Agenda Item #:

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

Meeting Date:

June 17, 2008

Department:____

Community Services

Submitted By: <u>Head Start/Early Head Start & Children Services</u>

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.

Seat ID#	<u>Name</u>	<u>Term</u>	Nominated By
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. 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:

Department Director

Legal Sufficiency:

II. REVIEW COMMENTS

A.	Other Department Review:	
	Department Director	

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

Board Name: Head Sta	art/Early Head Star	rt Policy Coun	cil			
At Large Ap	pointment	or	Distric	ct Appoin	tment	
Term of Appointment:	Years.	From:	06/03/0	08	Го:06	5/02/11
Seat Requirement: Com	munity Representati	ve		5	Seat #: <u>08</u>	
*Reappointme	ent	or	✓ New A	ppointme	ent	
or to complete to term of Completion of term to expire on:	he		Due to:	п	esignation	other
-	ANT, UNLESS EX	EMPTED, M	UST BE A C	COUNTY	RESIDEN	T
Name: Burke		·	Nadine			_
	Last		First		Midd	lle
Occupation/Affiliation:	Accountant/Owner	•				
Business Name:						
Business Address:			-			
City & State			Zi	p Code:	<u> </u>	
				•	***	
Residence Address:	219 Lainhart Court		-			
City & State	West Palm Beach,	FL	Zi	p Code:	33409	
Home Phone: (56	1) 255-7411	Busin	ess Phone:			ext.
Cell Phone: ()	Fax:		()		
Email Address: ngbui	ke26@hotmail.co	m				
Mailing Address prefer	ence: Busines	s Address	Residence	•		
Minority Identification IF (Native-American AF (Asian-American BF (African-American HF (Hispanic-American WF (Caucasian Fema	n Female) Female) an Female) can Female)	☐ AM (Asia ☐ BM (Afri ☐ HM (Hisp	ve-American an-American can-America anic-Americ casian Male	Male) an Male) an Male)	·	
Part III: COMMISSIO	ONER COMMEN	TS				
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Number of prev	viously disclosed vo	oting conflicts	during the pr	evious te	rm	
Signature: Bus	Com		Dat	e: <u>5</u> -	19-08	_
Pursuant to Florida's Public and photocopied by member	Records Law, this o	document may b	e reviewed		Revised 6/20	007

Board Name: Head Sta	art/Early Head Sta	art Polic	y Counc	sil	·			
At Large Ap	pointment	or		Distric	t Appo	ointment		
Term of Appointment:	Years.	•	From:	06/03/0)8	То:	06/02/11	
Seat Requirement: Com	munity Representat	ive				Seat #: <u>08</u>		
*Reappointme	ent	or		☑ New A	ppoint	ment		
or to complete the term of term to expire on:	he		· .	Due to:		resignation		other
Part II: APPLIC	ANT, UNLESS E	XEMP'	TED, M	UST BE A C	COUNT	TY RESIDE	NT	
Name: Burke	Last	11-12-14		Nadine First	.,,	Mic	ldle	
Occupation/Affiliation:	Accountant/Owne	er						
Business Name:								
Business Address:								,,
City & State				Zi	p Code	:		
Residence Address:	219 Lainhart Court							
City & State	West Palm Beach	, FL		Zi	p Code	: 33409		
Home Phone: (56	1) 255-7411	v=	_ Busin	ess Phone:			ext.	
Cell Phone:()		_ Fax:		()			
Email Address: ngbur	ke26@hotmail.co	om						
Mailing Address prefer	ence: Busine	ss Addr	ess 🔽	Residence				
Minority Identification ☐ IF (Native-American ☐ AF (Asian-American ☐ BF (African-America ☐ HF (Hispanic-America ☐ WF(Caucasian Femal	n Female) Female) an Female) can Female)	B H	M (Asia BM (Afri M (Hisp	re-American n-American can-America anic-Americ casian Male	Male) an Male an Mal	e)		
Part III: COMMISSIO	ONER COMMEN	NTS						
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Number of prev	riously disclosed v	oting c	onflicts o	luring the pr	evious	term		
Signature:	15 Sa;	tun	au	Dat	e:			
Pursuant to Florida's Public	Records Law, this	docume	nt may be	reviewed		Revised 6/	2007	

