

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

**Meeting Date:** January 12, 2010  
**Department**  
**Submitted By:** Community Services

**Advisory Board:** Community Action Advisory Board

**I. EXECUTIVE BRIEF**

**Motion and Title:** **Staff recommends motion to approve:** Appointment of the following representatives to the Community Action Advisory Board with staggered ending terms as indicated:

<b>Appointment</b>	<b>Category</b>	<b>Term Ending</b>	<b>Nominated By</b>
Deirdre Jacobs	Public Sector (At-Large)	9/30/2011	Comm. Taylor, Comm. Koons
Gary Hawkins	Private Sector	9/30/2010	Comm. Taylor, Comm. Koons
Sheila Horne	Private Sector	9/30/2010	Comm. Taylor, Comm. Koons
Teresa Johnson	Private Sector	9/30/2011	Comm. Taylor, Comm. Koons
Candace Walker	Private Sector	9/30/2011	Comm. Taylor, Comm. Koons
Lomax Harrelle	Private Sector	9/30/2012	Comm. Abrams, Comm. Taylor, Comm. Koons
Elaine Gulley	Low-Income Sector	9/30/2010	Comm. Taylor, Comm. Koons
Carol Jennings	Low-Income Sector	9/30/2010	Comm. Taylor, Comm. Koons
Theresa Jackson	Low-Income Sector	9/30/2011	Comm. Taylor, Comm. Koons
Sharon Odums	Low-Income Sector	9/30/2012	Comm. Taylor, Comm. Koons
David Rolling	Low-Income Sector	9/30/2012	Comm. Taylor, Comm. Koons

**Summary:** On September 15, 2009, the Board of County Commissioners approved a resolution (R2009-1549) establishing a new 15 member Community Action Advisory Board. The Board consists of one-third elected public officials or their representatives, one-third private sector representation and one-third representation of low-income individuals and families residing in the identified target areas. On November 20, 2009, written notice was sent to each Commissioner to request nominations. The nominees above meet all applicable guidelines and requirements of the resolution. The Nominating Committee of the current Community Action Advisory Board met on September 15, 2009 and November 17, 2009 to review and approve the nominees listed above. (Community Action Program) Countywide (TKF).

**Background and Justification:** The Board of County Commissioners first created a Community Action Council Advisory Board (Board) in 1974. The impetus for developing this Board stems from the federal mandate to qualify Palm Beach County to receive Community Services Block Grant funds. Including the current nominees, the Board will be comprised of ten (10) Black females, three (3) Black males, one (1) White female and one (1) White male.

**Attachments:**

Board Appointment Forms  
 Resolution  
 Resumes

**Recommended by:**

  
 Department Director

12/18/09  
 Date

**Legal Sufficiency:**

  
 Assistant County Attorney

12/29/09  
 Date

## **II. REVIEW COMMENTS**

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

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**Department Director**

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

**Part I:**

Board Name: PBC Community Action Advisory Board

☒ At Large Appointment

or

☐ District Appointment

Term of Appointment: 2 Years. From: 10/1/09 To: 9/30/11

Seat Requirement: Public Sector - City of WPB (Mayor) Seat #: \_\_\_\_\_

☐ \*Reappointment

or

☐ New Appointment

or ☐ to complete the  
term of \_\_\_\_\_

Due ☐ resignation ☐ other  
to: \_\_\_\_\_

Completion of term to  
expire on: \_\_\_\_\_

**Part II:** *APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT*

Name: Jacobs Deirdre M.  
Last First Middle

Occupation/Affiliation: Special Projects Manager

Business Name: City of West Palm Beach

Business Address: 401 Clematis Street

City & State: West Palm Beach, FL Zip Code: 33401

Residence Address: \_\_\_\_\_

City & State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: ( ) Business Phone: (561) 822-1250 ext.1256

Cell Phone: ( ) Fax: (561) 822-1268

Email Address: djacobs@wpb.org

Mailing Address preference: ☐ Business Address ☐ Residence

**Minority Identification Code:**

☐ IF (Native-American Female)

☐ IM (Native-American Indian Male)

☐ AF (Asian-American Female)

☐ AM (Asian-American Male)

☒ BF (African-American Female)

☐ BM (African-American Male)

☐ HF (Hispanic-American Female)

☐ HM (Hispanic-American Male)

☐ WF (Caucasian Female)

☐ WM (Caucasian Male)

**Part III:** COMMISSIONER COMMENTS

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.**

\_\_\_\_\_  
Number of previously disclosed voting conflicts during the previous term

Signature: 

Date: 11/24/09

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

Revised 6/2007

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

**Part I:**

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☒ At Large Appointment

or

☐ District Appointment

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Seat Requirement: Public Sector - City of WPB (Mayor) Seat #: \_\_\_\_\_

☐ \*Reappointment

or

☐ New Appointment

or ☐ to complete the  
term of \_\_\_\_\_

Due ☐ resignation ☐ other  
to: \_\_\_\_\_

Completion of term to  
expire on: \_\_\_\_\_

**Part II:** *APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT*

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Last First Middle

Occupation/Affiliation: Special Projects Manager

Business Name: City of West Palm Beach

Business Address: 401 Clematis Street

City & State West Palm Beach, FL Zip Code: 33401

Residence Address: \_\_\_\_\_

City & State \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: ( ) Business Phone: (561) 822-1250 ext. 1256

Cell Phone: ( ) Fax: (561) 822-1268

Email Address: djacobs@wpb.org

Mailing Address preference: ☐ Business Address ☐ Residence

**Minority Identification Code:**

☐ IF (Native-American Female)

☐ IM (Native-American Indian Male)

☐ AF (Asian-American Female)

☐ AM (Asian-American Male)

☒ BF (African-American Female)

☐ BM (African-American Male)

☐ HF (Hispanic-American Female)

☐ HM (Hispanic-American Male)

☐ WF (Caucasian Female)

☐ WM (Caucasian Male)

**Part III:** COMMISSIONER COMMENTS

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.**

Number of previously disclosed voting conflicts during the previous term

Signature: John T. Somu

Date: \_\_\_\_\_

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

**Part I:**

Board Name: PBC Community Action Advisory Board

☒ At Large Appointment or ☐ District Appointment

Term of Appointment: 1 Years. From: 10/1/09 To: 9/30/10

Seat Requirement: Private Sector - Employment

Seat #: \_\_\_\_\_

☐ \*Reappointment or ☒ New Appointment

or ☐ to complete the term of \_\_\_\_\_

Due to: ☐ resignation ☐ other

Completion of term to expire on: \_\_\_\_\_

**Part II:** *APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT*

Name: Hawkins Gary  
Last First Middle

Occupation/Affiliation: Center Manager

Business Name: Workforce Alliance

Business Address: 1951 North Military Trail - D

City & State: West Palm Beach, FL Zip Code: 33409

Residence Address: 1500 North Congress Avenue A-15

City & State: West Palm Beach, FL Zip Code: 33401

Home Phone: (561) 615-8867 Business Phone: (561) 340-1060 ext. 2336

Cell Phone: (561) 758-4885 Fax: (561) 340-1057

Email Address: ghawkins@pbcalliance.com

Mailing Address preference: ☒ Business Address ☐ Residence

**Minority Identification Code:**

- |  |  |
|--|--|
| <input type="checkbox"/> IF (Native-American Female)   | <input type="checkbox"/> IM (Native-American Indian Male)      |
| <input type="checkbox"/> AF (Asian-American Female)    | <input type="checkbox"/> AM (Asian-American Male)              |
| <input type="checkbox"/> BF (African-American Female)  | <input checked="" type="checkbox"/> BM (African-American Male) |
| <input type="checkbox"/> HF (Hispanic-American Female) | <input type="checkbox"/> HM (Hispanic-American Male)           |
| <input type="checkbox"/> WF (Caucasian Female)         | <input type="checkbox"/> WM (Caucasian Male)                   |

**Part III:** COMMISSIONER COMMENTS

Appointment to be made at BCC Meeting on: \_\_\_\_\_

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\_\_\_\_\_  
Number of previously disclosed voting conflicts during the previous term

Signature: 

Date: 11/24/09

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

**Part I:**

Board Name: PBC Community Action Advisory Board

☒ At Large Appointment or ☐ District Appointment

Term of Appointment: 1 Years. From: 10/1/09 To: 9/30/10

Seat Requirement: Private Sector - Employment

Seat #: \_\_\_\_\_

☐ \*Reappointment or ☒ New Appointment

or ☐ to complete the  
term of \_\_\_\_\_

Due ☐ resignation ☐ other  
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Completion of term to  
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Residence Address: 1500 North Congress Avenue A-15

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Home Phone: (561) 615-8867 Business Phone: (561) 340-1060 ext. 2336

Cell Phone: (561) 758-4885 Fax: (561) 340-1057

Email Address: ghawkins@pbcalliance.com

Mailing Address preference: ☒ Business Address ☐ Residence

**Minority Identification Code:**

- |  |  |
|--|--|
| <input type="checkbox"/> IF (Native-American Female)   | <input type="checkbox"/> IM (Native-American Indian Male)      |
| <input type="checkbox"/> AF (Asian-American Female)    | <input type="checkbox"/> AM (Asian-American Male)              |
| <input type="checkbox"/> BF (African-American Female)  | <input checked="" type="checkbox"/> BM (African-American Male) |
| <input type="checkbox"/> HF (Hispanic-American Female) | <input type="checkbox"/> HM (Hispanic-American Male)           |
| <input type="checkbox"/> WF (Caucasian Female)         | <input type="checkbox"/> WM (Caucasian Male)                   |

