

PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS

7A-1

BOARD APPOINTMENT SUMMARY

Meeting Date: April 10, 2007

Department: County Administration

Submitted by: Economic Development Office

Advisory Board Name: Overall Economic Development Program (OEDP) Committee

I. Executive Brief

**Motion and Title:** Staff recommends motion to approve: appointment of two (2) at-large members to the Overall Economic Development Program (OEDP) Committee.

Nominee	Seat Requirement/Nominated by:	Seat No.	Term Expires
Alison Pruitt	Marine Industries Association of Palm Beach County, Inc.	12	7/13/08
Kathy Andress	Port of Palm Beach District	19	7/13/08

**Summary:** The OEDP Committee is comprised of twenty-five (25) members in accordance with Resolution No. 2005-1921. The new appointees, Alison Pruitt and Kathy Andress, will replace William Yeargin and Jean L. Enright, Ph. D. who have recently resigned. Ms. Pruitt and Ms. Andress will complete the remaining terms of four (4) years beginning April 10, 2007 thru July 13, 2008. The OEDP Committee reviews and makes recommendations to the Board of County Commissioners on important economic development programs, projects and issues. Countywide/DW

**Background and Justification:** On July 11, 2000, the Board of County Commissioners approved the Resolution 2000-0992 providing for the creation of the Overall Economic Development Program (OEDP) Committee. The OEDP Committee is made up of local government officials, together with representatives of business, industry, finance, agriculture, the professions, organized labor, education, public health agencies, racial/ethnic minorities, and the unemployed and underemployed.

**Attachments:**

1. Board Appointment Information Forms
2. Resumés
3. Resolution R2005-1921

Recommended by: \_\_\_\_\_

Department Director

3-26-07  
Date

Legal Sufficiency by: \_\_\_\_\_

Assistant County Attorney

3/27/07  
Date



# Kathy E. Andress

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E-mail Address [andress@portofpalmbeach.com](mailto:andress@portofpalmbeach.com)

## Experience

### **Deputy Director - Port of Palm Beach District**

One East 11 Street, Suite 400, Riviera Beach, FL 33404  
9/2004 to Present

Serves as Chief of Staff and reports to Executive Director for all Port of Palm Beach operations and activities covering the fourth largest container port in Florida, a major nodal point for the shipment of bulk sugar, molasses, cement, utility fuels, water, produce and breakbulk cargoes. Leads and supervises the work of management staff engaged in the negotiation, development and preparation of complex marine terminal, lease, construction and development agreements for presentation to the Board of Port Commissioners, as well as accounting and operational aspects of port administration. Supervises staff of 55 in the areas of Business Development, Engineering, Operations, Maintenance, Finance and Security. In responsible charge of State of Florida transportation grant applications, funding, and monitoring of capital improvement program. Project manager for and grant writer successful in securing grant for construction of a \$14.5 million South Security Gate Complex with a Connector to State Road 710 under the Florida Department of Transportation's Strategic Intermodal System now under construction. Played a keyrole in development of the \$122 million Capital Improvement Plan under the Port of Palm Beach Master Plan Update, presented the Inland Port Complex Concept to Florida Transportation Commission, and lead the effort to obtain a feasibility study through FDOT Secretary and District 4.

### **Aviation Property Manager 3 - Miami International Airport**

Miami-Dade Aviation Department, PO Box 592075, Miami, FL 33159  
3/2003 to 9/2004

Directed eight property managers, covering all MIA Properties in the terminal, field and permits. Lead and supervised the work of staff engaged in the negotiation, development and preparation of complex lease, construction financing, and development agreements, as well as business permitting documents, and tenant construction improvements for aviation related businesses, which include passenger carriers, air cargo, aircraft maintenance and engine testing facilities. These managers inspect, evaluate and monitor airport leaseholds for compliance with the terms and conditions of the leases and Department policies and procedures. Responsible for allocation, planning, managing and coordinating all properties and facilities at MIA, and developing and directing the necessary documents to protect the interests of the County and maximize revenues. Improved customer service and tenant relations through meetings with customers, as well as attending, participating and hosting regular airlines monthly meetings for Miami Airport Affairs Committee (MAAC), Airline Management Council (AMC), Common Use Terminal Equipment (CUTE), Transportation Security Administration (TSA), and North Terminal Development (NTD). Leadership role in the development and implementation of PROPWorks, a computerized property management and business program, and directs the invoicing for business permits, leasing and common use terminal equipment (CUTE) to maximize revenues to the Department. Ensured no tenant improvements conflict with the Capital Improvement Program and Airport Master Plans. Actively participated in the Facilities Initiation Team (FIT) program. Provided oversight of the division's collection of accounts receivables, including percentage opportunity fees, to protect the airport's economic stability. Monitors tenant lease defaults to ensure protection of Department's assets and maximize economic return. Allocated and coordinated the space allotment, land use and development plans at MIA to ensure the maximum benefit to the Department and aviation community. Preparation and presentation of divisional annual budget to ensure maximum utilization of property assets. Supervised the implementation and allocation of Common Use terminal equipment (CUTE) at MIA ticket counters. Plans and conducts monthly airline partnering and operational meetings in connection with CUTE. Oversight of the development of dynamic ticket counter backwall and gate backdrop signage in connection with improvements for the Total Airport Management System (TAMS) of the airport's capital improvement program. Developed standing reports to the Miami Airport Affairs Committee (MAAC) on a monthly basis. Coordinated and provided information to MAAC Consultant. Development of standard procedural manuals for the MIA Properties Managers. Supervision of the below described classification, as it relates to various aviation properties.

