

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

**JULY 16, 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, Division IV 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 Development Specialist II, OEBO  
Marianela Diaz, Division Director II, Public Safety  
Wendy Fils-Aime, Small Business Development Specialist II, OEBO  
Holly Knight, Senior Professional Engineer, Engineering and Public Works  
Deidre Kyle, Small Business Development Specialist III, OEBO  
Jeanine Levine, Fiscal Specialist III, Parks and Recreation  
Terry Newton, Small Business Development Specialist III, OEBO  
Antonia Smith, Outreach and Public Information Coordinator, OEBO  
Richard Sena, Assistant County Attorney I, County Attorney

**WEBEX ATTENDEES:**

Delano Allen, Small Business Development Specialist I, OEBO  
Joseph Castor, Financial Analyst II, OEBO  
Bob Schafer, EBO Advisory Committee  
Angela Smith, Small Business Compliance Manager, OEBO

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

Danielle Freeman, Deputy Clerk  
Karla Perez, Board Meetings Specialist

**ALSO IN ATTENDANCE:**

Ann McNeill, NABWIC

(CLERK'S NOTE: Marianela Diaz attended in Stephanie Sejnoha's absence.)

## **I. CALL TO ORDER**

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

Ms. Antonia Smith called the roll.

**Present:** Keith Clinkscale, Marianela Diaz, Tonya Davis Johnson, Melody Thelwell, and Brenda Znachko

**Absent:** Mark Broderick and Stephanie Sejnoha

## **II. ADOPTION OF JULY 16, 2025, AGENDA**

**MOTION to adopt the agenda. Motion by Keith Clinkscale, seconded by Melody Thelwell, and carried 5-0.**

## **III. APPROVAL OF JULY 2, 2025, MINUTES**

Ms. Thelwell inquired about the word “Business” being absent from Robin Arguello’s title.

Ms. Davis Johnson stated that “Business” should be included in her title.

**MOTION to approve the minutes as amended. Motion by Brenda Znachko, seconded by Melody Thelwell, and carried 5-0.**

Ann McNeill, who was attending the meeting as a guest, introduced herself at Ms. Davis Johnson’s request.

Ms. Davis Johnson announced that Bob Schafer from the EBO Advisory Committee was attending online.

## **IV. REVIEW OF PROJECTS**

### **PROJECT**

<b>1. Project: Landscape Installation Services – PARKS</b>	<b>\$6,030,000.00</b>
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Ms. Levine discussed the project details.

Ms. Kyle stated that OEBO agreed with the recommendation.

**MOTION to accept the recommended API of SBE Price Preference. Motion by Keith Clinkscale, seconded by Melody Thelwell, and carried 6-0.**

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

**2. Project No: 2025050 Appraisal Continuing Professional Services Contract**

**ENG**

**\$1,000,000.00**

Ms. Knight provided details on the proposed contract.

Mr. Newton said that OEBO agreed with the recommendation.

Ms. Thelwell inquired if the contract had ever been categorized under goods and services. Ms. Knight stated that there had been discussions, but it was decided that it was a professional service and did not meet the criteria for goods and services.

Discussion ensued regarding tabling the project for further research.

**MOTION to postpone the project until the next Goal Setting Committee meeting for further staff review. Motion by Melody Thelwell, seconded by Marianela Diaz, and carried 6-0.**

**3. Project No: 2019805 – A1A from US1 to Donald Ross Rd– ENG \$1,434,800.00**

Ms. Knight discussed the details of the project. She also explained that the project had been brought back to the committee due to the recently adopted emergency ordinance that required the removal of any references to race and gender.

Mr. Newton said that OEBO agreed with the recommendation.

Ms. Thelwell inquired about the likelihood of meeting the recommended SBE Subcontracting Goal of 20 percent.

Ms. Knight stated that she would be willing to lower it to 15 percent.

Discussion ensued regarding vendor availability and the potential goal that could be set for the project.

Ms. Knight provided feedback stating that the participation goal of 20 percent was achievable due to the larger pool of vendors that could participate with the recent change in the ordinance.

Discussion continued.

**MOTION to apply the amended API of SBE Mandatory Minimum Subcontracting Goal of 17 percent. Motion by Melody Thelwell, seconded by Keith Clinkscale, and carried 6-0.**

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

## **V. OLD BUSINESS**

### **1. Project No: 2014501 Royal Palm Beach Blvd. M Canal to S. of Orange Blvd.**

**ENG**

**\$8,100,000.00**

Ms. Knight discussed the details of the project and said that it was being brought back due to the recently adopted emergency ordinance changes.

Mr. Newton stated that OEBO agreed with the recommendation.

**MOTION to accept the API of SBE Subcontracting Minimum Goal of 15 percent. Motion by Brenda Znachko, seconded by Melody Thelwell, and carried 6-0.**

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

## **VI. NEW BUSINESS**

### **SBE PROJECT UPDATE SUCCESS STORIES**

No new business was discussed.

## **VII. COMMITTEE COMMENTS**

No comments were made.

## **VIII. DIRECTORS COMMENTS**

No comments were made.

## **IX. PUBLIC COMMENT**

No comments were made.

## **X. ADJOURNMENT**

At 3:57 p.m., the chair declared the meeting adjourned.