

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

**NOVEMBER 20, 2024**

**WEDNESDAY  
3:30 P.M.**

**50 SOUTH MILITARY TRAIL  
WEST PALM BEACH, FL**

**MEMBER**

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:**

Megan Harp, Administrative Assistant II, OEBO  
Deirdre Kyle, Small Business Development Specialist III, OEBO  
Terry Newton, Small Business Development Specialist II, OEBO  
Richard Sena, Assistant County Attorney I  
Angela Smith, Small Business Development Specialist III

**PRESENT VIA WEBEX:**

Akini Akini, Core Construction  
TarQuiesha Brown, Randolph Construction Group  
Zachary Goetz, Contract Analyst, OFMB  
Allen Gray, Small Business Development Manager, OEBO  
Kenisha James, Financial Analyst II, OEBO  
Holly Knight, Senior Professional Engineer, Engineering and Public Works (EPW)  
Ann McNeill, NABWIC  
Sandra Ospina, EPW

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

Chayanne Munet, Deputy Clerk

**ALSO IN ATTENDANCE:**

Tylene Henry, NABWIC

**I. CALL TO ORDER**

The chair called the meeting to order at 3:30 p.m.

Ms. Harp called the roll.

Present: Mark Broderick, Tonya Davis Johnson, Melody Thelwell, and Brenda Znachko

Absent: Keith Clinkscale and Ryan Maher

## **II. ADOPTION OF NOVEMBER 20, 2024, AGENDA**

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

## **III. APPROVAL OF NOVEMBER 6, 2024, MINUTES**

**MOTION to approve the minutes. Motion by Brenda Znachko, seconded by Melody Thelwell, and carried 4-0.**

## **IV. REVIEW OF PROJECTS**

### **PROJECT**

1. Project No: 2021610 Congress Avenue Bridge over SFRTA Railroad – ENG \$500,000

Ms. Ospina provided details about the proposed project and recommendations.

Ms. Angela Smith said that OEBO agreed with the recommended API of SBE Price Preference.

Ms. Thelwell inquired about the cost and length of the initial term, and Ms. Ospina responded that the cost was for the duration of the entire project.

**MOTION to apply the recommended API of SBE Price Preference. Motion by Brenda Znachko, seconded by Mark Broderick, and carried 4-0.**

### **CITATION: 2-80.27(1)(e)**

Ms. Davis Johnson acknowledged the Webex attendees.

2. Project No: 2025054 Traffic Signal Continuing Services Construction Contract – ENG \$10,000,000

Ms. Ospina provided details about the proposed project and recommendations.

Ms. Angela Smith said that OEBO agreed with the recommended API of SBE Price Preference.

Ms. Znachko inquired about the number of firms, to which Ms. Knight responded that the number of firms selected would depend on the number of bids submitted.

Ms. Davis Johnson inquired about the cost of the project, and Ms. Ospina explained that the project would have a duration of 18 months with a potential renewal allowing a maximum length of three years.

Ms. Znachko requested that the project length and maximum allowable length be included in future project descriptions.

**MOTION to apply the recommended API of SBE Price Preference. Motion by Brenda Znachko, seconded by Mark Broderick, and carried 4-0.**

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

3. Project No: P-2024-006278 Supervisor of Elections Facility – Exterior Hardening and Facility Restoration – FDO \$700,000

Mr. Broderick provided details about the proposed project and recommendations.

Ms. Kyle clarified that the project would be for the previous Supervisor of Elections facility and said that OEBO agreed with the recommended API of SBE Mandatory Minimum Subcontracting Goal of 20 percent and an MBE Evaluation Preference for African American firms.

**MOTION to apply the recommended API of SBE Mandatory Minimum Subcontracting Goal of 20 percent and an MBE Evaluation Preference for African American firms. Motion by Brenda Znachko, seconded by Melody Thelwell, and carried 4-0.**

**CITATION: 2-80.27(3)(e) and 2-80.27(4)(b)**

4. Project No: 2021- 013514 Government Center R&R – 4th Floor ISS Renovation – FDO \$1,978,000

Mr. Broderick provided details about the proposed project and recommendations.

Ms. Kyle said that OEBO agreed with the recommended API of SBE Mandatory Minimum Subcontracting Goal of 20 percent of which 10 percent must be African American or Hispanic American firms.

**MOTION to apply the recommended API of SBE Mandatory Minimum Subcontracting Goal of 20 percent of which 10 percent must be African American or Hispanic American firms. Motion by Brenda Znachko, seconded by Melody Thelwell, and carried 4-0.**

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

5. Project No: P-2025-000016 Palm Beach County Convention Center Expansion – FDO \$13,000,000

Mr. Broderick provided details about the proposed project and recommendations.

Ms. Kyle said that OEBO agreed with the recommended API of SBE Mandatory Minimum Subcontracting Goal of 20 percent and an MBE Evaluation Preference for African American firms up to 15 percent.

**MOTION to apply the recommended API of SBE Mandatory Minimum Subcontracting Goal of 20 percent and an MBE Evaluation Preference for African American firms up to 15 percent. Motion by Brenda Znachko, seconded by Melody Thelwell, and carried 4-0.**

**CITATION: 2-80.27(3)(e) and 2-80.27(4)(b)**

**V. OLD BUSINESS**

No old business was discussed.

**VI. NEW BUSINESS**

S/M/WBE Project Update Success Stories

Ms. Davis Johnson discussed a document she had shared that would be used as a basis for the committee’s upcoming discussion of aspirational goals.

**VII. COMMITTEE COMMENTS**

No comments were made.

**VIII. DIRECTOR’S COMMENTS**

Ms. Davis Johnson thanked everyone for their participation in the meeting and for their continued support. She also wished everyone a happy Thanksgiving.

**IX. PUBLIC COMMENT**

No comments were made.

**X. ADJOURNMENT**

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