**Aviation Property Manager 2 - Miami International Airport**

Miami-Dade Aviation Department, PO Box 592075, Miami, FL 33159  
9/2000 to 3/2003

Administered, monitored, adjusted and maintained MIA Terminal Properties for American Airlines, North Terminal international airlines and all federal agencies in accordance with departmental policies and procedures. Participated actively in FIT (Facilities Initiation Team), North Terminal Development construction meetings and processing of design concepts for each division's approval. Acted as liaison between American Airlines, their design professionals (Miami World Gateway/The Corgan Team), Turner-Austin Airport Team and affected tenants in the relocation process due to \$1.7 billion North Terminal Development construction project. Audited lease space to ensure that tenant is paying for space occupied. Advised and presented exhibit documentation to Tech Support for incorporation into lease documents, based on terminal floor plans. Initiated work orders in compliance with tenant needs and lease documents. Interpreted lease requirements for divisions interacting with tenants. Acted as liaison between Facilities, Maintenance and tenant in coordination of tenant construction, MDAD repairs and response to tenant complaints. Assisted design professionals in evaluation of space for tenant needs and provides access to maintenance, mechanical, janitorial, vacant and restricted space, as required. Conferred with County Attorneys on standard and negotiated lease agreements for Aviation Director's approval. Maintained excellent working relations with TSA, FAA, Customs, Immigration, USDA, US Public Health (CDC), DEA, Department of State, Secret Service, American Airlines and other international airlines in the North Terminal.

**Seaport Property & Communications Manager - Port of Miami**

Miami-Dade Seaport Department, 1015 North America Way, Suite 200, Miami, FL 33132  
4/1981-9/2000

Negotiated, administered, maintained and monitored 120 lease contracts with revenue of \$8 million annually. In addition to the duties performed as Seaport Property Manager, supervised and directed division responsible for the property management of an international center of shipping and commerce, known as the "Cruise Capital of the World" with 22 home-based cruise ships and cargo handling of 7 million tons of containerized cargo annually. Negotiated and supervised preparation of lease contracts for 450,000 square feet of office space, 500,000 square feet of warehouse space and 350 acres of container terminal storage area. Prepared necessary resolutions and memorandums to the Board of County Commissioners for tenant related matters, usually long-term lease agreements or stevedoring licensing recommendations. Developed RFP (request for proposals) for Port of Miami Seamen's Center concession to be bid by a not-for-profit entity to fund, operate and provide for an on-site center designed to care for the well-being and needs of 50,000 crewmen annually. Worked with professional consultants concerning Master Development Planning. Acted as liaison with engineering consultants concerning renovation and construction of \$80 million passenger terminal expansion. Acted as liaison with Building Department to ensure tenant and Department compliance with South Florida Building Code. Recommended appraisal that increased rental revenue 20 percent in 1998. Prepared and administered division budget. Prominently involved in maintenance, remodeling and building support systems for existing facilities and responsible for same after construction of new facilities. Administered all contracts for renovation to existing buildings, post-construction of new buildings, window-cleaning, indoor plant maintenance and office furnishings. Coordinated and provided guidelines on a daily basis for seaport construction projects with tenants for construction scheduling with general contractor, engineering and facilities maintenance. Conferred with legal counsel (County Attorney) to reduce liability and for conformance to local, state and federal statutes. Facilitated Seaport's casualty loss procedures following Hurricane Andrew and negotiated settlement of over \$3 million for Port covering roofing and structure damages, as well as served as the Department's FEMA Coordinator by performing actual inspections, filling out required federal forms and evaluating cost analysis for reimbursement. Secured indemnity bonds, letter of credit, certificates of deposit and monitors expiration dates of these instruments. Monitored insurance requirements for all leases covering liability, worker's compensation and Harborworkers' Insurance. Assigned to review and recommend disposition of all business permits to Port Director. Maintained excellent interpersonal relations with cruise and cargo industry, federal agencies' officials, and World Trade Center.

