

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

**FEBRUARY 21, 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:**

Christal Bakie, Buyer, Purchasing  
Felicia Byrd, Contracts Compliance Coordinator, Palm Tran  
Kathleen Farrell, Division Director III, Engineering and Public Works (EPW)  
Allen Gray, Small Business Development Manager, OEBO  
Megan Harp, Administrative Assistant II, OEBO  
Irwin Jacobowitz, Division Director V, Purchasing  
Holly Knight, Professional Engineer, EPW  
Theresa Lawrence, Small Business Development Specialist I, OEBO  
Terry Newton, Small Business Development Specialist II, OEBO  
Richard Sena, Assistant County Attorney I  
Angela Smith, Small Business Development Specialist III, OEBO  
Melody Thelwell, Purchasing Director, Purchasing  
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  
Nicole Davis, Small Business Development Specialist I  
Alicia Gray, Operations Manager, Palm Tran  
Kenisha James, Financial Analyst II, OEBO  
Brandon Kriplean, Reina Engineering  
Deirdre Kyle, Small Business Development Specialist III, OEBO  
Chyrell Leslie, Special Projects Coordinator, Palm Tran

Fenson Masse, Masse Consulting  
Kristen Monnett, Purchasing Manager, Purchasing  
Antonia Smith, Outreach and Public Information Coordinator, OEBO

ALSO PRESENT:

Wilord Metellus, Kleanon Air LLC  
Jourdine Metellus, Kleanon Air LLC

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

Danielle Freeman, Deputy Clerk  
Jillian Zalewska, Deputy Clerk

**I. Call to Order**

(CLERK'S NOTE: Allen Gray attended on behalf of Tonya Davis Johnson and acted as meeting chair.)

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

Ms. Harp called the roll.

**Present:** Keith Clinkscale, Ryan Maher, and Brenda Znachko

**Absent:** John Dunnuck, Tonya Davis Johnson, and Melody Thelwell

(CLERK'S NOTE: Irwin Jacobowitz attended on behalf of Melody Thelwell.)

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

(CLERK'S NOTE: Webex attendees stated their names for the record.)

**II. Adoption of February 21, 2024, Agenda**

**MOTION to adopt the agenda. Motion by Brenda Znachko, seconded by Irwin Jacobowitz, and carried 6-0.**

**III. Approval of February 7, 2024, Minutes**

**MOTION to approve the February 7, 2024, minutes. Motion by Keith Clinkscale, seconded by Brenda Znachko, and carried 6-0.**

**IV. Review of Projects**

1. Project No. 2017517 Florida Mango Rd., Barbados Rd. to North of Myrica Rd. –  
ENG  
Amount: \$587,000

Ms. Knight stated that the IFB was for a project to replace a culvert at the L-7 canal. EPW proposed an SBE Mandatory Minimum Subcontracting Goal of 20 percent.

Angela Smith said that OEBO agreed with the proposal with the additional provision that 5 percent of the 20 percent Mandatory Minimum Subcontracting Goal be MBE African American- or Hispanic American-owned firms.

Ms. Knight stated that EPW agreed with the provision.

**MOTION to adopt the SBE Subcontracting Mandatory Minimum of 20 percent with 5 percent of the mandatory minimum to be African American or Hispanic American-owned firms. Motion by Irwin Jacobowitz, seconded by Brenda Znachko, and carried 7-0.**

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

2. Project No. 2024055 Civil Engineering Professional Consulting Services – ENG  
Amount: \$3,300,000

Ms. Knight stated that EPW was disseminating an RFP for a CCNA Professional Services contract for civil engineering services. The proposal had been tabled at the January meeting. She explained that she had conducted an analysis of CCNA certification and commodity codes to determine vendor availability. Based on that analysis, EPW recommended an SBE Mandatory Minimum Subcontracting Goal of 20 percent with an SBE Evaluation Preference for Prime Bidders.

Angela Smith said that OEBO agreed with the 20 percent Mandatory Minimum Subcontracting Goal with the addition of an MWBE Evaluation Preference of up to 15 points for African American-owned firms.

Discussion ensued regarding EPW's proposal and the methodology used to calculate vendor availability.

(CLERK'S NOTE: Melody Thelwell joined the meeting as an attendee.)

Discussion continued, and Ms. Knight responded to questions about the nature of the projects encompassed by the contract.

Ms. Knight suggested a modified recommendation of an SBE Mandatory Minimum Subcontracting Goal of 20 percent, of which 5 percent would be MBE African American-owned firms, and an SBE Evaluation Preference.

Angela Smith 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 would be MBE African**

**American, and apply the SBE Evaluation Preference for SBE Participation. Motion by Brenda Znachko, seconded by Keith Clinkscale, and carried 7-0.**

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

3. Palm Tran Uniform Program – PALM  
Amount: \$900,000

Ms. Byrd stated that Palm Tran proposed to contract with a vendor on a three-year basis with two one-year renewal options. The contract would include provision of professional uniform garments, accessories, and shoes as well as embroidery and alteration services. Palm Tran recommended an SBE Evaluation Preference for Prime Bidders.

Mr. Newton said that OEBO agreed with the recommendation.

Discussion ensued regarding the details of the contract.

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

**Citation: 2-80.27(5)c, 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**

No comments were made.

**VIII. Director's Comments**

The director was not present.

**IX. Public Comment**

There were no public comments.

**X. Adjournment**

**At 4:16 p.m., the chair declared the meeting adjourned.**