**Part III: COMMISSIONER COMMENTS**

Appointment to be made at BCC Meeting on: \_\_\_\_\_

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\_\_\_\_\_  
Number of previously disclosed voting conflicts during the previous term

Signature: John F. Kern

Date: \_\_\_\_\_

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Revised 6/2007

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

**Part I:**

Board Name: Community Action Advisory Board

☒ At Large Appointment

or

☐ District Appointment

Term of Appointment: 1 Years. From: 10/1/09 To: 9/30/10

Seat Requirement: Private Sector - Utilities Seat #: \_\_\_\_\_

☐ \*Reappointment

or

☒ New Appointment

or ☐ to complete the  
term of \_\_\_\_\_

Due ☐ resignation ☐ other  
to: \_\_\_\_\_

Completion of term to  
expire on: \_\_\_\_\_

**Part II: *APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT***

Name: Horne Sheila M.  
Last First Middle

Occupation/Affiliation: Customer Service Supervisory

Business Name: City of Lake Worth - Lake Worth Utilities

Business Address: 414 Lake Avenue

City & State Lake Worth, FL Zip Code: 33460

Residence Address: 626 N. "L" Street

City & State Lake Worth, FL Zip Code: 33460

Home Phone: ( ) Business Phone: (561) 533-7300 ext. 2120

Cell Phone: 561 222-9697 Fax: 561 586-1761

Email Address: shorne@lakeworth.org

Mailing Address preference: ☐ Business Address ☒ Residence

**Minority Identification Code:**

☐ IF (Native-American Female)

☐ IM (Native-American Indian Male)

☐ AF (Asian-American Female)

☐ AM (Asian-American Male)

☒ BF (African-American Female)

☐ BM (African-American Male)

☐ HF (Hispanic-American Female)

☐ HM (Hispanic-American Male)

☐ WF (Caucasian Female)

☐ WM (Caucasian Male)

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Number of previously disclosed voting conflicts during the previous term

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BOARD OF COUNTY COMMISSIONERS  
ADVISORY BOARD NOMINEE INFORMATION FORM**

**Part I:**

Board Name: Community Action Advisory Board

☒ At Large Appointment

or

☐ District Appointment

Term of Appointment: 1 Years. From: 10/1/09 To: 9/30/10

Seat Requirement: Private Sector - Utilities Seat #: \_\_\_\_\_

☐ \*Reappointment

or

☒ New Appointment

or ☐ to complete the  
term of \_\_\_\_\_

Due ☐ resignation ☐ other  
to: \_\_\_\_\_

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Residence Address: 626 N. "L" Street

City & State Lake Worth, FL Zip Code: 33460

Home Phone: ( ) Business Phone: (561) 533-7300 ext. 2120

Cell Phone: (561) 222-9697 Fax: (561) 586-1761

Email Address: shorne@lakeworth.org

Mailing Address preference: ☐ Business Address ☒ Residence

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☐ AM (Asian-American Male)

☒ BF (African-American Female)

☐ BM (African-American Male)

☐ HF (Hispanic-American Female)

☐ HM (Hispanic-American Male)

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Signature: 

Date: \_\_\_\_\_



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BOARD OF COUNTY COMMISSIONERS  
ADVISORY BOARD NOMINEE INFORMATION FORM**

**Part I:**

Board Name: PBC Community Action Advisory Board

☒ At Large Appointment

or

☐ District Appointment

Term of Appointment: 2 Years. From: 10/1/09 To: 9/30/11

Seat Requirement: Private Sector - Finance Seat #: \_\_\_\_\_

☒ \*Reappointment

or

☐ New Appointment

or ☐ to complete the  
term of \_\_\_\_\_

Due ☐ resignation ☐ other  
to: \_\_\_\_\_

Completion of term to  
expire on: \_\_\_\_\_

**Part II:** *APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT*

Name: Johnson Teresa Marie  
Last First Middle

Occupation/Affiliation: Vice President of Programs

Business Name: Urban League of Palm Beach County, Inc

Business Address: 1700 N. Australian Avenue

City & State West Palm Beach, FL Zip Code: 33407

Residence Address: 5446 Club Circle

City & State West Palm Beach, FL Zip Code: 33415

Home Phone: (561) 688-2863 Business Phone: (561) 833-1461 ext. 2004

Cell Phone: (561) 386-3722 Fax: (561) 833-6050

Email Address: tjohnson@ulpbc.org

Mailing Address preference: ☒ Business Address ☐ Residence

**Minority Identification Code:**

☐ IF (Native-American Female)

☐ IM (Native-American Indian Male)

☐ AF (Asian-American Female)

☐ AM (Asian-American Male)

☒ XBF (African-American Female)

☐ BM (African-American Male)

☐ HF (Hispanic-American Female)

☐ HM (Hispanic-American Male)

☐ WF (Caucasian Female)

☐ WM (Caucasian Male)

**Part III:** COMMISSIONER COMMENTS

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Number of previously disclosed voting conflicts during the previous term

Signature: 

Date: 11/24/09

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Revised 6/2007

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BOARD OF COUNTY COMMISSIONERS  
ADVISORY BOARD NOMINEE INFORMATION FORM**

**Part I:**

Board Name: PBC Community Action Advisory Board

☒ At Large Appointment

or

☐ District Appointment

Term of Appointment: 2 Years. From: 10/1/09 To: 9/30/11

Seat Requirement: Private Sector - Health Care Seat #: \_\_\_\_\_

☐ \*Reappointment

or

☒ New Appointment

or ☐ to complete the  
term of \_\_\_\_\_

Due ☐ resignation ☐ other  
to: \_\_\_\_\_

Completion of term to  
expire on: \_\_\_\_\_

**Part II:**

***APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT***

Name: Walker Candace S.  
Last First Middle

Occupation/Affiliation: Corporate Dev. & Business Dev. Director

Business Name: Sancilio & Co., Inc.

Business Address: 3874 Fiscal Court, #200

City & State Riviera Beach, FL Zip Code: 33404

Residence Address: 291 Moccasin Trail, West

City & State Jupiter, FL Zip Code: 33458

Home Phone: (561) 252-0627 Business Phone: (561) 209-2848 ext. \_\_\_\_\_

Cell Phone: (561) Same Fax: (561) 847-2312

Email Address: candyfinland@yahoo.com

Mailing Address preference: ☐ Business Address ☒ Residence

**Minority Identification Code:**

☐ IF (Native-American Female)

☐ IM (Native-American Indian Male)

☐ AF (Asian-American Female)

☐ AM (Asian-American Male)

☐ BF (African-American Female)

☐ BM (African-American Male)

☐ HF (Hispanic-American Female)

☐ HM (Hispanic-American Male)

☒ WF (Caucasian Female)

☐ WM (Caucasian Male)

**Part III: COMMISSIONER COMMENTS**

Appointment to be made at BCC Meeting on: \_\_\_\_\_

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Number of previously disclosed voting conflicts during the previous term \_\_\_\_\_

Signature: [Signature]

Date: 11/24/09

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

**Part I:**

Board Name: PBC Community Action Advisory Board

☒ At Large Appointment

or

☐ District Appointment

Term of Appointment: 2 Years. From: 10/1/09 To: 9/30/11

Seat Requirement: Private Sector - Health Care Seat #: \_\_\_\_\_

☐ \*Reappointment

or

☒ New Appointment

or ☐ to complete the term of \_\_\_\_\_

Due to: ☐ resignation ☐ other

Completion of term to expire on: \_\_\_\_\_

**Part II:** *APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT*

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Last First Middle

Occupation/Affiliation: Corporate Dev. & Business Dev. Director

Business Name: Sancilio & Co., Inc.

Business Address: 3874 Fiscal Court, #200

City & State: Riviera Beach, FL Zip Code: 33404

Residence Address: 291 Moccasin Trail, West

City & State: Jupiter, FL Zip Code: 33458

Home Phone: (561) 252-0627 Business Phone: (561) 209-2848 ext. \_\_\_\_\_

Cell Phone: (561) Same Fax: (561) 847-2312

Email Address: candyfinland@yahoo.com

Mailing Address preference: ☐ Business Address ☒ Residence

**Minority Identification Code:**

☐ IF (Native-American Female)

☐ IM (Native-American Indian Male)

☐ AF (Asian-American Female)

☐ AM (Asian-American Male)

☐ BF (African-American Female)

☐ BM (African-American Male)

☐ HF (Hispanic-American Female)

☐ HM (Hispanic-American Male)

☒ WF (Caucasian Female)

☐ WM (Caucasian Male)

**Part III:** COMMISSIONER COMMENTS

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Number of previously disclosed voting conflicts during the previous term

Signature: 

Date: \_\_\_\_\_

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

**Part I:**

Board Name: PBC Community Action Advisory Board

☒ At Large Appointment

or

☐ District Appointment

Term of Appointment: 3 Years. From: 10/1/09 To: 9/30/12

Seat Requirement: Public Sector - City of Belle Glade Seat #: \_\_\_\_\_

☐ \*Reappointment

or

☒ New Appointment

or ☐ to complete the  
term of \_\_\_\_\_

Due  
to:

