

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

**DECEMBER 20, 2023**

**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  
Irwin Jacobowitz, Division Director III, Office of Financial Management & Budget (OFMB)  
Keith Clinkscale, Division Director V, OFMB  
Richard Sena, Assistant County Attorney I (via Webex)  
Melody Thelwell, Purchasing Director, Purchasing

**ALSO PRESENT:**

Fanny Amini, Contract Analyst, OFMB  
Megan Davis, Special Projects Manager, Airports  
Allen Gray, Manager, OEBO  
Anthony Gregory, Airports  
Megan Harp, Administrative Assistant, OEBO  
Holly Knight, Professional Engineer, Engineering and Public Works  
Shawna Larose, Division Director I, Airports  
Theresa Lawrence, Small Business Development Specialist I, OEBO  
Terry Newton, Small Business Development Specialist II, OEBO  
Scott Ornitz, Professional Engineer, Airports  
George Santos, Licensed Project Manager, Airports  
Angela Smith, Small Business Development Specialist II, OEBO

**PRESENT VIA WEBEX:**

Regina Bohlen, Administrative Assistant II, County Commission  
Tarquiesha Brown, Randolph Construction  
Nicole Davis, Small Business Development Specialist I, OEBO  
Kenisha James, Financial Analyst II, OEBO  
Clementine Fleuranvil  
Deirdre Kyle, Small Business Development Specialist III, OEBO  
Esther Lambert  
Kristen Monnett, Purchasing Manager, Purchasing  
Amrita Rampersad, Administrative Assistant II, Purchasing  
Richard Sena, Assistant County Attorney II  
Ana Silva, Executive Assistant II, County Administration  
OEBO GOAL-SETTING  
COMMITTEE

Antonia Smith, Outreach and Public Information Coordinator, OEBO  
Yamel Vasquez, Contract Analyst, OEBO  
Javin Walker  
Angie Whitaker, Small Business Development Specialist II, OEBO

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

Danielle Freeman, Deputy Clerk  
Jillian Zalewska, Deputy Clerk

**I. Call to Order**

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

Ms. Harp called the roll.

**Present:** Tonya Davis Johnson, Keith Clinkscale, Irwin Jacobowitz, and  
Brenda Znachko

**Via Teleconference:** Richard Sena

**II. Adoption of December 20, 2023, Agenda**

**MOTION to adopt the agenda. Motion by Irwin Jacobowitz, seconded by Brenda Znachko.**

(CLERK'S NOTE: Melody Thelwell joined the meeting.)

**By way of a roll call vote, the motion carried 5-0.**

**III. Approval of December 6, 2023, Minutes**

**MOTION to approve the minutes. Motion by Keith Clinkscale, seconded by Irwin Jacobowitz. By way of a roll call vote, the motion carried 5-0.**

**IV. Review of Projects**

1. Disparity Study Update – OEBO Amount: \$500,000

Mr. Gray provided background information about the project. He explained that in 2014, the County had solicited a consultant to conduct a disparity study and had awarded the project to Mason Tillman Associates. The consultant had identified disparities in the procurement process. In January of 2019, the OEBO small and minority-owned business program established goals for specific solicitations to address the disparities identified in the study. As required by ordinance, the OEBO was seeking an update to the disparity study and was soliciting a consultant.

Mr. Gray stated that the original solicitation had a 15 percent goal and utilized 10-point evaluation criteria. After considering availability, the OEBO recommended a 20 percent SBE subcontracting goal with an MWBE evaluation for up to 15 percent.

Mr. Newton stated that OEBO agreed with the recommendation.

Ms. Davis Johnson solicited questions from the committee.

Ms. Thelwell inquired about the 63 firms associated with Commodity Code 91879.

Mr. Gray stated that the firms were in Palm Beach County and explained the nature of the services they provided.

Mr. Clinkscale noted that 55 of the 63 firms were not SMWBEs.

Mr. Clinkscale asked how the estimated dollar value of \$500,000 compared with the amount allocated for the previous study and the final amount spent.

Ms. Kyle stated that the previous disparity study had cost approximately \$770,000 and was for a two-year contract.

Ms. Davis Johnson solicited questions from the Webex attendees.

Mr. Sena indicated through the Webex chat that the MWB preference should be applied only to African American-owned firms.

**MOTION to accept the recommended API of SBE mandatory subcontracting goal of 20 percent with an MWBE evaluation preference on the RFP up to 15 percent of the points for women and/or African American firms. Motion by Brenda Znachko, seconded by Irwin Jacobowitz. By way of a roll call vote, the motion carried 6-0.**

Ms. Davis Johnson stated that Allen Gray's vote would be removed to avoid a duplication of OEBO votes, and the final vote was amended to 5-0.

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

2. Civil Engineering Professional Continuing Services – Engineering  
Amount: \$3,300,000

Ms. Knight stated that the solicitation was for civil engineering professional services on an as-needed basis for a three-year term. The department recommended 20 percent SBE and the SBE evaluation preference.

Ms. Smith stated that OEBO agreed with the SBE subcontracting 20 percent mandatory minimum and an SBE evaluation preference for SBE participation.

Ms. Davis Johnson solicited questions from the committee.

