

**OFFICIAL MINUTES
OF THE
OFFICE OF EQUAL BUSINESS OPPORTUNITY
GOAL SETTING COMMITTEE
MAY 7, 2025**

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

**50 S. 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:

Vernetha Green, Utilities Support Services Coordinator, Water Utilities
Megan Harp, Administrative Assistant II, OEBO
Deidre Kyle, Small Business Development Specialist III, OEBO
Terry Newton, Small Business Development Specialist II, OEBO
Richard Sena, Assistant County Attorney I, County Attorney

WEBEX ATTENDEES:

TarQuiesha Brown, Randolph Construction Group
Nicole Davis, Contract Analyst, OEBO
Anna Gobble
Allen Gray, Small Business Development Manager
Anthony Gregory, Airports Compliance Manager, Airports
Tylenne Henry, NABWIC
Cody Parham

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

Jillian Zalewska, Deputy Clerk

I. CALL TO ORDER

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

Present: Mark Broderick, Tonya Davis Johnson, Stephanie Sejnoha, Melody Thelwell, and Brenda Znachko

Absent: Keith Clinkscale

II. ADOPTION OF MAY 7, 2025, AGENDA

MOTION to adopt the agenda. Motion by Mark Broderick, seconded by Melody Thelwell, and carried 5-0.

III. APPROVAL OF APRIL 16, 2025, MINUTES

MOTION to approve the minutes. Motion by Brenda Znachko, seconded by Mark Broderick, and carried 5-0.

Ms. Davis Johnson recognized the online attendees.

IV. REVIEW OF PROJECTS

1. Project: Lime Sludge Loading, Hauling and Disposal – Water Utilities Department \$5,976,000

Ms. Green provided details about the project and the solicitation.

Mr. Newton stated that OEBO agreed with the recommended API of SBE Price Preference.

Ms. Thelwell inquired if vendors were required to hold a specific license for the project.

Ms. Green responded that, while no specific license was needed, vendors were required to be certified to deposit their waste at designated dumping facilities.

In response to a question posed by Ms. Znachko, Ms. Green stated that the waste was weighed and priced by the ton.

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

CITATION: 2-80.27(5)(f)

2. Project No. P-2025-000107 Plumbing Services, Minor/Incidental, Maintenance and Repair Annual Contract – FDO \$1,000,000

Mr. Broderick provided an overview of the contract. He stated that FDO would notify all prequalified contractors, and the contract would be awarded to the vendor offering the lowest fixed price after implementation of the SBE Price Preference.

Ms. Kyle stated that OEBO agreed with the recommended API of SBE Price Preference.

MOTION to apply the recommended API of SBE Price Preference. Motion by Stephanie Sejnoha, seconded by Melody Thelwell, and carried 5-0.

CITATION: 2-80.27(1)(e)

3. Project No: 2024-027761 Ocean Inlet Park Coastal Resiliency Restoration – FDO \$14,000,000

Mr. Broderick provided an overview of the project and the RFP. He stated that, pursuant to OEBO's SBE Mentor-Protégé Program, FDO recommended an API of Evaluation Preference of up to 5 percent for SBE Partnering and an Evaluation Preference for SBE Participation of up to 10 percent for SBE Participation Plan. He also stated that FDO would return to the GSC to establish the SBE Mandatory Minimum Subcontracting Goal prior to subcontract bidding.

Ms. Kyle stated that OEBO agreed with the recommended API of the SBE Mentor-Protégé Program.

MOTION to apply the recommended API of SBE Mentor-Protégé Program with FDO to return to the GSC to establish the SBE Mandatory Minimum Subcontracting Goal prior to subcontract bidding. Motion by Stephanie Sejnoha, seconded by Melody Thelwell, and carried 5-0.

CITATION: EBO PPM Attachment

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 stated that she was looking forward to the food truck event taking place the next day, and Ms. Sejnoha agreed.

VIII. DIRECTORS COMMENTS

Ms. Davis Johnson stated that OEBO was in the process of celebrating Small Business Week. She discussed the kickoff breakfast and a session that had been held to discuss conducting business with taxing districts such as Community Redevelopment Agencies.

Ms. Davis Johnson invited everyone to attend the upcoming food truck and Hard Hats and Suits events.

IX. PUBLIC COMMENT

There were no public comments.

X. ADJOURNMENT

At 3:42 p.m., the chair declared the meeting adjourned.