

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

APRIL 3, 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
Keith Clinkscale, Division Director V, Office of Financial Management & Budget (OFMB)
John Dunnuck III, Deputy Director, Facilities Development and Operations (FDO)
Ryan Maher, Assistant County Attorney I
Melody Thelwell, Purchasing Director, Purchasing
Brenda Znachko, Division Director III, OFMB

COUNTY STAFF PRESENT:

Krystin Berntsen, Director I, Water Utilities Department (WUD)
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
Richard Sena, Assistant County Attorney I
Angela Smith, Small Business Development Specialist III, OEBO
Angie Whitaker, Small Business Development Specialist II, OEBO

PRESENT VIA WEBEX:

Kenisha James, Financial Analyst II, OEBO
Theresa Lawrence, Small Business Development Specialist I, OEBO
Tinu Pena, CEO, Motre Co. LLC
Antonia Smith, Outreach and Public Information Coordinator, OEBO
Peggy West, MCO Construction

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

Alyssa Berg, Board Meetings Specialist
Danielle Freeman, Deputy Clerk

I. Call to Order

(CLERK'S NOTE: Allen Gray attended on behalf of Tonya Davis Johnson and acted as meeting chair.)

OEBO GOAL-SETTING
COMMITTEE

The chair called the meeting to order at 3:30 p.m.

Ms. Harp called the roll.

Present: John Dunnuck, Ryan Maher, Melody Thelwell, Brenda Znachko

Absent: Tonya Davis Johnson, Keith Clinkscale

II. Adoption of April 3, 2024, Agenda

Angela Smith, Small Business Development Specialist III, reported the following changes:

Milani Park 2023-044804 was added to the agenda as Item IV.3.

MOTION to adopt the agenda as amended. Motion by John Dunnuck, seconded by Melody Thelwell, and carried 5-0.

III. Approval of March 20, 2024, Minutes

MOTION to approve the March 20, 2024, minutes. Motion by John Dunnuck, seconded by Melody Thelwell, and carried 5-0.

(CLERK'S NOTE: Mr. Gray called for self-introductions of the Webex attendees.)

IV. Review of Projects

1. Project No: 2019022 Wallis Road and Haverhill Road Intersection Improvements – ENG \$1,100,000

Ms. Knight stated this would be an invitation to bid and provided details about the project. She stated that the FDO recommended a 20 percent SBE Mandatory Minimum Subcontracting Goal.

Ms. Smith confirmed that OEBO agreed with the recommendation.

Ms. Thelwell expressed that the project already had a SMWBE of 13.8 percent, and questioned if there was any concern with meeting the mandatory minimum goal of 20 percent.

Ms. Knight suggested that the goal setting committee could reduce the SBE to 15 percent.

Ms. Smith discussed the various factors that are considered when setting the API for a project.

Ms. Znachko inquired if the committee had accomplished a 20 percent SBE for previous projects with comparable set API's, to which Ms. Knight responded the minimum SBE contracting target goal had been accomplished in the past.

MOTION to adopt the SBE Subcontracting Mandatory Minimum of 20 percent. Motion by Brenda Znachko, seconded by Ryan Maher, and carried 6-0.

CITATION: 2-80.27(1)c

2. Project No: 23-035 Capital Improvement Plan Program Management – WUD \$20,000,000

Ms. Berntsen stated that the RFP was for a selection of up to two consultant firms to aid with the program management of the Capital Improvement Plan. This would be for a five-year contract at the cost of 20 million dollars, and the FDO recommended a SBE Mandatory Minimum Subcontracting Goal of 20 percent with an MWBE evaluation preference of up to 15 points for African American enterprises.

Ms. Smith said the OEBO agreed with the recommendation.

Ms. Znachko inquired whether the MBE evaluation preference was only for African American firms, as well as the number of firms being considered.

Ms. Berntsen clarified that the OEBO's stance on hiring multiple firms provided current employees with an increased availability. The SBE had exceeded the minimum threshold of 20 percent subcontracting in the past, and their objective is projected to be between 25 and 30 percent.

Ms. Pena inquired if the CCNA was established to aide in the accomplishment of the MWBE goal.

Ms. Berntsen explained that CCNA certified services are not included in construction management or project outreach.

MOTION to adopt the SBE Subcontracting Mandatory Minimum of 20 percent with an MBE of up to 15 points for African American-owned firms. Motion by Brenda Znachko, seconded by Ryan Maher, and carried 6-0.

CITATION: 2-80.27(3)e & 2-80.27(4)b

3. Project No: 2023-044804 Milani Park FDO \$600,000

Mr. Dunnuck stated that the RFP was for professional services. The FDO recommended an SBE Subcontracting Mandatory Minimum of 20 percent with an evaluation preference for SBE participation.

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Ms. Smith confirmed the OEBO agreed with the recommendation.

Ms. Thelwell questioned if the proposed project amount covered the total cost of the contract term.

Mr. Dunnuck said the \$600,000 would be used to cover the initial cost of the construction design.

MOTION to adopt the recommended API of SBE Mandatory Subcontracting goal of 20 percent with an evaluation preference for SMWBE. Motion by Brenda Znachko, seconded by Melody Thelwell, and carried 5-0.

CITATION: 2-80.27(3)e & 2-80.27(3)d 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. Angela Smith discussed the activities planned for OEBO Small Business Week.

Ms. Antonia Smith urged everyone to engage on the OEBO social media page.

Mr. Gray reminded everyone the importance of being registered prior to the May 3, 2024, Hard Hats & Suits event.

Ms. Antonia Smith confirmed the dates of the events planned for OEBO Small Business Week.

- April 29, 2024, Small Business Week Kickoff Breakfast
- April 30, 2024, Certified Vendors Goods and Services Outreach Conference
- May 1, 2024, Small Business Week Networking Event
- May 2, 2024, Food Truck Funday
- May 3, 2024, Hard Hats and Suits

VIII. Director Comments

No comments were made.

IX. Public Comment

Ms. Brown inquired if the list of events was posted on the OEBO website.

Ms. Antonia Smith replied that the flyer was on the website and shared to the social media page. She added that links to register for the OEBO Small Business Week events could be found on the webpage.

X. ADJOURNMENT

At 3:48 p.m., the chair declared the meeting adjourned.