

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

JUNE 18, 2025

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

**50 S. MILITARY TRAIL
WEST PALM BEACH, FL**

MEMBERS:

Tonya Davis Johnson, Division Director V, Office of Equal Business Opportunity (OEBO),
Chair
Mark Broderick, Facilities Development and Operations (FDO)
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
Robin Arguello, Small Business Specialist II, OEBO
Marianela Diaz, Division Director II, Public Safety
Allen Gray, Small Business Development Manager, OEBO
Megan Harp, Administrative Assistant II, OEBO
Deirdre Kyle, Small Business Development Specialist III, OEBO
Aaron Maharaj, Division Director II, Planning Zoning and Building (PZB)
Terry Newton, Small Business Development Specialist II, OEBO
Richard Sena, Assistant County Attorney I
Angela Smith, Small Business Compliance Manager, OEBO

WEBEX ATTENDEES:

Tarquiesha Brown, Randolph Construction Group
Tylene Henry, NABWIC
Irwin Jacobowitz, Division Director V, Purchasing
Tamika Kramer, Financial Analyst, PZB
Holly Knight, Senior Professional Engineer, Engineering and Public Works
Robert Lesko, EBO Advisory Committee
Bob Schafer, EBO Advisory Committee
Antonia Smith, Outreach and Public Information Coordinator, OEBO
Seabron Smith, EBO Advisory Committee

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

Danielle Freeman, Deputy Clerk

(CLERK'S NOTE: Allen Gray served as meeting chair in Tonya Davis Johnson's absence and Marianela Diaz attended in Stephanie Sejnoha's absence.)

I. CALL TO ORDER

The chair called the meeting to order at 3:30 p.m.

Present: Mark Broderick, Marianela Diaz, Allen Gray, Melody Thelwell, and Brenda Znachko

Absent: Tonya Davis Johnson, Keith Clinkscale, and Stephanie Sejnoha

Mr. Gray recognized and called for the self-introductions of the Webex attendees.

II. ADOPTION OF JUNE 18, 2025, AGENDA

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

III. APPROVAL OF MAY 21, 2025, MINUTES

MOTION to approve the minutes. Motion by Mark Broderick, seconded by Melody Thelwell, and carried 5-0.

IV. Emergency Ordinance on DEI Initiatives Overview and Discussion

Assistant County Attorney II Richard Sena provided an overview of the emergency ordinance requirements regarding the suspension of all Diversity, Equity, and Inclusion (DEI) initiatives.

He stated that the GSC would not consider any APIs with the inclusion of gender or race, and he said the ordinance was expected to be in effect for two years.

Ms. Thelwell inquired if projects that had been approved by the GSC prior to June 3rd would need to be brought back before the committee if they had not been advertised.

Mr. Sena responded that any projects with gender and race inclusion that had not been published or shared publicly would need to be brought back before the committee and changed to race or gender neutral.

V. REVIEW OF PROJECTS

Projects

- 1. Project: Unified Land Development Code (ULDC) Restructure-PZB \$240,000**

Mr. Maharaj provided details about the proposed project and recommendations. The contract term would be for one year.

Ms. Angela Smith stated that OEBO agreed with the recommendation. She also stated that the amount was \$120,000 with the option to renew and they asked the department to reflect that amount on the solicitation form.

Ms. Thelwell confirmed with Mr. Maharaj that the amount was listed as \$240,000 due to the one-year contract term with an option to renew.

Discussion ensued.

MOTION to approve the recommended API of SBE Evaluation Preference for Prime Bidders. Motion by Mark Broderick, seconded by Melody Thelwell, and carried 6-0.

CITATION: 2-80.27(3)(d) Option 1

2. Project: Information Technology (IT) Project Management Service for Land Management Software Implementation-PZB \$591,000

Mr. Maharaj discussed the details regarding the proposed project and recommendation.

Ms. Angela Smith stated that OEBO agreed with the recommendation.

Ms. Znachko asked whether the department could secure a vendor outside the existing contract who specialized in this type of work. Mr. Maharaj replied that there are agencies capable of performing the work.

MOTION to approve the recommended API of SBE Evaluation Preference for Prime Bidders. Motion by Mark Broderick, seconded by Melody Thelwell, and carried 6-0.

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

3. Project No: Pressure Washing Pre-Qual– FDO \$1,158,292

Mr. Broderick provided details about the proposed project's recommendations. The contract term would be five years.

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

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)

4. Project: Moving Services Pre-Qual– FDO \$1,541,800

Mr. Broderick provided details about the proposed project's recommendations. The contract term would be five years.

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

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

SBE Project Update Success Stories

No new business was discussed.

VII. COMMITTEE COMMENTS

Mr. Gray introduced Robin Arguello to the committee as the department's new Small Business Specialist II.

VIII. DIRECTORS COMMENTS

No comments were made.

IX. PUBLIC COMMENT

No comments were made.

X. ADJOURNMENT

At 3:49 p.m., the chair declared the meeting adjourned.