Opportunity (OEBO),
Chair
Keith Clinkscale, Division Director V, Office of Financial Management & Budget (OFMB)
Ryan Maher, Assistant County Attorney I
Melody Thelwell, Purchasing Director, Purchasing
Brenda Znachko, Division Director III, OFMB

COUNTY STAFF PRESENT:

Reginald Duren, Assistant County Administrator
Vernetha Green, Utilities Support Services Coordinator
Megan Harp, Administrative Assistant II, OEBO
Deirdre Kyle, Small Business Development Specialist III, OEBO
Irwin Jacobowitz, Division Director V
Terry Newton, Small Business Development Specialist II, OEBO
Richard Sena, Assistant County Attorney I
Stephanie Sejnoha, Director II, Public Safety
Angie Whitaker, Small Business Development Specialist II

PRESENT VIA WEBEX:

Kena Brown, Brown Electrical Solutions
Tarquiesha Brown, Randolph Construction Group
Nicole Davis, Contract Analyst, OEBO
Allen Gray, Small Business Development Manager, OEBO
Reginald Hayes, Caribbean Clean, LLC
Tawanna King, Contract Analyst
Theresa Lawrence, Small Business Development Specialist I, OEBO
Angela Smith, Small Business Development Specialist III, OEBO
Antonia Smith, Outreach and Public Information Coordinator

ALSO PRESENT:

Deeawn Roundtree, OEBO Advisory Committee

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

Danielle Freeman, Deputy Clerk

(CLERK'S NOTE: Irwin Jacobowitz served as a committee member in place of Melody Thelwell.)

I. CALL TO ORDER

The chair called the meeting to order at 3:31 p.m.

Ms. Harp called the roll.

Present: Mark Broderick, Keith Clinkscale, Irwin Jacobowitz, Tonya Davis Johnson, Ryan Maher, and Brenda Znachko

Absent: Melody Thelwell

II. ADOPTION OF JANUARY 15, 2025, AGENDA

Ms. Davis Johnson asked if there were any additions or deletions to the agenda.

Ms. Whitaker stated that the Water Utilities Department (WUD) had an additional item to be added.

Mr. Jacobowitz inquired about the total contract value.

Ms. Whitaker explained that it had been inadvertently left out of the agenda packet.

Ms. Kyle stated that she would review the 2025 Annual SBE Goals under new business.

MOTION to adopt the agenda as amended. Motion by Keith Clinkscale, seconded by Irwin Jacobowitz, and carried 6-0.

III. APPROVAL OF DECEMBER 18, 2024, MINUTES

MOTION to approve the December 18, 2024, minutes. Motion by Brenda Znachko, seconded by Mark Broderick, and carried 6-0.

IV. REVIEW OF PROJECTS

PROJECT

1. Project: Pressure Cleaning/Sealing, Wood Surface–WUD \$1,575,000

Ms. Green provided an overview of the project.

Ms. Whitaker stated that OEBO agreed with the department's recommendation.

Ms. Znachko inquired about the worksheet description for the project.

Discussion ensued.

Ms. Davis Johnson recommended that the worksheet be modified to reflect the five-year term amount.

Ms. Znachko asked if the vendor would maintain the same prices for the five-year term.

Discussion continued.

Ms. Green stated that the department was willing to keep the language as written in the worksheet.

Ms. Davis Johnson asked Ms. Green if she was willing to redact her statement about modifying the worksheet, and Ms. Green confirmed she would.

MOTION to apply the recommended API of SBE Price Preference. Motion by Keith Clinkscale, seconded by Irwin Jacobowitz, and carried 7-0.

CITATION: 2-80.27(5)(f)

2. Project: Tank Cleaning Services, Wastewater Treatment Plants–WUD \$2,000,000

Ms. Green discussed the details of the project.

Ms. Whitaker stated that OEBO agreed with the department's recommendation.

Ms. Davis Johnson asked if the incumbents were able to be certified on the solicitation listed, to which Ms. Green stated that they were not.

