

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

AUGUST 7, 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:

Bobby Brooks, Senior Buyer, Purchasing
Michael Butler, Division Director IV, Information Systems Services, (ISS)
Jeromy Calderon, Buyer, Purchasing
Ebony Foreman, Division Director IV, Water Utilities (WUD)
Rosa Fortunato, Buyer Assistant, Purchasing
Stacey Garced-Serrano, Procurement Compliance Manager, Purchasing
Sheri Haywood-McCabe, Contract Manager, ISS
Vernetha Green, Utilities Support Services, WUD
Megan Harp, Administrative Assistant II, OEBO
Irwin Jacobowitz, Division Director V, Purchasing
Bettina Kuske, Buyer, Purchasing
Deirdre Kyle, Small Business Development Specialist III, OEBO
Marcela Millett, Senior Strategic Planning Performance Analyst, OFMB
Kristen Monnett, Purchasing Manager, Purchasing
Terry Newton, Small Business Development Specialist II, OEBO
Richard Sena, Assistant County Attorney I
Angela Smith, Small Business Development Specialist III, OEBO
Jonathan Washington, Senior Buyer, Purchasing
Angie Whitaker, Small Business Development Specialist II, OEBO

PRESENT VIA WEBEX:

Tarquiesha Brown, Randolph Construction Group
Nicole Davis, Contract Analyst, OEBO
Allen Gray, Small Business Development Manager, OEBO

Theresa Lawrence, Small Business Development Specialist I, OEBO
Antonia Smith, Outreach and Public Information Coordinator, OEBO
Melody Thelwell, Purchasing Director, Purchasing

CLERK OF THE CIRCUIT COURT & COMPTROLLER'S OFFICE STAFF PRESENT:
Danielle Freeman, Deputy Clerk

ALSO PRESENT:
Regina Smith, Blooni Design and Contracting

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

I. Call to Order

The chair called the meeting to order at 3:34 p.m.

Ms. Harp called the roll.

Present: Tonya Davis Johnson, Mark Broderick, Irwin Jacobowitz, Ryan Maher, and Brenda Znachko

Absent: Keith Clinkscale and Melody Thelwell

There were no additions, deletions, or substitutions.

II. Adoption of August 7, 2024, Agenda

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

III. Approval of July 17, 2024, Minutes

MOTION to approve the July 17, 2024, minutes. Motion by Irwin Jacobowitz, seconded by Ryan Maher, and carried 5-0.

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

IV. Review of Projects

1. Project No: Old CMA 700237 Inside Cabling Low Voltage-ISS \$5,000,000

Ms. Haywood and Mr. Butler provided details on the proposed project recommendations and responded to questions.

Ms. Whitaker provided details on OEBO's recommendation, and she proposed that they incorporate an 8 percent SBE goal.

ISS agreed with OEBO's recommendation.

Discussion ensued on the total cost of the term of the project.

MOTION to apply the recommended API of SBE Mandatory Minimum Subcontracting goal of 8 percent. Motion by Irwin Jacobowitz, seconded by Brenda Znachko, and carried 6-0.

CITATION: 2-80.27(5)(e)

2. Project No: 19076D Hydroblasting at various Water Treatment Plants-WUD
\$125,000

Ms. Green and Ms. Foreman discussed the details of the proposed contract.

Ms. Whitaker stated that OEBO agreed with the recommendation.

Responding to an inquiry by Ms. Znachko, Ms. Whitaker stated she was not certain if the vendor was certified for confined space entry.

Ms. Davis Johnson asked if OEBO staff had checked for a certified vendor that had the necessary commodity code and met the requirements.

Ms. Whitaker responded that the current vendor had a commodity code for the hydroblasting but not for confined space entry. She added that the hydroblasting specification only yielded one vendor.

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

CITATION: 2-80.27(5)(f)

3. Project No: Old CMA 20061C Mulch, Blown, Furnish, and Install – WUD
\$2,767,500

Ms. Green discussed details of the project. The project was listed as a single trade commodity.

Ms. Whitaker stated that OEBO agreed with the recommendation.

Ms. Thelwell inquired about the total cost of the project over the five-year term not being reflected on the solicitation signature page of the worksheet.

Mr. Jacobowitz said that, at previous meetings, it had been recommended that the departments include the full potential value.

Ms. Davis Johnson stated that they could list the annual cost with a backslash displaying the full value. She also asked the departments to make a note of the recommendation.

MOTION to apply the API of SBE Price Preference. Motion by Irwin Jacobowitz, seconded by Mark Broderick, and carried 6-0.

CITATIONS: 2-80.27(5)(f)

4. Project: Prequalification for Window and Glass Surface Cleaning Services – FDO
\$455,000

Mr. Broderick discussed details of the project. The total estimated cost of the project was \$455,000.

Ms. Kyle stated that OEBO agreed with the recommendation.

MOTION to adopt the API of SBE Price Preference. Motion by Irwin Jacobowitz, seconded by Brenda Znachko, and carried 5-0.

CITATIONS: 2-80.27(5)(f)

5. Project No: Audio Visual Equipment Services-FDO \$500,000

Mr. Broderick discussed details of the project. The contract term was for one year with four renewal options.

Ms. Kyle stated that OEBO agreed with the recommendation.

MOTION to apply the API of SBE Price Preference. Motion by Brenda Znachko, seconded by Irwin Jacobowitz, and carried 5-0.

CITATIONS: 2-80.27(5)(f)

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. Director Comments

1.

Ms. Davis Johnson thanked staff for their work.

2.

Ms. Davis Johnson discussed two upcoming events that she encouraged the public and colleagues to attend:

- The Palm Beach Partners Business Matchmaker Conference & Expo would be held on September 20, 2024, at the Kravis Center.
- OEBO's 5th Annual Mind Your Business Youth Entrepreneurship Symposium would be held on August 24, 2024.

3.

Ms. Davis Johnson stated that Nicole Davis would send out information regarding ECMS training as well as future trainings for the public and internal stakeholders.

IX. Public Comment

No comments were made.

X. ADJOURNMENT

At 3:56 p.m., the chair declared the meeting adjourned.