

**PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS  
BOARD APPOINTMENT SUMMARY**

Meeting Date: June 17, 2008

Department: Community Services

Submitted By: Head Start/Early Head Start & Children Services

Advisory Board Name: Head Start/Early Head Start Policy Council

**I. EXECUTIVE BRIEF**

**Staff recommends motion to approve:** appointment of the following Community Representatives to the Head Start/Early Head Start (HS/EHS) Policy Council for a term of three (3) years, effective June 17, 2008.

<u>Seat ID#</u>	<u>Name</u>	<u>Term</u>	<u>Nominated By</u>
8	Nadine Burke	06/17/08 to 06/16/11	Comm. Aaronson Comm. Koons Comm. Santamaria
9	Gwenette Royal	06/17/08 to 06/16/11	Comm. Aaronson Comm. Koons Comm. Santamaria

**Summary:** The HS/EHS Performance Standards require that community representation be included in the makeup of the HS/EHS Policy Council. The term of appointment for Policy Council members is three (3) years. The Council is comprised of thirty-three (33) members, of which nine (9) must be representatives of the community. The nominees above meet all applicable guidelines and requirements as outlined in the Performance Standards and Resolution R2006-1878. The HS/EHS Policy Council has recommended these individuals for appointment. Written notice was sent to each Commissioner to request nominations in accordance with PPM CW-O-023. (Head Start) Countywide (TKF).

**Background and Justification:** The authority for the HS/EHS Policy Council is provided by Resolution R2006-1878. The HS/EHS Performance Standards require that community representation be included in the makeup of the HS/EHS Policy Council. The Council's responsibilities include, but are not limited to: criteria selection of children within applicable laws and Health and Human Services guidelines, determining the areas in the community in which programs will operate; determining what services should be provided, personnel issues, and budgetary issues. They may also be consulted on the directive given to HS/EHS staff in day to day operations.

**Attachments:**

1. Board Appointment Information Forms

Recommended by:  5-30-2008  
 Department Director Date

Legal Sufficiency:  6/2/08  
 Assistant County Attorney Date

## **II. REVIEW COMMENTS**

### **A. Other Department Review:**

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**Department Director**

**(THIS SUMMARY IS NOT TO BE USED AS A BASIS FOR PAYMENT.)**















## **GWENETTE ROYAL**

1217 S.W. Avenue D  
Belle Glade, FL 33430  
(561) 992-7545

**OBJECTIVE:** To obtain a position in public relations or social services that provides an opportunity to utilize my skills and experience.

### **QUALIFICATIONS**

Former migrant worker with over 25 years of experience in social services.

### **EDUCATION**

1998-1999 B.S., Human Resource Development / Organizational Management  
1973-1975 A.A., General Education

### **EMPLOYMENT**

- Present** Student Development Coordinator, PBCC Belle Glade, FL
- Responsible for student advisement in the Student Services department.
  - Provide guidance to students regarding programs and services of the college.
  - Assist students with admissions and registration documents.
  - Advise students in course of study and necessary pre-requisites.
  - Evaluate transcripts for prospective and current students.
  - Present academic and professional workshops.
- 2001-2005** Client Services Unit Leader, PBC School District Belle Glade, FL
- Review case work plans and monitor assigned staff
  - Assist families in their effort to improve the condition/quality of family life
  - Develop activities to promote parent involvement and education
  - Responds to needs assessment, referrals, and other family needs
  - Develop training manuals, brochures, procedures and related documents
  - Develop, coordinate and implement training seminars
  - Maintain liaison with community resources to facilitate service delivery
  - Assists in the development of proposals and actions to acquire funds
  - Coordinate parent services by working jointly with teachers, parents, school personnel, area/district personnel and community agencies
- 2000-2001** Resource Coordinator, Communities In Schools Belle Glade, FL
- Connects community resources with schools
  - Recruit mentors, tutors, and motivational speakers
  - Coordinate and conduct youth leadership and parenting trainings
  - Generate accountability reports from school sites
  - Speak at community functions
  - Supervise case managers
  - Mentor and tutor students and parents
  - Attend and participate in the Glades Interagency Network

