

**OFFICIAL MINUTES  
OF THE  
OFFICE OF EQUAL BUSINESS OPPORTUNITY  
ADVISORY COMMITTEE MEETING**

**MARCH 19, 2025**

**WEDNESDAY  
8:30 A.M.**

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

**MEMBERS:**

Juan Pagan, Chair  
Christine Roberts-Kelly, Vice Chair  
Lorna Anderson  
Angela Barnard  
Kati Cassiani  
Clementine Fleuranvil  
Ilan Kottler  
Robert Lesko  
Jacqueline Ramirez  
Melanie Roger  
Deeawn Roundtree  
Bob Schafer  
Seabron Smith  
Thais Sullivan  
Javin Walker

**COUNTY STAFF PRESENT:**

Tonya Davis Johnson, Division Director V, OEBO  
Megan Harp, OEBO Administrative Assistant II, OEBO  
Richard Sena, Assistant County Attorney I, County Attorney

**PRESENT VIA WEBEX:**

Nicole Davis, Contract Analyst, OEBO, Office of Equal Business Opportunity (OEBO)  
Deirdre Kyle, Small Business Development Specialist III, OEBO  
Angela Smith, Small Business Development Specialist III, OEBO

**OFFICE OF CLERK & COMPTROLLER STAFF PRESENT:**

Chayanne Munet, Deputy Clerk

**I. Call to Order**

The chair called the meeting to order at 8:33 a.m.

**a. Roll Call and Introduction of Guests**

Ms. Harp called the roll.

**Present:** Juan Pagan, Christine Roberts-Kelly, Kati Cassiani, Clementine Fleuranvil, Ilan Kottler, Jacqueline Ramirez, Melanie Roger, Bob Schafer, Seabron Smith, and Javin Walker

**Absent:** Lorna Anderson

**Via Webex:** Angela Barnard, Thais Sullivan, and Deeawn Roundtree

(CLERK'S NOTE: The following votes had no maker or second called but were accepted unanimously.)

**MOTION to approve remote attendance due to extraordinary circumstances for Angela Barnard. Motion carried 9-0.**

**MOTION to approve remote attendance due to extraordinary circumstances for Deeawn Roundtree. Motion carried 9-0.**

b. Adoption of Agenda for March 19, 2025

**MOTION to approve the agenda. Motion by Seabron Smith, seconded by Christine Roberts-Kelly, and carried 9-0.**

c. Approval of January 15, 2025

**MOTION to approve the minutes. Motion by Christine Roberts-Kelly, seconded by Melanie Roger, and carried 9-0.**

II. Committee Member Update

Ms. Davis Johnson provided an update on the committee members whose memberships would expire in 2025.

III. Old Business

a. Outreach Activity Report

Ms. Harp provided an overview of the Outreach Activity Report and detailed the events that had occurred.

b. Small Business Certification Report

Ms. Davis provided an overview of the Small Business Certification Report discussed the breakdown of certifications by industry and by district.

Ms. Davis Johnson acknowledged that Thais Sullivan had joined the meeting via Webex.

(CLERK'S NOTE: The following vote had no maker or second called but was accepted unanimously.)

**MOTION to approve remote attendance due to extraordinary circumstances for Thais Sullivan. Motion carried 9-0.**

(CLERK'S NOTE: Javin Walker joined the meeting.)

In response to a question posed by Mr. Schafer, Ms. Davis Johnson provided examples of exempt contracts.

The committee requested that the total number of contracts, along with each contract's associated dollar value, be included in future reports. The members also asked for backup copies of the documents to be made available.

Discussion ensued regarding the information provided to the committee, and Ms. Davis Johnson agreed to send the requested data to the members via a shared file.

Dr. Roundtree inquired how OEBO evaluated its effectiveness.

Ms. Davis Johnson responded that OEBO considered the established aspirational goals as well as vendor availability and participation.

Mr. Smith inquired if OEBO had identified any areas in which SMWBE participation could be improved.

Ms. Davis Johnson responded that participation could be improved in the categories of Goods, Other Services, CCNA, and non-CCNA Professional Services.

(CLERK'S NOTE: Robert Lesko joined the meeting.)

Discussion ensued.

Ms. Roger asked if a breakdown of the statistics by district was available.

Ms. Davis Johnson provided a district-level breakdown and said that she would provide further details in future discussions.

In response to a question posed by Ms. Davis, Ms. Davis Johnson clarified that the breakdown would be by industry and race for each district.

Discussion ensued regarding the details of the small business information.

c. Sunshine Law Review

Mr. Sena said that he had provided a primer on Sunshine Law to the members at a retreat they had attended. He spoke about the potential for permitting more flexibility in situations where interactions among committee members would be unavoidable.

Mr. Schafer inquired about a scenario in which members were attending an event but were not assembled as a committee.

Mr. Sena stated that Sunshine Law required that meetings be publicly noticed. He advised that members avoid discussing topics that could potentially come before the committee.

Discussion ensued regarding the details and requirements of Sunshine Law and the situations in which it would be applicable.

#### IV. New Business

##### a. Recertification Sub-Committee Report

Ms. Roberts-Kelly provided an overview of the Recertification Sub-Committee Report.

Ms. Davis Johnson spoke about the process for recertification.

Mr. Pagan discussed compliance and the significance of having the recertification process.

Mr. Walker spoke about his experience with the recertification process and the calls he had made.

#### V. Committee Member Comments

Ms. Fleuranvil inquired about the percentages of overall certification by district.

Ms. Davis Johnson explained that ascertaining percentages could be difficult. She noted that information regarding small businesses in Palm Beach County could be obtained online.

Discussion ensued.

Dr. Roundtree inquired about certification with OEBO.

Ms. Davis Johnson explained that any business could register as a vendor, but certification was not required.

Ms. Roundtree inquired about the purpose of certification, and Ms. Davis Johnson explained that certification provided the benefits of access to preferences, evaluations,

and APIs, as well as the opportunity to be listed as a certified business to be chosen by prime contractors.

Discussion ensued regarding the purpose of certification.

Mr. Lesko said that the Palm Beach County School Board Office of Diversity and Business Practices would be offering a small business university program, and that the Urban League would be offering a certificate in artificial intelligence. He also provided details about the Urban League's Workforce Development Program.

Ms. Roberts-Kelly thanked Antonia Smith for assisting with an outreach event at the Boynton Beach Chamber of Commerce and Development in Lake Worth.

Ms. Cassiani proposed hosting classes for workers that would award certificates conferring eligibility to be hired as subcontractors.

Mr. Smith commended Ms. Davis Johnson for her work. He also notified the committee of the upcoming gala on June 14th and spoke about County Administrator Verdenia Baker's upcoming retirement on May 31st.

Mr. Walker apologized for his late arrival and thanked the staff and committee members for their work.

Mr. Pagan echoed the sentiments of Mr. Smith and wished County Administrator Verdenia Baker the best.

#### VI. Director's Comments

Ms. Davis Johnson summarized the contents of several bills that had been introduced during the current legislative session concerning diversity, equity, and inclusion programs.

#### VII. Assistant County Attorney's Comments

No comments were made.

#### VIII. Public Comments

There were no public comments.

#### IX. Adjournment

**MOTION to adjourn. Motion by Bob Schafer, seconded by Robert Lesko, and carried 10-0.**

**At 9:48 a.m., the chair declared the meeting adjourned.**