

**OFFICIAL MINUTES
OF THE
OFFICE OF SMALL BUSINESS DEVELOPMENT
GOAL SETTING COMMITTEE**

JANUARY 7, 2026

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

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

MEMBERS:

Mark Broderick, Facilities Development and Operations (FDO)
Keith Clinkscale, Director of Ombudsman & Strategic Planning, Ombudsman and Strategic Planning
Irwin Jacobowitz, Division Director V, Purchasing
Axel Miranda, Director, Office of Small Business Development (OSBD)
Stephanie Sejnoha, Director II, Public Safety
Brenda Znachko, Division Director III, OFMB

COUNTY STAFF PRESENT:

Robin Arguello, Small Business Development Specialist II, OSBD
Krystin Berntsen, Director I, Water Utilities (WUD)
Brooke Cook, Administrative Assistant, OSBD
Wen Fils-Aime, Small Business Development Specialist II, OSBD
Allen Gray, Small Business Development Manager, OSBD
Vernetha Green, Manager Water Utilities Department Support Services, Water Utilities
Holly Knight, Senior Professional Engineer, Engineering and Public Works
Marcela Millett, Manager Strategic Planning, Ombudsman and Strategic Planning
Richard Sena, Assistant County Attorney I
Angela Smith, Small Business Compliance Manager, OSBD
Tanoy Williams, Division Director II, OFMB

WEBEX ATTENDEES:

Delano Allen, Small Business Development Specialist I, OSBD
Jonathan Brown, Director II, Housing Economic and Development (HED)
Maria Duenas, Contract Analyst, OSBD
Antonia Smith, Outreach and Public Information Coordinator, OSBD

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

Danielle Freeman, Deputy Clerk

I. CALL TO ORDER

Mr. Miranda called the meeting to order at 3:35 p.m.

(CLERK'S NOTE: Tanoy Williams attended in Brenda Znachko's absence.)

Ms. Cook called the roll.

Present: Mark Broderick, Irwin Jacobowitz, Axel Miranda, and Tanoy Williams

Absent: Keith Clinkscale and Stephanie Sejnoha

Via Webex: Brenda Znachko

II. ADOPTION of JANUARY 7, 2026, AGENDA

Mr. Miranda noted that the estimated contract cost for Project No. 4 should be corrected to \$3,000,000 from \$885,000.

(CLERK'S NOTE: Marcela Millett joined the meeting and attended in Keith Clinkscale's absence.)

MOTION to approve the agenda as amended. Motion by Mark Broderick, seconded by Irwin Jacobowitz, and carried 5-0.

III. APPROVAL OF DECEMBER 3, 2025, MINUTES

Mr. Jacobowitz requested that all incorrect spellings to his last name be corrected in the minutes.

Ms. Williams requested that her title be corrected to reflect Division Director II.

MOTION to approve the minutes pending implementation of the discussed amendments. Motion by Irwin Jacobowitz, seconded by Mark Broderick, and carried 5-0.

IV. REVIEW OF PROJECTS*

PROJECT	AMOUNT
1. Project No: 2014501 – Royal Palm Beach Blvd., M Canal to S. of Orange Blvd. /2014501 – ENG	\$9,700,000.00

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

Ms. Arguello stated that OSBD agreed with the recommendation.

MOTION to apply the recommended API of SBE Subcontracting Goal of 15 percent. Motion by Irwin Jacobowitz, seconded by Tanoy Williams, and carried 6-0.

CITATION: 2-80.24(1)(a)

Mr. Sena confirmed that the reduction of the percentage adequately reflected that the SBE Goal had been met.

2. Project No: – Lyons Road N. of LWDD L-30 Canal to Boynton Beach Blvd. & Lyons Road and Boynton Beach Blvd Intersection Improvements/2018503 & 2020110 – ENG \$15,600,000.00

Ms. Knight discussed details about the proposed project and the recommendations.

Ms. Arguello stated that OSBD agreed with the recommendation.

MOTION to apply the recommended API of SBE Subcontracting Goal of 12 percent. Motion by Irwin Jacobowitz, seconded by Tanoy Williams, and carried 6-0.

