

6A-1

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
BOARD APPOINTMENT SUMMARY

Meeting Date: 09/14/2010
Department: Equal Opportunity
Submitted By: Office of Equal Opportunity
Advisory Board Name: Fair Housing / Equal Employment Board

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to approve: Appointment of one (1) member to the Fair Housing / Equal Employment Board for a term beginning on September 14, 2010 through January 9, 2013. The appointment is to be made from the following nominees:

<u>Nominee</u>	<u>Nominated By:</u>	<u>Seat No.:</u>
Kenyetta V. Haywood	Commissioner Vana	4

Summary: This appointment is to fill the at-large seat created by the resignation of Brenda Montague. The appointment is at-large and for the remainder of a term ending January 9, 2011. The board is composed of nine (9) members. Seven members are district appointments and two (2) are at-large. The Ordinances require that the appointees should reflect, to the greatest extent possible, representation from the protected groups identified in the Ordinances and who have experience and interest in equal opportunities. The board meets quarterly. A memorandum was sent to the Board of County Commissioners on January 21, 2010 requesting nominations. Commissioner Vana nominated Ms. Haywood. No other nominations were received. Countywide (TKF)

Background and Justification: The Board of County Commissioners enacted Ordinances 95-31 and Ordinance 90-1, as codified in Sections 2-261 through 2-313 of the Palm Beach County Code and Sections 15-36 through 15-64, respectively, establishing the Fair Housing/Equal Employment Board. This board serves as a quasi-judicial body empowered to hear and decide upon the merits of employment and housing discrimination complaints investigated by the Office of Equal Opportunity. The board meets quarterly. The Board consists of 9 members with 8 seats currently filled and a diversity of White: 4 (50%), Black: 3 (33%) and Hispanic: 1 (17%). The gender ratio (female: male) is: 1:1. This nominee is an African American female.

Pursuant to the Policies and Procedures Manual Board Appointments, the Department requested that the Chairman and members of the Board of County Commissioners submit nominees to fill these at-large vacancies.

Attachments:

1. Memorandum of January 21, 2010 to BCC
2. Board Appointment Information Form (Ms. Haywood)
3. Resume (Ms. Haywood)
4. Acknowledgement of Code of Ethics (Ms. Haywood)
5. Acknowledgement of Guide to the Sunshine Amendments (Ms. Haywood)
6. Current Membership Listing of FH/EEO Board

Recommended by:

Department Director

08-18-2010

Date

Legal Sufficiency:

Assistant County Attorney

8/23/10

Date



MEMORANDUM

COPY

DATE: January 21, 2010

TO: Burt Aaronson, Chairman and Members,
Board of County Commissioners

FROM: Harry L. Lamb, Jr., Director
Office of Equal Opportunity

RE: *Fair Housing/Equal Employment Opportunity Board*

Office of Equal Opportunity

215 N. Olive Avenue, Suite
130

West Palm Beach, FL 33401

(561) 355-4884

FAX: (561) 355-4932

www.pbcgov.com/equalopportunity

■

**Palm Beach County
Board of County
Commissioners**

Burt Aaronson, Chair

Karen T. Marcus, Vice Chair

Jeff Koons

Shelley Vana

Steven L. Abrams

Jess R. Santamaria

Priscilla A. Taylor

■

County Administrator

Robert Weisman

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There are two at large vacancies on the Fair Housing/Equal Employment Board. These vacancies were created by the resignation of Brenda Montague and failure of Keith Spruill to meet the required attendance requirement during calendar year 2009.

The FH/EEO Board is governed by County Ordinances 95-31 and 90-1, as amended. Appointments are for a 2 year term. The board is composed of nine (9) citizens of Palm Beach County - seven (7) are district appointments and two (2) are at-large. The Ordinances require that appointees should reflect, to the greatest extent possible, representation from the groups identified in the respective Ordinances and who have experience and interest in equal opportunities.

Attached are Board Appointment Forms for nominations to fill the seats formerly held by Ms. Montague and Mr. Spruill. It is requested that your completed forms be returned to our office as soon as practicable. It is our intention to have this matter submitted for consideration at the February 23, 2010 meeting of the BCC.

The roster of the current members of the FH/EEO Board is enclosed for your information.

If there are any questions concerning this request, or if additional information is needed, please contact me at 355-2584.

cc: Brad Merriman, Assistant County Administrator
Tammy K. Fields, Assistant County Attorney

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

At Large

The information provided on this form will be used by County Commissioners and/or the entire Board in considering your nomination. This form **MUST BE COMPLETED IN FULL**. Answer "none" or "not applicable" where appropriate. Further, please attach a biography or résumé to this form.

