

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

**MAY 15, 2024**

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

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

**MEMBERS:**

Javin Walker, Chair  
Lorna Anderson, Vice Chair  
Amy Angelo  
Denise Albritton  
Kati Cassiani  
Clementine Fleuranvil  
Robert Lesko  
Courtney Newell  
Juan Pagan  
Doris Pastl  
Christine Roberts-Kelly  
Seabron Smith

**COUNTY STAFF PRESENT:**

Nicole Davis, Small Business Development Specialist I  
Tonya Davis Johnson, Division Director V, Office Of Equal Business Opportunity, OEBO  
Reginald Duren, Assistant County Administrator  
Allen Gray, Small Business Development Manager, OEBO  
Megan Harp, Administrative Assistant II, OEBO  
Richard Sena, Assistant County Attorney I  
Antonia Smith, Outreach and Public Information Coordinator, OEBO  
Melody Thelwell, Purchasing Director

**PRESENT VIA WEBEX:**

Deirdre Kyle, Small Business Development Specialist III  
Theresa Lawrence, Small Business Development Specialist I  
Bob Schafer, Ranger Construction  
Richard Sena, Assistant County Attorney II  
Angie Whitaker, Small Business Development Specialist II

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

Danielle Freeman, Deputy Clerk  
Chayanne Munet, Deputy Clerk

**OEBO ADVISORY  
COMMITTEE**

ALSO IN ATTENDANCE:

Jacqueline Ramirez, Senior Business Consultant, Florida SBDC

I. Call to Order

The chair called the meeting to order at 8:32 a.m.

a. Roll Call and Introduction of Guests

Ms. Harp called the roll.

**Present:** Javin Walker, Lorna Anderson, Amy Angelo, Denise Albritton, Kati Cassiani, Clementine Fleuranvil, Robert Lesko, Juan Pagan, Doris Pastl, Bob Schafer, and Seabron Smith

**Absent:** Robert Lesko and Courtney Newell

Mr. Walker took a moment to speak on the recent passing of committee member Carole Hart and requested a moment of silence. He then opened the floor to allow for other committee members to share memories of Ms. Hart.

Mr. Pagan, Ms. Ramirez, and Ms. Pastl took a few moments to speak on their experiences with Ms. Hart.

b. Adoption of agenda for May 15, 2024

**MOTION to adopt the May 15, 2024, agenda. Motion by Amy Angelo, seconded by Juan Pagan, and carried 10-0.**

c. Approval of March 20, 2024, Minutes

**MOTION to approve the March 20, 2024, minutes. Motion by Juan Pagan, seconded by Seabron Smith, and carried 10-0.**

II. Committee Member Update

Ms. Davis Johnson spoke about the committee seats that were up for consideration.

Ms. Davis Johnson stated that a request for seat consideration was recently sent out and she added that Ms. Pastl and Ms. Albritton would not be seeking renewal.

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

Ms. Davis Johnson acknowledged Robert Lesko's attendance.

Ms. Davis Johnson discussed the new designee for the Women’s Chamber of Commerce and that Ms. Pastl would no longer be able to serve as a member due to personal reasons. She also stated that they would be requesting a proclamation for a certificate of appreciation of service for Ms. Pastl.

### III. Old Business

#### a. Outreach Activity Report

Mr. Walker spoke about Small Business Week and apologized for not being able to attend due prior obligations.

Ms. Davis Johnson delivered the outreach report and provided an overview of the events that had taken place during Small Business Week.

Mr. Walker acknowledged Assistant County Administrator Reginald Duren’s attendance and asked the committee members to provide feedback on Small Business Week.

Ms. Roberts-Kelly shared her experience regarding the events she had attended during Small Business Week and commended staff for their work.

Mr. Pagan shared his experiences regarding his attendance at the Small Business Week events and he shared the feedback he had received from other small businesses and expressed interest in supporting more events being held in the future.

Ms. Cassiani spoke about her attendance at the Hard Hats and Suits event, and she echoed the sentiments of Mr. Pagan regarding supporting more events in the future.

Ms. Albritton detailed her experience at the Small Business Breakfast and its success in providing networking opportunities and important information for small businesses.

Ms. Davis Johnson thanked Valley Bank for their sponsorship of the cappuccino smoothie bar.

Mr. Walker commended staff for their hard work during Small Business Week.

#### b. Small Business Certification Report

Ms. Davis provided the committee with an overview of the small business certification report.

### IV. New Business

#### a. Recertification Sub-Committee Report

Ms. Pastl spoke about her recent contact with different vendors and provided an update on their statuses and future correspondence regarding recertification.

Mr. Walker provided those in attendance with an explanation of the recertification process and its overall purpose.

Ms. Pastl volunteered to contact the vendors that Ms. Hart was previously working with.

Ms. Angelo stated that she had two people recertifying.

#### V. Committee Member Comments

Ms. Angelo inquired about future events and if they would be accessible on the calendar.

Ms. Davis Johnson responded to Ms. Angelo's inquiry, stating that they would provide adequate notice on what future events would be held. She also stated that the housing authority requested an outreach and provided a briefing on the Delray Beach event and other partnered events.

Discussion ensued regarding a recent article written concerning OEBO.

Mr. Lesko spoke about the success of the outreach in Riviera Beach and the increase in small business activities as well as client growth. He spoke about a partnership with the Black Business Investment Fund, and he also expressed an interest in increasing awareness of the OEBO.

Mr. Walker acknowledged Ms. Smith's attendance.

Ms. Cassiani suggested incorporating more companies into the OEBO and initiated the idea of designating someone to assist small business owners with questions they may have. She also proposed the idea of having meetings in Spanish for residents and businesses owners who may not speak English.

Discussion ensued.

Mr. Smith stated that translators were available to those who contacted The Ted Center.

Ms. Davis Johnson discussed the potential for Ms. Cassiani's proposed suggestion being that of a mentor-protégé program.

Mr. Pagan discussed the difficulties that non-English speaking small businesses face.

Discussion continued regarding the resources available for non-English speakers and their availability.

Ms. Pastl detailed her experience in calling different businesses to gather information on why they may not be recertifying.

Ms. Angelo apologized for her absence at the previous meeting and for missing Small Business Week. She discussed introducing new and established food businesses to the OEBO.

Discussion ensued regarding the social media pages for the OEBO.

Mr. Walker spoke about the celebration of life for Ms. Hart, and he thanked the committee members for their attendance and hard work on the committee.

Mr. Pagan informed the committee about Worldwide Music Day which would be taking place on June 21st.

Ms. Davis Johnson stated that all the OEBO's social media pages and the start-up guide could be accessed via a QR Code.

#### VI. Director's Comments

Ms. Davis Johnson spoke about plans to present a draft of the quarter and semi-annual statistics to the Board of County Commissioners (BCC) in June and she added that the draft report would be available for the committee to review before it went to the BCC.

Ms. Davis Johnson provided an overview of the process regarding the consultant that would be reviewing the OEBO program.

Ms. Davis Johnson thanked those who attended the outreach events.

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

No comments were made.

#### VIII. Public Comments – Two Minutes Maximum

No comments were made.

#### IX. Adjournment

**MOTION to adjourn. Motion by Juan Pagan, seconded by Seabron Smith, and carried 11-0.**

**At 9:36 a.m., the chair declared the meeting adjourned.**