

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

JULY 2, 2025

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

**50 S. MILITARY TRAIL
WEST PALM BEACH, FL**

MEMBERS:

Tonya Davis Johnson, Division Director V, Office of Equal Business Opportunity (OEBO),
Chair
Mark Broderick, Facilities Development and Operations (FDO)
Keith Clinkscale, Division Director V, Office of Financial Management & Budget (OFMB)
Stephanie Sejnoha, Director II, Public Safety
Melody Thelwell, Purchasing Director, Purchasing
Brenda Znachko, Division Director III, OFMB

COUNTY STAFF PRESENT:

Robin Arguello, Small Business Specialist II, OEBO
Wendy Fils-Aime, Small Business Development Specialist II, OEBO
Megan Harp, Administrative Assistant II, OEBO
Deirdre Kyle, Small Business Development Specialist III, OEBO
Terry Newton, Small Business Development Specialist III, OEBO
Marcela Millett, Senior Strategic Planning Performance Analyst, OFMB
Richard Sena, Assistant County Attorney I, County Attorney
Angela Smith, Small Business Compliance Manager, OEBO

WEBEX ATTENDEES:

Tarquiesha Brown, Randolph Construction Group
Lynn Clavette, Purchasing Manager, Purchasing
Vienna Freeman, General Contractor, Expert Dewatering Inc
Allen Gray, Small Business Development Manager, OEBO
Tylene Henry, NABWIC
Irwin Jacobowitz, Division Director V, Purchasing
Antonia Smith, Outreach and Public Information Coordinator
Melanie Roger, OEBO Advisory Committee
Deeawn Roundtree, OEBO Advisory Committee
Permit Zone

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

Chayanne Munet, Deputy Clerk

ALSO IN ATTENDANCE:

Scott Sellers, Blooni Construction & Design

I. CALL TO ORDER

The chair called the meeting to order at 3:32 p.m.

(CLERK'S NOTE: Marcela Millett attended in Keith Clinkscale's absence. place of.)

Present: Mark Broderick, Tonya Davis Johnson, Marcela Millett, Stephanie Sejnoha, Melody Thelwell, and Brenda Znachko

Absent: Keith Clinkscale

II. ADOPTION OF JULY 2, 2025 AGENDA

MOTION to adopt the agenda. Motion by Mark Broderick, seconded by Melody Thelwell, and carried 6-0.

III. APPROVAL OF JUNE 18, 2025 MINUTES

MOTION to approve the minutes. Motion by Mark Broderick, seconded by Melody Thelwell, and carried 6-0.

Ms. Davis Johnson introduced new OEBO Small Business Specialist II staff members , Robin Arguello and Wendy Fils-Aime.

Ms. Davis Johnson acknowledged the online attendees.

IV. REVIEW OF PROJECTS

1. Project: Temporary Personnel, General Laborers CTYWD – HR \$732,000

Recruitment & Selection Manager of Human Resources, Paul Matteodo, provided details about the proposed project and recommendations.

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

Ms. Znachko inquired about the meaning of general laborers and Mr. Matteodo responded that general laborers referred to maintenance workers.

MOTION to approve the recommended API of SBE Price Preference. Motion by Stephanie Sejnoha, seconded by Melody Thelwell, and carried 7-0.

CITATION: 2-80.27(5)(f)

2. Project No: P-2025-000138 Mechanical, Electrical, Plumbing Engineering Continuing Contract – FDO \$5,000,000

Mr. Broderick discussed the details regarding the proposed project and recommendations.

Ms. Kyle stated that OEBO agreed with the recommended API of SBE Evaluation Preference for SBE Participation and an SBE Subcontracting Goal of 20 percent.

MOTION to apply the recommended API of SBE Evaluation Preference for SBE Participation and an SBE Subcontracting Mandatory Minimum Goal of 20 percent. Motion by Brenda Znachko, seconded by Melody Thelwell, and carried 6-0.

CITATION: 2-80.27(3)(d) Option 2 and 2-80.27(3)(e)

3. Project: Electrical Services, Time and Material Term Contract – FDO \$5,000,000

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

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

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

CITATION: 2-80.27(5)(f)

4. Project No: P-2025-000137 Annual Roofing Services Contract – FDO \$10,000,000

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

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

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

CITATION: 2-80.27(1)(e)

Discussion ensued regarding the vendor directory system listing all businesses as Small Business Enterprises (SBEs), regardless of gender or race indicators..

5. Project No: P-2025-000139 CM@Risk Various Capital Improvement Projects Continuing Contract – FDO \$25,000,000

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

Ms. Kyle stated that OEBO agreed with the recommended API of SBE Subcontracting Goal of 20 percent and an SBE Evaluation Preference of up to ten points.

Discussion ensued regarding the details of the project.

Ms. Davis Johnson read a question from an online attendee regarding the availability of partnership opportunities and Ms. Znachko responded that due to the size of the projects, partnership opportunities were possible.

MOTION to apply the recommended API of SBE Subcontracting Goal of 20 percent and an SBE Evaluation Preference of up to ten points for the SBE Participation Plan. Motion by Melody Thelwell, seconded by Stephanie Sejnoha, and carried 6-0.

CITATION: 2-80.27(1)(c) and EBO PPM Attachment 3

Ms. Smith provided an update on the SBEs on the vendor directory listings. All SBEs were now listed without any gender or race indicators.

V. OLD BUSINESS

No old business was discussed.

VI. NEW BUSINESS

Ms. Davis Johnson invited guest attendee Mr. Sellers to introduce himself, and he provided a brief introduction.

SBE Project Update Success Stories

No comments were made.

VII. COMMITTEE COMMENTS

No comments were made.

VIII. DIRECTORS COMMENTS

Ms. Davis Johnson recognized the attendance of OEBO Advisory Member Deeawn Roundtree.

IX. PUBLIC COMMENT

No comments were made.

X. ADJOURNMENT

At 3:58 p.m., the chair declared the meeting adjourned.