CITATION: 2-80.24 (1)(a)

3. Project No: 2019112– Miner Road and Congress Ave. Intersection Improvements/2019112– ENG \$2,210,000.00

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

Ms. Arguello stated that OSBD agreed with the recommendation.

Ms. Knight stated that the department decided on the 10 percent goal due to vendor availability.

MOTION to apply the recommended API of SBE Subcontracting Goal of 10 percent. Motion by Irwin Jacobowitz, seconded by Marcela Millett, and carried 6-0.

CITATION: 2-80.24(1)(a)

4. Project No: 2026059 – Small Concrete Continuing Services Construction Contract/2026059 – ENG \$3,000,000.00

Ms. Knight discussed the details of the proposed project and the recommendations.

Ms. Arguello stated that OSBD agreed with the recommendation.

Ms. Williams inquired about the recommendation choice and whether an SBE Price Preference API was an option.

Ms. Knight stated that she was open to either recommendation. She noted that the project was not big, and Ms. Smith stated that there was opportunity for subcontractors, which supported the recommendations made by the department.

Discussion ensued regarding an alternate API.

Mr. Sena confirmed that nothing in the ordinance prevented the API percentage from being increased above 20 percent.

MOTION to apply the recommended API of SBE Subcontracting Goal of 20 percent. Motion by Tanoy Williams, seconded by Irwin Jacobowitz, and carried 6-0.

CITATION: 2-80.24 (1) (a)

**5. Project No: –Upper Floridian Aquifer Well Rehabilitation/ PBCWUD 25-037-
WUD \$3,370,000.00**

Ms. Berntsen discussed the details of the project and the recommendations.

Mr. Fils-Aime stated that OSBD agreed with the recommendation.

MOTION to apply the recommended API of SBE Price Preference. Motion by Irwin Jacobowitz, seconded by Tanoy Williams, and carried 6-0.

CITATION: 2-80.24(1)(c)

**6. Project No: –Outdoor Lighting & Light Pole Services, Old cma 21002D-
WUD \$ 3,125,000.00**

Ms. Green discussed the project details, noting that it involved four participating departments under a five-year contract term with no renewal option. He also stated that the solicitation process was currently underway.

Mr. Fils-Aime stated that OSBD agreed with the recommendation.

Mr. Miranda inquired about the four departments who were involved. Ms. Green responded that the Engineering, Parks and Recreation, Facilities and Development Operations, and Water Utilities departments were involved.

MOTION to adopt the recommended API of SBE Price Preference. Motion by Irwin Jacobowitz, seconded by Marcela Millett, and carried 6-0.

CITATION: 2-80.24(1)(c)

Mr. Miranda thanked all the presenters and wished them a happy new year.

V. OLD BUSINESS

No old business was discussed.

VI. NEW BUSINESS

Ms. Smith reported that the new OSBD ordinance had taken effect on January 1. She noted that training on the ordinance was underway through the Training and Development site. She also stated that she planned to meet with Mr. Sena, followed by meetings with the departments, to assist with the new contract language.

Mr. Miranda stated that formal meetings with the departments would be scheduled, starting with the Purchasing department.

Mr. Gray reported that the contractors' forms would be updated shortly in coordination with Information Systems Services. He emphasized the importance of using the new forms once released and assured that a notification would be sent once the new forms were available.

SBE Project Update Success Stories

No new business was discussed.

VII. COMMITTEE COMMENTS

Mr. Jacobowitz stated that he was excited to serve on the committee on behalf of Purchasing. He also said that there would be onsite onboarding at future events to assist with small business registration.

Mr. Miranda stated that new strategies for increasing participation were being explored.

VIII. DIRECTORS COMMENTS

Mr. Miranda reiterated that OSBD's transition process was ongoing and encouraged vendors to contact their assigned Small Business Development Specialists with any questions. He noted recent changes in the committee membership and said he planned to meet with Mr. Sena to discuss future plans. He also announced plans to tour Water Utilities facilities the following week.

IX. PUBLIC COMMENT

No comments were made.

X. ADJOURNMENT

At 4:07 p.m., Mr. Gray declared the meeting adjourned.