Part I (to be filled out by Department): (Please Print)

Board Name: Fair Housing/Equal Employment Board

☒ At Large Appointment or ☐ District Appointment

Term of Appointment: _____ Years. From: _____ To: _____

Seat Requirement: Palm Beach County Citizen Seat #: 4

☐ *Reappointment or ☒ New Appointment

or ☐ to complete the term of _____ Due ☐ resignation ☐ other to: _____

Completion of term to expire 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 _____

Part II (to be filled out and signed by Applicant): (Please Print)

APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT

Name: HAYWOOD KENYETTA VERNEDA
Last First Middle

Occupation/Affiliation: Attorney/Personnel Compliance Manager

Business Name: School District of Palm Beach County

Business Address: 4200 Purdy Lane

City & State: Palm Springs, Florida Zip Code: 33461

Residence Address: 3295 Avignon Court

City & State: West Palm Beach, FL Zip Code: 33417

Home Phone: (561) 242-4355 Business Phone: (561) 649-6005 Ext. _____

Cell Phone: (561) 281-7214 Fax: ()

Email Address: haywoodk@palmbeach.k12.fl.us

Mailing Address preference: ☒ Business ☐ Residence

Have you ever been convicted of a felony: Yes _____ No ☒
If Yes, state the court, nature of offense, disposition of case and date: _____

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)

Applicant's Signature: Kenyetta V. Haywood Date: July 7, 2010

Part III (to be filled out by Commissioner):

Appointment to be made at BCC Meeting on: _____

Commissioner's Signature: _____ Date: _____

Kenyetta V. Haywood, J.D., GPHR, SPHR

Attorney, Global Professional in HR Certification, and Senior Professional in HR Certification

3295 Avignon Court
West Palm Beach, Florida 33417

hayw4055@bellsouth.net
(561) 281-7214

PROFESSIONAL EXPERIENCE:

School District of Palm Beach County, 7/06 to Present

Quality Assurance Division, 5/08 to Present

- Strategic compliance advisor for 33 charter schools, 19 adult and community education sites, 5 alternative education schools, alternative education programs, Head Start, and the Equity Program.
- Monitoring diverse projects to ensure personnel, labor relations, and regulatory compliance.
- Developing collaborative relationships with internal/external stakeholders that foster academic success.

Chairperson, SDPBC's Centennial Committee, 10/08 to 12/09, www.palmbeach.k12.fl.us/PublicAffairs/Centennial.htm

- Created and/or oversaw 26 activities and the Sharing History Exhibit at the Norton Museum of Art.
- Two letters of commendations for the SDPBC's Centennial Committee are attachments to this resume.

Director of Employee Relations, 7/06 to 5/08

- Directed 7 district-wide functions; discipline, performance management, EEO, ADA, Drug-and Alcohol Policy, Employee Assistance Program, and Employee Background Checks.
- Advised staff, labor unions, administrative agencies, and external stakeholders concerning SDPBC's human resources policies and procedures that prevented complaints and resolved grievances.
- Created and managed the District's first, Employee Appreciation Event.

Medical Staffing Network, Director of Employee Relations, 8/05 to 7/06

- Resolved employment law and human resources issues for national company with 25,000 employees.
- Advised all levels of staff, developed policies, and refined procedures that prevented liability and enhanced day-to-day operations.
- Coached and trained staff in 4 subject areas: human resources, employment law, workers' compensation, and risk management that strengthened management and minimized controversies.

Christine D. Hanley Law Firm, Senior Associate, Management Employment Lawyer, 2/04 to 11/04

Women in Cable and Telecommunications, Vice President of Operations, 8/01 to 9/02

National Association with 4,000 members and the WICT Foundation

- Led strategic planning, financial management, administration, operations, and foundation management.
- Administered event planning for a national gala held in Washington, D.C. that raised \$300,000.
- Oversaw the development and management of a successful three-day national training conference.

Lifelink, (Promotion), Vice President of Support Services and General Counsel, 11/95 to 7/01

Healthcare, housing and human services programs with international and regional operations.

Services included: 2,000 housing, 550 hospital beds, Continuing Care Retirement Community, foster care, head start, international adoption, and counseling services programs.

- Strategic business partner utilized vision, versatility, and diversified acumen in order to foster expansion, enhance quality of work life, and increase staff's productivity.
- Legal counsel for employment law, corporate law, family law, and regulatory compliance matters.
- Led 200 employees assigned to 50+ sites in 4 states to attain high performance goals.
- Oversaw 12 departments including: human resources, information technology, purchasing, training and development, environmental services, special events management, and risk management.

