

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

**AUGUST 21, 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:**

Krystin Berntsen, Director I, Water Utilities Department (WUD)  
Jason Crosby, Deputy Director, FDO  
Vernetha Green, Utilities Support Services Coordinator, WUD  
Megan Harp, Administrative Assistant II, OEBO  
Irwin Jacobowitz, Division Director V, Purchasing  
Terry Newton, Small Business Development Specialist II, OEBO  
Richard Sena, Assistant County Attorney I  
Angie Whitaker, Small Business Development Specialist II, OEBO

**ALSO PRESENT:**

Juan Pagan, OEBO Advisory Committee

**PRESENT VIA WEBEX:**

Tarquiesha Brown, Randolph Construction Group  
Nicole Davis, Contract Analyst, OEBO  
Allen Gray, Small Business Development Manager, OEBO  
Kenisha James, Financial Analyst II, OEBO  
Deirdre Kyle, Small Business Development Specialist III, OEBO  
Theresa Lawrence, Small Business Development Specialist I, OEBO  
Robert Lesko, OEBO Advisory Committee  
Ann McNeill, NABWIC  
Kristen Monnett, Purchasing Manager, Purchasing  
Christine Roberts-Kelly, OEBO Advisory Committee  
Angela Smith, Small Business Development Specialist III, OEBO

Antonia Smith, Outreach and Public Information Coordinator, OEBO  
Melody Thelwell, Purchasing Director, Purchasing

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 3:33 p.m.

Ms. Harp called the roll.

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

**Absent:** Melody Thelwell

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

**II. Adoption of August 21, 2024, Agenda**

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

**III. Approval of August 7, 2024, Minutes**

**MOTION to approve the August 7, 2024, minutes. Motion by Ryan Maher, seconded by Brenda Znachko, and carried 6-0.**

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

**IV. Review of Projects**

1. Project No: Old CMA 150944D Pest, Spider, and Rodent Control Services, Term Contract - WUD \$750,000

Ms. Green provided an overview of the project. The contract term would be one year at \$150,000 with the option to renew yearly for up to four years. The department recommended an API of SBE Price Preference.

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

Ms. Davis Johnson emphasized the importance of including the full project amounts on the solicitation page. Additionally, it was reiterated that the total estimated cost of the project was \$750,000 with four renewal options, resulting in a five-year contract.

**MOTION to apply the recommended API of SBE Price Preference. Motion by Keith Clinkscale, seconded by Irwin Jacobowitz, and carried 7-0.**

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

2. Project No: Old CMA 19078D Grounds Maintenance, Various Locations – WUD \$3,250,000

Ms. Green provided an overview of the project and stated that the contract would be for weekly ground maintenance at various WUD facilities. The estimated value of the contract was \$650,000 per year with the possibility of renewal for up to four years. The project was a single-trade commodity, and the department recommended an API of SBE Price Preference.

Ms. Davis Johnson stated that the total five-year value would need to be added and updated on the Goal Setting Committee summary worksheet.

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

**MOTION to apply the recommended API of SBE Price Preference. Motion by Irwin Jacobowitz, seconded by Keith Clinkscale, and carried 7-0.**

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

3. Project No: 20-076 Improvement to Lake Worth Rd Force Main and Demolition of LS5195 – WUD \$5,300,000

Ms. Berntsen provided a brief overview of the project and stated that the project would include the items, materials, labor, and the demolition needed to replace the portion of Lake Worth Road, which was located on the west side of Jog Road. The department recommended an SBE Mandatory Minimum Subcontracting goal of 20 percent with an MWBE Evaluation Preference of up to 3 percent.

Mr. Jacobowitz inquired whether the project entailed the replacement of the current lift station following its demolition.

Ms. Berntsen clarified that the lift station would not be replaced due to the number of lift stations that remained in the surrounding area.

Ms. Whitaker noted that the commodity availability page indicated a total SMWBE percentage of 9.63. A subcontractor would not bid on the first two commodity lines because that portion of the project was being handled by the prime bidders. Additionally, the department had already met its 20 percent SBE goal by using a certified business.

Discussion ensued.

**MOTION to apply the recommended API of SBE Mandatory Minimum Subcontracting goal of 20 percent with an MWBE Evaluation Preference of 3 percent for African American- or Hispanic American-owned firms. Motion by Brenda Znachko, seconded by Irwin Jacobowitz, and carried 7-0.**

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

4. Project No: Old CMA 250726 Tree Pruning Services, Countywide – WUD \$9,883,500

Ms. Green provided a comprehensive overview of the countywide contract with the WUD serving as the primary entity. The current contract was not scheduled for renewal, and the proposed new contract consisted of an initial 12-month term with the option to extend for four additional 12-month periods. The estimated value of the contract for the first year was \$1,976,000, with a potential total of \$9,883,500 should all four renewal options be exercised. Additionally, the department recommended an API of SBE Price Preference.

Ms. Whitaker stated that OEBO agreed with the recommendation.

Ms. Davis Johnson expressed that the contract's five-year total needed to be accurately reflected on the solicitation signature page and the Goal Setting worksheet.

**MOTION to apply the recommended API of SBE Price Preference. Motion by Keith Clinkscale, seconded by Irwin Jacobowitz, and carried 7-0.**

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

5. Project No: Old CMA 19082 Clamps, Tapping Saddles and Repair, Pre-Qual, Old CMA 19082 – WUD \$10,000,000

Ms. Green delivered an overview of the project. She explained that the current contract had been in place for the past five years, and no renewal options remained. The contract would be returned for solicitation of new bidders and would hold a term of five years without the option to renew. Additionally, the new contract would be for single-trade commodities. The department recommended an API of SBE Price Preference.

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

**MOTION to apply the recommended API of SBE Price Preference. Motion by Irwin Jacobowitz, seconded by Ryan Maher, and carried 7-0.**

**CITATION: 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**

Ms. Davis Johnson outlined the objectives for the upcoming Goal Setting Committee meeting scheduled for September 4, 2024, which included a comprehensive review and establishment of the committee’s aspirational goals for MWBE. Additionally, she stated that the OEBO would be hosting the “Mind Your Business” event on Saturday, August 24, 2024, and highlighted the upcoming Palm Beach Partners Business Matchmakers Conference and Expo at The Kravis Center on September 20, 2024. Further details regarding the event would be sent out in the upcoming weeks, and active participation from the committee members was strongly encouraged.

**X. ADJOURNMENT**

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