☐

resignation

☐

other

Completion of term to  
expire on: \_\_\_\_\_

**Part II:** *APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT*

Name: Harrelle Lomax  
Last First Middle

Occupation/Affiliation: City Manager

Business Name: City of Belle Glade

Business Address: 110 Dr. Martin Luther King Jr., Blvd. West

City & State Belle Glade, FL Zip Code: 33430

Residence Address: 1014 N.E. 2nd Street

City & State Belle Glade, FL Zip Code: 33430

Home Phone: ( ) Business Phone: (561) 992-1601 ext. \_\_\_\_\_

Cell Phone: (561) 449-1011 Fax: (561) 992-2221

Email Address: lharrelle@belleglade-fl.com

Mailing Address preference: ☒ Business Address ☐ Residence

**Minority Identification Code:**

☐ IF (Native-American Female)

☐ IM (Native-American Indian Male)

☐ AF (Asian-American Female)

☐ AM (Asian-American Male)

☐ BF (African-American Female)

☐ BM (African-American Male)

☐ HF (Hispanic-American Female)

☐ HM (Hispanic-American Male)

☐ WF (Caucasian Female)

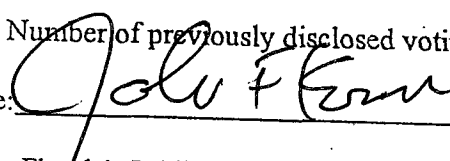
☒ WM (Caucasian Male)

**Part III:** COMMISSIONER COMMENTS

Appointment to be made at BCC Meeting on: \_\_\_\_\_

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\_\_\_\_\_  
Number of previously disclosed voting conflicts during the previous term

Signature: 

Date: \_\_\_\_\_

## Part I:

Revised 6/2007

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BOARD OF COUNTY COMMISSIONERS  
ADVISORY BOARD NOMINEE INFORMATION FORM**

**Part I:**

Board Name: PBC Community Action Advisory Board

☒ At Large Appointment or ☐ District Appointment

Term of Appointment: 3 Years. From: 10/1/09 To: 9/30/12

Seat Requirement: Public Sector - City of Belle Glade Seat #: \_\_\_\_\_

☐ \*Reappointment or ☒ New Appointment

or ☐ to complete the term of \_\_\_\_\_ Due ☐ resignation ☐ other to: \_\_\_\_\_

Completion of term to  
expire on: \_\_\_\_\_

**Part II:** *APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT*

Name: Harrelle Lomax  
Last First Middle

Occupation/Affiliation: City Manager

Business Name: City of Belle Glade

Business Address: 110 Dr. Martin Luther King Jr., Blvd. West

City & State Belle Glade, FL Zip Code: 33430

Residence Address: 1014 N.E. 2nd Street

City & State Belle Glade, FL Zip Code: 33430

Home Phone: ( ) Business Phone: (561) 992-1601 ext. \_\_\_\_\_

Cell Phone: (561) 449-1011 Fax: (561) 992-2221

Email Address: lharrelle@belleglade-fl.com

Mailing Address preference: ☒ Business Address ☐ Residence

**Minority Identification Code:**

- |  |   |
|--|---|
| <input type="checkbox"/> IF (Native-American Female)   | <input type="checkbox"/> IM (Native-American Indian Male) |
| <input type="checkbox"/> AF (Asian-American Female)    | <input type="checkbox"/> AM (Asian-American Male)         |
| <input type="checkbox"/> BF (African-American Female)  | <input type="checkbox"/> BM (African-American Male)       |
| <input type="checkbox"/> HF (Hispanic-American Female) | <input type="checkbox"/> HM (Hispanic-American Male)      |
| <input type="checkbox"/> WF (Caucasian Female)         | <input checked="" type="checkbox"/> WM (Caucasian Male)   |

**Part III:** COMMISSIONER COMMENTS

Appointment to be made at BCC Meeting on: \_\_\_\_\_

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\_\_\_\_ Number of previously disclosed voting conflicts during the previous term

Signature: 

Date: 11/24/2009

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Revised 6/2007

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

**Part I:**

Board Name: PBC Community Action Advisory Board

☒ At Large Appointment or ☐ District Appointment

Term of Appointment: 1 Years. From: 10/1/09 To: 09/30/10

Seat Requirement: Low Income Repr. - Belle Glade Seat #: \_\_\_\_\_

☐ \*Reappointment or ☒ New Appointment

or ☐ to complete the term of \_\_\_\_\_ Due ☐ resignation ☐ other to: \_\_\_\_\_

Completion of term to expire on: \_\_\_\_\_

**Part II:** *APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT*

Name: Gulley Elaine  
Last First Middle

Occupation/Affiliation: Registered Nurse

Business Name: Lakeside Medical Center

Business Address: 39200 Hooker Hwy.

City & State Belle Glade, FL Zip Code: 33430

Residence Address: 2360 East Main Street

City & State Pahokee, FL Zip Code: 33476

Home Phone: (561) 924-2397 Business Phone: (561) 996-6571 ext. \_\_\_\_\_

Cell Phone: (561) 985-4066 Fax: ( )

Email Address: elainegulley@att.net

Mailing Address preference: ☐ Business Address ☐ Residence

**Minority Identification Code:**

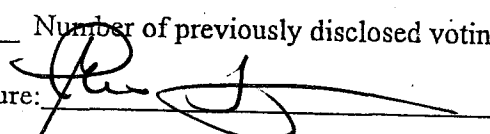
- |  |   |
|--|---|
| <input type="checkbox"/> IF (Native-American Female)             | <input type="checkbox"/> IM (Native-American Indian Male) |
| <input type="checkbox"/> AF (Asian-American Female)              | <input type="checkbox"/> AM (Asian-American Male)         |
| <input checked="" type="checkbox"/> BF (African-American Female) | <input type="checkbox"/> BM (African-American Male)       |
| <input type="checkbox"/> HF (Hispanic-American Female)           | <input type="checkbox"/> HM (Hispanic-American Male)      |
| <input type="checkbox"/> WF (Caucasian Female)                   | <input type="checkbox"/> WM (Caucasian Male)              |

**Part III:** COMMISSIONER COMMENTS

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.**

\_\_\_\_ Number of previously disclosed voting conflicts during the previous term

Signature: 

Date: 11/24/09

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

Revised 6/2007



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

**Part I:**

Board Name: PBC Community Action Advisory Board

☒ At Large Appointment

or

☐ District Appointment

Term of Appointment: 1 Years. From: 10/1/09 To: 09/30/10

Seat Requirement: Low Income Repr. - Belle Glade Seat #: \_\_\_\_\_

☐ \*Reappointment

or

☒ New Appointment

or ☐ to complete the  
term of \_\_\_\_\_

Due ☐ resignation ☐ other  
to: \_\_\_\_\_

Completion of term to  
expire on: \_\_\_\_\_

**Part II:** *APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT*

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Last First Middle

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Business Name: Lakeside Medical Center

Business Address: 39200 Hooker Hwy.

City & State Belle Glade, FL Zip Code: 33430

Residence Address: 2360 East Main Street

City & State Pahokee, FL Zip Code: 33476

Home Phone: (561) 924-2397 Business Phone: (561) 996-6571 ext. \_\_\_\_\_

Cell Phone: (561) 985-4066 Fax: ( )

Email Address: elainegulley@att.net

Mailing Address preference: ☐ Business Address ☐ Residence

**Minority Identification Code:**

☐ IF (Native-American Female)

☐ IM (Native-American Indian Male)

☐ AF (Asian-American Female)

☐ AM (Asian-American Male)

☒ BF (African-American Female)

☐ BM (African-American Male)

☐ HF (Hispanic-American Female)

☐ HM (Hispanic-American Male)

☐ WF (Caucasian Female)

☐ WM (Caucasian Male)

**Part III:** COMMISSIONER COMMENTS

Appointment to be made at BCC Meeting on: \_\_\_\_\_

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\_\_\_\_ Number of previously disclosed voting conflicts during the previous term

Signature: 

Date: \_\_\_\_\_

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Revised 6/2007

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

**Part I:**

Board Name: PBC Community Action Advisory Board

☒ At Large Appointment

or

☐ District Appointment

Term of Appointment: 1 Years. From: 10/1/09 To: 9/30/10

Seat Requirement: Low Income Repr. - West Palm Beach

Seat #: \_\_\_\_\_

☐ \*Reappointment

or

☒ New Appointment

or ☐ to complete the  
term of \_\_\_\_\_

Due  
to:

☐ resignation ☐ other

Completion of term to  
expire on: \_\_\_\_\_

**Part II:**

***APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT***

Name: Jennings Carol Elaine  
Last First Middle

Occupation/Affiliation: Retired Social Worker

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

City & State \_\_\_\_\_

Zip Code: \_\_\_\_\_

Residence Address: 1850 N. Congress Avenue, #F-210

City & State \_\_\_\_\_

West Palm Beach, FL

Zip Code: 33401

Home Phone: 561 574-0474

Business Phone: ( ) ext. \_\_\_\_\_

Cell Phone: ( )

Fax: ( )

Email Address: \_\_\_\_\_

Mailing Address preference: ☐ Business Address ☒ Residence

**Minority Identification Code:**

☐ IF (Native-American Female)

☐ IM (Native-American Indian Male)

☐ AF (Asian-American Female)

☐ AM (Asian-American Male)

☒ BF (African-American Female)

☐ BM (African-American Male)

☐ HF (Hispanic-American Female)

☐ HM (Hispanic-American Male)

☐ WF (Caucasian Female)

☐ WM (Caucasian Male)

**Part III: COMMISSIONER COMMENTS**

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.**

\_\_\_\_\_  
Number of previously disclosed voting conflicts during the previous term

