

**OFFICIAL MINUTES
OF THE
OFFICE OF EQUAL BUSINESS OPPORTUNITY
GOAL SETTING COMMITTEE**

MARCH 19, 2025

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

**50 S. 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)
Stephanie Sejnoha, Director II, Public Safety
Melody Thelwell, Purchasing Director, Purchasing
Brenda Znachko, Division Director III, OFMB

COUNTY STAFF PRESENT:

Krystin Berntsen, Director I, Water Utilities
Juan Cueto, Contracts/Grants Coordinator, Environmental Resources Management
(ERM)
Megan Davis, Airports Special Projects Manager, Airports
Kathleen Farrell, Division Director III, Engineering and Public Works
Zachary Goetz, Contract Analyst, Financial Management and Budget
Allen Gray, Small Business Development Manager, OEBO
Vernetha Green, Utilities Support Services Coordinator, Water Utilities
Megan Harp, Administrative Assistant II, OEBO
Deidre Kyle, Small Business Development Specialist III, OEBO
Jena McNeal, Environmental Manager, ERM
Terry Newton, Small Business Development Specialist II, OEBO
Kenneth Ptak, Maintenance Supervisor, Airports
Richard Sena, Assistant County Attorney I
Angela Smith, Small Business Development Specialist III, OEBO

WEBEX ATTENDEES:

Kena Brown, Vice President of Operations, Brown Electrical Solutions
Nicole Davis, Contract Analyst, OEBO
Vienna Freeman
Irwin Jacobowitz, Division Director V, Purchasing
Melanie Roger, President, Zeus Consulting Services Corp
Deeawn Roundtree, OEBO Advisory Committee
Bob Schafer, OEBO Advisory Committee
Seabron Smith, OEBO Advisory Committee

Tarquiesha Brown, Randolph Construction Group
Yamel Vasquez, Contract Manager, ERM

CLERK OF THE CIRCUIT COURT & COMPTROLLER'S OFFICE STAFF PRESENT:
Chayanne Munet, Deputy Clerk

I. CALL TO ORDER

The chair called the meeting to order at 3:29 p.m.

Present: Mark Broderick, Tonya Davis Johnson, Stephanie Sejnoha, Melody Thelwell, and Brenda Znachko

Absent: Keith Clinkscale

II. ADOPTION OF March 19, 2025, AGENDA

MOTION to approve the agenda. Motion by Brenda Znachko, seconded by Melody Thelwell, and carried 5-0.

(CLERK'S NOTE: Mr. Clinkscale joined the meeting.)

III. APPROVAL OF FEBRUARY 19, 2025, MINUTES

MOTION to approve the minutes. Motion by Keith Clinkscale, seconded by Mark Broderick, and carried 6-0.

Ms. Davis Johnson acknowledged the online attendees.

IV. REVIEW OF PROJECTS*

1. Project: PBI Administration Building Rehabilitation – AIRPORTS \$170,000

Ms. Davis provided details about the proposed project and the recommendations.

Mr. Newton stated that OEBO agreed with the API of SBE Price Preference.

Ms. Davis Johnson acknowledged the online attendance of Seabron Smith.

MOTION to apply the recommended API of SBE Price Preference. Motion by Brenda Znachko, seconded by Mark Broderick, and carried 7-0.

CITATION: 2-80.27(1)(e)

Ms. Davis Johnson explained that Ms. Sejnoha was a new member of the Goal Setting Committee.

2. Project No.: 2022805 Seminole Colony West – ENG \$1,210,000

Ms. Farrell provided details about the proposed project and the recommendations.

Ms. Smith stated that the OEBO agreed with the recommendation of SBE Mandatory Minimum Subcontracting Goal of 15 percent, of which 5 percent is MBE African American and/or Hispanic American.

MOTION to apply the recommended API of SBE Mandatory Minimum Subcontracting Goal of 15 percent, of which 5 percent is African American or Hispanic American. Motion by Brenda Znachko, seconded by Melody Thelwell, and carried 7-0.

CITATION: 2-80.27(1)(c) and 2-80.27(2)(b)

3. Project No.: ERM-CCNA-2025 Coastal & Marine Engineering Services Annual Contract – ERM \$5,000,000

Mr. Cueto provided details about the proposed project and the recommendations.

Mr. Newton stated that OEBO agreed with the SBE Subcontracting Goal of 15 percent and an additional SBE Evaluation Preference for Prime Bidders.

Ms. Thelwell inquired about the current vendor. Mr. Cueto responded that there had been four vendors, and he provided their details.

Ms. Znachko inquired if any of the vendors were SBEs, and Mr. Cueto stated that one would be.

MOTION to apply the recommended API of SBE Subcontracting Goal of 15 percent with an SBE Evaluation Preference for Prime Bidders. Motion by Keith Clinkscale, seconded by Melody Thelwell, and carried 7-0.

CITATION: 2-80.27(3)(e) and 2-80.27(3)(d) Option 2

4. Project: Asahi Repair/Replacement Parts, OEM (old cma 20018R) – WUD \$350,000

Ms. Green provided details about the proposed project and recommendations.

Mr. Newton stated that OEBO agreed with the recommended API of SBE Price Preference.

