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

SEPTEMBER 17, 2025

WEDNESDAY	**50 S. MILITARY TRAIL**
3:30 P.M.	**WEST PALM BEACH, FL**

MEMBERS:
Mark Broderick, Facilities Development and Operations (FDO)
Keith Clinkscale, Division Director V, Office of Financial Management & Budget (OFMB)
Axel Miranda, Director, Office of Small Business Development (OSBD)
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, OSBD
Krystin Berntsen, Director I, Water Utilities
Steve Carrier, Assistant County Engineer, Engineering and Public Works
Joseph Castor, Financial Analyst II, OSBD
Wen Fils-Aime, Small Business Development Specialist II, OSBD
Allen Gray, Small Business Development Manager, OSBD
Valerie Gumina, Contract Analyst, OSBD
Holly Knight, Senior Professional Engineer, Engineering and Public Works
Deidre Kyle, Small Business Development Specialist III, OSBD
Marcela Millett, Senior Strategic Planning Performance Analyst, OFMB
Terry Newton, Small Business Development Specialist III, OSBD
Richard Sena, Assistant County Attorney I
Angela Smith, Small Business Compliance Manager, OSBD

WEBEX ATTENDEES:
Delano Allen, Small Business Development Specialist I, OSBD
Kena Brown, Brown Electrical Solutions
Tarquiesha Brown, Randolph Construction Group
Deborah Fulgenzi, Administrator, Keshavarz & Associates, Inc.
Hazel
Tonya Davis Johnson, Division Director II, OSBD
Melanie Roger, EBO Advisory Committee
Jason Shephard, Artes Solutions
Antonia Smith, Outreach and Public Information Coordinator, OSBD

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

Chayanne Munet, Deputy Clerk

ALSO IN ATTENDANCE:
Ann McNeill, NABWiC

I. CALL TO ORDER

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

Mr. Miranda provided a self-introduction and relayed his plans for the future with the department. He stated the department name would remain the same on some documents until the related ordinances were approved.

(CLERK'S NOTE: Allen Gray served as meeting chair, Irwin Jacobowitz attended in Melody Thelwell's absence, and Marcella Millett attended in Keith Clinkscale's absence.)

Mr. Fils-Aime called the roll.

Present:	Mark Broderick, Allen Gray, Irwin Jacobowitz, Axel Miranda, Marcella Millett, Stephanie Sejnoha, and Brenda Znachko
Absent:	Keith Clinkscale
Via WebEx:	Melody Thelwell

Mr. Gray called for the self-introduction of the online attendees.

Ms. Davis Johnson conveyed her appreciation to the staff and committee for their efforts, and discussed her upcoming retirement.

II. ADOPTION OF SEPTEMBER 17, 2025 AGENDA

MOTION to approve the agenda. Motion by Stephanie Sejnoha, seconded by Irwin Jacobowitz, and carried 7-0.

III. APPROVAL OF AUGUST 20, 2025 MINUTES

MOTION to approve the minutes. Motion by Irwin Jacobowitz, seconded by Mark Broderick, and carried 7-0.

IV. REVIEW OF PROJECTS*

1. Project No: 2019501 – Melaleuca Lane and Jog Road Intersection Improvements - ENG $2,810,000.00

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

Ms. Smith stated that OSBD recommended an API of SBE Subcontracting Minimum Mandatory Goal of 18 percent due to the vendor availability.

MOTION to apply the recommended API of SBE Subcontracting Mandatory Minimum Goal of 18 percent. Motion by Brenda Znachko, seconded by Irwin Jacobowitz, and carried 8-0.

CITATION: 2-80.27(1)(c)

2. Project No: 2026054 – Guardrail Continuing Services Construction Contract – ENG $3,500,000.00

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

Ms. Smith stated that OSBD agreed with the recommendation.

Mr. Jacobowitz asked if the cost estimate was for the project's 3-year term, and Ms. Knight confirmed that it was.

Ms. Znachko inquired about the amount of vendors for the project, and Ms. Knight stated that there was presently one, with a preference for additional vendors.

MOTION to apply the recommended API of SBE Price Preference. Motion by Brenda Znachko, seconded by Stephanie Sejnoha, and carried 8-0.

CTIATION: 2-80.27(1)(e)

3. Project No: 2026055 – Landscaping Continuing Services Construction Contract - ENG $1,500,000.00

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

Ms. Smith stated that OSBD agreed with the recommended API of SBE Subcontracting Goal of 5 percent.

Mr. Miranda asked about the available vendors for the project.

Ms. Knight stated that there was one vendor under contract, and additional vendors were preferred. She added that landscapers preferred to work on private property.

Discussion ensued regarding vendor opportunities.

Ms. Thelwell inquired about the differences between the current contract and an existing streetscape contract with Goods and Services or Engineering.

Mr. Carrier explained that the existing streetscape contracts were for mowing services, and that the current contract being discussed was for the purpose of new landscape installations.