Signature: \_\_\_\_\_

Date: 11/24/09

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Revised 6/2007

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

**Part I:**

Board Name: PBC Community Action Advisory Board

☒ At Large Appointment

or

☐ District Appointment

Term of Appointment: 1 Years. From: 10/1/09 To: 9/30/10

Seat Requirement: Low Income Repr. - West Palm Beach

Seat #: \_\_\_\_\_

☐ \*Reappointment

or

☒ New Appointment

or ☐ to complete the  
term of \_\_\_\_\_

Due  
to:

☐ resignation ☐ other

Completion of term to  
expire on: \_\_\_\_\_

**Part II:**

***APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT***

Name: Jennings Carol Elaine  
Last First Middle

Occupation/Affiliation: Retired Social Worker

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

City & State \_\_\_\_\_

Zip Code: \_\_\_\_\_

Residence Address: 1850 N. Congress Avenue, #F-210

City & State \_\_\_\_\_

West Palm Beach, FL

Zip Code: 33401

Home Phone: (561) 574-0474

Business Phone: ( ) ext. \_\_\_\_\_

Cell Phone: ( )

Fax: ( )

Email Address: \_\_\_\_\_

Mailing Address preference: ☐ Business Address ☒ Residence

**Minority Identification Code:**

☐ IF (Native-American Female)

☐ IM (Native-American Indian Male)

☐ AF (Asian-American Female)

☐ AM (Asian-American Male)

☒ BF (African-American Female)

☐ BM (African-American Male)

☐ HF (Hispanic-American Female)

☐ HM (Hispanic-American Male)

☐ WF (Caucasian Female)

☐ WM (Caucasian Male)

**Part III: COMMISSIONER COMMENTS**

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.**

\_\_\_\_\_  
Number of previously disclosed voting conflicts during the previous term

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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Revised 6/2007

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

**Part I:**

Board Name: PBC Community Action Advisory Board

☒ At Large Appointment or ☐ District Appointment

Term of Appointment: 2 Years. From: 10/1/09 To: 9/30/11

Seat Requirement: Low Income Repr. - Delray/Boynton

Seat #: \_\_\_\_\_

☐ \*Reappointment or ☒ New Appointment

or ☐ to complete the term of \_\_\_\_\_ Due to: ☐ resignation ☐ other

Completion of term to  
expire on: \_\_\_\_\_

**Part II:** *APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT*

Name: Jackson Theresa A.  
Last First Middle

Occupation/Affiliation: Adm. Assistant for Job Development

Business Name: Women's Circle

Business Address: 145 NE 4th Avenue

City & State: Boynton Beach, FL Zip Code: 33435

Residence Address: 805 South B Street

City & State: Lake Worth, FL Zip Code: 33460

Home Phone: (561) 588-0155 Business Phone: (561) 364-9501 ext.

Cell Phone: ( ) Fax: ( )

Email Address: \_\_\_\_\_

Mailing Address preference: ☐ Business Address ☒ Residence

**Minority Identification Code:**

- |  |   |
|--|---|
| <input type="checkbox"/> IF (Native-American Female)             | <input type="checkbox"/> IM (Native-American Indian Male) |
| <input type="checkbox"/> AF (Asian-American Female)              | <input type="checkbox"/> AM (Asian-American Male)         |
| <input checked="" type="checkbox"/> BF (African-American Female) | <input type="checkbox"/> BM (African-American Male)       |
| <input type="checkbox"/> HF (Hispanic-American Female)           | <input type="checkbox"/> HM (Hispanic-American Male)      |
| <input type="checkbox"/> WF (Caucasian Female)                   | <input type="checkbox"/> WM (Caucasian Male)              |

**Part III:** COMMISSIONER COMMENTS

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.**

Number of previously disclosed voting conflicts during the previous term

Signature: \_\_\_\_\_

Date: 11/24/09

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Revised 6/2007

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

**Part I:**

Board Name: PBC Community Action Advisory Board

☒ At Large Appointment or ☐ District Appointment

Term of Appointment: 2 Years. From: 10/1/09 To: 9/30/11

Seat Requirement: Low Income Repr. - Delray/Boynton

Seat #: \_\_\_\_\_

☐ \*Reappointment or ☒ New Appointment

or ☐ to complete the term of \_\_\_\_\_

Due to: ☐ resignation ☐ other

Completion of term to expire on: \_\_\_\_\_

**Part II:** *APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT*

Name: Jackson Theresa A.  
Last First Middle

Occupation/Affiliation: Adm. Assistant for Job Development

Business Name: Women's Circle

Business Address: 145 NE 4th Avenue

City & State: Boynton Beach, FL Zip Code: 33435

Residence Address: 805 South B Street

City & State: Lake Worth, FL Zip Code: 33460

Home Phone: (561) 588-0155 Business Phone: (561) 364-9501 ext.

Cell Phone: ( ) Fax: ( )

Email Address: \_\_\_\_\_

Mailing Address preference: ☐ Business Address ☒ Residence

**Minority Identification Code:**

- |  |   |
|--|---|
| <input type="checkbox"/> IF (Native-American Female)             | <input type="checkbox"/> IM (Native-American Indian Male) |
| <input type="checkbox"/> AF (Asian-American Female)              | <input type="checkbox"/> AM (Asian-American Male)         |
| <input checked="" type="checkbox"/> BF (African-American Female) | <input type="checkbox"/> BM (African-American Male)       |
| <input type="checkbox"/> HF (Hispanic-American Female)           | <input type="checkbox"/> HM (Hispanic-American Male)      |
| <input type="checkbox"/> WF (Caucasian Female)                   | <input type="checkbox"/> WM (Caucasian Male)              |

**Part III:** COMMISSIONER COMMENTS

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.**

Number of previously disclosed voting conflicts during the previous term

Signature: 

Date: \_\_\_\_\_

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Revised 6/2007

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

**Part I:**

Board Name: PBC Community Action Advisory Board

☒ At Large Appointment

or

☐ District Appointment

Term of Appointment: 3 Years. From: 10/1/09 To: 9/30/12

Seat Requirement: Low Income Representative - Lake Worth Seat #: \_\_\_\_\_

☐ \*Reappointment

or

☒ New Appointment

or ☐ to complete the  
term of \_\_\_\_\_

Due ☐ resignation ☐ other  
to: \_\_\_\_\_

Completion of term to  
expire on: \_\_\_\_\_

**Part II:** *APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT*

Name: Odums Sharon  
Last First Middle

Occupation/Affiliation: Retired

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

City & State \_\_\_\_\_ Zip Code: \_\_\_\_\_

Residence Address: 1611 South Douglas Street

City & State Lake Worth, FL Zip Code: 33460

Home Phone: (561) 577-2607 Business Phone: ( ) ext. \_\_\_\_\_

Cell Phone: (561) 346-3418 Fax: ( )

Email Address: entity1127@yahoo.com

Mailing Address preference: ☐ Business Address ☒ Residence

**Minority Identification Code:**

☐ IF (Native-American Female)

☐ IM (Native-American Indian Male)

☐ AF (Asian-American Female)

☐ AM (Asian-American Male)

☒ BF (African-American Female)

☐ BM (African-American Male)

☐ HF (Hispanic-American Female)

☐ HM (Hispanic-American Male)

☐ WF (Caucasian Female)

☐ WM (Caucasian Male)

**Part III:** COMMISSIONER COMMENTS

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.**

\_\_\_\_\_  
Number of previously disclosed voting conflicts during the previous term

Signature: [Signature]

Date: 11/24/09

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Revised 6/2007

## Part I:

**or**

**or**

Revised 6/2007

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

**Part I:**

Board Name: PBC Community Action Advisory Board

☒ At Large Appointment

or

☐ District Appointment

Term of Appointment: 3 Years. From: 10/1/09 To: 9/30/12

Seat Requirement: Low Income Repr. - Riviera Beach Seat #: \_\_\_\_\_

☐ \*Reappointment

or

☒ New Appointment

or ☐ to complete the  
term of \_\_\_\_\_

Due ☐ resignation ☐ other  
to: \_\_\_\_\_

Completion of term to  
expire on: \_\_\_\_\_

**Part II:      *APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT***

Name: Rolling David A.  
Last First Middle

Occupation/Affiliation: Attorney

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

City & State \_\_\_\_\_ Zip Code: \_\_\_\_\_

Residence Address: 1201 W. 1st Street

City & State Riviera Beach, FL Zip Code: 33404

Home Phone: ( ) Business Phone: ( ) ext. \_\_\_\_\_

Cell Phone: 561) 254-0353 Fax: ( )

Email Address: darolling@bellsouth.net

Mailing Address preference: ☐ Business Address ☒ Residence

**Minority Identification Code:**

- |  |  |
|--|--|
| <input type="checkbox"/> IF (Native-American Female)   | <input type="checkbox"/> IM (Native-American Indian Male)      |
| <input type="checkbox"/> AF (Asian-American Female)    | <input type="checkbox"/> AM (Asian-American Male)              |
| <input type="checkbox"/> BF (African-American Female)  | <input checked="" type="checkbox"/> BM (African-American Male) |
| <input type="checkbox"/> HF (Hispanic-American Female) | <input type="checkbox"/> HM (Hispanic-American Male)           |
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Appointment to be made at BCC Meeting on: \_\_\_\_\_

