

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

**DECEMBER 4, 2024**

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

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

MEMBER

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)  
Ryan Maher, Assistant County Attorney I  
Melody Thelwell, Purchasing Director, Purchasing  
Brenda Znachko, Division Director III, OFMB

COUNTY STAFF PRESENT:

Megan Harp, Administrative Assistant II, OEBO  
Deirdre Kyle, Small Business Development Specialist III, OEBO  
Holly Knight, Senior Professional Engineer, Engineering and Public Works (EPW)  
Terry Newton, Small Business Development Specialist II, OEBO  
Richard Sena, Assistant County Attorney I  
Angela Smith, Small Business Development Specialist III

PRESENT VIA WEBEX:

Tarquiesha Brown, Randolph Construction  
Nicole Davis, Contract Analyst, OEBO  
Zachary Goetz, Contract Analyst, OFMB  
Allen Gray, Small Business Development Manager, OEBO  
Irwin Jacobowitz, Division Director V, Purchasing  
Kenisha James, Financial Analyst II, OEBO  
Theresa Lawrence, Small Business Development Specialist I, OEBO  
Christopher Odums  
Antonia Smith, Outreach and Public Information Coordinator, OEBO  
Regina Smith, Blooni Designs & Contracting  
Angie Whitaker, Small Business Development Specialist II, OEBO

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

Jillian Zalewska, Deputy Clerk

ALSO IN ATTENDANCE:

Juan Pagan, Chair, OEBO Advisory Committee

## **I. CALL TO ORDER**

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

## **II. ADOPTION OF DECEMBER 4, 2024, AGENDA**

Ms. Davis Johnson requested that the agenda be reordered to take up Items 2 and 3 first. She also stated that the committee needed to vote to allow Mr. Broderick to participate remotely due to extraordinary circumstances.

**MOTION to allow Mark Broderick to participate remotely due to extraordinary circumstances. Motion by Keith Clinkscale, seconded by Melody Thelwell.**

(CLERK'S NOTE: The roll call was taken up at this time.)

Ms. Harp called the roll.

**Present:** Tonya Davis Johnson, Keith Clinkscale, Ryan Maher, Melody Thelwell, and Brenda Znachko

**Absent:** None

**Present via Webex:** Mark Broderick

**UPON CALL FOR A VOTE, the motion carried 5-0.**

**MOTION to reorder the agenda to take up Items 2 and 3 first. Motion by Keith Clinkscale, seconded by Ryan Maher, and carried 6-0.**

**MOTION to adopt the agenda as amended. Motion by Ryan Maher, seconded by Keith Clinkscale, and carried 6-0.**

## **III. APPROVAL OF NOVEMBER 20, 2024, MINUTES**

**MOTION to approve the minutes. Motion by Brenda Znachko, seconded by Ryan Maher, and carried 6-0.**

## **IV. REVIEW OF PROJECTS**

Ms. Davis Johnson listed the names of the Webex attendees.

(CLERK'S NOTE: Items IV.2 and IV.3 were taken up before Item IV.1.)

## **PROJECT**

2. Project: Access Control Locks/Parts/Accessories, OEM, Purchase and Delivery – FDO \$287,500

Mr. Broderick provided an overview of the project and said that the department recommended an API of SBE Price Preference.

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 6-0.**

**CITATION: 2-80.27(5)(f)**

3. Project No: 2022-020957 GMP Vista Center Expansion – FDO \$44,434,194

Mr. Broderick provided an overview of the project. He stated that FDO recommended an API of SBE Mandatory Minimum Subcontracting Goal of 20 percent with 5 percent required to be African American or Hispanic American firms.

Ms. Kyle stated that OEBO agreed with the recommendation.

**MOTION to apply the recommended API of SBE Mandatory Minimum Subcontracting Goal of 20 percent of which 5 percent must be African American or Hispanic American firms. Motion by Brenda Znachko, seconded by Melody Thelwell, and carried 6-0.**

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

(CLERK'S NOTE: Mark Broderick left the meeting.)

1. Project No: 2022508 El Clair Ranch Road and Pipers Glen Blvd. Intersection Improvements – ENG \$875,000

Ms. Knight provided details about the project and stated that the department recommended an API of SBE Mandatory Minimum Subcontracting Goal of 15 percent.

Ms. Angela Smith stated that OEBO agreed with the department's recommendation.

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

**CITATION: 2-80.27(1)(c)**

## **V. OLD BUSINESS**

No old business was discussed.

## **VI. NEW BUSINESS**

### **1. Aspirational Goals**

Ms. Davis Johnson stated that she had distributed a document to the committee at the last meeting that outlined aspirational goals based on the results of the original disparity study. She explained that the department would review the data from the original disparity study, examine similar programs implemented in surrounding municipalities, and consider availability and utilization metrics, then report the findings and proposed aspirational goals at the next meeting.

Mr. Clinkscale inquired about the current disparity study, and Ms. Davis Johnson responded that the goals would be based on the original disparity study and could be updated if the new study yielded different data.

In response to a question posed by Ms. Thelwell, Ms. Davis Johnson explained that the goals would be specific to each certification category. She also stated that OEBO would seek direction from the committee at the next meeting.

### **2. S/M/WBE Project Update Success Stories**

Ms. Davis Johnson stated that the 20 percent goal had been exceeded on other guaranteed maximum price (GMP) projects.

Ms. Kyle confirmed that the goal had been exceeded on all GMP projects.

Responding to a question from Mr. Clinkscale, Ms. Davis Johnson explained that the establishment of aspirational goals was an annual procedural requirement.

## **VII. COMMITTEE COMMENTS**

Ms. Znachko requested an update on the status of the current disparity study.

Ms. Kyle stated that all contract data had been submitted to the consultants. She also said that two departments had not submitted comments and that the next phase involved conducting outreach.

Ms. Davis Johnson added that six of the commissioners had been briefed on the study and that OEBO had held informational meetings. She also stated that a link to the disparity study could be found on the department website.

## **VIII. DIRECTOR'S COMMENTS**

Ms. Davis Johnson stated that OEBO would present the FY 2024 annual report to the Board of County Commissioners at the February 4, 2025, meeting.

## **IX. PUBLIC COMMENT**

No comments were made.

## **X. ADJOURNMENT**

**At 3:55 p.m., the chair declared the meeting adjourned.**