

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

**NOVEMBER 6, 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:**

Christal Bakie, Purchasing Manager, Purchasing  
Jeremy Calderon, Buyer, Purchasing  
Megan Harp, Administrative Assistant II, OEBO  
Irwin Jacobowitz, Division Director V, Purchasing  
Johnny Joseph, Buyer, Purchasing  
Deirdre Kyle, Small Business Development Specialist III, OEBO  
Holly Knight, Senior Professional Engineer, Engineering and Public Works  
Nicki Murphy, Financial Analyst II, Parks and Recreation  
Terry Newton, Small Business Development Specialist II, OEBO  
Richard Sena, Assistant County Attorney I  
Angela Smith, Small Business Development Specialist III, OEBO  
Angie Whitaker, Small Business Development Specialist II, OEBO  
Brandon White, Financial Analyst II, Public Affairs  
Bridget Williams, Senior Buyer, Purchasing

**PRESENT VIA WEBEX:**

Tarquiesha Brown, Randolph Construction Group  
Nicole Davis, Contract Analyst, OEBO  
Zachary Goetz, Contract Analyst,  
Pranitha Goly, Smart Infratech Inc  
Tylene Henry, NABWIC  
Kenisha James, Financial Analyst II, OEBO  
Theresa Lawrence, Small Business Development Specialist I, OEBO  
Ann McNeill, NABWIC

Kristen Monnett, Purchasing Manager, Purchasing  
Christine Roberts-Kelly, OEBO Advisory Committee  
Bob Schafer, OEBO Advisory Committee  
Antonia Smith, Outreach and Public Information Coordinator, OEBO

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

## **I. Call to Order**

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

Ms. Harp called the roll.

All members were present.

## **II. Adoption of November 6, 2024, Agenda**

Ms. Kyle requested that Item 2 be deleted from the agenda.

Ms. Davis Johnson requested that the Aspirational Goals Discussion item under New Business be deleted for further staff review.

**MOTION to adopt the agenda as amended. Motion by Keith Clinkscale, seconded by Mark Broderick, and carried 6-0.**

At Ms. Davis Johnson's request, the Webex attendees identified themselves.

## **III. Approval of October 2, 2024, Minutes and October 18, 2024, Special Meeting Minutes**

**MOTION to approve the October 2, 2024, and October 18, 2024, minutes. Motion by Ryan Maher, seconded by Melody Thelwell, and carried 6-0.**

## **IV. Review of Projects**

1. Project: Transport Barge & Crane Rental/ Peanut Island—\$169,400

Ms. Murphy provided an overview of the project and responded to questions about the time frame for completion.

Ms. Kyle stated that OEBO agreed with the department's recommended API of SBE Price Preference.

## **STAFF DIRECTION:**

Ms. Thelwell directed staff to amend the solicitation to include a one-year renewal period.

**MOTION to adopt the recommended API of SBE Price Preference. Motion by Brenda Znachko, seconded by Keith Clinkscale, and carried 7-0.**

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

2. DELETED

3. Project: WUD Envelopes – Printing and Delivery – PUBLIC AFFAIRS  
\$650,000

Mr. White provided an overview of the solicitation and the contract terms. He stated that the department recommended an API of SBE Price Preference.

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

In response to a question posed by Ms. Znachko, Mr. White said that no SBE had ever won the bid for the project.

Ms. Davis Johnson inquired if Ms. Whitaker had contacted eligible vendors regarding the contract, and Ms. Whitaker confirmed that the vendors were aware of the solicitation.

Responding to questions from the committee, Mr. White provided additional details about the scope of the contract. He also stated that the current vendor had decided not to participate.

Ms. Davis Johnson stated that OEBO would reach out to four SMWBE’s to ensure that they were aware of the solicitation.

**MOTION to adopt the recommended API of SBE Price Preference. Motion by Keith Clinkscale, seconded by Melody Thelwell, and carried 7-0.**

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

4. Project No: 2019803 CR880 and Sam Senter Road – ENG \$13,700,000

Ms. Knight provided an overview of the project and stated that the department recommended an API of SBE Subcontracting Minimum of 5 percent.

Ms. Smith said that OEBO agreed with the department’s recommendation.

**MOTION to approve the recommended API of SBE Subcontracting Minimum of 5 percent. Motion by Brenda Znachko, seconded by Melody Thelwell, and carried 7-0.**

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

5. Project No: 2024-027761 Ocean Inlet Park – Seawall Replacement – FDO \$900,000

Mr. Broderick explained that FDO sought to disseminate an RFP to select a consultant for architectural and engineering services. He stated that the department recommended an API of a 20 percent SBE Mandatory Minimum Subcontracting Goal and SBE Evaluation Preference for SBE Participation.

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

**MOTION to adopt the recommended API of SBE Minimum Mandatory Subcontracting Goal of 20 percent and SBE Evaluation Preference for SBE Participation. Motion by Brenda Znachko, seconded by Ryan Maher, and carried 6-0.**

**CITATIONS: 2-80.27(3)(e) and 2-80.27(3)(d) Option 2**

6. Project No.: 2025-000003 IAQ/Environmental – Consulting Continuing Contract – FDO \$2,000,000

Mr. Broderick stated that FDO sought to issue an RFP to select three consultants. He said that the department recommended an API of SBE Evaluation Preference for Prime Bidders (Option 2).

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

Ms. Znachko noted that SBE availability was 22.14 percent and inquired why a mandatory goal was not recommended.

Ms. Kyle stated that OEBO had experienced challenges with the solicitation in the past.

Ms. Znachko and Mr. Broderick recommended that pre-proposals be made mandatory for the item.

Mr. Clinkscale stated that the API should be set based on the data.

Discussion ensued, and Mr. Broderick explained that the projects were very small and specialized.

Ms. Davis Johnson stated that vendors within the commodity codes could assess the nature of the projects during a mandatory pre-bid and determine if they were interested in responding to the RFP.

**MOTION to adopt the recommended API of SBE Evaluation Preference for Prime Bidders (Option 2). Motion by Brenda Znachko, seconded by Melody Thelwell, and carried 6-0.**

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

7. Project No.: 15218 South Tower MDC Generator Addition – FDO  
\$3,799,000

Mr. Broderick provided an overview of the project. He said that FDO recommended an API of SBE Minimum Mandatory Subcontracting Goal of 20 percent with 5 percent required to be African American- or Hispanic American-owned firms.

Ms. Kyle stated that OEBO agreed with the recommendation.

**MOTION to adopt the recommended API of SBE Minimum Mandatory Subcontracting Goal of 20 percent with 5 percent required to be African American- or Hispanic American-owned firms. Motion by Brenda Znachko, seconded by Keith Clinkscale, and carried 6-0.**

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

#### **V. OLD BUSINESS**

No old business was discussed.

#### **VI. NEW BUSINESS**

1.

Aspirational Goals Discussion

Deleted for further staff review.

2.

S/M/WBE Project Update Success Stories

No comments were made.

#### **VII. COMMITTEE COMMENTS**

No comments were made.

#### **VIII. DIRECTOR COMMENTS**

Ms. Davis Johnson thanked the small business representatives who had been attending GSC meetings.

**IX. PUBLIC COMMENT**

There were no public comments.

**X. ADJOURNMENT**

**At 4:00 p.m., the chair declared the meeting adjourned.**