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Revised 6/2007



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

**Part I:**

Board Name: PBC Community Action Advisory Board

☒ At Large Appointment or ☐ District Appointment

Term of Appointment: 3 Years. From: 10/1/09 To: 9/30/12

Seat Requirement: Low Income Repr. - Riviera Beach Seat #: \_\_\_\_\_

☐ \*Reappointment or ☒ New Appointment

or ☐ to complete the term of \_\_\_\_\_ Due to: ☐ resignation ☐ other

Completion of term to expire on: \_\_\_\_\_

**Part II: *APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT***

Name: Rolling David A.  
Last First Middle

Occupation/Affiliation: Attorney

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

City & State \_\_\_\_\_ Zip Code: \_\_\_\_\_

Residence Address: 1201 W. 1st Street

City & State Riviera Beach, FL Zip Code: 33404

Home Phone: ( ) Business Phone: ( ) ext. \_\_\_\_\_

Cell Phone: 561) 254-0353 Fax: ( )

Email Address: darolling@bellsouth.net

Mailing Address preference: ☐ Business Address ☒ Residence

**Minority Identification Code:**

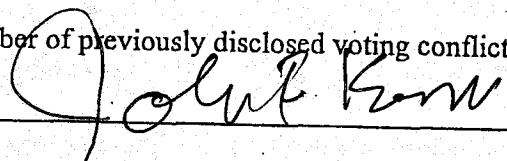
- |  |  |
|--|--|
| <input type="checkbox"/> IF (Native-American Female)   | <input type="checkbox"/> IM (Native-American Indian Male)      |
| <input type="checkbox"/> AF (Asian-American Female)    | <input type="checkbox"/> AM (Asian-American Male)              |
| <input type="checkbox"/> BF (African-American Female)  | <input checked="" type="checkbox"/> BM (African-American Male) |
| <input type="checkbox"/> HF (Hispanic-American Female) | <input type="checkbox"/> HM (Hispanic-American Male)           |
| <input type="checkbox"/> WF (Caucasian Female)         | <input type="checkbox"/> WM (Caucasian Male)                   |

**Part III: COMMISSIONER COMMENTS**

Appointment to be made at BCC Meeting on: \_\_\_\_\_

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Number of previously disclosed voting conflicts during the previous term

Signature:  Date: \_\_\_\_\_

# COMMUNITY ACTION BOARD MEMBERSHIP ROSTER

## PUBLIC SECTOR (5 Seats)

1. **PBC BCC AT-LARGE**  
Bd. County Commissioner  
P.O. Box 1989  
West Palm Beach, FL 33402
2. **PBC BCC AT-LARGE**  
Bd. County Commissioner  
P.O. Box 1989  
West Palm Beach, FL 33402
3. **PBC BCC AT-LARGE**  
Bd. County Commissioner  
P.O. Box 1989  
West Palm Beach, FL 33402  
355-2207
4. **Mayor, City of West Palm Beach**  
P.O. Box 3366  
West Palm Beach, FL 33402  
659-8000 / 822-1424 (fax#)
5. **City of Belle Glade**  
110 Dr. MLK Jr. Blvd. West  
Belle Glade, FL 33430  
(561) 992-1601

## REPRESENTATIVES

- Dr. Yvette Coursey, Chair**  
Sickle Cell Foundation  
P.O. Box 3823  
West Palm Beach, FL 33402  
833-3113 (w) / 863-8569 (h)  
659-4505 fax  
**3 Yr. Term:** 10/1/09 - 09/30/12
- Vincent R. Goodman, Vice-Chair**  
450 W. 36<sup>th</sup> Street  
Riviera Beach, FL 33404  
842-6421(H) / (561) 313-4576 cell  
**1 Yr. Term:** 10/1/09 - 09/30/10
- Pamela "Pam" Williams**  
1572 W. 33<sup>rd</sup> Street  
Riviera Beach, FL 33404  
506-1370 (cell) / 844-4854 (H)  
**2 Yr. Term:** 10/1/09 - 9/30/11
- Vacant**
- Vacant**

**BUSINESS/INDUSTRY, SOCIAL SERVICES ETC. (5 Seats)**

6.	Vacant
7.	Vacant
8.	Vacant
9.	Vacant
10.	Vacant

**REPRESENTATIVES OF THE POOR (5 Seats)**

11.	Vacant
12.	Vacant
13.	Vacant
14.	Vacant
15.	Vacant

**A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF PALM BEACH COUNTY, FLORIDA, DESIGNATING THE BOARD OF COUNTY COMMISSIONERS AS THE COMMUNITY ACTION COUNCIL; ESTABLISHING THE COMMUNITY ACTION ADVISORY BOARD; DESIGNATING THE COMMUNITY ACTION ADVISORY BOARD AS THE COMMUNITY SERVICES BLOCK GRANT ADVISORY COMMITTEE; PROVIDING FOR ROLES AND RESPONSIBILITIES; PROVIDING FOR AN EFFECTIVE DATE.**

WHEREAS, the U.S. Department of Health and Human Services (HHS) requires that recipients of Community Services Block Grant (CSBG) funds comply with the Community Opportunities, Accountability, and Training and Educational Services Act of 1998, as amended; and

WHEREAS, Section 676B, (b)(1) of that Act requires that a public entity administer the program through a tripartite board composed of members representing the public, private, and low-income sectors of the community; and

WHEREAS, the Community Services Block Grant provides funds for the reduction of poverty, the revitalization of low-income communities, and the empowerment of low-income families and individuals to become fully self-sufficient; and

WHEREAS, Palm Beach County through the Department of Community Services wishes to comply with HHS requirements regarding the Community Action Advisory Board;

WHEREAS, the Board of County Commissioners was previously designated as the Community Action Council and the grantee for the CSBG program through ordinances 74-20 and 04-042, which have been repealed; and

WHEREAS, pursuant to ordinances 74-20 and 04-042, a Community Action Council Administering Board was established.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF PALM BEACH COUNTY, FLORIDA, as follows:

**SECTION 1: DESIGNATION OF THE BOARD OF COUNTY COMMISSIONERS AS THE COMMUNITY ACTION COUNCIL AND CSBG GRANTEE**

The Board of County Commissioners is hereby designated as the Community Action Council and the grantee of CSBG funding received by Palm Beach County.

**SECTION 2: ESTABLISHMENT OF THE COMMUNITY ACTION ADVISORY BOARD AND DESIGNATION AS THE CSBG ADVISORY COMMITTEE**

There is hereby established an advisory board to be known as the Community Action Advisory Board, hereinafter referred to as "Advisory Board." Said Advisory Board is

designated as the CSBG Advisory Committee pursuant to the CSBG guidelines of the State of Florida Department of Community Affairs.

### SECTION 3: COMPOSITION

- A. The Advisory Board shall be comprised of fifteen (15) members, as follows:
- 1) One-third of the members of the Advisory Board shall be elected public officials holding office on the date of selection, or their representatives. A letter reaffirming agreement to serve as an Advisory Board member, or delegation to a representative, signed by the elected official, shall be required each year until the official's elective term ends.
  - 2) Not fewer than one-third (1/3) of the members of the Advisory Board shall be persons chosen in accordance with democratic selection procedures adequate to assure that they are representatives of low-income individuals and families in the target neighborhood served. Each representative of the low-income sector selected to represent a specific target neighborhood within the community must reside in the neighborhood served. The County will define what constitutes a target neighborhood.
  - 3) The remainder of the members of the Advisory Board shall be persons who can bring pertinent and significant resources from the private sector to the Community Action mission of assisting low-income persons to acquire greater control over their lives and to increase their degree of self-sufficiency.

### SECTION 4: APPOINTMENTS, TERMS, VACANCIES AND COMPOSITIONS

- A. All members of the Advisory Board shall be residents of Palm Beach County, Florida at the time of appointment and while serving on the Advisory Board.
- B. Terms of office for the Advisory Board members shall be three (3) year terms. An individual may serve two (2) consecutive full terms. An individual may be eligible for reappointment for additional terms after they have been off of the Board for a minimum of two (2) years.
- C. Terms shall begin on October 1 and end on September 30.
- D. Terms shall be staggered such that one-third (1/3) of the Advisory Board members shall be selected each year.
- E. Nominations shall be requested by County staff upon adoption of this resolution and generally every year thereafter in a manner that will provide for appointment or reappointment prior to the term expiration. All nominations shall be approved by the Board of County Commissioners.
- F. A vacancy occurring during a term shall be filled for the unexpired term and in the manner prescribed above.
- G. All Advisory Board members serve at the pleasure of the Board of County Commissioners.

- H. Members appointed pursuant to Section 3.A.1) will no longer be eligible to serve on the Advisory Board if they, or the elected official they represent, no longer hold elected public office.

#### SECTION 5: AUTHORITY

- A. The Advisory Board shall have the authority and power to advise the Board of County Commissioners on the development, planning, implementation and evaluation of the CSBG program to serve low-income communities.
- B. Members shall be subject to the rules and procedures of the Advisory Board, if rules and procedures are created, and to the overall authority of the Board of County Commissioners of Palm Beach County, Florida.

#### SECTION 6: CODE OF ETHICS

Advisory Board members shall abide by the Palm Beach County Code of Ethics as stated in County Resolution 94-693 as may be amended.

