

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

FEBRUARY 7, 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
Keith Clinkscale, Division Director V, Office of Financial Management & Budget (OFMB)
John Dunnuck III, Deputy Director, Facilities Development and Operations (FDO)
Ryan Maher, Assistant County Attorney I
Melody Thelwell, Purchasing Director, Purchasing
Brenda Znachko, Division Director III, OFMB

COUNTY STAFF PRESENT:

Krystin Berntsen, Director I, Water Utilities
Derrick Byerly, Senior Loss Control Specialist, Risk Management
Lynn Clavette, Purchasing Manager, Purchasing
Megan Harp, Administrative Assistant II, OEBO
Jean Heald, Division Director II, Risk Management
Irwin Jacobowitz, Division Director V, Purchasing
Theresa Lawrence, Small Business Development Specialist I, OEBO
Andrea Mackey, Division Director II, Risk Management
Terry Newton, Small Business Development Specialist II, OEBO
Brian Palacios, Division Director II, Risk Management
Richard Sena, Assistant County Attorney I
Angie Whitaker, Small Business Development Specialist II, OEBO

PRESENT VIA WEBEX:

Fanny Amini, Contract Analyst, OFMB
Mark Broderick, Division Director II, FDO
Tarquiesha Brown, Randolph Construction Group
Allen Gray, Small Business Development Manager, OEBO
Tylen Henry, NABWIC
Kenisha James, Financial Analyst II, OEBO
Daniel Joseph
Deirdre Kyle, Small Business Development Specialist III, OEBO
Kristen Monnett, Purchasing Manager, Purchasing
Scott Marting, Director II, Risk Management

Christine Roberts-Kelly, OEBO Advisory Committee
Angela Smith, Small Business Development Specialist III, OEBO
Antonia Smith, Outreach and Public Information Coordinator, OEBO
Javin Walker, OEBO Advisory Committee

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

Danielle Freeman, Deputy Clerk
Jillian Zalewska, Deputy Clerk

I. Call to Order

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

Ms. Harp called the roll.

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

Absent: John Dunnuck and Brenda Znachko

II. Adoption of February 7, 2024, Agenda

MOTION to adopt the agenda. Motion by Keith Clinkscale, seconded by Melody Thelwell, and carried 4-0.

III. Approval of January 17, 2024, Minutes

MOTION to approve the January 17, 2024, minutes. Motion by Keith Clinkscale, seconded by Melody Thelwell, and carried 4-0.

(CLERK'S NOTE: Attendees stated their names for the record, and the Webex attendees' names were stated by Ms. Davis Johnson.)

IV. Review of Projects

PROJECT

1. Footwear, Safety, Purchase and Delivery – Risk Amount: \$350,000

Ms. Heald stated that the proposed contract was a five-year agreement for the provision of safety footwear to all County employees who were required to wear such footwear.

(CLERK'S NOTE: John Dunnuck joined the meeting.)

She explained that Purchasing and Risk Management had received multiple complaints regarding the quality of the shoes provided by the current vendor. She also discussed an

incident in which the vendor's shoe mobile was unable to report to a designated location as scheduled and did not notify the County in a timely fashion.

Ms. Heald suggested that a bid be sent out for a new contract.

(CLERK'S NOTE: Brenda Znachko joined the meeting.)

In response to a question posed by Ms. Thelwell, Ms. Heald confirmed that the contract was utilized by multiple departments. She stated that the current contractor had resolved one issue, but complaints were still being received.

(CLERK'S NOTE: Javin Walker joined the meeting via Webex.)

Responding to a comment by Ms. Clavette, Ms. Thelwell said she did not recommend that an RFP be disseminated for the contract instead of an IFB.

Ms. Davis Johnson inquired about the status of the current contract, and Ms. Heald replied that it was the second year of a five-year contract.

Mr. Palacios stated that the current contract was set to expire on January 17, 2027.

Mr. Clinkscale asked about the total cost of the contract and if the complaints concerned service as well as quality.

Ms. Heald said that the total contract cost would be \$1.7 million for five years. She explained that although quality was the main issue, service had also become a problem. She described a lack of consistency by the vendor in adhering to a predetermined schedule. Ms. Heald also noted that Water Utilities employees had complained that the safety boots were lasting less than six months when they should last for a year.