**Education**

**Barry University, Miami Shores, Florida - Bachelors Degree Public Administration**

Graduated ***Magna Cum Laude*** December 1999

AAAE Basic Airport Safety & Operations Certification Course - 2001

(American Association of Airport Executives)

AAPA Marine Terminal Management Training Program – 2000

(American Association of Port Authorities)

Certificate in Miami-Dade County Supervisory Certification Program - 2000

Certificate in Ethics, Miami-Dade County – 1999

AAPA Port Property Management & Pricing Seminar – 1996

(American Association of Port Authorities)

North Miami Senior High School Graduated 1973



## CURRENT CLIENT LIST OF ASSOCIATION MANAGEMENT & COMMUNICATIONS

**Appraisal Institute, East Florida Chapter:** The East Florida Chapter of the Appraisal Institute provides educational offerings for Real Estate Appraisers, as well as provides a forum for the discussion and exchange of information between professionals who provide real estate appraisal services. [www.eflai.org](http://www.eflai.org) Members = 475

**Association of Eminent Domain Professionals:** The mission of the state-wide Association of Eminent Domain Professionals is to maintain a forum for the exchange of ideas and information between professionals who provide private and public clients with eminent domain-related services. [www.aedp.org](http://www.aedp.org) Members = 425

**Billiard and Bowling Institute of America:** The mission of the nation-wide Billiard and Bowling Institute of America is create, promote, foster, and advance the common business interests of the members as manufacturers and distributors of bowling and billiard equipment and supplies; to increase the use of their products; to improve the conditions under which the industry is conducted; to develop fair and just competitive methods; to promote social intercourse among those engaged in the industry; to collect and disseminate pertinent data relating to the industry; and generally to do such things not against the public interest as may be necessary to obtain the foregoing results. [www.billiardandbowling.org](http://www.billiardandbowling.org) Members = 140

**East Coast Estate Planning Council:** is a resource for estate planning professionals. The purpose of the organization is to promote cooperation among the various professions engaged in the field of estate planning and to foster a better understanding of the relationship which each profession bears to the other and to the general public in the field of estate planning. The association seeks to increase the overall knowledge of the membership and to address specific topics of common interest, enhancing the professionalism and interaction of the members for the benefit of their clients and the public.

[www.theecpe.com](http://www.theecpe.com)

Members = 102

**Executives' Association of the Palm Beaches:** Founded in 1987. Executives' Association of the Palm Beaches is a prestigious network of the area's top business leaders, and is a member of a nationwide network of similar associations whose beginnings date back to the early 1900s. Each member is committed to helping other member firms increase their business by providing leads and referrals or with direct business.

[www.palmbeachexcs.com](http://www.palmbeachexcs.com) Members = 70

**Florida Nursery, Growers and Landscape Association:** Florida Nursery, Growers and Landscape Association (FNGLA) is a member-driven association that recognizes the need for individual industry members to unify. FNGLA works to better the industry, raising the bar on professionalism by spearheading marketing programs, providing promotional and educational venues for members, taking a leadership role in protecting and promoting our members' business interests, communicating the latest industry issues and providing professional accreditation to interested individuals. <http://www.fn gla.org/chapters/palmbeach/> Members = 202

**Marine Industries Association:** Marine Industries Association gathers professionals with the common interest to promote and protect the sound growth of the marine industry for the benefit of its members, the community and the environment. [www.marinephc.org](http://www.marinephc.org) Members = 165

**Marine Industries Education Foundation:** MIEF works in cooperation with the School District of Palm Beach County to fund and oversee the Marine Technology Academy at Palm Beach Lakes High School. Its mission: to provide students with an in-depth understanding of the opportunities available in the marine industry; to provide hands-on training in wooden and fiberglass boat building and repair, marine mechanical and electrical systems operations; to provide an overall understanding of proper and safe boat handling and navigation; to introduce the local marine environment and importance of caring for our

waterways; to guide students into jobs in the marine industry, into a college program that suits their skills and desires, or a technical program upon graduation from this program at Palm Beach Lakes High School. [www.micf.net](http://www.micf.net)

***Paralegal Association of Florida, Inc.:*** PAF exercises leadership, provides a strong continuing voice and vision to enhance professional standards, promotes continuing education, and encourages a high order of ethical and professional attainment within the legal assistant/paralegal profession. [www.pafinc.org](http://www.pafinc.org) Members = 900

