

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

**NOVEMBER 5, 2025**

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

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

**MEMBERS:**

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

**COUNTY STAFF PRESENT:**

Robin Arguello, Small Business Development Specialist II, OSBD  
Brooke Cook, Administrative Assistant, OSBD  
Wen Fils-Aime, Small Business Development Specialist II, OSBD  
Pamela Giust, Utilities Support Services Coordinator, Water Utilities Department (WUD)  
Allen Gray, Small Business Development Manager, OSBD  
Vernetha Green, Manager Water Utilities Department Support Services, WUD  
Deirdre Kyle, Small Business Development Specialist III, OSBD  
Terry Newton, Small Business Development Specialist III, OSBD  
Richard Sena, Assistant County Attorney I  
Angela Smith, Small Business Compliance Manager, OSBD  
Tanoy Williams, Division Director II, OFMB

**WEBEX ATTENDEES:**

Akini Akini, Core Construction  
Delano Allen, Small Business Development Specialist I, OSBD  
Tarquiesha Brown, Randolph Construction Group  
Joseph Castor, Financial Analyst II, Housing and Economic Development (HED)  
Maria Duenas, Contract Analyst, HED  
Jason Garcia, Tough Leaf  
Christine Roberts-Kelly, Equal Business Opportunity (EBO) Advisory Committee  
Melanie Roger, EBO Advisory Committee  
Bob Schafer, EBO Advisory Committee  
Antonia Smith, Outreach and Public Information Coordinator, HED  
Chuck West, Tough Leaf

CLERK OF THE CIRCUIT COURT & COMPTROLLER'S OFFICE STAFF PRESENT:  
Jillian Zalewska, Deputy Clerk

ALSO PRESENT  
Andre Morgan, Bright & Clear SoftWash

**I. CALL TO ORDER**

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

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

Mr. Miranda introduced Brooke Cook as their new administrative assistant.

Ms. Cook called the roll.

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

**Absent:** Stephanie Sejnoha and Brenda Znachko

**II. ADOPTION of NOVEMBER 5, 2025, AGENDA**

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

**III. APPROVAL OF OCTOBER 15, 2025, MINUTES**

**MOTION to approve the minutes. Motion by Irwin Jacobowitz, seconded by Mark Broderick, and carried 5-0.**

**IV. REVIEW OF PROJECTS**

**V. PROJECT**

**1. Project No.: 20054F – Grounds Maintenance, Green Cay Wetlands – WUD  
\$875,000**

Ms. Green provided details about the project and the terms of the contract.

The department recommended an API of SBE Price Preference.

Mr. Fils-Aime stated that OSBD agreed with the recommended API.

In response to a question posed by Mr. Clinkscale, Ms. Green confirmed that the \$875,000 figure reflected a five-year period, which included the initial 12-month contract and four 12-month renewal options.

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

**CITATION: 2-80.27(5)(f)**

**2. Project No: 20050 – Pipe & Fittings, PBC, Pre-Qual, Countywide – WUD \$1,172,000.00**

Ms. Green provided details about the project and explained that the contract was for a five-year term with no renewal options. She also noted that five certified SBEs were qualified to bid.

The department recommended an API of SBE Price Preference.

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

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

**CITATION: 2-80.27(5)(f)**

**3. Project No: 21025D – Aerial (Pipe) Crossings, Maintenance Service – WUD \$1,475,000.00**

Ms. Green provided an overview of the project and explained that the new bid would be advertised with a term of 12 months and four 12-month renewal options. She also stated that the contract value was estimated at \$295,000 per year for a total of \$1,475,000 if all four renewal options were exercised.

The department recommended an API of SBE Price Preference.

Mr. Fils-Aime stated that OSBD agreed with the recommended API.

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

**CITATION: 2-80.27(5)(f)**

**VI. OLD BUSINESS**

No old business was discussed.

## **VII. NEW BUSINESS**

No new business was discussed.

## **VIII. SBE PROJECT UPDATE SUCCESS STORIES**

Ms. Smith reported that Divine Wall Murals, a certified SBE, had been featured on HGTV.

In response to a question posed by Mr. Clinkscale, Ms. Smith stated that the company had not done any work for the County but had painted murals for the School District of Palm Beach County.

Mr. Akini said that Divine Wall Murals would be performing a job for Fire Rescue.

## **IX. COMMITTEE COMMENTS**

Mr. Clinkscale commended OSBD staff for their professionalism in navigating the department's transition.

## **X. DIRECTORS COMMENTS**

Mr. Miranda stated that staff had been working on new policies and the new ordinance. He thanked Mr. Sena, as well as Tammy Fields and Jonathan Brown of HED, for their efforts.

## **XI. PUBLIC COMMENT**

No comments were made.

## **XII. ADJOURNMENT**

**At 3:47 p.m., the chair declared the meeting adjourned.**