

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

MAY 21, 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:

Delano Allen, Small Business Specialist I, OEBO
Krystin Berntsen, Director I, Water Utilities
Felicia Byrd, Contracts Compliance Coordinator, Palm Tran
Jeromy Calderon, Buyer, Purchasing
Robert Chiego, Buyer, Purchasing
Allen Gray, Small Business Development Manager, OEBO
Megan Harp, Administrative Assistant II, OEBO
Deirdre Kyle, Small Business Development Specialist III, OEBO
Donald Livernois, Revenue Administrator, Palm Tran
Kristen Monnett, Purchasing Manager, Purchasing
Terry Newton, Small Business Development Specialist II, OEBO
Richard Sena, Assistant County Attorney I, County Attorney
Brandon White, Financial Analyst II, Public Affairs

WEBEX ATTENDEES:

Tarquiesha Brown, Randolph Construction Group
Nicole Davis, Contract Analyst, OEBO
Vienna Freeman, EDC Construction
Irwin Jacobowitz, Division Director V, Purchasing
Angela Smith, Small Business Development Specialist III, OEBO
Antonia Smith, Outreach and Public Information Coordinator, OEBO
Stephanie

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

Danielle Freeman, Deputy Clerk

Karla Perez, Board Meetings Specialist

ALSO IN ATTENDANCE:

Trishanna Gifford, Blessed Staging & Construction

I. CALL TO ORDER

The chair called the meeting to order at 3:31 p.m.

II. ADOPTION OF MAY 21, 2025 AGENDA

MOTION to approve the agenda. Motion by Brenda Znachko, seconded by Mark Broderick, and carried 6-0.

III. APPROVAL OF MAY 7, 2025 MINUTES

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

IV. REVIEW OF PROJECTS

1. Project: Transit Advertising – PALM TRAN \$235,000

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

Ms. Byrd provided further insight into expenses from previous years.

Mr. Newton stated that OEBO agreed with the recommended API of SBE Evaluation Preference and that OEBO also requested an SBE Subcontracting Goal of 10 percent.

Ms. Sejnoha inquired about the means revenue was generated and Mr. Livernois explained that additional revenue was generated through advertisement space on the buses.

Discussion ensued regarding revenue generation and expenses.

MOTION to accept the recommended API of SBE Evaluation Preference for Prime Bidders with an SBE Subcontracting Goal of 10 percent. 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 1

Ms. Davis Johnson acknowledged the online attendees.

2. Project: Paper, Bill, Water Utility, Purchase & Delivery of – PUBLIC AFFAIRS \$450,000

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

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

Discussion ensued regarding the project and the water utility bill layout.

Ms. Thelwell recommended postponing the item to conduct further research regarding the number of available vendors that could participate.

Ms. Kyle inquired about the effects of the postponement on the API to which Ms. Thelwell responded that the additional time would allow for more certifications, participation, and benchmarking.

Discussion continued.

MOTION to postpone the project until the next Goal Setting Committee meeting for further staff review of additional vendors. Motion by Melody Thelwell.

MOTION FAILED DUE TO LACK OF A SECOND

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

CITATION: 2-80.27(5)(f)

Ms. Thelwell spoke about the yearly cost of the project after which discussion ensued.

Ms. Davis Johnson recommended that county departments utilize the available solicitation review log when drafting, preparing, and determining solicitations.

3. Project No: 25-022 Optimization and Improvements Design-Build – WUD \$28,283,750

Ms. Berntsen provided details about the proposed project recommendations.

Mr. Gray stated that OEBO agreed with the recommended API of SBE Mentor/Protégé Program with an SBE Subcontracting Goal of 15 percent.

MOTION to apply the recommended API of SBE Mentor/Protégé Program with an SBE Subcontracting Goal of 15 percent. Motion by Stephanie Sejnoha, seconded by Mark Broderick, and carried 7-0.

CITATION: EBO PPM Attachment 3 and 2-80.27(1)(c)

4. Project: HVAC Duct Cleaning at Main County Courthouse – FDO \$1,500,000

Mr. Broderick provided details about the proposed project recommendations.

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

Ms. Thelwell requested clarification on the classification of the item on the worksheet.

Mr. Broderick stated that the classification was for construction.

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

CITATION: 2-80.27(1)(e)

5. Project No: 2022-031291 45th Street Complex GMP – FDO \$37,960,745

Mr. Broderick provided details about the proposed project recommendations.

Ms. Kyle stated that OEBO agreed with the recommended API of SBE Subcontracting Goal of 20 percent.

Ms. Znachko noted a discrepancy, with the agenda listing \$37,960,745 and the worksheet showing \$37,368,640.

Discussion ensued on how to proceed with handling the discrepancy.

MOTION to apply the recommended API of SBE Subcontracting Goal of 20 percent. Motion by Melody Thelwell, seconded by Keith Clinkscale, and carried 6-0.

CITATION: 2-80.27(1)(c)

Ms. Davis Johnson provided corrections to the numerical values listed in the agenda, and Mr. Sena stated that a motion to revise the agenda was not necessary.

V. OLD BUSINESS

S/M/WBE PROJECT UPDATE SUCCESS STORIES

Ms. Berntsen shared positive remarks regarding her experience attending the Hard Hats and Suits event.

Ms. Davis Johnson stated that Small Business Week was a success and expressed appreciation to Ms. Berntsen for her feedback.

VI. NEW BUSINESS

No new business was discussed.

VII. COMMITTEE COMMENTS

Mr. Broderick congratulated the committee on having a successful Small Business Week.

VIII. DIRECTORS COMMENTS

Ms. Davis Johnson thanked the committee for their support during the Hard Hats and Suits event as well as during Small Business Week and she spoke about a new workshop that had been hosted on Special Taxing Districts.

Ms. Davis Johnson recognized additional in-person attendees and introduced Delano Allen as a new member of the OEBO staff.

Ms. Davis Johnson recognized Nicole Davis for her hard work and stated that she would be transferring to the Housing and Economic Development Department.

Mr. Clinkscale congratulated Angela Davis on her acquisition of her master's degree in public administration (MPA).

IX. PUBLIC COMMENT

No comments were made.

X. ADJOURNMENT

At 4:12 p.m., the chair declared the meeting adjourned.