

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

MAY 1, 2024

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

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

MEMBERS:

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:

Sheri Haywood-McCabe, Contract Manager, Information Systems Services (ISS)
Megan Harp, Administrative Assistant II, OEBO
Holly Knight, Senior Professional Engineer, Engineering and Public Works
Deirdre Kyle, Small Business Development Specialist III, OEBO
Gilberto Massari, Buyer, Purchasing
Kristen Monnett, Purchasing Manager, Purchasing
Nicki Murphy, Financial Analyst II, Parks and Recreation
Terry Newton, Small Business Development Specialist II, OEBO
Mike Quinn, Senior Network Administrator, ISS
Richard Sena, Assistant County Attorney I
Angela Smith, Small Business Development Specialist III, OEBO
Jonathan Washington, Senior Buyer, Purchasing
Angie Whitaker, Small Business Development Specialist II, OEBO

PRESENT VIA WEBEX:

Fanny Amini, Contract Analyst, Financial Management and Budget, OFMB
Nicole Davis, Small Business Development Specialist I, OEBO
Tylene Henry, NABWIC
Kenisha James, Financial Analyst II, OEBO
Theresa Lawrence, Small Business Development Specialist I, OEBO
Ann McNeill, MCO Construction
Antonia Smith, Outreach and Public Information Coordinator, OEBO
Javin L. Walker, OEBO Advisory Board Chair
Peggy West, MCO Construction

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

Danielle Freeman, Deputy Clerk

Chayanne Munet, Deputy Clerk

I. Call to Order

The chair called the meeting to order at 3:33 p.m.

Ms. Harp called the roll.

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

Absent: None

Ms. Johnson recognized the WebEx attendees.

II. Adoption of the May 1, 2024, Agenda

Angela Smith reported the following change:

Project 3 – REMOVED FOR FURTHER STAFF REVIEW

MOTION to adopt the agenda minus project number 3. Motion by Keith Clinkscale, seconded by Melody Thelwell, and carried 6-0.

III. Approval of April 17, 2024, minutes

MOTION to approve the April 17, 2024, minutes. Motion by Brenda Znachko, seconded by Mark Broderick, and carried 6-0.

IV. Review of Projects

1. Project: Aquatics Deck Furniture – PARKS

Ms. Murphy provided details on the proposed project recommendations.

Ms. Kyle said the OEBO agreed with the recommendation.

Ms. Znachko engaged in discussion with Ms. Murphy regarding the details of the project and Ms. Murphy explained the intent for acquisition of the materials for the opening of water parks. Further discussion took place regarding the contract.

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

CITATION: 2-80.27(5)f

2. Project: Fiber Optic Eng. Design, Mater, Supplies, Install – ISS

Ms. Haywood provided details on the proposed project recommendations.

Ms. Whitaker asked if anyone needed clarification on the project.

Ms. Thelwell stated that the project appeared to involve construction elements and asked Ms. Monnett if she wished to opine.

Ms. Monnett discussed old business regarding the project and discussed potential concerns such as concrete pole installation.

Discussion continued.

Ms. Thelwell provided an explanation on the process involved for projects involving construction aspects and requested that the item be postponed until further direction could be received from the FDO Director.

Further discussion took place regarding the postponement of the item.

MOTION to postpone Item 2. Motion by Melody Thelwell, seconded by Keith Clinkscale, and carried 7-0.

Ms. Johnson stated that the item would be brought back at the next GSC meeting.

3. DELETED FOR FURTHER STAFF REVIEW

4. Project No: 2018800 Prosperity Farms Rd. over SFWMD C-17 Canal – ENG

Ms. Knight provided an overview on the proposed project recommendations.

Ms. Smith said the OEBO agreed with the recommendation.

Ms. Znachko inquired about the proposal and the submitted worksheet.

Ms. Knight stated that she was willing to lower the minimum mandatory percentage to 10 percent.

Mr. Sena stated that the subcontracting goal could be lowered.

Ms. Davis Johnson asked about the reason for selecting the minimum mandatory of 20 percent participation and confirmed that the numbers reflected on the worksheet were correct.

Discussion ensued.

Ms. Davis Johnson requested that the departments include their findings regarding their decisions and commodity codes and reflect how they determined the percentage for the subcontracting goals.

Ms. Thelwell inquired about whether it was possible for the waiver to still be requested after submitting a bid, and Ms. Davis Johnson confirmed that.

Ms. Johnson acknowledged the new Webex attendees.

MOTION to apply the mandatory minimum SBE Subcontracting Goal of 10 percent. Motion by Brenda Znachko, seconded by Melody Thelwell, and carried 7-0.

CITATION: 2-80.27 (1)c

5. Project: Grounds Maintenance for North and West Regions – FDO

Mr. Broderick provided an overview of the project.

Ms. Kyle said the OEBO agreed with the recommendation.

Ms. Johnson agreed with the idea.

MOTION to apply the recommended API of SBE Price Preference. Motion by Brenda Znachko, seconded by Keith Clinkscale, and carried 6-0.

CITATION: 2-80.27 (5)f

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. Thelwell spoke about her recent experience at small business week and expressed gratitude to Tonya and various departments.

Ms. Johnson reminded everyone in attendance about the remaining small business week events.

VIII. DIRECTOR'S COMMENTS

No comments were made.

IX. PUBLIC COMMENT

No comments were made.

X. ADJOURNMENT

At 3:58 p.m., the chair declared the meeting adjourned.