In response to a question posed by Mr. Jacobowitz, Ms. Knight confirmed that \$3,300,000 was the total cost for three years.

Ms. Znachko inquired if an MBE evaluation preference had been considered.

Ms. Smith explained that although it had been considered, many of the African American-owned firms already had multiple contracts, and OEBO was concerned that they could become overextended.

Ms. Knight clarified that the many of the same firms were duplicated throughout the subcategories.

Mr. Clinkscale inquired if an MBE evaluation would have been preferred if there were no constraints regarding the firms' capacity.

Ms. Smith replied that SBE or MBE would be possible. She said that MBE requirements were usually applied, which had led to many of the firms becoming overextended.

Discussion continued regarding the determination that the firms were overextended.

Responding to a question from Mr. Jacobowitz, Ms. Knight stated that four consultants would be awarded under the contracts.

Mr. Jacobowitz suggested that the committee move forward with the MBE requirements in place.

Ms. Davis Johnson requested that the SBE evaluation preference for SBE participation be changed to an MBE evaluation preference for African American-owned firms.

Ms. Knight asked that the item be tabled to allow her to have further discussions with the departments.

**MOTION to table Project 2 for further staff discussion. Motion by Tonya Johnson, seconded by Keith Clinkscale. By way of a roll call vote, the motion carried 6-0.**

3. Maintenance of Airport Facilities and Systems – PBIA Amount: \$2,000,000

Ms. Larose stated that the Department of Airports sought to change an IFB to an RFP for a one-year contract with four renewal options. She provided details about the components of the project, which involved maintenance of various airport facilities and systems. She also noted that the department had historically received a waiver for API under the IFB because of the unique nature of the services.

Mr. Jacobowitz asked if there were requirements from the FAA in addition to OSHA requirements, and Ms. Larose stated that there were not.

Ms. Davis Johnson inquired about the recommended API, and Ms. Larose responded that the department recommended an SBE evaluation preference for prime bidders.

Mr. Newton spoke about prior discussions with Airports regarding service areas within the scope and stated that OEBO agreed with the presented recommendation of an SBE evaluation preference for prime bidders.

Ms. Davis Johnson asked if any commodity codes other than Code 90911 could have been broken out to determine there were additional items in the RFP that would present opportunities for SBEs.

Mr. Newton replied that he had reviewed the scope and identified plumbing, HVAC, electrical, and construction management; however, Airports had conveyed that these items did not present opportunities due to life safety issues.

Ms. Larose provided additional details about the specialized knowledge required for the projects.

**MOTION to adopt the SBE evaluation preference for prime bidders. Motion by Irwin Jacobowitz, seconded by Brenda Znachko. By way of a roll call vote, the motion carried 6-0.**

**Citation: 2-80.27(5)c – Option 2**

4. PB 24-3 PBI Repairs to Short-Term and Long-Term Parking Garage Package  
No. 2 – PBI  
Amount: \$2,079,744

Mr. Santos stated that an IFB would be issued for repair work to the garages and provided details about the scope of the work. He said that with the assistance of OEBO, two commodity codes for cleaning and traffic safety devices had been added. Mr. Santos indicated that Airports recommended an SBE subcontracting minimum of 6 percent.

Mr. Newton stated that OEBO agreed with the recommendation.

Mr. Jacobowitz inquired if the bid was project-specific, and Mr. Santos confirmed that it was a one-time IFB.

Ms. Thelwell asked how the subcontracting minimum of 6 percent had been determined.

Mr. Newton explained that the recommendation was based on availability in relation to the codes and uniqueness of the project.

Ms. Davis Johnson noted that the highest percentage of availability for African American and Hispanic vendors was within Commodity Code 96221, which included steam- and pressure-cleaning services. She asked if that was the basis for the 6 percent figure.

Mr. Santos replied that total SMWBE participation had been calculated, and the 6 percent had been retained as a conservative figure after the addition of the commodity codes for cleaning and traffic safety devices.

**MOTION to accept the recommended API subcontracting mandatory minimum of 6 percent. Motion by Keith Clinkscale, seconded by Irwin Jacobowitz, and carried 6-0.**

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

**V. Old Business**

No old business was discussed.

**VI. New Business**

No new business was discussed.

**VII. Committee Comments**

Ms. Thelwell, Mr. Clinkscale, and Mr. Jacobowitz wished everyone happy holidays.

Ms. Davis Johnson listed the attendees present via Webex and wished everyone a happy holiday season.

**VIII. Directors' Comments**

No comments were made.

**IX. Public Comment**

Esther Lambert inquired if firms providing non-technical services could be considered in the solicitation for the Engineering project.

Ms. Smith responded that CCNA certification was required for participation in Engineering projects. She explained that consulting services had been used in the past, but the firm would not be considered a CCNA representative.

In response to an additional question, Ms. Smith clarified that Ms. Lambert's firm could receive SBE credit but would not be considered a CCNA firm.

Mr. Clinkscale inquired about the services a firm such as Ms. Lambert's could provide for projects with technical commodity codes, and Ms. Johnson replied that it would depend on the commodity codes specified in the CSA.

Mr. Jacobowitz stated that the scope of work would be the determining factor.

**X. Adjournment**

**At 4:13 p.m., the chair declared the meeting adjourned.**