- 1997-2000 Children's Hope, Parent Liaison/Educator Belle Glade, FL**
- Coordinated and conducted educational seminars for foster parents
  - Provided advocacy and referral to families
  - Planned, coordinated and implemented special events
  - Provided family based case management
- 1996-1997 Academic Instructor, Glades Glen Youth Enrichment Academy Belle Glade, FL**
- Provided quality, structured, leisure, cultural, recreational, and educational activities for youth and parents
- 1995-1996 Program Director, The Dick Webber Center Pahokee, FL**
- Managed a program for the prevention of child abuse
  - Provided case management to families in the Glades area
  - Performed in home needs assessment
  - Provided referral and advocacy
  - Conducted educational trainings
  - Connected community resources to families
- 1989-1995 Program Coordinator, Desertview Developmental Services Las Vegas, NV**
- Provided educational and social services for the mentally challenged
  - Provided counseling, referral, and advocacy
  - Managed a live-in facility
  - Monitored staff and assigned case loads

**Nadine Burke**  
219 Lainhart Court  
West Palm Beach, FL 33409  
Phone: 561.255.7411  
Email: ngburke26@hotmail.com

### **SUMMARY OF QUALIFICATIONS**

- Acquired the skill of knowing the function and goals of financial management in corporation, non-for-profit, and government environment
- Acquired the knowledge of income statement, balance sheet and statement of cash flows to complete ratio analysis and assess the impact of inflation on financial statements
- Knowledge of HUD Section 8, Public Housing, and Section 236C programs
- Conduct financial forecasting by creating pro-forma income statements, balance sheets and cash budgets
- Supervises the activities performed in all work units within an office, including office management, implementation of procedures, case management and processing, records management, collection and reporting of statistics, and accounting functions.
- Perform personnel administrative tasks, including coordinating and participating in the hiring and promotion process, supervising the training of new employees and the ongoing training of other employees, resolving unusual employee problems, and supervising employee time and attendance records.
- Professional Tax Preparer and Authorize E-file Provider

### **PROFESSIONAL EXPERIENCE**

**Accountant-Part-time, April 2006 – Present**  
Christian Manor, Inc.

**West Palm Beach, FL**

- Process invoices for payment, prepare and process payroll, reconcile bank accounts, process direct deposit. accounts receivables
- Record Keeping
- Journal entries, balance GL
- Cash management, cash flow analysis
- Prepare and file Quarterly 941, Unemployment returns, and yearly W-2s
- Prepare forecasted \$1.3 million dollar budget for Sect. 236 HUD
- Month-end closing
- Prepare and produce financial statements
- Benefits, Human Resources functions
- Computer tech support

**Fiscal Administrator, July 2003 – April 2005**  
Riviera Beach Housing Authority

**West Palm Beach, FL**



- Provide business and individual who are seeking financial record keeping, benefits, Human Resource consulting, Taxes, Financial Statements, Payroll, Accounts Payable, Account Receivable, Bank Reconciliation.
- Analyze complex situations, design practical solutions, implemented cost-effective plans

### **EDUCATIONAL BACKGROUND**

**Pursuing a Masters Degree in Business Administration**, Nova Southeastern University, Ft. Lauderdale, FL, Date of completion December 2009

**Bachelor of Science in Business Administration** with concentration in **Accounting**, South University, WPB, FL,

**Associates in Business Administration** with concentration in **Accounting**, South University, WPB, FL,

**General Studies**, Bethune Cookman College, Daytona Beach, FL

### **ADDITIONAL ACCOMPLISHMENTS**

- Certificate of completion Fair Housing & Section 504 Compliance 2007
- Board Member of P.C.C.A for Family Self Sufficiency 2006-Present
- President of the Parent Committee for the Easter Seal Head Start 2004-2006
- Appointed Policy Council Representative (alternate) for the Palm Beach County Head Start 2006
- Certificate of Accomplishment from Project Business a Program of Junior Achievement

### **REFERENCES**

Upon request only