Ms. Znachko inquired about the company name.

Ms. Davis Johnson acknowledged the online attendance of Vienna Freeman.

MOTION to apply the recommended API of SBE Price Preference. Motion by Brenda Znachko, seconded by Melody Thelwell, and carried 7-0.

CITATION: 2-80.27(5)(f)

5. Project No.: 25-008 Mechanical Integrity Testing of Injection Wells Systems at the SRPF (9N), WTP 11, and SROC – WUD \$505,013

Ms. Berntsen provided details about the proposed project and recommendations.

Mr. Grey stated that OEBO agreed with the recommendation of SBE Price Preference.

Ms. Znachko inquired about integrity testing, and Ms. Bernsten provided an overview of the process.

Discussion ensued regarding the number of companies capable of conducting integrity testing.

MOTION to apply the recommended API of SBE Price Preference. Motion by Keith Clinkscale, seconded by Mark Broderick, and carried 7-0.

CITATION: 2-80.27(1)(e)

6. Project No.: 21-047 Belle Glade Water Main Improvements; SE Zone 6 Water System Replacement Project – WUD \$4,915,072

Ms. Berntsen provided details about the proposed project and recommendations.

Mr. Grey stated that the OEBO recommended a minimum of 10 percent SBE contracting of which 3 percent would be African American or Hispanic American.

Ms. Sejnoha inquired about the difficulties of providing services to the western region of the county.

MOTION to apply the recommended API of SBE Mandatory Minimum Subcontracting Goal of 10 percent of which 3 percent would be African American or Hispanic American. Motion by Brenda Znachko, seconded by Mark Broderick, and carried 7-0.

CITATION: 2-80.27(1)(c) and 2-80.27(2)(b)

7. Project No.: 24-035 Eastern Service Area Gravity Sewer Lining Project A – WUD \$9,923,880.29

Ms. Berntsen provided details about the proposed project and recommendations.

Mr. Grey explained that OEBO recommended a 3 percent SBE Subcontracting Goal due to the nature of the project.

Discussion ensued regarding the processes that take place during the project.

MOTION to apply the recommended API of SBE Mandatory Minimum Subcontracting Goal of 3 percent. Motion by Brenda Znachko, seconded by Melody Thelwell, and carried 7-0.

CITATION: 2-80.27(1)(c)

8. Project No: 25-013 2025 Continuing Contract for Wastewater Gravity Sewer Lines & Manhole Rehabilitation – WUD \$26,019,267.19

Ms. Berntsen provided details about the proposed project and recommendations.

Ms. Davis Johnson stated that the information on the Goal Setting sheet had been incorrect and that the sheet would be revised to reflect the accurate total.

Mr. Grey said that, due to the similarities between this project and the previous project, OEBO recommended a 3 percent SBE Subcontracting Goal.

MOTION to apply the recommended API of SBE Mandatory Minimum Subcontracting Goal of 3 percent. Motion by Brenda Znachko, seconded by Stephanie Sejnoha, and carried 7-0.

CITATION: 2-80.27(1)(c)

9. Project No.: P-2025-000087 Fire Alarm Repair and Replacement Services – FDO \$6,000,000

Mr. Broderick provided details about the proposed project and recommendations.

Ms. Kyle stated that OEBO agreed with the recommendation of SBE Price Preference.

Ms. Davis Johnson recognized a member of the public who joined the meeting via Webex.

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

CITATION: 2-80.27(1)(e)

10. Project No.: 2018-036143 (17218) Lake Lytal Aquatic Complex – FDO \$23,550,398

Mr. Broderick provided details about the proposed project and recommendations.

Ms. Kyle stated that OEBO agreed with the recommended API of 5 percent SBE Participation.

MOTION to apply the recommended API of SBE Mandatory Minimum Subcontracting Goal of 5 percent. Motion by Brenda Znachko, seconded by Keith Clinkscale, and carried 6-0.

CITATION: 2-80.27(1)(c)

11. Project No.: 2024-028060 CM@R Services – Airport Center Building 3 – FDO \$100,000,000

Mr. Broderick provided details about the proposed project and recommendations.

Ms. Kyle stated that OEBO agreed with the recommended mentor program.

Ms. Davis Johnson inquired about FDO collaborating with OEBO for business outreach.

MOTION to apply the recommended API of SBE Mentor/Protégé Program and then return to the Goal Setting Committee for the Mandatory Subcontracting Goal. Motion by Stephanie Sejnoha, seconded by Keith Clinkscale, and carried 6-0.

Mr. Sena stated that the API could be found within Attachment 3.

V. OLD BUSINESS

There was no old business.

VI. NEW BUSINESS

S/M/WBE Project Update Success Stories

No comments were made.

VII. COMMITTEE COMMENTS

No comments were made.

VIII. DIRECTORS COMMENTS

No comments were made.

IX. PUBLIC COMMENT

Vienna Freeman requested additional information about the Mentor/Protégé Program.

Ms. Kyle explained that the program was for certified SBEs and that the program would return to the committee for a goal to be determined.

Discussion ensued regarding the time frame for beginning Project 11.

X. ADJOURNMENT

At 4:06 p.m., the chair declared the meeting adjourned.