

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

**MAY 15, 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)  
Mark Broderick, Division Director IV, 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:**

Mike Butler, Division Director IV, Information System Services (ISS)  
Allen Gray, Small Business Development Manager, OEBO  
Megan Harp, Administrative Assistant II, OEBO  
Sherri Haywood-McCabe, Contract Manager, ISS  
Irwin Jacobowitz, Division Director V, Purchasing  
Deirdre Kyle, Small Business Development Specialist III, OEBO  
Kristen Monnett, Purchasing Manager, Purchasing  
Terry Newton, Small Business Development Specialist II, OEBO  
Richard Sena, Assistant County Attorney I  
Angie Whitaker, Small Business Development Specialist II, OEBO

**PRESENT VIA WEBEX:**

Fanny Amini, Contract Analyst, OEBO  
Tarquiesha Brown, Randolph Construction Group  
Michael Castro, Mikas Enterprise INC., D.B.A Permit-Zone  
Nicole Davis, Contract Analyst, OEBO  
Kenisha James, Financial Analyst II, OEBO  
Theresa Lawrence, Small Business Development Specialist I, OEBO  
Angela Smith, Small Business Development Specialist III, OEBO  
Antonia Smith, Outreach and Public Information Coordinator, OEBO

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

Danielle Freeman, Deputy Clerk  
Chayanne Munet, Deputy Clerk  
OEBO GOAL-SETTING  
COMMITTEE

**I. Call to Order**

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

The chair called the meeting to order at 3:35 p.m.

Ms. Harp called the roll.

**Present:** Mark Broderick, Keith Clinkscale, Ryan Maher, Melody Thelwell, and Brenda Znachko

**Absent:** Tonya Davis Johnson

**II. Adoption of May 15, 2024, Agenda**

**MOTION to adopt the agenda. Motion by Keith Clinkscale, seconded by Melody Thelwell, and carried 6-0.**

**III. Approval of May 1, 2024, Minutes**

**MOTION to approve the May 1, 2024, minutes. Motion by Brenda Znachko, seconded by Mark Broderick, and carried 6-0.**

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

**IV. Review of Projects**

- 1. Project: Architectural Services Continuing Contract– FDO \$7,000,000

Mr. Broderick discussed details of the continuing contract. FDO recommended an API SBE goal of 25 percent with an MBE of up to 15 points for African American-owned firms.

Ms. Kyle stated that OEBO agreed with the recommendation.

Ms. Znachko verified that the RFP would be for African American firms due to the CCNA categorization.

Discussion ensued about the evaluation preference percentage and the CCNA requirements.

**MOTION to adopt the API SBE Subcontracting Goal of 25 percent with an MBE Evaluation Preference of up to 15 points for African American-owned firms. Motion by Keith Clinkscale, seconded by Brenda Znachko, and carried 6-0.**

**CITATIONS: 2-80.27(3)e and 2-80.27(4)b**

2. Project: Electrical Construction Services Prequalified/Annual–FDO \$8,500,000

Mr. Broderick discussed the project. The term of the contract was five years, and the value of the project was still being determined.

Ms. Thelwell asked for clarification regarding the sheltered market.

Mr. Gray stated that the solicitation could be SBE sheltered market for projects less than \$100,000.

Discussion ensued.

**MOTION to adopt the recommended SBE Sheltered Market for projects less than \$100,000 with an SBE Price Preference for projects \$100,000 or greater. Motion by Keith Clinkscale, seconded by Brenda Znachko, and carried 6-0.**

**CITATIONS: 2-80.27(1)b and 2-80.27(1)e**

3. Project: Airport Center 3 Design Services–FDO \$9,000,000

Mr. Broderick discussed the project, including improvement plans. The total estimated cost of the project was \$9 million.

Ms. Kyle stated that OEBO agreed with the recommendation.

**MOTION to adopt the recommended API SBE Subcontracting Goal of 20 percent with an MBE Evaluation Preference of up to 15 points for African American-owned firms. Motion by Brenda Znachko, seconded by Keith Clinkscale, and carried 6-0.**

**CITATION: 2-80.27(3)e and 2-80.27(4)b**

4. Project: Fiber Optic Eng. Design, Mater, Supplies, Install–ISS \$2,500,000

Ms. Haywood-McCabe discussed the project details.

Ms. Whitaker stated that OEBO agreed with the recommendation.

Ms. Znachko asked for clarity regarding the decision to table the item at the last meeting.

Ms. Thelwell stated that after speaking with Isami Ayala-Collazo, Assistant County Administrator, it was determined that the project fell under the category of goods and services, not construction.

**MOTION to adopt the SBE Price Preference. Motion by Brenda Znachko, seconded by Melody Thelwell, and carried 7-0.**

**CITATION: 2-80.27(5)f**

At Mr. Gray's invitation, Tarquiesha Brown of Randolph Construction Group introduced herself via Webex.

**V. Old Business**

No old business was discussed.

**VI. New Business**

S/M/WBE Project Update Success Stories

Ms. Znachko asked about the Hard Hats and Suits event.

Ms. Kyle stated that the event had gone very well, with more than 160 people in attendance. All vendors that participated were small business owners and included a 15-year-old, who was the youngest entrepreneur. She thanked everyone who had participated and said she looked forward to next year.

Ms. Znachko asked if OEBO had seen an increase in businesses applying for certification because of small business week and Ms. Harp replied that there had been a significant increase in the number of applications.

**VII. Committee Comments**

No comments were made.

**VIII. Director Comments**

No comments were made.

**IX. Public Comment**

No comments were made.

**X. ADJOURNMENT**

**At 3:54 p.m., the chair declared the meeting adjourned.**