#### SECTION 7: RESPONSIBILITIES

The responsibilities of the Community Action Advisory Board shall include the following:

- A. Conduct regular assessments of the circumstances of low-income individuals and families and of the resources available and needed in the community to support movement by low-income persons toward greater self-sufficiency;
- B. Create a forum for citizen participation that maximizes participation of those served so as to best stimulate and take full advantage of capabilities for self-advancement and assure that programs and projects are meaningful to and widely utilized by their intended beneficiaries;
- C. Participate fully in the development and implementation of programs and projects designed to serve the poor or low-income citizens of the County;
- D. Review and recommend programs and projects for the use of the CSBG funds;
- E. Foster and promote cooperation between governmental agencies, community-based non-governmental non-profit organizations and business interests in order to achieve the goals and outcomes of community action plans;
- F. Submit an annual report to the Board of County Commissioners on activities undertaken and accomplishments made during the preceding year;
- G. Receive reasonable advance notice of, and an opportunity to make recommendations, concerning:
- 1) Appointment of the program coordinator;
  - 2) Determination of overall program plans and priorities;
  - 3) Approval of program proposals and budgets;
  - 4) Enforcement of compliance with all conditions of federal and state grants;

- 5) Corrective measures to remove roadblocks affecting program implementation;
  - 6) Determination, subject to federal, state, and local regulations and policies, of rules of procedure for the Advisory Board;
  - 7) Any changes to this Resolution. In the event that the Advisory Board determines a public meeting is necessary to address any changes to this Resolution, said public meeting will be arranged prior to submission of any such change to the Board of County Commissioners.
- H. To perform such other duties as may be from time to time assigned by the Board of County Commissioners.

#### SECTION 8: MEETINGS

- A. The Advisory Board shall meet a minimum of ten (10) times a year; however, members may be required to attend additional meetings.
- B. A majority of the members appointed shall constitute a quorum for the conduct of the Advisory Board's business.
- C. In the presence of a quorum, Advisory Board business shall be conducted by a vote of a majority present and be governed by Robert's Rules of Order.
- D. The Chair shall have the authority to call emergency meetings, as is needed and appropriate, by informing members at least three (3) days in advance.
- E. Public notice of all Advisory Board meetings shall be provided consistent with the requirements of the Florida Department of Community Affairs and Florida laws, and all such meetings shall be open to the public at all times.

#### SECTION 9: OFFICERS

A Chair, Vice-chair, and Secretary shall be elected by a majority vote of the Advisory Board and shall serve for a term of one (1) year, but not to exceed two (2) consecutive terms in any one (1) office.

- A. Duties of the Chair:
  - 1) Call and set the agenda for Advisory Board meetings;
  - 2) Preside at Advisory Board meetings;
  - 3) Establish committees, appoint committee chairs and charge committees with specific tasks;
  - 4) Serve as primary liaison with program staff; and
  - 5) Perform other functions as the Advisory Board may assign by rule or order.
- B. The Vice-chair shall perform the duties of the Chair in the Chair's absence, and such other duties as the Chair may assign.
- C. The Secretary shall be responsible for Board record-keeping and documentation.

Vacancies in any officer position shall be filled for the remainder of the term by the Advisory Board.

SECTION 10: REMOVAL FOR LACK OF ATTENDANCE

Members of the Advisory Board shall be automatically removed for lack of attendance. Lack of attendance is defined as failure to attend three (3) consecutive meetings or failure to attend at least two-thirds of the meetings scheduled during a program year. Participation for less than three-fourths of a meeting shall constitute lack of attendance. Members removed under this paragraph shall not continue to serve until a new appointment is made and removal shall create a vacancy.

SECTION 11: EFFECTIVE DATE

This Resolution shall become effective upon approval by a majority vote of the Board of County Commissioners, Palm Beach County, Florida.

The foregoing Resolution was offered by Commissioner Marcus, who moved its adoption. The motion was seconded by Commissioner Vana, and upon being put to a vote, the vote was as follows:

Commissioner Karen Marcus, District 1	<u>      Aye      </u>
Commissioner John F. Koons, District 2	<u>      Aye      </u>
Commissioner Shelley Vana, District 3	<u>      Aye      </u>
Commissioner Steven Abrams, District 4	<u>      Aye      </u>
Commissioner Burt Aaronson, District 5	<u>      Aye      </u>
Commissioner Jess Santamaria, District 6	<u>      Aye      </u>
Commissioner Priscilla Taylor, District 7	<u>      Aye      </u>

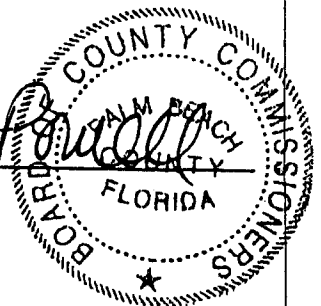
The Chairperson thereupon declared the Resolution duly passed and adopted this 15th day of September, 2009.

APPROVED AS TO FORM AND  
LEGAL SUFFICIENCY

ATTEST:  
SHARON R. BOCK,  
CLERK & COMPTROLLER

BY: Tammy K. Fields  
Sr. Assistant County Attorney

BY: Sharon R. Bock  
Deputy Clerk





**MARY B. HAWKINS SR.**  
**500 North Congress Avenue A-15**  
**Vest Palm Beach, Florida 33401**  
**(561) 615-8867 (H) (561) 758-4885 (C)**

**OBJECTIVE**

Become a member of the Community Action Advisory Board utilizing my 19 years of career development, counseling, staff motivation, monitoring, managing, and goal setting skills.

**SUMMARY of QUALIFICATIONS**

- Demonstrates strong communications and interpersonal skills
- Proven ability to work hard, establish trust, and pay attention to detail
- Strong operations, customer service, public relation skills and effective judgment
- Experienced in training, developing, monitoring and reviewing reports and evaluating personnel
- Ability to produce results under adverse conditions

**PROFESSIONAL EXPERIENCE**

**Workforce Alliance** **2007 – Present**  
**Center Manager**  
Proactively identifies key business/organizations in the local community establishing enduring working relationships while promoting Workforce Alliance programs and services. Work across boundaries with Business Services and Community Relations to coordinate involvement in the community and to ensure Workforce Alliance mission and goals are met. Manages the maintenance and administration of the Career Center facility. Ensure facility is in compliance with OSHA requirements and leads the Career Center on all Emergency Preparedness making sure plans are current. Handles elevated customer complaints within the Career Center and achieves complaint resolutions. Observes staff to ensure quality customer service is delivered to all customers and that Workforce Alliance policies and procedures are adhered to.

**Arbor E&T, LLC** **2006 – 2007**  
**Center Manager**  
Responsible for overseeing the functional operations of the assigned Workforce Center. Monitors and assists with the implementation of project goals and objectives. Monitors and implements actions to meet designed plans. Manages daily project operations and staff. Ensures development, completion, and implementation of desk procedures for all programs or all functional areas. Responsible for effective communication and administration of policies and procedures and staff development.

**Agency for Workforce Innovation** **2006 - 2006**  
**Employment Security Rep II - (Job Corps)**  
Coordinate and develop a local outreach plan through planned contact with and presentations to employers, community based youth development agencies, career days, job fairs, one-stop centers, schools and other state agencies with emphasis on Job Corps' Career Development System. Provide case management services to all eligible applicants: applicant intake, One-Stop Center registration and orientation, provide counseling/guidance, develop a Personal Career Development Plan, refer applicants to training, enroll applicants in training and develop a 30/60 day follow-up support plan. Conduct behavior backgrounds checks, collect and analyze school and medical records. Refer students to Job Corps centers, monitor and review the application process to ensure suitability of applicants for Job Corps. Provide on-sight Technical assistance to ensure suitability of applicants and Provides quality review of applicant's folders within assigned geographic area.

**ArborE&T, LLC** **2006 - 2006**  
**Career Consultant - WIA**  
Managed a case load of WIA customers providing required services as needed. Provided case management focusing on helping customer obtain employment. Duties included: intake, interviewing, eligibility verification, referrals to supportive services, employer services, job coaching, job search, and orientation/classroom instruction. Facilitated customer access to training, education, and employment services, as well as, job-specific information. Ensured that referrals are processed and initial assessments are conducted in a timely manner. Ensured that case documentation meets regulatory guidelines.

**ACS State and Local Solutions, West Palm Beach, FL**  
**Environment Specialist - Alternative Education** **2004 - 2006**  
provided Behavior Intervention and fostered the highest level of professional conduct from all Associates and maintained a physical and social environment in which only professional behavior is tolerated. Ensured that Associate behavior was consistent with all ACS policies and procedures. Acted as direct liaison between ACS and local law enforcement and evaluated, recommended, and implemented changes that maintained and increased the safety and professionalism of the center.

**Account Executive - WIA** **2003 - 2004**  
facilitate center orientation and application process, Provide customer with labor market information and job search services. Data entry into OSMIS, CIS, and ODDS computer systems. Provide job search assistance to customers through OSMIS state computer system, career center job postings, and computer web sites, also provided resume and cover letter assistance. Responsible for monthly case management, placement and retention. Also issued and reconciled monthly gas cards and bus passes for WIA and Wages case managers •.

**Lead Account Executive - WAGES** **2000 - 2003**  
development of CWEP contracts sites for participants, Marketing to local business communities and providing presentations to educate the business community. Utilize and update ISS for customer's progress. Provided case management for medical deferred customers, scheduled and completed hardship process for customer, complied weekly and monthly reports for case managers, assured red and green reports measurements were being accomplished. Also complied weekly and monthly reports for WIA and WAGES billing for placements and retention. Back up to service center manager when out of office, provided training for staff for new computer system for OSST, also provided training for CIS, ODDS and JIS state system. Updated staff on new laws and procedures. Also back up for job club facilitator. Responsible for processing applications, ISS, supportive services, placement and retention for the RITA program.

**Lead Account Executive In School/Out of School Youth Program** **2001 - 2003**  
responsible for implementation of program, facilitated orientation collected required documentation and completed application process. Administered and implemented job club curriculum, completed ISS to document customer goals and needs. Provided customers assistance with job placement, determine training needs for qualified customers, issued referrals and supportive services for customers in training and seeking employment. Complied weekly and monthly reports for WIA and WAGES placement and retention billing, documents all services for case management.