Board Name: Head Start/Early Head Start Policy Coun	cil	
At Large Appointment or	District Appo	pintment
Term of Appointment: Years. From:	06/03/08	To: 06/02/11
Seat Requirement: Community Representative		Seat #: 08
*Reappointment or	New Appointment	ment
to complete the term of Completion of term to expire on:	Due to:	resignation other
Part II: APPLICANT, UNLESS EXEMPTED, M	UST BE A COUNT	TY RESIDENT
Name: Burke	Nadine	
Last	First	Middle
Occupation/Affiliation: Accountant/Owner		·
Business Name:		
Business Address:		
City & State	Zip Code	:
Residence Address: 219 Lainhart Court		
City & State West Palm Beach, FL	Zip Code	33409
Home Phone: <u>(561)</u> 255-7411 Busin	ness Phone: ()	ext.
Cell Phone: () Fax:		
Email Address: ngburke26@hotmail.com		
Mailing Address preference: Business Address] Residence	
AF (Asian-American Female) BF (African-American Female) HF (Hispanic-American Female) AM (Asi BM (Afr. HM (Hispanic-American Female)	ve-American Indiar an-American Male) ican-American Male panic-American Ma icasian Male)	e)
Part III: COMMISSIONER COMMENTS		
Appointment to be made at BCC Meeting on: June 3,	2008	
When a person is being considered for re-appointmen conflicts shall be considered by the Board of County Co	t, the number of pommissioners.	revious disclosed voting
Number of previously disclosed voting conflicts Signature: Pursuant to Florida's Public Records Law, this document may be	Date:	term G8 Revised 6/2007
and photocopied by members of the public.		NOTISCE OF 2007

PALM BEACH COUNTY SOFTMUNITY SERVICES

PALM BEACH COUNTY BOARD OF COUNTY COMMISSIONERS ADVISORY BOARD NOMINEE INFORMATION FORM

Part I: Board Name: Head Start/Early Head Start Policy Council ✓ At Large Appointment District Appointment Term of Appointment: From: To: Seat Requirement: Community Representative Seat #: 09 *Reappointment ✓ New Appointment to complete the Due resignation other term of to: Completion of term to expire on: Part II: APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT Name: Royal Gwenette Last First Middle Occupation/Affiliation: Student Development Coordinator Business Name: Palm Beach Community College Business Address: 1977 SW College Drive City & State Belle Glade, FL Zip Code: Residence Address: 1217 S.W. Avenue D City & State Belle Glade, FL Zip Code: 33430 Home Phone: (561) 992-7545 **Business Phone:** ext. Cell Phone: Fax: Email Address: Mailing Address preference: Business Address Residence Minority Identification Code: ☐ IF (Native-American Female) ☐ AF (Asian-American Female) ☐ IM (Native-American Indian Male) AM (Asian-American Male) BM (African-American Male) ☐ HF (Hispanic-American Female) HM (Hispanic-American Male) WF(Caucasian Female) WM (Caucasian Male) **Part III: COMMISSIONER COMMENTS** June 3, 2008 Appointment to be made at BCC Meeting on: *When a person is being considered for re-appointment, the number of previous disclosed voting conflicts shall be considered by the Board of County Commissioners.

ature: 13 mt 5 cc Date: 5-19-08

Number of previously disclosed voting conflicts during the previous term

Pursuant to Florida's Public Records Law, this document may be reviewed and photocopied by members of the public.

Revised 6/2007

Part I:

At Large App	pointment	or	Distric	t Appoi	intment	
Term of Appointment:	Years.	. From:	06/03/0	8	To:0	6/02/11
Seat Requirement: Com	munity Representa	itive			Seat #: 09	
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to complete the term of term to completion of term to expire on:	he 		Due to:		resignation	othe
Part II: APPLIC	ANT, UNLESS I	E XEMPTED , M	UST BE A C	COUNT	Y RESIDEN	VT.
Name: Royal			Gwenette)		
	Last		First		Mid	dle
Occupation/Affiliation:	Student Develop	oment Coordinate	or			
Business Name:	Palm Beach Cor	mmunity College			-	
Business Address:	1977 SW College	e Drive				
City & State	Belle Glade, FL		Zi	p Code	e: <u>33430</u>	
Residence Address:	1217 S.W. Avenu	ie D				
City & State	Belle Glade, FL		Zi	p Code	e: <u>33430</u>	,,
Home Phone: (56	61) 992-7545	Busi	ness Phone:			ext.
Cell Phone:(_)	Fax:		()		
Email Address:						
Mailing Address prefe	rence: 🔲 Busin	ness Address [Residence			
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Number of pro	viously disclosed					
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Pursuant to Florida's Pub		7			Revised 6	/2007

and photocopied by members of the public.

