

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

FEBRUARY 19, 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)
Stephanie Sejnoha, Director II, Public Safety
Melody Thelwell, Purchasing Director, Purchasing
Brenda Znachko, Division Director III, OFMB

COUNTY STAFF PRESENT:

Allen Gray, Small Business Development Manager, OEBO
Megan Harp, Administrative Assistant II, OEBO
Irwin Jacobowitz, Division Director V, Purchasing
Holly Knight, Senior Professional Engineer, Engineering and Public Works
Terry Newton, Small Business Development Specialist II, OEBO
Richard Sena, Assistant County Attorney I
Angela Smith, Small Business Development Specialist III, OEBO

WEBEX ATTENDEES:

Kena Brown, Brown Electrical Solutions
Tarquiesha Brown, Randolph Construction Group
Nicole Davis, Contract Analyst, OEBO
Dwight Stephenson, D. Stephenson Construction
Deborah Peters, Real Estate Contract Analyst, FDO
Christine Roberts, OEBO Advisory Committee
Melanie Roger, OEBO Advisory Committee
Bob Schafer, OEBO Advisory Committee
Antonia Smith, Outreach and Public Information Coordinator, OEBO
Seabron Smith, OEBO Advisory Committee

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

Chayanne Munet, Deputy Clerk

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, Stephanie Sejnoha, and Brenda Znachko

Absent: Tonya Davis Johnson and Melody Thelwell

(CLERK'S NOTE: Allen Gray attended and served as chair in place of Ms. Davis Johnson, and Irwin Jacobowitz attended and served as a member in place of Melody Thelwell.)

Mr. Gray and Ms. Harp acknowledged the online participants.

II. Adoption of February 19, 2025, Agenda

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

III. Approval of February 5, 2025, Minutes

MOTION to approve the minutes. Motion by Stephanie Sejnoha, seconded by Irwin Jacobowitz, and carried 6-0.

IV. Review of Projects

1. Project No.: 2025053 Traffic Signal Engineering Professional Continuing Services Contract – ENG \$1,000,000

Ms. Knight provided details about the proposed project and the recommendations.

Ms. Smith stated that OEBO agreed with the recommended API of SBE Mandatory Minimum Subcontracting Goal of 20 percent with an SBE Evaluation Preference for SBE Participation and an M/WBE Subcontracting Goal of 5 percent.

Mr. Jacobowitz inquired about the 5 percent African American goal, and Ms. Smith clarified that the 5 percent was in addition to the required 20 percent.

Ms. Znachko inquired about the number of firms, and Ms. Knight responded, stating that there would be two firms.

MOTION to apply the recommended API of SBE Mandatory Minimum Subcontracting Goal of 20 percent with an SBE Evaluation Preference for SBE Participation and an M/WBE Subcontracting Goal of 5 percent. Motion by Irwin Jacobowitz, seconded by Keith Clinkscale, and carried 7-0.

CITATION: 2-80.27(3)(e), 2-80.27(3)(d) Option 2, and 2-80.27(4)(c)

2. Project No.: 2025051 Structural Engineering Professional Continuing Services Contract – ENG \$2,000,000

Ms. Knight provided details about the proposed project and recommendations.

Ms. Smith stated that OEBO agreed with the recommended API of SBE Mandatory Minimum Subcontracting Goal of 20 percent with 5 percent required to be African American-owned firms, and an SBE Evaluation Preference for SBE Participation.

Ms. Znachko inquired about the number of firms. Ms. Knight responded that there would be four firms for the contract.

Discussion ensued regarding the firms, MBE preference, and alternative recommendations.

Mr. Gray proposed an alternative recommendation of 10 percent minimum African American participation.

Ms. Knight suggested an alternative recommendation of 8 percent minimum African American participation.

Discussion continued.

MOTION to apply the recommended API of SBE Mandatory Minimum Subcontracting Goal of 20 percent of which 8 percent must be African American-owned firms, and an SBE Evaluation Preference for SBE Participation. Motion by Brenda Znachko, seconded by Irwin Jacobowitz, and carried 7-0.

CITATION: 2-80.27(3)(e), 2-80.27(3)(d) Option 2, and 2-80.27(4)(c)

3. Project No.: 2025052 Intersection Improvements Professional Services Contract – ENG \$2,000,000

Ms. Knight provided details about the proposed project and recommendations.

Ms. Znachko inquired about the details of the contract, and Ms. Smith clarified that the details had been corrected through email correspondence.

Ms. Knight stated that two firms would be utilized for the intersection.

Ms. Znachko requested that the number of firms be listed in the details in the future.

MOTION to apply the recommended API of SBE Mandatory Minimum Subcontracting Goal of 20 percent, of which 5 percent would be M/WBE Subcontracting for African American firms, and SBE Evaluation Preference for SBE Participation. Motion by Keith Clinkscale, second by Irwin Jacobowitz, and carried 7-0.

CITATION: 2-80.27(3)(e), 2-80.27(3)(d) Option 2, and 2-80.27(4)(c)

4. Project No.: 2025056 Small Paving and Minor Continuing Services Construction Contract – ENG \$3,000,000

Ms. Knight provided details about the proposed project and recommendations.

Ms. Smith stated that OEBO agreed with the recommended API of SBE Mandatory Minimum Subcontracting Goal of 20 percent of which 2 percent must be MBE African American and/or Hispanic American.

MOTION to apply the recommended API of SBE Subcontracting Mandatory Minimum Subcontracting Goal of 20 percent of which 2 percent must be MBE African American- or Hispanic American-owned firms. Motion by Irwin Jacobowitz, seconded by Mark Broderick, and carried 7-0.

CITATION: 2-80.27(1)(c) and 2-80.27(2)(b)

5. Project No.: 2025055 Pathway and Minor Continuing Services Construction Contract – ENG \$35,000,000

Ms. Knight provided details about the proposed project and recommendations.

Ms. Smith stated that OEBO agreed with the recommended API of 15 percent SBE Subcontracting Minimum Mandatory, of which 2 percent would be MBE African American- and/or Hispanic American-owned firms.

MOTION to apply the recommended API of SBE Mandatory Minimum Subcontracting Goal of 15 percent of which 2 percent must be MBE African American- and/or Hispanic American-owned firms. Motion by Mark Broderick, seconded by Stephanie Sejnoha, and carried 7-0.

CITATION: 2-80.27(1)(c) and 2-80.27(2)(b)

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

Mr. Clinkscale inquired about the timeline of the disparity study, and Ms. Kyle responded that it would be scheduled for the end of June.

Ms. Znachko asked if the disparity study would be a draft or if it would be the final version.

Ms. Kyle stated that they would target the final version.

VIII. Directors Comments

No comments were made.

IX. Public Comment

No comments were made.

X. Adjournment

At 4:06 p.m., the chair declared the meeting adjourned.