**Rockheed Martin, Riviera Beach, FL**  
**Account Executive - WAGES** **1997 - 2001**  
implemented new process for WAGES pilot program, scheduled customer for orientation process, referred customer to accountable activity, provided supportive services as needed for childcare, and transportation, scheduled customer for next required activity, maintained updated case management. Also assisted with job club activities, developed CWEP contracts, developed employer contacts and referred customer to employment opportunities. Trained new employees on WAGES process and data entry into state system. Processed hardship request for approval. Implementation and coordination of Summer Youth Program.

**Education**

**Florida Certified Workforce Professional 1 & 2** **2003, 2009**

**Tennessee Tech University, Cookeville, TN**  
**Business Administration** **1979 – 1981**

**Palm Beach Gardens High School, P. B. Gardens, FL**  
**Diploma** **1979**

*Sheila Horne*  
*626 N "L" Street*  
*Lake Worth, Fl 33460*  
*561-222-9697*  
*shorne@lakeworth.org*

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**Objective:** To be able to obtain a position where I can use my Customer Service Management and Financial background. As well as expanding in knowledge and growth.

**Professional Skills:**  
Microsoft Office Word /Excel, Filing, Editing, Customer service skills, telephone skills, typing 35 wpm, management skills, prepare special financial reports. Detail oriented, Time Management, Data entry.

**Employment Skills:**  
Developed ability to work in a fast paced atmosphere  
Maintained an excellent customer relations and developed customer rapport  
Resolved customer complaints on needed basis  
Ability to follow instructions and make decisions with no supervision  
Motivated and supervised 10+ employees on a daily basis  
Delegated responsibilities to employees to meet company's expectations  
Effectively developed telephone communication skills  
Accurately calculated and balanced out cash drawers on a daily basis  
Accurately made daily deposits up to \$650,000.00

**Employment History:**

<b>Cashier/ Head Cashier/ Pricing Manager- Winn Dixie, Lake Worth, FL</b>	<b>1983-1989</b>
Help customers, Balance out reports, Daily cash deposits, Made signs, and pricing on items were updated in system. Manage the stock crew and delegated duties.	
<b>Nursing Assistant – Bellair Bluffs Nursing Facility, Clearwater, FL</b>	<b>1989-1992</b>
Assist patients with their needs. Made reports of daily activities and progress of all my patients. Cleaned their rooms and made sure they were fed and clean.	
<b>Cashier- Checkers – Lake Worth</b>	<b>1992-1993</b>
Efficiently took orders, Balanced out drawers. Seasonal day job	

**Mail sorter – United States Postal Service**  
Mail sorter, seasonal employment on the midnight shift only

1992-1993

**Cashier- City of Lake Worth Utilities**  
Take payments in cash, check, money orders, credit cards, accurately balance out cash drawer at the end of night.  
Assist customers on their utility account.

1993-1997

**Customer Service Rep II – City of Lake Worth Utilities**  
Data enter customer accounts, assist customers on their billing questions, research customer accounts, answer emails and customer correspondence letters, Balance out daily deposit money for Wells Fargo to deliver to bank. Work with the different agencies that send in commitments for customers.  
Set up and close account for utilities. Attend quarterly meeting to update information and resolutions.

1997-2004

**Customer Service Supervisor – City of Lake Worth Utilities**  
Work with customer accounts, cancel and re send any bills that need adjustment. Create quarterly spread sheets for employees for their schedules. Assist manager in any help and decisions. Open and close the office. Making sure the cashiers have accurately balanced out at the end of the night.  
Answer billing questions by researching and interpreting billing policy and regulations. Delegate work load to meet company's expectations. Maintain a professional and high level of excellence in the work environment.

2004 to present

**Education:**  
High School Graduate Lake Worth High School - 1983  
Palm Beach Community College - 1983-1984  
Accounting I  
Word/ Excel Workshop

References Upon Request

## **TERESA JOHNSON**

5446 CLUB CIRCLE  
WPB, FL 33415

(561) 386-3722  
theresam2@bellsouth.net

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### **EDUCATION**

2007 Palm Beach Atlantic University, **M.S., Organizational Leadership**  
2004 Northwood University, **Bachelors of Management**, Cum Laude 3.2  
1994 Legal Career Institute, **A.D.**, Court Reporting – Dean’s List  
1988 New England Institute of Technology, **Associates Degree**,  
Administrative Assistance, President’s List

### **HIGHLIGHTS OF QUALIFICATIONS & EXPERIENCE**

- Seasoned program developer and grant writer.
- Solid experience in program planning, implementation, and evaluation
- A successful record in grant writing -- federal, local, and foundations
- Advanced skills in organizational development, leadership and management training
- Highly competent with keen analytical, problem solving and interpersonal skills
- Highly organized individual with proven ability to prioritize and allocate proper amounts of time to activities paying special attention to details
- A strong leader and team player adapt at supporting team members to achieve personal and professional goals
- Excellent verbal and written communication skills
- Proven ability to develop relationships with diverse individuals

### **PROFESSIONAL EXPERIENCE & ACCOMPLISHMENTS**

**Vice President of Programs, Urban League of Palm Beach County, Inc.,  
December 2004 – Present (561) 833-1461**

Principal Responsibilities: **Personnel Management** – Manage a staff of 19 employees; oversee agency’s personnel practices and policies; ensure appropriate recruitment and selection procedures are applied to job openings; (2) **Day-to-Day Operations** – Monitor accountability requirements of funding sources to ensure service projections and outcomes are met, supervise department coordinators, interpret agency policy and procedures; approve budget expenses (3) **Quality Assurance** – Analyze, interpret, and chart customer satisfaction data; evaluate actual monthly performance against goals; oversee and participate in file compliance reviews; (4) **Program Development** – Ensure contract compliance and output/outcome goals for all programs, initiate, implement and monitor new programs; participate in programs budget development, initiate 85% of grant-writing; develop community partnerships which further the mission of the agency.

### **SAMPLE OF ACCOMPLISHMENTS**

- Successfully streamlined and implemented recruitment and selection procedures as well as new employee orientation
- Implemented effective program performance management systems

- Instituted SMART goals in association with annual employee performance appraisals
- Created Quality Assurance Team and implemented quality assurance measures in all programs
- Contributing key member of agency's strategic planning team
- Responsible for increasing agency's budget \$1M 2009 – 2010
- A member of Sr. Management team that completed and submitted the agency's application to the Center for Non-Profit Excellence which resulted in certification at the Gold Level Standard and recertification in 2009

**Housing Director, Urban League of Palm Beach, Inc., WPB, FL  
February 1999 –2004**

Principal Responsibilities: Managed day-to-day operations of housing department and staff, wrote and submitted grants; coordinated and participated in monthly homebuyer workshops, interfaced with funders and partners, developed and managed program budget, conducted employee performance appraisals, recruited and interviewed new hires, prepared monthly program internal and external reports.

**SAMPLE OF ACCOMPLISHMENTS**

- Instrumental in obtaining agency's designation as a Community Housing Development Organization (CHDO)
- Increased banking relationships culminating in financial support for the program
- Instituted sponsorship opportunities for lenders
- Successfully restructured and launched monthly homebuyer workshops
- Developed numerous relationships with other NPO, banking institutions, churches, governmental entities and community leaders.

**Production Assistant, The Karp Law Firm, Palm Beach Gardens, FL,  
November 1997 – 1999**

- Generated and edited estate planning documents i.e. wills, trusts,
- Processed Warranty Deeds and Certificates of Trust
- Performed general typing and various other clerical duties

**TRAINING**

2007 Palm Beach County Leadership and Management Training Certification  
 2006 National Urban League Whitney M. Young Leadership Development Institute- Program Management and Performance  
 2005 Florida Atlantic University – Non-Profit Academy Training Certification  
 2000 National Development Council, Finance Development Certification  
 1999 American Housing Education Certification Institute - Certified Housing Counselor & Homebuyer Educator

CANDACE S. WALKER, MBA

291 Moccasin Trail West  
Jupiter, FL 33458

561.252.0627  
candyfinland@yahoo.com

BUSINESS MANAGEMENT

*Business Development ~ Program Management ~ Collaborative Implementation*

Experienced Business Manager in the biopharmaceutical, healthcare, and high-tech industries. Strong emphasis on development and management of cross-functional projects, grant portfolio, operational strategies and strategic planning. History of building and developing key business and strategic relationships and managing cross-functional projects. Possess ability to focus organizations on common goals and create results driven environments. Enhance corporation's organizational development, team building and ability to achieve goals across multi-functional areas. Key competencies include:

- Planning
- Negotiating
- Marketing
- Budgeting
- Grants Management
- Contract negotiation
- Project Implementation
- Operations
- Strategic Planning
- Business Recruitment
- Account Management
- Forecasting

PROFESSIONAL EXPERIENCE

VACCINE & GENE THERAPY INSTITUTE – FLORIDA, St. Lucie County, FL 2008 - Present  
*Consultant*

Performed the same start-up and organizational support operations as with Scripps Florida. My contract with VGTI-FL is up June 30, 2009.

ECONOMIC DEVELOPMENT COUNCIL, St. Lucie County, FL 2006-2008  
*Vice President*

Recruiting

- Assisted in recruiting the Torrey Pines Institute for Molecular Studies, Alfred Mann and the Vaccine & Gene Therapy Institute into St. Lucie County.
- Initiated science and technology pipeline of five international science entities.

