

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

**OCTOBER 2, 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:**

Allen Gray, Small Business Development Manager, OEBO  
Anthony Gregory, Airports Compliance Manager, Airports  
Megan Harp, Administrative Assistant II, OEBO  
Irwin Jacobowitz, Division Director V, Purchasing  
Deirdre Kyle, Small Business Development Specialist III, OEBO  
Holly Knight, Senior Professional Engineer, Engineering and Public Works  
George Santos, Senior Professional Engineer, Airports  
Richard Sena, Assistant County Attorney I  
Angela Smith, Small Business Development Specialist III, OEBO

**ALSO PRESENT:**

Akini Akini, CORE Construction

**PRESENT VIA WEBEX:**

Kena Brown, Brown Electrical Solutions  
Phillippa Rolle, Brown Electrical Solutions  
Tarquiesha Brown, Randolph Construction Group  
Jason Crosby, Deputy Director, FDO  
Lynn Clavette, Purchasing Manager, Purchasing  
Tylene Henry, NABWIC  
Kenisha James, Financial Analyst II, OEBO  
Theresa Lawrence, Small Business Development Specialist I, OEBO  
Khurshid Mohyuddin, Principal Planner, PZB  
Scott Ornitz, Professional Engineer, Airports

Christine Roberts-Kelly, OEBO Advisory Committee  
Thuy Shutt, Division Director V, Planning Zoning and Building (PZB)  
Antonia Smith, Outreach and Public Information Coordinator, OEBO  
Seabron Smith, OEBO Advisory Committee  
Angie Whitaker, Small Business Development Specialist II, OEBO

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

## **I. Call to Order**

(CLERK'S NOTE: Allen Gray attended and served as chair in place of Tonya Davis Johnson).

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

Ms. Harp called the roll.

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

**Absent:** Tonya Davis Johnson

Mr. Gray called for the introductions of the Webex attendees.

## **II. Adoption of October 2, 2024, Agenda**

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

## **III. Approval of September 18, 2024, Minutes**

**MOTION to approve the September 18, 2024, minutes. Motion by Ryan Maher, seconded by Keith Clinkscale, and carried 6-0.**

## **IV. Review of Projects**

1. Project No: 2019102 Australian Ave. from north of I-95 to Okeechobee Blvd-ENG  
\$2,610,000

Ms. Knight provided an overview of the project.

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

Ms. Znachko inquired about the API goal of 15 percent because the worksheet reflected a minimum goal of 8.95 percent.

Ms. Smith responded by stating that the subcontracting opportunities made them feel confident that the 15 percent goal could be achieved.

Ms. Znachko asked Ms. Knight if the department was comfortable with the goal. Ms. Knight said that the department was willing to lower the percentage to 10, but that decision would ultimately up to the committee.

Mr. Gray outlined the goal options and asked for a motion.

Ms. Thelwell confirmed that the vendors listed overlapped under the commodity codes.

**MOTION to apply the API SBE Subcontracting Minimum Goal of 10 percent based on the availability of 8.95 percent as shown on the commodity availability sheet. Motion by Melody Thelwell, seconded by Brenda Znachko, and carried 7-0.**

**CITATION: 2-80.27(1)(c)**

2. Project No: 24-22 CMAR Miscellaneous Airport Improvements-PBIA  
\$10,000,000

Mr. Santos provided an overview of what the project entailed, and he discussed how the APIs were determined.

Ms. Kyle stated that OEBO agreed with the recommendations.

**MOTION to apply the API of SBE Evaluation Preference for Mentoring with up to 5 percent of the evaluation points for SBE Partnering, SBE Evaluation Preference for SBE Participation with up to 10 percent for the SBE Participation Plan, and a SBE Minimum Mandatory Subcontracting Goal of 15 percent, of which 5 percent must be African American or Hispanic American firms. Motion by Brenda Znachko, seconded by Keith Clinkscale, and carried 7-0.**

**CITATION: 2-80.27(1)(c), 2-80.27(2)(b), and the EBO PPM Attachment 3**

3. Project No: HVAC Annual Contract (PreQual)-FDO \$15,000,000

Mr. Broderick provided a brief overview of the project, which included equipment replacement, maintenance, and repairs. The contract term was for five years.

Ms. Kyle stated that OEBO agreed with the recommendations.

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

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

4. Project No: Minor Construction Annual Contract (PreQual)-FDO \$15,000,000

Mr. Broderick discussed the details of the project. The contract term was for five years.

Ms. Kyle stated that OEBO agreed with the recommendations.

**MOTION to apply the recommended API of SBE Price Preference for single-trade projects and a 25 percent Minimum Mandatory SBE Subcontracting goal for multitrade projects. Motion by Brenda Znachko, seconded by Melody Thelwell, and carried 6-0.**

**CITATION: 2-80.27(1)(e) and 2-80.27(1)(c)**

5. Project No: CM@R Services for South County Administrative Complex Redevelopment-FDO \$150,000,000

Mr. Broderick provided details on the project.

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

Responding to an inquiry from Ms. Thelwell regarding the Partnering Plan, a discussion ensued about the process.

**MOTION to apply the recommended API of SBE Evaluation Preference for SBE Partnering with up to 5 percent of the evaluation points, SBE Evaluation Preference for the SBE Participation Plan with up to 10 percent of the evaluation, and a return to the GSC prior to subcontractor bidding. Motion by Brenda Znachko, seconded by Melody Thelwell, and carried 6-0.**

**CITATION: EBO PPM ATTACHMENT 3**

## **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**

No comments were made.

## **IX. PUBLIC COMMENT**

Kena Brown discussed difficulties regarding the lack of inclusion for subcontractors and expressed that she would like to see more opportunities created for them. She also stated that, due to duplication of services, the expectations had been lowered from 15 percent to 8.9 percent. Ms. Brown also inquired about including the mentor protégé program.

Mr. Gray thanked Ms. Brown for her comments, and he said that OEBO would look into it.

## **X. ADJOURNMENT**

**At 3:53 p.m., the chair declared the meeting adjourned.**