

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

JUNE 5, 2024

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

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

MEMBERS:

Tonya Davis Johnson, Division Director V, Office of Equal Business Opportunity (OEBO),
Chair
Mark Broderick, Division Director IV, Facilities Development and Operations (FDO)
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:

Nicole Davis, Contract Analyst, OEBO
Kathleen Farrell, Division Director III, Engineering and Public Works (EPW)
Thomas Galassi, Facilities Manager, Palm Tran
Megan Harp, Administrative Assistant II, OEBO
Irwin Jacobowitz, Division Director V, Purchasing
Holly Knight, Senior Professional Engineer, (EPW)
Deirdre Kyle, Small Business Development Specialist III, OEBO
Pameka McNeal, Purchasing Administrator, Palm Tran
Kristen Monnett, Purchasing Manager, Purchasing
Terry Newton, Small Business Development Specialist II, OEBO
Richard Sena, Assistant County Attorney I
Angela Smith, Small Business Development Specialist III, OEBO
Jonathan Washington, Senior Buyer, Purchasing

PRESENT VIA WEBEX:

Tarquiesha Brown, Randolph Construction Group
Allen Gray, Small Business Development Manager, OEBO
Tylene Henry, NABWIC
Kenisha James, Financial Analyst II, OEBO
Kristen Monnett, Purchasing Manager, Purchasing
Theresa Lawrence, Small Business Development Specialist I, OEBO
Morton Rose, Division Director V, EPW
Bob Schafer, OEBO Advisory Board Member
Antonia Smith, Outreach and Public Information Coordinator, OEBO

Latoya Taylor, Grant Compliance Specialist II, Youth Services
Angie Whitaker, Small Business Development Specialist II, OEBO
MC Unique Services

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

(CLERK'S NOTE: Irwin Jacobowitz attended and served as a member in place of Melody Thelwell.)

I. Call to Order

The chair called the meeting to order at 3:35 p.m.

Ms. Harp called the roll.

Present: Tonya Davis Johnson, Mark Broderick, Keith Clinkscale, Irwin Jacobowitz, Ryan Maher, and Brenda Znachko

Absent: Melody Thelwell

Ms. Davis Johnson recognized the Webex attendees at this time.

II. Adoption of June 5, 2024, Agenda

MOTION to adopt the agenda. Motion by Keith Clinkscale, seconded by Irwin Jacobowitz, and carried 6-0.

III. Approval of May 15, 2024, Minutes

MOTION to approve the May 15, 2024, minutes. Motion by Ryan Maher, seconded by Irwin Jacobowitz, and carried 6-0.

IV. Review of Projects

1. Project: Bus Stop Maintenance Services—Palm Tran \$1,150,000

Ms. McNeal discussed the details of the project and the proposed recommendations. The department was seeking a vendor that would provide bus stop maintenance for 1,800 locations. The contract would be for a one-year term with four renewal options estimated at a cost of \$230,000.

Mr. Newton stated that OEBO agreed with the recommendation.

Ms. Davis Johnson inquired about the lack of subcontracting opportunities.

Mr. Newton said under ordinance requirements there was not another API that provided allowance for subcontracting opportunities; however, the committee could opt to bypass the ordinance if they desired.

Ms. Davis Johnson stated that she wanted to make sure that she asked on the record why there was no consideration for subcontracting.

Discussion ensued regarding the commodity codes.

Responding to a question by Ms. Znachko, Ms. McNeal stated that the method of solicitation was through an RFP.

Discussion ensued.

MOTION to adopt the recommended API of SBE Evaluation Preference for Prime Bidders Option 2. Motion by Brenda Znachko, seconded by Irwin Jacobowitz, and carried 7-0.

CITATION: 2-80.27(5)c Option 2

2. Project No: 20244504 CR 880 from Dr. Martin Luther King Jr. Blvd to SR 80-ENG \$3,000,000

Ms. Knight introduced the project and clarified that the total cost of \$5 million was not reflected, but the percentages displayed on the worksheet were correct.

Discussion ensued regarding the total cost that was displayed on the worksheet.

Ms. Knight further explained why the worksheet did not reflect the final total cost.

The committee agreed to table the item until Ms. Knight updated the worksheet.

MOTION to table Project 2 until the end of the agenda to provide time to update the worksheet. Motion by Mark Broderick, seconded by Irwin Jacobowitz.

Mr. Sena stated that a vote was not necessary.

3. Project No: 2022-013580 Fire Station #92-FDO \$12,880,486

Mr. Broderick discussed details of the project. The total estimated cost of the project was \$12,880,486.

Ms. Kyle stated that OEBO agreed with the recommendation.

Ms. Henry asked how the 6 percent for African American participation was determined.

Mr. Broderick stated that it was based on the 4.64 percent availability for African American firms as well as 4.69 percent availability for Hispanic firms. He also added that these two groups qualified based on the disparity study.

MOTION to adopt the recommended API of SBE Mandatory Subcontracting Goal of 20 percent of which 6 percent must be African American or Hispanic American businesses. Motion by Brenda Znachko, seconded by Keith Clinkscale, and carried 6-0.

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

(CLERK'S NOTE: Project 2 continued at this time.)

Ms. Knight stated that the worksheet had been updated, and Ms. Davis Johnson cited the totals for the record.

Discussion ensued.

Ms. Smith restated that the recommendation for Project 2 was SBE subcontracting of 20 percent of which 3 percent must be MBE for African American firms and SBE Evaluation Preference for SBE participation. OEBO agreed with the recommendation.

MOTION to apply the recommended API of SBE Subcontracting Goal of 20 percent of which 3 percent must be African American-owned firms and SBE Evaluation Preference for SBE participation. Motion by Brenda Znachko, seconded by Irwin Jacobowitz, and carried 6-0.

CITATIONS: 2-80.27(3)e, 2-80.27(4)c, and 2-80.27(3)d Option 2

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

Ms. Thelwell asked about the bidding process and how the goals were determined for the firms.

Discussion ensued.

Ms. Davis Johnson stated that the total cost still needed to be corrected on the worksheet.

Ms. Smith stated that they would make the corrections and provide the update at the next Goal Setting Committee meeting.

The committee agreed that the API would not change even with the update to the final cost, but they wanted the total cost to be reflected correctly on the worksheet for the record.

A discussion ensued about the certification and RFP process.

VIII. Director Comments

No comments were made.

IX. Public Comment

No comments were made.

X. ADJOURNMENT

At 4:18 p.m., the chair declared the meeting adjourned.