Board Name: Head Sta	rt/Early Head Sta	rt Policy Counc	<u></u>				
At Large Ap	pointment	or	Distric	t Appoi	ntment		
Term of Appointment:	Years.	From:	06/03/0	8	То:	06/02/1	1
Seat Requirement: Com	munity Representat	ive			Seat #:	09	
*Reappointme	ent	or	✓ New A	ppointn	nent		
or to complete the term of term to expire on:	he		Due to:		resignat	ion 📋	other
Part II: APPLIC	ANT, UNLESS E	XEMPTED, M	UST BE A C	COUNT	Y RESI	DENT	
Name: Royal			Gwenette)			
	Last		First			Middle	
Occupation/Affiliation:	Student Developn	nent Coordinato	r				
Business Name:	Palm Beach Com	munity College	•				
Business Address:	1977 SW College	Drive				_	
City & State	Beile Glade, FL		Zi	p Code	334	130	
Residence Address:	1217 S.W. Avenue	D			-		
City & State	Belle Glade, FL		Zi	p Code	: 33	430	
Home Phone:	1) 992-7545	Busin	ess Phone:			е	xt.
Cell Phone: ()	Fax:			·		
Email Address:							
Mailing Address prefer	rence: 🔲 Busine	ess Address] Residence				•
Minority Identification IF (Native-America AF (Asian-America BF (African-Americ HF (Hispanic-Americ WF(Caucasian Fema	n Female) n Female) an Female) can Female)	AM (Asi BM (Afr HM (Hisp	ve-Americar an-Americar ican-Americ panic-Americ acasian Male	n Male) an Male can Mal	e)		
Part III: COMMISSI	ONER COMME	NTS					
Appointment to be made	e at BCC Meeting	on: June 3,	2008				
*When a person is being conflicts shall be considered.	ng considered for lered by the Boar	re-appointmen d of County Co	t, the numb ommissione	er of pi	revious (disclosed	voting
Number of pre	giously disclosed	voting conflicts	during the p	revious	term	1	
Signature:	ut Kr	1	Da	te: 2	12	10	8
Pursuant to Florida's Publiand photocopied by memb		document may b	e reviewed	7	Revis	ed 6/2007	

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.

OUALIFICATIONS

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
- 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 s 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
- Monitor ed 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

- Perform HUD and GAAP Accounting functions, assist in preparation of \$3
 million budget for Section 8, Public Housing, CSC Grant, and PBC Early Head
 Start Grant, General knowledge of affordable housing,
- Inventory Control and record keeping
- Process bi-weekly payroll for 24 employees
- Balance and prepare quarterly and year-end returns
- Accounts payable and accounts receivables
- Cash management and procurement, bids, collections and posting of rent, and portability payments
- Process ACH payments
- Train staff in policy and procedures
- Supervise subordinates and volunteers
- Perform Human Resource duties which include recruitment, training, benefits, wages, pension, and workers compensation

Accounting Clerk January 01 – October 02 West Palm Beach, FL Accounting Alliance

- Perform accounting functions for various companies including Florida Power and Light, Maternal Child Family, Quality Cabinets
- Process multi-state weekly and bi-weekly payroll for up to 3000 employees
- Manage e-time reports
- Accounts Payable and Accounts Receivable
- Reconcile GL accounts.

Payroll Specialist June 00- December 00 American Hut, Inc.

West Palm Beach, FL

- Prepare and process payroll for 2500+ employees
- Implement internal controls
- Maintain employee records,
- Train employees in policy and procedures,
- Process garnishments and wage assignments
- Prepare Journal Entries
- Benefits and Human Resource functions

PERSONAL EXPERIENCE

Owner July 06-Present West palm Beach, FL NGB Bookkeeping & Consulting Services, Inc.

- Own and operate Accounting and Consulting business
- Marketed and sold full-range of financial services specializing in small business

- 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 costeffective 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

REFERENCESUpon request only