

**OFFICIAL MINUTES
OF THE
OFFICE OF EQUAL BUSINESS OPPORTUNITY
GOAL SETTING COMMITTEE
DECEMBER 18, 2024**

**WEDNESDAY
3:30 P.M.**

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

MEMBERS

Mark Broderick, Facilities Development and Operations (FDO)
Tonya Davis Johnson, Division Director V, Office of Equal Business Opportunity (OEBO),
Chair
Keith Clinkscale, Division Director V, Office of Financial Management & Budget (OFMB)
Ryan Maher, Assistant County Attorney I
Melody Thelwell, Purchasing Director, Purchasing
Brenda Znachko, Division Director III, OFMB

COUNTY STAFF PRESENT:

Allen Gray, Small Business Development Manager, OEBO
Anthony Gregory, Airports Compliance Manager, Airports
Megan Harp, Administrative Assistant II, OEBO
Charles Hysell, Airports Facilities Manager, Airports
Deirdre Kyle, Small Business Development Specialist III, OEBO
Jeanine Levine, Fiscal Specialist III, Parks and Recreation
Terry Newton, Small Business Development Specialist II, OEBO
Richard Sena, Assistant County Attorney I
Bridget Williams, Senior Buyer

PRESENT VIA WEBEX:

Tarquiesha Brown, Randolph Construction
Nicole Davis, Contract Analyst, OEBO
Zachary Goetz, Contract Analyst, OFMB
Theresa Lawrence, Small Business Development Specialist I, OEBO
Ann McNeill, NABWIC
Christine Roberts-Kelly, OEBO Advisory Committee
Melanie Roger, OEBO Advisory Committee
Deeawn Roundtree, OEBO Advisory Committee
Bob Schafer, OEBO Advisory Committee
Stephanie Sejnoha, Director II, Public Safety
Angela Smith, Small Business Development Specialist III, OEBO

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

Danielle Freeman, Deputy Clerk

ALSO IN ATTENDANCE:

Juan Pagan, Chair, OEBO Advisory Committee

(CLERK'S NOTE: Allen Gray served as chair in place of Tonya Davis Johnson.)

I. CALL TO ORDER

The chair called the meeting to order at 3:39 p.m.

Ms. Harp called the roll.

Present: Mark Broderick, Allen Gray, Ryan Maher, Melody Thelwell, and Brenda Znachko

Absent: Keith Clinkscale and Tonya Davis Johnson

Mr. Gray recognized the Webex attendees.

II. ADOPTION OF DECEMBER 18, 2024, AGENDA

MOTION to adopt the agenda. Motion by Ryan Maher, seconded by Melody Thelwell, and carried 5-0.

III. APPROVAL OF DECEMBER 4, 2024, MINUTES

MOTION to approve the December 4, 2024, minutes. Motion by Brenda Znachko, seconded by Mark Broderick, and carried 5-0.

IV. REVIEW OF PROJECTS

PROJECT

1. Project: Tree Removal Services– PARKS \$341,000

Ms. Levine provided an overview of the project.

Ms. Kyle stated that OEBO agreed with the department's recommendation.

Ms. Znachko asked if the project was a Pre-Qualification or an Invitation for Bid (IFB).

Ms. Kyle stated that it was an IFB.

Discussion ensued regarding the project's description.

The members agreed to table the item so that the worksheet could be updated.

MOTION to postpone Item 1. Motion by Mark Broderick, seconded by Melody Thelwell, and carried 6-0.

2. Project: PreQualification for Miscellaneous Metal Parts-PARKS \$601,750

Ms. Levine discussed the details of the project.

Ms. Kyle stated that OEBO agreed with the department's recommendation.

Ms. Znachko asked for clarification regarding project type.

Discussion ensued regarding the project type and the commodity code used.

Ms. Kyle stated that this project was a continuation of the previous project.

Ms. Znachko suggested tabling the item so that the worksheet could be updated.

MOTION to postpone Item 2. Motion by Mark Broderick, seconded by Melody Thelwell, and carried 6-0.

3. Project No: Grounds Maintenance at Palm Beach International Airport, Belvedere Road and Australian Blvd Median, and Lantana Airport – PBIA \$1,050,000

Mr. Hysell discussed the project details.

Mr. Newton stated that OEBO agreed with the department's recommendation.

Ms. Thelwell asked for clarification regarding the varying project amounts listed on the worksheet.

Mr. Newton responded that the project amount was based on a 12-month term with four renewal options.

Mr. Hysell stated that they were willing to resubmit the worksheet so that the term amount would be clear.

MOTION to apply the recommended API of SBE Price Preference. Motion by Brenda Znachko, seconded by Ryan Maher, and carried 6-0.

CITATION: 2-80.27(5)(f)

4. Project: PreQualification for Painting – FDO \$6,951,000

Mr. Broderick provided an overview of the project.

Ms. Kyle stated that OEBO agreed with the department's recommendation.

Ms. Thelwell noted that the worksheet listed the contract's total amount and not the annual amount.

MOTION to apply the recommended API of SBE Price Preference. Motion by Brenda Znachko, seconded by Melody Thelwell, and carried 5-0.

CITATION: 2-80.27(5)(f)

V. OLD BUSINESS

No old business was discussed.

VI. NEW BUSINESS

S/M/WBE Project Update Success Stories

No comments were made.

VII. COMMITTEE COMMENTS

No comments were made.

VIII. DIRECTOR'S COMMENTS

No comments were made.

IX. PUBLIC COMMENT

No comments were made.

X. ADJOURNMENT

At 3:53 p.m., the chair declared the meeting adjourned.