***Rotary Club of West Palm Beach and its Charitable Foundation:*** Rotarians are business and professional leaders who take an active role in their communities while greatly enriching their personal and professional lives. A Rotary club contains a diverse group of professional leaders from the community that the club serves. [www.rotary.org](http://www.rotary.org) Members = 120

**Alison Pruitt . 349 Granada Road . West Palm Beach, Florida 33401  
(561) 802-4310**

**PROFILE:** Energetic communications professional and fund-raiser with outstanding organizational and management skills. Demonstrated leadership in uniting a wide variety of people to achieve a common goal or promote a cause. Proven ability to work effectively and creatively in flexible, collaborative environments. Strong writer, published several times.

### **PROFESSIONAL HISTORY**

***President, Alison Pruitt, Inc., January 1994 - Present***

***Director of Community Resources, Pope Theatre Company (a professional theatre),  
July 1991 - Jan. 1994***

- Developed strong, effective relationships with individuals, corporations and foundations throughout Palm Beach County. Created targeted sponsorship programs providing impressive advertising and public relations return for financial or in-kind contributions to Pope Theatre Company's mainstage program and Learning Stage, an educational theatre-in-the-schools program.
- Managed all fund-raising programs for this non-profit organization during a year of unprecedented growth and through its first capital campaign. Annual budget increased from approximately \$725,000 to \$1.5 million.
- Launched and managed auxiliary circles with goals of providing grass-roots marketing and organizing fund-raising events to benefit Pope Theatre Company. Theatre Crew is a society-oriented guild; Stars is a young-professionals group.
- Worked with board of trustees to identify appropriate funding sources. Reported to board at monthly meetings on current and future marketing and development plans. Recommended new board members to nominating committee.
- Played a leadership role in developing new programs meeting the artistic and financial objectives of Pope Theatre Company. Secured funding and community support for the new programs: a new play-reading series, an expanded mainstage season, an educational program in cooperation with Boys & Girls Clubs, Producers' Circle.
- Wrote proposals targeting local and national grant-making foundations. Documented new money for challenge grants. Reported to granting agencies.
- Generated unique ideas for fund-raising events. Planned and coordinated several events each year.
- Served as liaison with graphic illustrators and agencies who provided design services for advertisements and brochures. Placed print advertising throughout South Florida. Pursued media coverage of theatrical productions and events.

***Director of Public Relations and Marketing, for Mrs. Melvin (Bren) Simon and CDA, Inc.,  
March 1990 - July 1991***

- Represented Mrs. Melvin Simon on several Boards of Directors for philanthropic and cultural organizations in South Florida, Indianapolis and Aspen. Involvement included developing new methods of fund-raising, securing media attention, writing articles for publication, developing newsletters and brochures.
- Developed and implemented complete marketing and public relations programs for CDA, Inc., commercial space-planning and interior design. Programs included media placement, marketing support pieces, community involvement, professional photography. Marketed the company primarily to architectural firms, real estate developers, hotels, banks.
- Generated community and national enthusiasm about the new Ritz-Carlton Resort (Manalapan) working closely with pre-opening public relations and sales staff of the Hotel.

- Worked with the Simons to establish LaCoquille Club. Recruited Board of Directors, developed marketing materials.
- Coordinated all aspects of fund-raising events the Simons hosted in their former-Vanderbilt-owned estate home, to benefit various non-profit organizations. Planned black-tie Gala featuring Luciano Pavarotti, for 400+ guests.
- Established and maintained local and national editorial contacts. Prepared feature articles for publication, about the Simons, about CDA projects and clients, including the Ritz-Carlton Resort.

**Communications Coordinator, Marketing Department, Everett I. Brown Company, architects and engineers,**

**March 1986 - January 1990**

- Managed the day-to-day operations of the Marketing Department of one of the twenty largest A/E firms in the country, pioneer in the use of computer-aided design.
- Managed production of statements of qualification and proposals targeting a wide variety of potential clients. Researched needs of potential clients, and determined appropriate related experience of E.I. Brown and its professional staff. Wrote or edited proposals, determined enclosures and special features, and supervised production.
- Served as primary public relations and media contact. Wrote, "pitched" and placed feature articles in local and national trade and business publications. Initiated and prepared press releases. Assisted clients with media relations, publicity efforts, ground-breaking ceremonies.
- Directed professional photography activity. Ensured delivery of proper image and message, visually. Hired and worked with photographers who best met creative, production and budgetary needs.
- Developed materials to be used in marketing presentations (slide presentations, 30" x 40" presentation boards, hand-out information, article reprints).
- Planned, developed and coordinated activities related to displays for conventions and trade shows.
- Prepared project submittals and presentations for various design award competitions.
- Served as executive producer of video productions. Acted as liaison with video production company to ensure that costly time of video staff and E.I. Brown computer operation was used effectively. Edited scripts. Ensured production schedules were met. Assisted in computer generation of graphics.
- Produced three newsletters: *The Addendum*, a quarterly, eight-page publication for employees and their families; *School House Forum*, a quarterly public relations tool with statewide distribution to 4,000 educators and administrators; and *Justice Forum*, a quarterly publication targeting potential clients in the criminal justice and correctional arenas. Initiated production via article/topic presentation. Conducted interviews. Wrote, edited, and designed on Ventura desktop publishing. Managed production activities. Initiated and developed *The Addendum* and *Justice Forum*.

