

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

AUGUST 6, 2025

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

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

MEMBERS:

Mark Broderick, Division Director IV, 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 Development Specialist I, OEBO
Charles Coyle, Division Chief, Fire Rescue
Wendy Fils-Aime, Small Business Development Specialist II, OEBO
Harry George, Division Director II, Risk Management
Valerie Gumina, Contract Analyst, OEBO
Kimberly Hude, Deputy Chief, Fire Rescue
Leilani Kamalu, Captain, Fire Rescue
Holly Knight, Senior Professional Engineer, Engineering and Public Works (EPW)
Deidre Kyle, Small Business Development Specialist III, OEBO
Irwin Jacobowitz, Division Director V, Purchasing
Terry Newton, Small Business Development Specialist II, OEBO
Richard Sena, Assistant County Attorney I
Angela Smith, Small Business Development Specialist III, OEBO
Antonia Smith, Outreach and Public Information Coordinator, OEBO

WEBEX ATTENDEES:

Robin Arguello, Small Business Specialist II, OEBO
Kena Brown, Vice President of Operations, Brown Electrical Solutions
Tarquiesha Brown, Randolph Construction Group
Kathleen Farrell, Division Director III, EPW
Allen Gray, Small Business Development Manager, OEBO
Tylene Henry, NABWIC
Ann McNeill, NABWIC
Morton Rose, Division Director V, EPW
Brown Electrical Solutions

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

Danielle Freeman, Deputy Clerk
Karla Perez, Board Meetings Specialist

I. CALL TO ORDER

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

(CLERK'S NOTE: Irwin Jacobowitz attended in Melody Thelwell's absence.)

Mr. Delano Allen called the roll.

Present: Mark Broderick, Keith Clinkscale, Irwin Jacobowitz, Tonya Davis Johnson, Stephanie Sejnoha, and Brenda Znachko

Absent: Melody Thelwell

II. ADOPTION OF AUGUST 6, 2025 AGENDA

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

At Ms. Angela Smith's request, the old business item was reordered to follow Project No. 6, ensuring all Engineering projects were addressed consecutively.

Ms. Davis Johnson clarified that the contract amount listed on the agenda for Project No. 2025050 under Old Business should reflect \$1,000,000 instead of \$ 8,100,000.

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

III. APPROVAL OF JULY 16, 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*

PROJECT

1. Project: Firefighter Cancer Insurance – RISK MGT \$2,500,000.00

Mr. George and Mr. Coyle jointly provided details about the proposed project and the recommendations.

Mr. Newton stated that OEBO agreed with the recommendations.

Ms. Znachko inquired whether firefighter cancer insurance was mandated in other states.

Mr. George responded that laws varied by state with some requiring such coverage.

MOTION to apply the recommended API of SBE Evaluation Preference for Prime Bidders. Motion by Irwin Jacobowitz, seconded by Stephanie Sejnoha, and carried 7-0.

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

2. Project No: 2020602 - Torrey Island Swing Bridge Repairs – ENG \$2,732,000.00

Ms. Knight discussed details about the proposed project and the recommendation to apply the API of SBE Price Preference.

Ms. Angela Smith stated that OEBO agreed to the SBE Subcontracting Mandatory Minimum Goal of 3 percent.

Discussion ensued regarding the project recommendations.

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

CITATION: 2-80.27(1)(c)

3. Project No: 2022805 – Seminole Colony West – ENG \$1,210,000.00

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

Ms. Angela Smith stated that OEBO agreed with the SBE Subcontracting Goal of 15 percent.

MOTION to apply the recommended API of SBE Subcontracting Goal of 15 percent. Motion by Irwin Jacobowitz, seconded by Stephanie Sejnoha, and carried 7-0.

CITATION: 2-80.27(1)(c)

Ms. Davis Johnson briefly paused the meeting to allow members to organize the project items in the order reflected in the agenda.

(CLERK'S NOTE: Irwin Jacobowitz left the meeting.)

4. Project No: 2025056- Small Paving and Minor CSC- ENG \$3,000,000.00

Ms. Knight reviewed the proposed project recommendations.

Ms. Angela Smith stated that OEBO recommended an API of SBE Subcontracting Mandatory Minimum Goal of 20 percent.

Discussion ensued.

MOTION to apply the recommended API of SBE Minimum Mandatory Subcontracting Goal of 20 percent. Motion by Stephanie Sejnoha, seconded by Mark Broderick, and carried 6-0.

