

**OFFICE OF EQUAL BUSINESS OPPORTUNITY ADVISORY COMMITTEE MEETING**  
**Wednesday, November 15, 2023**  
**Minutes**

**Members Present:**

Javin Walker, Chair  
Amy Angelo  
Robert Lesko  
Juan Pagan  
Doris Pastl  
Christine Roberts-Kelly  
Bob Schafer  
Kati Cassiani  
Seabron Smith

**Staff Present:**

Tonya Davis Johnson, Director  
Nicole Davis, SBDS I  
Megan Harp, Administrative Assistant II  
Deirdre Kyle, SBDS III  
Richard Sena, Assistant County Attorney  
Angela Smith, SBDS III  
Antonia Smith, Public Info. and Outreach Coordinator  
Yamel Vasquez, Contract Analyst

**Members Virtual:**

Carole Hart

**Guest:**

None

**Members Absent:** Denise Albritton, Lorna Anderson, Alan Gerwig, Courtney Newell McKenzie, and Clementine Fleuranvil

**Vacant Seats:** None

**I. CALL TO ORDER**

Meeting called to order at 8:35 a.m. by Chairman, Javin Walker.

**A. Roll Call**

Roll called by Megan Harp. Quorum present.

**B. Adoption of Agenda for November 15, 2023 Meeting**

Motion by Seabron Smith, seconded by Doris Pastl. Motion passed unanimously.

**C. Approval of Minutes for September 20, 2023 Meeting**

Motion by Juan Pagan, seconded by Christine Roberts-Kelly. Motion passed unanimously.

**D. Introduction of Guests**

None.

## II. COMMITTEE MEMBER UPDATE

Director Tonya Davis Johnson reported that the committee is at full complement.

## III. OLD BUSINESS

### A. OEBO Outreach Activity Report

Antonia Smith discussed the past outreach/training events. Ms. Smith stated that her outreach efforts have been focused on targeting specific industries and she shared her successes with the committee.

Ms. Smith noted that September 15<sup>th</sup> to October 15<sup>th</sup> is Hispanic Heritage Month. Ms. Smith reported that the Office of Equal Business Opportunity hosted a Hispanic Heritage Month Business Networking Event where Juan Pagan was recognized for his advocacy for the small business community.

Ms. Smith announced the upcoming events which include the South Florida Fair and the Advisory Committee Retreat. Ms. Smith advised that she would poll the committee for dates for the 2024 Advisory Committee Retreat.

Mr. Walker inquired about the Advisory Committee's participation at the South Florida Fair. Director Davis Johnson advised that only OEBO staff will be allowed to work at the booth.

Director Davis Johnson made note of the 2024 Advisory Committee Meeting Schedule.

### B. Small Business Certification Status Report

Yamel Vasquez presented the Certification Report and discussed the different class indicators. Ms. Vasquez reported that there are currently 11 new certified vendors and 21 recertified vendors.

Robert Lesko stated that in the previous meeting, he requested assistance with data mining. Mr. Lesko reported that along with his team, he was able to research the data that was requested from the previous meeting and thanked Ms. Vasquez for her offer to assist.

Juan Pagan suggested that a member of the Advisory Committee present the reports to the Board of County Commissioners monthly.

Committee discussion ensued regarding the program's reporting.

Mr. Smith inquired about what information will be presented to the BCC.

In response to Mr. Smith, Director Davis Johnson discussed the information that must be reported and the reporting frequency.

Richard Sena referred to the ordinance and noted that per the ordinance the committee has additional duties which include the preparation of an annual report for the Board of County Commissioners.

The committee thanked Director Davis Johnson and staff for their efforts.

#### **IV. NEW BUSINESS**

##### **A. Recertification Sub-Committee Update**

Doris Pastl and Juan Pagan gave an update on the calls that were made. Ms. Pastl requested that a written report of responses be submitted after the Recertification Committee meeting so that a formal report can be presented to the committee.

Mr. Walker explained the Recertification Subcommittee's reporting process.

#### **V. COMMITTEE COMMENTS**

Seabron Smith expressed that the program is necessary and encouraged the staff to continue the work of certifying small businesses.

Juan Pagan inquired about the process of the new disparity study. Director Davis Johnson asked that Mr. Pagan's inquiry be tabled pending the Board of County Commissioners meeting. Mr. Pagan commended the staff and encouraged everyone to continue working together to move forward.

Kati Cassiani recognized the staff for their work and offered her assistance.

Christine Roberts-Kelly stated that good information came from the Board of County Commissioners Meeting and recommended working on the process to provide the information that is needed by the commissioners. Mrs. Roberts-Kelly also offered her assistance and commended the staff for the assistance that she has received as a certified small business owner.

Amy Angelo spoke about the impact of small businesses on the economy and expressed the importance of continued advocacy for small businesses in Palm Beach County.

Robert Lesko spoke about articles that stated the difficulty of assigning contracts to small businesses due to the project size. Mr. Lesko advised that with other SCORE Mentors, a review was conducted to determine a corrective action. Mr. Lesko stated that an option would be to split contracts so that it is manageable for small businesses.

Director Davis Johnson explained the goal setting process in response to Mr. Lesko's comments.

Doris Pastl stated that the outcome of the Board of County Commissioners is a good opportunity to improve as Advisory Committee Members and she would like to start with the Recertification Committee.

Bob Schafer advised that Arbor Tree and Land is only working as a prime contractor.

Javin Walker stated that the program has greatly improved and encouraged the committee to stay educated on the program's processes. Mr. Walker also spoke of the importance of small businesses taking the initiative to participate in the program.

Carole Hart requested information on the Purchasing Department's ordinances and procedures to provide clarity to the small businesses. Ms. Hart wished everyone a Happy Thanksgiving.

**VI. DIRECTOR'S COMMENTS**

Tonya Davis Johnson thanked the committee members who attended the Board of County Commissioners Meeting. Director Davis Johnson advised that on November 21, 2023, a motion to adopt the ordinance to extend the OEBO program to December 31, 2025, will go before the Board of County Commissioners.

Richard Sena briefly explained the process of the motion to adopt the ordinance.

**VII. COUNTY ATTORNEY'S COMMENTS**

Richard Sena advised the committee of the Sunshine Law when attending the OEBO booth at the South Florida Fair.

**VIII. PUBLIC COMMENTS**

None.

**IX. ADJOURNMENT**

Meeting adjourned at 10:00 a.m.