

**OFFICE OF EQUAL BUSINESS OPPORTUNITY ADVISORY COMMITTEE MEETING**  
**Wednesday, November 16, 2022**  
**Minutes**

**Members Present:**

Javin Walker, Chair  
Lorna Anderson, Vice Chair  
Denise Albritton  
Amy Angelo  
Kati Cassiani  
John Elliot  
Alan Gerwig  
Robert Lesko  
Juan Pagan  
Doris Pastl  
Bob Schafer

**Staff Present:**

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

**Members Virtual:**

Clementine Fleuranvil  
Seabron Smith

**Guest:**

None

**Members Absent:** Carole Hart, Courtney McKenzie Newell

**Vacant Seats:** None.

**I. CALL TO ORDER**

Meeting called to order at 8:32 a.m. by Vice Chair, Lorna Anderson.

**A. Roll Call**

Roll called by Anthony Gregory. Quorum present.

**B. Adoption of Agenda for November 16, 2022 Meeting**

Motion by Seabron Smith, seconded by Alan Gerwig. Motion passed unanimously.

**C. Approval of Minutes for September 21, 2022 Meeting**

Motion by Juan Pagan, seconded by Denise Albritton. Motion passed unanimously.

**D. Introduction of Guests**

None

## II. COMMITTEE MEMBER UPDATE

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 and the recent collaborations with other organizations and business resource partners; there will be more upcoming collaborations. Ms. Smith provided the fiscal calendar of events for 2022-2023 and asked for the attendance of the committee at these upcoming events.

Tonya Davis Johnson reported that the 2022 Palm Beach Business Partners Matchmakers Conference was a good event with 415 people in attendance, inclusive of sponsors and attendees. She also announced that the Office of Equal Business Opportunity was selected as the 2022 Small Business Advocate of the year.

### B. Small Business Certification Status Report

Yamel Vasquez presented the Certification Report and discussed the different class indicators as well as a breakdown of Professional Service CCNA and non-CCNA vendors by race, ethnicity and gender.

Amy Angelo requested a report to show the new versus the recertification applications that are in the OEBO admin queue. Yamel responded that she can only see the active applications and cannot determine if they are new applications or recertification applications.

Bob Schafer asked for the demographics of Palm Beach County residents compared to OEBO certifications.

Juan Pagan responded that according to the 2022 Census, 24% of the population are Hispanic.

Amy Angelo shared that USA facts.org listed that in 2021, Palm Beach County's population was 52.6% White, 23.9% Hispanic, 18.9% Black, 2.9% Asian, and 2% Indian.

#### IV. NEW BUSINESS

**A. Recertification Sub-Committee Report**

Doris Pastl reported that they were no new expired vendor reports. Ms. Pastl worked on the current report and the results were turned in to Yamel Vasquez. Ms. Pastl also stated that the calls to expiring vendors were very effective and she was able to assist some vendors in locating the application.

**B. Hybrid Meeting Continuation Discussion**

Juan Pagan offered a motion to continue a hybrid meeting, seconded by Doris Pastl and passed unanimously.

**C. Meeting Frequency Discussion**

Juan Pagan offered a motion for the meetings to be held the 3<sup>rd</sup> Wednesday of every odd month of the year (January, March, May, July, September, and November), seconded by Doris Pastl and passed unanimously.

Lorna Anderson strongly encouraged the committee members to get involved in subcommittees and attend events.

Tonya Davis Johnson asked Attorney Richard Sena if the committee has the authority to call a special meeting.

Assistant County Attorney Richard Sena confirmed that the committee has the authority to call a special meeting if needed.

**D. Proposed 2023 Meeting Schedule**

Javin Walker asked the members for suggestions on scheduling participation at events.

Director Davis Johnson suggested that members use the preliminary calendar and identify (2) events per month that they would like to attend and forward the information to Antonia Smith. Ms. Smith will then create a schedule that will be distributed to the members. Director Davis Johnson stated that this information should help members schedule their participation and attendance at events.

The committee discussed upcoming events and made suggestions on participation.

Juan Pagan offered a motion to have (4) commitments of events per advisory member, which will be sent to Antonia Smith by December 16<sup>th</sup>, 2022, seconded by Doris Pastl and passed unanimously.

**E. Sub-Committee Creation Discussion**

The committee created the Event Participation Subcommittee which will be chaired by Lorna Anderson and the Marketing Subcommittee which will be chaired by Courtney McKenzie Newell with Amy Angelo as co-chair.

Tonya Davis Johnson stated that the Marketing Sub Committee can be an extension of the OEBO Public Information & Outreach and assist in getting information out on OEBO events. The Advisory Committee may help OEBO reach a greater small business population in Palm Beach County.

**F. Retreat date and location**

Tonya Davis Johnson stated that the Advisory Retreat will be on January 21, 2023, from 9 am-1 pm with the location to be determined.

**V. COMMITTEE COMMENTS**

**Chairman Walker** thanked Richard Sena for his service to the committee.

**Clementine Fleuranvil** agrees with the approach of committing to events. She stated that each time the committee meets they should be prepared to commit to an upcoming event and that she will be engaged in events.

**Seabron Smith** commended the committee and staff on the work that they have done and stated that he will commit to attending events.

**Kati Cassiani** thanked the committee and said she is learning and glad to be present.

**Bob Schafer** made the committee aware of (2) issues that he is hearing from SBEs on construction projects, which are the slow payments by Palm Beach County and the steep increase in cost over the past year.

**Denise Albritton** thanked Chair Walker for his leadership and stated that the meeting was very productive and a lot has been accomplished.

**Juan Pagan** stated that the Chamber of Commerce is about working together and working with the community. Mr. Pagan requested that events are sent to him in jpeg format so that events can be uploaded to the Chamber's website for more exposure. Mr. Pagan also mentioned the upcoming 13<sup>th</sup> Anniversary of Fiesta de Pueblo on January 7, 2023, in Greenacres. He stated that the event will display business, culture, and education. Mr. Pagan also wished the committee a happy new year.

**Doris Pastl** stated that the committee is heading in a good direction to be more functional and that she believes it will be a good year.

**Chairman Walker** requested that name badges be prepared for the committee so that they can be identified at events. He requested that in February a welcome networking be organized for all the certified vendors. Mr. Walker also thanked Tonya Davis Johnson for her leadership, the staff of the Office of Equal Business Opportunity, and the committee.

**Vice Chair Anderson** wished the committee a happy holiday.

**VI. DIRECTOR'S COMMENTS**

Tonya Davis Johnson thanked the committee for their time and efforts and wished Happy Holidays. She gave a special kudos to Assistant County Attorney Richard Sena and the staff of OEBO for their hard work, efforts, and advocacy on behalf of local small businesses. Director Davis Johnson stated that she is looking forward to working with the committee and having great success in the New Year.

**VII. COUNTY ATTORNEY'S COMMENTS**

Mr. Sena shared with the committee that the quorum requirement is 25% of the board in person and made reference to section 2-151 of the County's Ordinance.

**VIII. PUBLIC COMMENTS**

None

**IX. ADJOURNMENT**

Meeting adjourned at 10:03 a.m.