

**OFFICE OF EQUAL BUSINESS OPPORTUNITY ADVISORY COMMITTEE MEETING**  
**Wednesday, February 20, 2019**  
**REVISED Minutes**

**Members Present:**

Lorna Anderson  
Amy Angelo  
Carole Hart  
Scott Johnson  
Courtney McKenzie Newell  
Juan Pagan  
Doris Pastl  
Lillian Reyes  
Aida Vidal  
Javin Walker  
E. Ann McNeill, MCO Construction

**Staff Present:**

Tonya Davis Johnson, Director  
David Behar, County Attorney  
Vicky Cronell, SBDS I  
Allen Gray, Manager  
Angie Whitaker, SBDS II

**Guests**

Valerie Character, Character Cleaning

**Members Absent:** Denise Albritton, John Elliott, Bonnie Horner, Seabron Smith, and Robert Waite.

**Vacant Seats:** None.

**I. CALL TO ORDER**

Meeting called to order at 8:35 a.m. by Chair Scott Johnson.

**A. Roll Call**

Roll called by Vicky Cronell. Quorum present.  
Introduction of guests E. Ann McNeill, Valerie Character

**B. Adoption of Agenda for February 20, 2019.**

Motion by Doris Pastl, seconded by Javin Walker, motion passed unanimously.

**C. Adoption of Minutes for January 16, 2019 with correction to attendance to add Lorna Anderson and Amy Angelo as present.**

Motion by Javin Walker, seconded by Juan Pagan, motion passed unanimously.

**II. COMMITTEE MEMBER UPDATE**

Tonya Johnson reported that the Committee is now at full complement.

## **OLD BUSINESS**

### **A. OSBA Outreach Activity Report**

Angie Whitaker reported that OEBO participated in the following outreach activities in January: 1/4 – PBC Cultural Council; 1/18 to 2/3 – South Florida Fair; 1/24 – Chamber of Commerce of the Palm Beaches YPOP event; and 1/31 – The Puerto Rican Hispanic Chamber of Commerce Business Educational and Social Networking. In February, on 2/28 Industry Meet & Greet Joint Workshop for Contracting Opportunities with the Federal Government. Ms. Whitaker will eblast information about upcoming vendor training.

Javin Walker asked for more detailed information on Goal Setting and the Goal Setting Committee. Tonya Johnson reported that contracts and procurements are reviewed by the user department and then the assigned OEBO Business Specialist utilizing a Goal Setting Worksheet to determine vendor availability. Once the Goal Setting Worksheet is complete and recommendations have been made, the item is added to the Goal Setting Committee agenda. The Goal Setting Committee is comprised of County Administration, the County Attorney, OEBO, FDO, Purchasing and OFMB Contracts, Development and Control. Also, the user department has the opportunity to present their findings and vote on their item. The Committee makes a determination on the appropriate goals and APIs to set for each project/procurement. These recommendations become part of the contract or solicitation. Ms. Johnson stated that there is a minimum mandatory goal of 20% SBE participation. Allen Gray added that if a vendor does not comply with the recommendations, there are penalties outlined in the PPM such as suspension, withholding of funds, and liquidated damages. Tonya Johnson stated that she would present a review of the new PPM with the Committee so that they can understand the new guidelines and changes to the program. Scott Johnson asked what would happen in the event a vendor could not meet the goals. Allen Gray stated that the vendor would need to submit documentation of their Good Faith Effort and could ask for a waiver or partial waiver. Mr. Gray stated that both the departments and OEBO staff are doing their due diligence to review availability and scope of work in order to make attainable recommendations.

## **III.**

### **NEW BUSINESS**

#### **A. Updated Ordinance/PPM**

Tonya Johnson will schedule a time to review the new Ordinance and PPM with the Committee.

#### **B. Conflict of Interest Forms**

Tonya Johnson stated that the County is requiring Advisory Committee members to complete and sign Conflict of Interest forms outlining any County contracts they may have. Ms. Johnson stated that members must disclose any direct or indirect interest that could cause conflict. These disclosures must be made before Selection. The new disclosures should be

part of any proposal moving forward. Members voiced concerns that the disclosure could impede their ability to gain new contracts. Some members stated that they have completed similar forms for municipalities with no problem. Ms. Johnson stated that she will discuss the concerns with the County Attorney and FDO, but at this point, Ethics has deemed the forms necessary.

**IV. COMMITTEE COMMENTS**

Javin Walker thanked the staff for their hard work and encouraged them to keep up the good work. Lorna Anderson agreed with Mr. Walker's comments.

**V. DIRECTOR'S COMMENTS**

Tonya Johnson introduced Kenisha James as the new Financial Analyst II.

**VI. COUNTY ATTORNEY'S COMMENTS**

None.

**VII. PUBLIC COMMENTS**

Guests Valerie Character of Character Cleaning and Ann McNeil of NABWIC introduced themselves.

**VIII. ADJOURNMENT**

Meeting adjourned at 9:23 a.m.