Business Retention/Expansion

- Participated in county-wide program to address concerns and issues of existing businesses.
- Assisted in expansion efforts of companies by identifying sites and incentives.
- Identified new, emerging technologies and their fit with existing county clusters and targeted goals.

Advisory Boards & Standing Committees

- Affordable Housing Committee
- CEDS Committee for Treasure Coast
- Manufacturing Council Advisory Board
- Employ Florida Banner Center for Energy Advisory Council
- Employ Florida Banner Center for Homeland Security Advisory Council
- Regional High Technology Economic Development Summit Committee
- Business Services Committee
- Education Task Force Chairman
- Florida Life Sciences Road Map

**THE SCRIPPS RESEARCH INSTITUTE, La Jolla, CA /Jupiter, FL****2003 – 2006*****Program Manager, Scripps Florida***

Under general supervision of Vice President, planned, organized, managed and coordinated the programmatic, administrative and operational activities in support of recruiting, relocation, construction and intradepartmental liaison for the expansion of the research institute to South Florida; promoted, coordinated and participated in collaborative activities, programs and projects; functioned as a proactive and positive member of the institute in the community of South Florida; collaborated with appropriate departments, programs and work units to secure advice, resources and technical services necessary to achieve program goals, objectives and directives; and established and maintained open communications with other departments, multi-disciplinary teams and executives.

**Business Programs/Program Management**

- Implemented system to track recruiting processes, offers, relocation and hiring.
- Developed community outreach program for universities, vendors and other community groups.
- Organized, implemented and directed assigned program operations and activities.
- Initiated and analyzed work papers, reports and special projects.
- Planned, implemented and assigned services through multi-disciplinary and multi-departmental coordination.
- Developed and recommended policies and procedures related to assigned operations.
- Developed and managed education outreach program for students at all levels.

**EPICYTE PHARMACEUTICAL, INC., San Diego, CA****2001 – 2003*****Manager, Business Programs***

Implemented business development strategies, managing grant portfolio and managing project to commercialize company's first pharmaceutical product.

**Business Programs/Collaboration Management**

- Managed proposal preparation review and approval keeping costs down and improving accuracy.
- Developed contract/grant administration and reporting systems enhancing executive review.
- Monitored, modified and amended contracts/grants for audit compliance.
- Assisted in design and implementation of systems and procedures ensuring accurate accounting and reporting of \$5M in grant related expenditures.
- Successfully developed and implemented procedures promoting the standardization, administrative and cost efficiency, accountability and integrity of the contract/grant process.
- Assisted in the strategic targeting, development and maintenance of company research and business development collaborations ensuring value was obtained.
- Liaised with partner organizations ensuring milestone attainment, compliance with goals and maximum return on investment.

**Project Management**

- Acted as Project Manager for company's first pharmaceutical product.
- Facilitated overall planning, resource coordination, scheduling, and budgeting of functional departments related to product development.
- Facilitated team communication and helped identify relevant issues and delays to management and functional departments effectively resolving issues and problems.

**Administrative Management**

- Contributed to the strategic planning and development of overall administrative organization and corporate management.
- Initiated procedures and guidelines for the administrative infrastructure and managed \$10M annual corporate budget for general administrative departments.
- Assisted in coordination of all communications efforts, establishment and implementation of consistency throughout all corporate mediums in tandem with PR/IR agency.



- Managed and executed all corporate trade shows and events.

THE SCRIPPS RESEARCH INSTITUTE, La Jolla, CA

1993 – 2001

*Senior Administration Manager*

General management of two large research labs with over 30 postdoctoral fellows, technicians and graduate students, their respective grant portfolios, resources, and reporting.

**Laboratory Administration Management**

- Oversaw and directed all administrative and procurement services for the lab and two Principal Investigators.
- Chaired and oversaw annual San Diego Cell Biology Meeting.
- Managed and administered research grant portfolio.
- Responsible for department budgets.
- Administered personnel documentation and visa requirements.

LINOTYPE-HELL COMPANY, Artesia, CA

1991 – 1993

*Regional Administration Manager, Sales & Marketing Department*

**Administrative/Marketing/Contract Administration Management**

- Managed staff of 15 in handling of dealer, national accounts, VAR, and customer direct orders over three locations.
- Allocated \$10M annual budget and tracked expenditures against plan; appropriated money for and made capital expenditures.
- Created and implemented marketing strategies on a regional basis in conjunction with Regional Sales and Marketing Manager.
- Assisted Regional Manager in the development of annual marketing plan, forecasting and budget in order to maximize sales; sales tracking and forecasting.
- Operated under budget every year.
- Conducted research and negotiated contracts with outside vendors
- Established proficiency in reporting system resulting in accurate reflection of forecasting sales and marketing statistics.

AGFA CORPORATION, Brea, CA

1984 – 1991

*Regional Administration Manager, Sales & Marketing Department*

**Administrative/Marketing/Contract Administration Management**

- Managed Contract Administration/Order Entry and Customer Service, with staff of ten employees.
- Allocated and managed budget of \$12M annually for five locations.
- Managed event planning, trade shows and sales training.
- Saved \$2M in lost equipment write-offs by initiating program for recovery of trade-in equipment; reduced show budget by \$250K through expense control and planning efficiency.
- Launched sales training for five new equipment releases resulting in greater sales representative competency and higher product volume.

**EDUCATION**

BA, Education—University of Missouri, Kansas City, MO

MBA—San Diego State University, San Diego, CA

Completion of Pharmaceutical Development Program, UCB

Coursework in Project Management at UCSD

**COMMUNITY**

Grant Writing Committee for Habitat for Humanity, 1995 – 1998

Director, Board of ScrippsAssists 1994 – 2006

Director & Treasurer, Cancer Alliance of Health & Hope 2006 – Present

Director, United Way of St. Lucie County 2007

Director, Workforce Solutions 2008

## DAVID A. ROLLING

1201 West 1<sup>st</sup> Street, Riviera Beach, FL 33404  
Cell: (561) 254-0353 – E-mail: [darolling@bellsouth.net](mailto:darolling@bellsouth.net)  
Social Security Number: XXX-XX-2115

### ATTORNEY

Dedicated professional with superior investigative and analysis skills and proven ability to thoroughly perform a comprehensive review and assemblage of copious amounts of documents and physical evidence

### AREAS OF STRENGTH:

- Adheres to strict deadlines while working with a minimal amount of supervision
- Conducts complex legal and factual investigative analysis, research and evaluations
- Excellent verbal and written communication skills and ability to work with diverse population groups
- Develops and maintains effective interpersonal relationships with clients, co-attorneys and subordinates
- Exceptional aptitude for reviewing and analyzing voluminous amounts of documents, records and materials of recognized complexity for which considerable legal judgment and independent reasoning are required

### PROFESSIONAL EXPERIENCE:

- Interpreted federal, state, county and local laws, statutes, regulations, procedures and policies
- Conducted client and witness interviews for factual historical background
- Developed case theories and strategies and drafted exhaustive investigative analysis memorandums/reports
- Represented indigent clients charged with misdemeanors under the direction of a senior attorney
- Drafted, reviewed and/or responded to legal pleadings, motions and memorandums, contracts, pre-trial discovery requests and attentively scrutinized commercial and residential mortgages and promissory notes
- Advocated for corporate and individual clients regarding judicial, regulatory and administrative agency matters or Florida Bar inquiries and/or complaints and knowledgeable respecting criminal law and procedure
- Reviewed and/or prepared and compiled a substantial amount of evidentiary materials for federal and state court cases, regulatory and administrative agencies and the Financial Industry Regulatory Authority ("FINRA", formerly known as the "NASD") securities arbitration sales practice matters
- Prepared and participated in judicial trials and uniform motion calendar or specially set hearings before the court, FINRA proceedings, mediations, settlement conferences, depositions and on-the-record interviews

### EMPLOYMENT EXPERIENCE:

Feingold & Kam, LLC.	Associate Attorney	Palm Beach Gardens, FL	2008-2009
Ofc. of Public Defender, 15 <sup>th</sup> Cir.	Certified Legal Intern	West Palm Beach, FL	2008-2008
Feingold & Kam, LLC.	Summer Law Intern	Palm Beach Gardens, FL	2006-2006
First Universal Lending, LLC	Sales Assistant	Palm Beach Gardens, FL	2004-2005
Dept. of Veterans Affairs	Program Support Clerk	Palm Beach Gardens, FL	2002-2004
Service Planning Network	Administrative Assistant	Lake Worth, FL	2002-2002
Ocean Marine, LLC	Vice President of Operations	West Palm Beach, FL	2000-2001
Ocean Marine, LLC	Administrative Assistant	West Palm Beach, FL	2000-2000

### MILITARY SERVICE:

United States Army, E-4, Administrative Specialist

### EDUCATION:

St. Thomas University School of Law, Miami, FL - Juris Doctor, Spring 2008  
Florida Atlantic University, Boca Raton, FL - Bachelor of Arts, Social Science  
Troy State University, Troy, AL - Undergraduate Studies in Applied Saxophone and Music Education

### PROFESSIONAL AFFILIATIONS:

- Member of the Bar, State of Florida, admitted 2008
- Member of the United States District Court, Southern District of Florida, admitted 2009

### TECHNICAL SKILLS:

CM/ECF, Westlaw and LexisNexis; Banner; FCIC/NCIC and PALMS Systems; VISTA; Microsoft Word, Excel, Access, PowerPoint, and Outlook; Calyx/Point Loan Origination Software; Data Pro Accounting Software