Mr. Clinkscale asked if the solicitation that was utilized to secure the current supplier contemplated the longevity and quality of the product.

Ms. Heald responded that it did, and she noted that the shoes were required to meet specified safety standards.

Ms. Thelwell provided additional details about the quality issues.

In response to a question posed by Ms. Davis Johnson, Ms. Thelwell confirmed that the existing contract would be terminated for convenience if the new IFB was disseminated and was successful. She also stated that there was a vendor performance report in the file for the current vendor and that no other sanctions had been imposed.

Ms. Heald stated that the recommended API was an SBE Price Preference. Ms. Whitaker said that OEBO agreed with the recommendation. She also noted that two certified SBEs were interested in the IFB.

Discussion continued regarding the IFB and vendors who had previously held the contract.

In response to a question from Ms. Davis Johnson, Ms. Heald stated that the solicitation would indicate multiple awardees.

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

Citation: 2-80.27(5)f

(CLERK'S NOTE: Tylene Henry joined the meeting via Webex.)

2. Professional Claims Administration Services – Risk Amount: \$5,000,000

Ms. Heald explained that the County currently had two separate contracts, overseen by a third-party administrator, for workers' compensation and liability insurance. The proposal involved combining the two contracts into one while retaining the existing third-party administrator.

In response to questions posed by Ms. Davis Johnson, Ms. Heald confirmed that the cost of the contract was \$1 million dollars a year for five years.

Ms. Heald stated that the recommended API was an SBE Evaluation Preference for Prime Bidders.

Ms. Whitaker said that OEBO agreed with the recommendation.

MOTION to apply the recommended API of an SBE Evaluation Preference for Prime Bidders. Motion by Brenda Znachko, seconded by Keith Clinkscale, and carried 7-0.

Citation: 2-80.27(3)d Option 2

3. Group Term Life and Accidental Death and Dismemberment (AD&D) – Risk

Amount: \$6,000,000

Ms. Mackey provided background information about the contract. She said that the initial contract had been for a five-year term but was currently under a one-year emergency extension. She explained that Risk Management proposed disseminating an RFP to obtain a contract of up to five years' duration with the goal of ensuring price stability through a multiyear rate guarantee or a guarantee for a portion of the contract.

Ms. Mackey stated that the recommended API was an SBE Evaluation Preference for Prime Bidders.

Ms. Whitaker confirmed that OEBO agreed with the recommendation.

Mr. Marting clarified that the contract was for an insurance carrier and not for a vendor to provide an insurance carrier.

Ms. Znachko asked if they had applied for a waiver.

Discussion ensued regarding the waiver and the possibility of postponing the item.

Mr. Sena advised that the waiver could be done administratively.

MOTION to postpone the item. Motion by Brenda Znachko, seconded by Melody Thelwell, and carried 7-0.

4. Project No. 21-048 South County Reclaimed Water Pipeline Phase 1B – WUD

Amount: \$9,548,676.50

Ms. Berntsen provided details about the project and the IFB. She stated that Broward County would pay for the pipeline in accordance with an interlocal agreement.

Ms. Berntsen noted that the original recommendation for a 20 percent SBE minimum goal had been revised to a request for a mandatory minimum of 10 percent due to vendor availability.

Ms. Whitaker stated that OEBO agreed with the mandatory minimum of 10 percent.

Ms. Thelwell inquired about the next steps if it were not possible to meet the 10 percent threshold, and Ms. Whitaker said that the bidders would request a waiver.

MOTION to accept the revised recommended API of an SBE Subcontracting Goal with a Mandatory Minimum of 10 percent. Motion by Keith Clinkscale, seconded by Brenda Znachko, and carried 7-0.

Citation: 2-80.27(1)c

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

No comments were made.

VIII. Directors' Comments

Ms. Davis Johnson stated that in order to set realistic goals, it was important for departments to communicate with OEBO as they reviewed APIs and overall percentages. She commended Ms. Whitaker and Ms. Bernsten for their approach to determining the recommendation. She also thanked Mr. Marting for the additional information he had provided.

IX. Public Comment

There were no public comments.

X. Adjournment

At 4:02 p.m., the chair declared the meeting adjourned.