

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

**JULY 17, 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  
Mark Broderick, Division Director IV, Facilities Development and Operations (FDO)  
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:**

Megan Harp, Administrative Assistant II, OEBO  
Anne Helfant, Senior Assistant County Attorney  
Irwin Jacobowitz, Division Director V, Purchasing  
Bettina Kuske, Buyer, Purchasing  
Deirdre Kyle, Small Business Development Specialist III, OEBO  
Nicki Murphy, Financial Analyst II, Parks and Recreation  
Terry Newton, Small Business Development Specialist II, OEBO  
Eric Rein, Golf Operations Supervisor, Parks and Recreation  
Richard Sena, Assistant County Attorney I  
Tania Shindo-Henderson, Training & Technical Assistance Coordinator, Purchasing  
Angela Smith, Small Business Development Specialist III, OEBO  
Bridget Williams, Senior Buyer, Purchasing

**PRESENT VIA WEBEX:**

Tarquiesha Brown, Randolph Construction Group  
Michael Castro, Permit Zone  
Nicole Davis, Contract Analyst, OEBO  
Allen Gray, Small Business Development Manager, OEBO  
Kenisha James, Financial Analyst II, OEBO  
Alice Kaneyia  
Theresa Lawrence, Small Business Development Specialist I, OEBO  
Steven Messam  
Ann McNeill, NABWIC  
Kristen Monnett, Purchasing Manager, Purchasing

Angie Whitaker, Small Business Development Specialist II, OEBO

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

Alyssa Berg, Deputy Clerk

**I. Call to Order**

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

Ms. Harp called the roll.

**Present:** Tonya Davis Johnson, Mark Broderick, Keith Clinkscale, and Brenda Znachko

**Absent:** Ryan Maher and Melody Thelwell

(CLERK'S NOTE: Irwin Jacobowitz attended and served as a member in place of Melody Thelwell, and Anne Helfant attended and served as a member in place of Ryan Maher.)

**II. Adoption of July 17, 2024, Agenda**

**MOTION to adopt the agenda. Motion by Irwin Jacobowitz, seconded by Mark Broderick, and carried 6-0.**

**III. Approval of July 3, 2024, Minutes**

**MOTION to approve the July 3, 2024, minutes. Motion by Keith Clinkscale, seconded by Mark Broderick, and carried 6-0.**

Ms. Davis Johnson recognized the Webex attendees at this time.

**IV. Review of Projects**

1. Project: Barge & Crain Rental – PARKS \$169,400

Ms. Murphy provided an overview of the project and stated that the department recommended an API Price Preference.

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

Ms. Znachko inquired about the lack of SBEs for the project.

Ms. Murphy asked to withdraw the item.

**MOTION to postpone for further staff review to determine if any SBEs were available for the project. Motion by Brenda Znachko, seconded by Keith Clinkscale, and carried 7-0.**

2. Project: Management of Southwinds Golf Course \$3,300,000

Ms. Murphy provided an overview of the project and stated that the department proposed an SBE Evaluation Preference for Prime Bidders, Option 2.

Ms. Kyle stated that OEBO agreed with the recommendation and clarified that the \$3,300,000 was for one three-year term contract with two optional years at \$110,000 each.

Discussion ensued.

**MOTION to apply the SBE Evaluation Preference for Prime Bidders, Option 2. Motion by Irwin Jacobowitz, seconded by Keith Clinkscale, and carried 7-0.**

**CITATION: 2-80.27(5)(c), Option 2**

(CLERK'S NOTE: Ms. Davis Johnson stated that Tarquiesha Brown had joined the meeting via Webex.)

3. Project No: 2024-006280 North County Courthouse Renovations - FDO \$9,000,000

Mr. Broderick provided a brief overview of the project and stated that the RFP was to select a consultant for architectural and engineering services. The department recommended an API of SBE Mandatory Minimum Subcontracting goal of 20 percent and an MWBE Evaluation Preference of up to 15 percent.

Ms. Kyle stated that OEBO agreed with the recommendation.

Ms. Davis Johnson confirmed that the preference was for African American-owned firms.

Mr. Jacobowitz inquired about the total estimated cost for the project, to which Mr. Broderick replied that the current cost estimate was approximately \$90 million.

**MOTION to apply the recommended API of SBE Mandatory Minimum Subcontracting goal of 20 percent with an MWBE Evaluation Preference of up to 15 percent for African American-owned firms. Motion by Brenda Znachko, seconded by Irwin Jacobowitz, and carried 6-0.**

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

**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**

No comments were made.

**VIII. DIRECTORS COMMENTS**

Ms. Davis Johnson discussed the disparity study recently approved by the Board of County Commissioners at the July 2, 2024, regular meeting. The study's purpose was to assess the equitable distribution of County procurement opportunities to SMWBEs. Ms. Davis Johnson emphasized the significance of active and direct engagement by all stakeholders.

Mr. Clinkscale conveyed information about the upcoming "Mind Your Business" event for youth entrepreneurs in the county. The event was scheduled for August 24, 2024. He encouraged the committee members and staff to register for and attend the event.

**IX. PUBLIC COMMENT**

No comments were made.

**X. ADJOURNMENT**

**At 3:46 p.m., the chair declared the meeting adjourned.**