**Information Specialist, Public Affairs Office, Indiana State Police, Nov. 1983 - March, 1986**

- Administered grants exceeding \$100,000. Coordinated public information and education campaigns. Responsibilities included confirming need through background research, writing proposals to generate federal funding, securing community and private sector support, creating public service announcements, seeking donations of advertising space and time, evaluating effectiveness of campaigns and submitting reports to funding agencies.
- Wrote and designed printed materials including informational brochures and training manuals.
- Represented the Department in dealing with local, state and national media. Responsibilities included writing press releases (feature and hard news), organizing news conferences, participating in radio and tv talk shows.
- Frequently organized press conferences for the Governor of the State of Indiana.
- Coordinated production of quarterly internal publication with distribution of 2,500. Responsibilities as editor included writing, editing, complete layout and paste-up.

## **AFFILIATIONS**

**Center for Non-Profit Knowhow**, Approved Consultant; **FSAE**: Member; **ASAE**, Member; **Cafe Joshua**: Past President of the Board of Directors/**Goodwill Industries**: former member of the Board of Directors/**Palm Beach County Cultural Council**: marketing committee/**Leadership Palm Beach County**, class of 1994/**Women In Communications/Junior League of the Palm Beaches**: Xtreme Teens Newsletter editor; grantsmanship; health & immunization clinic; Christmas in April/**El Cid Historic Neighborhood Association/Planned Parenthood Advocates in Action/Indiana University Alumni Association**: founder of Palm Beach County chapter, president 1990 - 1993/**Public Relations Society of America**: accredited in 1989: former director on Palm Beach chapter board; former Editor of PRSA News; directory chairperson 1988 and 1991; Accreditation Chairperson: 1995/**Big Brothers-Big Sisters**: former member of board of directors/**Palm Beach WIN! For The Kids** (Grand Prix Charities): former board member/**Guardian Ad Litem**: 1991/**Burt Reynolds Institute for Theatre Training**: former proxy board member for Bren Simon/**Covenant House of South Florida**: former active, proxy board member for Bren Simon/**The Children's Place**: former volunteer/**Ventura Publisher User's Group**: founder, board member, provided complete coordination of monthly meetings for 50+ members/**American Institute of Architects**, Indianapolis chapter: former public relations consultant, associate editor of newsletter, former chairperson of public relations for Excellence in Architecture awards program/**American Cancer Society**: former member public relations advisory committee/**Greater Indianapolis Literacy League**: literacy tutor/**Junior Achievement**: corporate coordinator for annual bowl-a-thon/**Cathedral Arts**: former public relations chairperson for Nightclub Under the Stars, benefitting the International Violin Competition of Indianapolis, initiated the Safe Ride Home program/**Society for Marketing Professional Services/Bethel United Methodist Church**: outreach committee; established a "young adults" group within the church's aging population; generated a calendar of monthly public service activities that provided opportunity for church members as a unified group to reach out to community/**National Association of Desktop Publishers/Big Sisters**: former big sister

## **AWARDS**

**Women of Recognition Award**, 1999, presented by the National Association of Women Business Owners, in recognition of outstanding women in the community

**Community Leader Award**, 1993, WKGR and South Florida Ford dealers, in recognition of exemplary community service.

**Outstanding Contribution by a Non-Member**, 1986: American Institute of Architects, Indianapolis chapter **Award For Public Service** "in recognition of efforts in the development of innovative educational techniques to increase safety belt usage." National Highway Traffic Safety Administration

## **EDUCATION**

B.A. from the Indiana University School of Journalism in May, 1983. Maintained a 4.0 GPA while completing several graduate courses (Public Relations Campaigns, Public Relations Evaluation Methods, Technical Writing, Journalistic Writing) at Ball State University School of Journalism and while working toward an M.B.A. from Palm Beach Atlantic College..