

**OFFICE OF EQUAL BUSINESS OPPORTUNITY ADVISORY COMMITTEE MEETING**  
**Wednesday, February 19, 2020**  
**Minutes**

**Members Present:**

Scott Johnson, Chair  
Javin Walker-Vice Chair  
Doris Pastl  
Juan Pagan  
Seabron Smith  
Courtney McKenzie Newell  
Jerry Steinberg  
Lillian Reyes  
Aida Vidal  
Carole Hart  
Lorna Anderson  
John Elliott  
Amy Angelo

**Staff Present:**

Tonya Davis Johnson, Director  
David Behar, Assistant County Attorney  
Dorianna Kristensen, Contract Analyst  
Michelle Han, Administrative Secretary

**Guests**

Steven Duvall, Restoration Lawn Care & Pressure  
Cleaning Service LLC

**Members Absent:** Robert Waite, Denise Albritton

**Vacant Seats:** None.

**I. CALL TO ORDER**

Meeting called to order at 8:32 a.m. by Chair, Scott Johnson.

**A. Roll Call**

Roll called by Michelle Han. Quorum present.

**B. Adoption of Agenda for February 19, 2020**

Motion by Jerry Steinberg, seconded by Juan Pagan, motion passed unanimously.

**C. Adoption of Minutes for January 22, 2020**

Motion by Jerry Steinberg, seconded by Juan Pagan, motion passed unanimously.

**D. Introduction of Guests**

Steven Duvall, Restoration Lawn Care & Pressure Cleaning Service LLC.

**II. COMMITTEE MEMBER UPDATE**

Tonya Davis Johnson noted that Seat #1 is coming up for renewal in April; otherwise, we are at full complement.

**III. OLD BUSINESS**

**A. OEBO Outreach Activity Report**

Ms. Han stated the Outreach Report was handed out.

**B. Small Business Certification Status Report**

Dorianna Kristensen noted that since the reports inception, we have increased the program over 100 new certifications. The number does not include recertification or maintaining current certifications.

Ms. Davis Johnson explained the breakout by certification and business class.

Mr. Steinberg asked about the percentage benefit for certification and Ms. Davis Johnson explained the new process using Affirmative Procurement Initiatives (API) goals.

**IV. NEW BUSINESS**

Ms. Davis Johnson noted that a draft document of upcoming and current solicitations was handed out in error, however, explained once finalized this report will be emailed to all S/M/WBE certified vendors, as well as the Committee bi-monthly.

**V. COMMITTEE COMMENTS**

Courtney Newell asked if the Outreach Coordinator was on board yet and Ms. Davis Johnson noted that we would be interviewing nine applicants shortly.

Javin Walker thanked staff for their hard work in growing the program.

The Committee discussed the attendance policy and noted that three consecutive absences are an automatic dismissal or 2/3 of the year, which is two absences total, but when it moves to the entire year then the total will be four.

Amy Angelo asked if a calendar invite could be sent out and the Committee stated that a reminder email was sent out and it was appreciated.

**VI. DIRECTOR'S COMMENTS**

Ms. Davis Johnson announced that the next Committee meeting would be April 15. She also reminded the Committee that there was a Goal Setting meeting at 2:00.

**VII. COUNTY ATTORNEY'S COMMENTS**

David Behar reiterated that on attendance 2/3 of the meetings or three consecutive meetings.

**VIII. PUBLIC COMMENTS**

None.

**IX. ADJOURNMENT**

Meeting adjourned at 9:10 a.m.