

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

MARCH 20, 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:

Megan Harp, Administrative Assistant II, OEBO
Irwin Jacobowitz, Division Director V, Purchasing
Deirdre Kyle, Small Business Development Specialist III, OEBO
Terry Newton, Small Business Development Specialist II, OEBO
Gilberto Massari, Buyer, Purchasing
Kristen Monnett, Purchasing Manager, Purchasing
Richard Sena, Assistant County Attorney I

PRESENT VIA WEBEX:

Fanny Amini, Contract Analyst, OFMB
Nicole Davis, Small Business Development Specialist I
Allen Gray, Small Business Development Manager, OEBO
Tylene Henry, NABWIC
Kenisha James, Financial Analyst II, OEBO
Gigi Jones, Contract Manager, FDO
Theresa Lawrence, Small Business Development Specialist I, OEBO
Ann McNeill, MCO Construction & Services, Inc.
Bob Schafer, OEBO Advisory Board Member
Angela Smith, Small Business Development Specialist III, OEBO
Antonia Smith, Outreach and Public Information Coordinator, OEBO

ALSO PRESENT:

Capital Improvement, Representative

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

Alyssa Berg, Board Meetings Specialist
Danielle Freeman, Deputy Clerk

I. Call to Order

The chair called the meeting to order at 3:29 p.m.

Ms. Harp called the roll.

Present: Tonya Davis Johnson, Keith Clinkscale, John Dunnuck, Irwin Jacobowitz, and Brenda Znachko

Absent: Ryan Maher and Melody Thelwell

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

II. Adoption of March 20, 2024, Agenda

Ms. Davis Johnson asked if there were any changes to the agenda.

Ms. Kyle stated that Project 2 on Peanut Island was being deleted, and the MDC-West Tower project had been added in its place.

MOTION to adopt the agenda as amended. Motion by Irwin Jacobowitz, seconded by Brenda Znachko, and carried 5-0.

(CLERK'S NOTE: Ms. Davis Johnson recognized the Webex attendees.)

III. Approval of February 21, 2024, Minutes

MOTION to approve the February 21, 2024, minutes. Motion by Brenda Znachko, seconded by Keith Clinkscale, and carried 5-0.

IV. Review of Projects

1. Project No: Morikami Roof, Eve and Facia Replacement (Design Services)-FDO
Amount \$ 330,000

Mr. Dunnuck stated that this project was an RFP for design and architectural services. FDO proposed an SBE Subcontracting Goal of 20 percent with an MWBE evaluation preference up to 15 points.

Deidre Kyle said OEBO agreed with the clarification that the MBE evaluation preference was for African American firms.

MOTION to adopt the SBE Subcontracting Mandatory Minimum of 20 percent with an MBE evaluation preference for African American up to 15 points. Motion by Brenda Znachko, seconded by Irwin Jacobowitz, and carried 5-0.

Citations: 2-80.27(3)e and 2-80.27(4)b

2. Project No: 15218 MDC-West Tower-FDO Amount: \$19,988,000

Mr. Dunnuck stated that this project was a GMP amendment for construction management services. FDO recommended an SBE Mandatory Minimum Subcontracting Goal of 20 percent, of which 6 percent must be African American or Hispanic American.

Deidre Kyle said that OEBO agreed with the recommended API.

MOTION to adopt the SBE Subcontracting Goal of 20 percent, of which 6 percent must be African American or Hispanic American. Motion by Irwin Jacobowitz, seconded by Brenda Znachko, and carried 5-0.

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

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. Znachko asked about the events for Small Business Week.

Ms. Davis Johnson reported the following on Small Business Week:

1.

There would be an advisory board kickoff breakfast held to discuss the activities for the week.

2.

A goods and services workshop would be held at which twelve departments would share their strategies for securing and procuring goods and services, and there would be several networking opportunities.

3.

A food truck fun day event would be held in the Four Point parking lot where small businesses in the food industry would be highlighted.

4.

A Hard Hats and Suits event would be held to give prime contractors and subcontractors the opportunity to meet with County construction departments and other resource partners. This event was to be held at the Clayton Hutchinson Agricultural Center.

(CLERK'S NOTE: Ms. Davis Johnson recognized Tyleno Henry, who joined via Webex.)

VIII. Director's Comments

Ms. Kyle requested that Ms. Davis Johnson update the Board on the recent changes to the ordinance regarding the size standards for small businesses.

Ms. Davis Johnson discussed the recent passage of an ordinance that modified the size standards for small businesses and amended the ordinance to allow vendors who graduated during the course of a project to complete the project for which they had been contracted.

IX. Public Comment

There were no public comments.

X. Adjournment

At 3:44 p.m., the chair declared the meeting adjourned.