

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

**OCTOBER 18, 2024**

**FRIDAY  
9:00 A.M.**

**50 SOUTH 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)  
Ryan Maher, Assistant County Attorney I  
Melody Thelwell, Purchasing Director, Purchasing  
Brenda Znachko, Division Director III, OFMB

**COUNTY STAFF PRESENT:**

Kevin Fischer, Principal Planner, Planning, Zoning and Building (PZB)  
Megan Harp, Administrative Assistant II, OEBO  
Irwin Jacobowitz, Division Director V, Purchasing  
Holly Knight, Senior Professional Engineer, Engineering and Public Works  
Khurshid Mohyuddin, Principal Planner, PZB  
Terry Newton, Small Business Development Specialist II, OEBO  
Richard Sena, Assistant County Attorney I  
Thuy Shutt, Division Director V, PZB  
Angela Smith, Small Business Development Specialist III, OEBO  
Antonia Smith, Outreach and Public Information Coordinator, OEBO  
Antonio Uguet, Buyer, Purchasing

**PRESENT VIA WEBEX:**

Nicole Davis, Contract Analyst, OEBO  
Allen Gray, Small Business Development Manager, OEBO  
Kenisha James, Financial Analyst II, OEBO  
Theresa Lawrence, Small Business Development Specialist I, OEBO  
Darlin K. Pyrtle, 2SBW Director  
Christine Roberts-Kelly, Member, OEBO Advisory Board  
Angie Whitaker, Small Business Development Specialist II, OEBO  
Jillian Zalewska, Deputy Clerk, Board Services

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

Danielle Freeman, Deputy Clerk

Chayanne Munet, Deputy Clerk

**I. CALL TO ORDER**

The chair called the meeting to order at 8:59 a.m.

Ms. Harp called the roll.

**Present:** Mark Broderick, Tonya Davis Johnson, Ryan Maher, and Melody Thelwell

**Absent:** Keith Clinkscale and Brenda Znachko

**II. ADOPTION OF October 18, 2024, AGENDA**

**MOTION to adopt the agenda. Motion by Mark Broderick, seconded by Melody Thelwell, and carried 4-0.**

**III. REVIEW OF SPECIAL PROJECTS**

1. Project: Countywide Transportation Master Plan – PZB \$1,000,000

Ms. Shutt provided details on the proposed project recommendations.

Ms. Angela Smith said that OEBO agreed with the recommendation of SBE Evaluation Preference for Prime Bidders.

Mr. Broderick inquired about the number of people who might have regional and local transit experience, and Ms. Shutt provided clarification.

Ms. Angela Smith provided the rationale for the recommended API of SBE Evaluation Price Preference.

A discussion ensued regarding the inclusion of subcontracting work and the details of what would be considered local involvement.

Ms. Davis Johnson said that there were a number of vendors with the ability to perform public outreach and that it would not prohibit prime contractors from building their teams. Ms. Shutt responded that she would welcome recommendations with added flexibility.

Ms. Davis Johnson inquired about specifying an interest in local inclusion once solicitation for the project had begun.

Mr. Sena responded that only items identified in the solicitation could be included in the scoring. He also noted that, depending on availability, a minimum mandatory goal could be applied.

Discussion ensued.

**MOTION to apply the SBE Evaluation Preference for Prime Bidders. Motion by Melody Thelwell, seconded by Ryan Maher, and carried 4-0.**

**CITATION: 2-80.27(3)(d) Option 2**

Ms. Davis Johnson acknowledged those in attendance via Webex.

2. Project No: 2023502 Kirk Road over LWDD L-11 Canal – ENG \$561,600

Ms. Knight provided details on the proposed project recommendations.

Ms. Smith stated that OEBO agreed with the SBE Subcontracting Minimum of 10 percent.

**MOTION to apply the SBE Subcontracting Minimum of 10 percent. Motion by Melody Thelwell, seconded by Mark Broderick, and carried 4-0.**

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

3. Project No: 2022800 Belvedere Road East of Military Trail Canal Piping – ENG \$3,645,000

Ms. Knight provided details on the proposed project recommendations.

Ms. Smith stated that OEBO agreed with the SBE Subcontracting Minimum of 10 percent.

**MOTION to apply the SBE Subcontracting Minimum of 10 percent. Motion by Melody Thelwell, seconded by Ryan Maher, and carried 4-0.**

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

#### **IV. COMMITTEE COMMENTS**

No comments were made.

**V. DIRECTORS COMMENTS**

Ms. Davis Johnson thanked everyone for attending the morning meeting and wished everyone a wonderful weekend.

**VI. PUBLIC COMMENT**

No comments were made.

**VII. ADJOURNMENT**

**At 9:25 a.m., the chair declared the meeting adjourned.**