Ms. Thelwell requested a postponement of the project to allow for further review of the categorization differences.

Mr. Carrier explained the different types of contracts that were available.

Discussion continued.

Mr. Miranda asked if the project could be postponed while the departments work together on a viable option for the project.

MOTION to postpone the project until the next GSC meeting. Motion by Irwin Jacobowitz, seconded by Stephanie Sejnoha, and carried 7-1. Brenda Znachko opposed.

4. Project No: 2026056 – Drainage Improvements/Repairs and Minor CSC Contract – ENG $15,000,000.00

Ms. Knight spoke about the details of the proposed project and the recommendations.

Ms. Smith stated that OSBD agreed with the recommendation.

MOTION to apply the recommended API of SBE Subcontracting Mandatory Minimum Goal of 15 percent. Motion by Stephanie Sejnoha, seconded by Mark Broderick, and carried 8-0.

CITATION: 2-80.27(1)(c)

5. Project No: 2026057 – Pavement Marking Continuing Services Construction Contract - ENG $10,000,000.00

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

Ms. Smith stated that OSBD agreed with the recommendation.

MOTION to apply the recommended API of SBE Price Preference. Motion by Brenda Znachko, seconded by Irwin Jacobowitz, and carried 8-0.

CITATION: 2-80.27(1)(e)

6. Project No: 2026058 - Milling and Resurfacing CSC Contract - ENG $80,000,000.00

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

Ms. Smith stated OSBD had spoke with the department and agreed with the recommended API of SBE Subcontracting Mandatory Minimum Goal of 10 percent, based on historical information and utilization from other contracts that preceded this one.

MOTION to apply the recommended API of SBE Subcontracting Mandatory Minimum Goal of 10 percent. Motion by Irwin Jacobowitz, seconded by Stephanie Sejnoha, and carried 8-0.

Mr. Miranda clarified that a motion could not move forward without being seconded.

CITATION: 2-80.27(1)(c)

7. Project No: 24-033- Water Treatment Plant No. 2 Membrane Expansion CM@Risk - WUD $3,000,000.00

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

Mr. Newton stated that OSBD agreed with the recommended API of SBE Mentor/Protégé program for the first phase only.

In response to Ms. Znachko's inquiry, Ms. Berntsen stated that the project's estimated total cost would be $150,000,000.

Ms. Znachko confirmed the recommended APIs for the project.

Mr. Jacobowitz asked about the location of the project and Ms. Berntsen responded that the project would be located in the Pinehurst area.

Ms. Kena Brown inquired if subcontractors would be incorporated into the Mentor/Protégé program.

Mr. Gray stated that although the program was currently only reserved for general contractors the committee and departments would review it internally to see if that option was possible.

Mr. Miranda thanked Ms. Brown for her feedback and echoed the sentiments of Mr. Gray that the committee would take it under consideration and explore the possibility.

(CLERK'S NOTE: Keith Clinkscale joined the meeting.)

MOTION to apply the recommended API of SBE Mentor/Protégé program. Motion by Marcela Millett, seconded by Irwin Jacobowitz, and carried 8-0.

CITATION: EBO PPM Attachment 3

8. Project No: P-2024-004718 Animal Care and Control – Belvedere Campus Imp. - FDO $55,647,580.00

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

Ms. Kyle stated that OSBD agreed with the recommendation.

Responding to an inquiry regarding the partner for this project, Mr. Broderick stated it was Acid Builders.

MOTION to apply the recommended API of SBE Subcontracting Minimum Goal of 20 percent. Motion by Stephanie Sejnoha, seconded by Marcela Millett, and carried 7-0.

CITATION: 2-80.27(1)(c)

9. Project No: 19202-Aqua Crest Pool Complex Renovation (CM@Risk) - FDO $22,500,000.00

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

Ms. Kyle stated that OSBD recommended the SBE Mentor/Protégé program.

MOTION to adopt the recommended API of SBE Mentor/Protégé program. Motion by Irwin Jacobowitz, seconded by Marcela Millett, and carried 7-0.

CITATION: EBO PPM Attachment 3

10. Project No: 2023-044804 – Cam D. Milani Park (CM@Risk) - FDO $8,600,000.00

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

Ms. Kyle stated that OSBD recommended the SBE Mentor/Protégé program.

MOTION to apply the recommended API of SBE Mentor/Protégé program. Motion by Stephanie Sejnoha, seconded by Irwin Jacobowitz, and carried 7-0.

CITATION: EBO PPM Attachment 3

V. OLD BUSINESS

No old business was discussed.

VI. NEW BUSINESS

SBE Project Update Success Stories

No new business was discussed.

VII. COMMITTEE COMMENTS

No comments were made.

VIII. DIRECTORS COMMENTS

Mr. Miranda acknowledged the committee's commitment and expressed gratitude for their support as he began his role as the new OSBD Director.

IX. PUBLIC COMMENT

No comments were made.

X. ADJOURNMENT

At 4:09 p.m., Mr. Gray declared the meeting adjourned.