CITATION: 2-80.27(1)(c)

5. Project No: 2003503B- Northlake Blvd. E. of Hall Blvd to Coconut Blvd- ENG \$16,200,000.00

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

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

Ms. Knight provided clarification for Ms. Davis Johnson regarding the contract amount.

MOTION to apply the recommended API of SBE Minimum Mandatory Subcontracting Goal of 15 percent. Motion by Keith Clinkscale, seconded by Stephanie Sejnoha, and carried 6-0.

CITATION: 2-80.27(1)(c)

6. Project No: 2025055- Pathway and Minor CSC-ENG \$35,000,000.00

Ms. Knight provided discussed the proposed project details.

Ms. Angela Smith stated that OEBO recommended an SBE Subcontracting Mandatory Minimum Goal of 10 percent.

MOTION to apply the recommended API of SBE Minimum Mandatory Subcontracting Goal of 10 percent. Motion by Keith Clinkscale, seconded by Mark Broderick, and carried 6-0.

CITATION: 2-80.27(1)(c)

(CLERK'S NOTE: Item 1 under Old Business was renumbered as Item 7 and taken up at this time.)

7. Project No: 2025050- Appraisal Continuing Professional Services Contract-ENG \$1,000,000.00

Ms. Knight discussed the previously tabled project and the recommendation.

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

Ms. Angela Smith inquired about the reason the project was tabled.

Ms. Znachko stated that Ms. Thelwell had asked about the category under which the item was listed, and she requested that staff further review the item to explore placement in another category.

MOTION to apply the recommended API of SBE Evaluation Preference. Motion by Stephanie Sejnoha, seconded by Keith Clinkscale, and carried 6-0.

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

(CLERKS'S NOTE: Items 8, 9, and 10 were considered collectively and approved by way of one vote.)

- 8. Project No: 2022-031291-45th St. Complex-Site Work GMP #1 \$4,415,000.00
- 9. Project No: 2022-031291-45th St. Complex-Tilt Wall and Site Work GMP #2-FDO \$6,541,325.00
- 10. Project No: 2022-031291-45th St. Complex- Building Construction GMP #3-FDO \$25,812,442.00

Mr. Broderick discussed the details and proposed project recommendations for Items 8, 9, and 10.

Ms. Kyle stated that OEBO agreed with the recommendations.

In response to an inquiry about the wording of the motion, Mr. Sena stated that the motion would have to state that it was for all three items.

MOTION to apply the recommended API of SBE Subcontracting Minimum Mandatory Goal of 20 percent for Items 8, 9, and 10. Motion by Benda Znachko, seconded by Keith Clinkscale, and carried 5-0.

CITATION: 2-80.27(1)(c)

- 11. Project: Audio Visual Equipment, Parts, Accessories and Supplies, term Contract FDO \$5,899,650.00

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

Ms. Kyle stated that OEBO agreed with the recommendations.

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

CITATION: 2-80.27(5)(f)

12. Project: P-2025-000141 Palm Beach County Library System Development and Implementation of a Comprehensive Library Improvements Program- FDO \$7,260,000.00

Mr. Broderick provided details about the proposed project recommendations.

Ms. Kyle stated that OEBO agreed with the recommendations.

MOTION to apply the recommended API of SBE Evaluation Preference for SBE Participation and an SBE Subcontracting Mandatory Minimum Goal of 20 percent. Motion by Brenda Znachko, seconded by Stephanie Sejnoha, and carried 5-0.

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

13. Project No: 15218-MDC Removal & Replacement of RTU-B1B, AHU's-T1A & T2A-
GMP #13-FDO \$2,405,000.00

(CLERK'S NOTE: Irwin Jacobowitz rejoined the meeting.)

Mr. Broderick discussed the proposed project recommendations.

Ms. Kyle stated that OEBO agreed with the recommendations.

MOTION to apply the recommended API of SBE Evaluation Preference for SBE Participation and an SBE Subcontracting Mandatory Minimum Goal of 20 percent. Motion by Brenda Znachko, seconded by Irwin Jacobowitz, and carried 6-0.

CITATION: 2-80.27 (1) (c)

V. OLD BUSINESS

See earlier in minutes.

VI. NEW BUSINESS

S/BE Project Update Success Stories

No comments were made.

VII. COMMITTEE COMMENTS

No comments were made.

VIII. DIRECTORS COMMENTS

Ms. Davis Johnson thanked all in attendance.

IX. PUBLIC COMMENT

No comments were made.

X. ADJOURNMENT

At 4:23 p.m., the chair declared the meeting adjourned.