MOTION to apply the recommended API of SBE Price Preference. Motion by Irwin Jacobowitz, seconded by Mark Broderick, and carried 7-0.

CITATION: 2-80.27(5)(f)

(CLERK'S NOTE: The add-on item was taken up at this time.)

5. Project: Well Field Maintenance and Repair Services, Term Project Name/Number Contract–WUD \$6,750,000

Ms. Green provided an overview of the project.

Ms. Davis Johnson inquired about the opportunities for the incumbents to be certified, and a discussion ensued.

Ms. Whitaker stated that OEBO agreed with the recommendation.

MOTION to apply the recommended API of SBE Price Preference. Motion by Brenda Znachko, seconded by Keith Clinkscale, and carried 7-0.

CITATION: 2-80.27(5)(f)

(CLERK'S NOTE: Item 3 was taken up at this time.)

3. Project: Pre-Qualification of Vendors for Window Treatment Services—FDO \$220,000

Mr. Broderick discussed the project details.

Ms. Kyle stated that OEBO agreed with the department's recommendation.

Discussion ensued regarding the terms of the project and hosting outreaches to increase bid thresholds.

MOTION to apply the recommended API of SBE Price Preference. Motion by Brenda Znachko, seconded by Keith Clinkscale, and carried 6-0.

CITATION: 2-80.27(5)(f)

4. Project: Switchgear Service—FDO \$890,000

Mr. Broderick provided an overview of the project.

Ms. Kyle stated that OEBO agreed with the department's recommendation.

At Ms. Davis Johnson's request, Mr. Broderick provided a definition of switchgear services.

MOTION to apply the recommended API of SBE Price Preference. Motion by Keith Clinkscale, seconded by Irwin Jacobowitz, and carried 6-0.

CITATION: 2-80.27(5)(f)

Ms. Davis Johnson recognized Webex attendee Reginald Hayes with Caribbean Clean and in-person attendee Assistant County Administrator Reginald Duren.

V. OLD BUSINESS

No old business was discussed.

VI. NEW BUSINESS

S/M/WBE Project Update Success Stories

No comments were made.

UNSCHEDULED ITEM

Annual SBE Goals Review

Ms. Kyle delivered a slideshow presentation about the two-step process that was designed to establish aspirational goals for 2025.

A discussion ensued regarding the potential changes.

MOTION to adopt the 2025 Annual SBE Goals with calculations being rounded up or down. Motion by Brenda Znachko, seconded by Keith Clinkscale, and carried 6-0.

VII. COMMITTEE COMMENTS

Mr. Maher stated that it had been a pleasure serving on the committee.

VIII. DIRECTOR'S COMMENTS

Ms. Davis Johnson discussed the new ordinance changes, which included Mr. Maher no longer serving on the committee and Stephanie Sejnoha, Division Director II for Public Safety, serving as his replacement.

Responding to Ms. Znachko, Ms. Davis Johnson confirmed that the PPM had been signed, and it would be posted on the Purchasing website.

Ms. Davis Johnson introduced and welcomed Dr. Deeawn Roundtree to the Advisory Committee and the GSC meeting.

Ms. Roundtree stated that she was excited to serve on the Advisory Committee and looked forward to seeing how she could help small business owners.

Ms. Davis Johnson encouraged everyone to respond to the surveys related to the disparity study as well as participate in educational events.

Ms. Brown asked how she could obtain a copy of the attachments discussed.

Ms. Davis Johnson stated that they would send them out to everyone.

Ms. Znachko asked if there were any upcoming events.

Ms. Davis Johnson said that there would be a booth set up at the fair for OEBO. She also said that there would be proclamations coming up during the year.

Ms. Smith stated that Angela Smith would be speaking at the Boynton Chamber.

Ms. Smith said that Small Business Week and new business training events were coming up.

IX. PUBLIC COMMENT

No comments were made.

X. ADJOURNMENT

At 3:53 p.m., the chair declared the meeting adjourned.