- Leadership, compliance, administration, negotiation, mediation, investigation, and litigation expertise increased revenue and reduced expenses.
- Developed policies, procedures, and new revenue sources that facilitated operational success.
- Constantly led teams to attain highly-rated accreditation evaluations.
- Consistently received exceeds expectations performance ratings.

Vice-President of Support Services and Employment Law Attorney, 11/89 to 11/95

- Re-engineered the Support Service Department to effectively utilize staff, technology, creativity, finances, and all resources to substantially enhance day-to-day operations.
- Won 100% of cases in 14 tribunals and obtained over \$500,000.
- Implemented best practices that fostered 100% company growth in 5 years.

Chicago Transit Authority (18 unions)

Director of Grievances and Arbitrations

National Labor Relations Board

Staff Attorney

City Of Chicago and Police Department

Employment and Labor Law Attorney

- Collective Bargaining Negotiator 2nd Chair and litigator in mediations, arbitrations, and EEO cases.

Chicago Tribune Newspaper

Training and Human Resources Representative

Baxter-Travenol Laboratories

Human Resources Administrator

American Management Association

Seminar Instructor

U.S. Office of Personnel Management

Seminar Instructor

EDUCATION:

De Paul College of Law

Juris Doctor

Loyola University

Master of Science in Industrial Relations

University of Michigan

Bachelor of General Studies

ADMISSIONS TO PRACTICE LAW:

Supreme Court of the United States of America

State Bar of Florida

State Bar of Illinois

LEADERSHIP PROGRAMS:

Leadership Palm Beach County, Alumnae

Leadership West Palm Beach, Alumnae

Leadership Greater Chicago, Alumnae

American Society of Association Executives, DELP

RECENT PROFESSIONAL AND CIVIC ORGANIZATIONS:

Society of Human Resource Management

National Special Expertise Labor Relations Panel

Leadership Palm Beach County

Leadership Excellence Award Committee 2007-2010

Water Advisory Board

City of West Palm Beach

Forum Club of the Palm Beaches, Inc.

Board of Directors 2010-2013

Forum Club of the Palm Beaches, Inc.

Honors Committee

Rotary Club of West Palm Beach

Holiday Baskets Committee

Palm Beach County Bar Association

Past Chair, Diversity and Gender Sensitivity Committee

Lupus Foundation of South Florida

Best and Brightest Luncheon Committee

Sickle Cell Foundation of Palm Beach County

Luncheon Committee

Palm Beach County Bar Association

Palm Beach County Centennial Committee

Business and Professional Women's Association of Greater Palm Beach

INTERVIEWS:

Krell, Eric. "The Rebirth of Labor Relations" SHRM Society for Human Resource Management, February 2009 Volume 54, Number 2, Pages 57:60.

"Talk about the Passion: Today's volunteerism is about making an impact and seeing the results, say volunteer leaders", American Society of Association Executives, 2002.



PALM BEACH COUNTY
OFFICE OF
EQUAL OPPORTUNITY
10 AUG 10 AM 10:44

TO: ADVISORY BOARD MEMBERS
FROM: ROBERT WEISMAN
COUNTY ADMINISTRATOR
RE: PALM BEACH COUNTY CODE OF ETHICS

Effective May 1, 2010, contractual relationships between Palm Beach County government and advisory board members, their employers, or businesses, are prohibited conflicts of interest as set forth in the Palm Beach County Code of Ethics, Ordinance 2009-051. The prohibition will not apply to contracts already in place on May 1, 2010, but will apply to any renewals or amendments to these contracts. This conflict of interest can be waived by an affirmative vote of five (5) members of the Board of County Commissioners upon full disclosure at a public meeting. In the space provided below, please identify any such contractual relationships, or verify that none exist at this time. The Ordinance (2009-051) and the training requirement can be found on the web at: <http://www.pbcgov.com/ethics/advisory.htm>

<u>Type of Contract</u>	<u>Which Department/Division</u>	<u>Effective Date</u>	<u>Term</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

_____ At this time, I have no contracts with the Board of County Commissioners

As a (current or potential) advisory board member you are required to receive training on the PBC Code of Ethics and acknowledge that you have read and understand the PBC Code of Ethics Ordinance.

If you are unable access the training and/or Ordinance on the web, or have any questions, please contact Patty Hindle at (561) 355-3229.

Acknowledgment of Receipt

NAME: Kenyetta V. Haywood
Print or Type

ADVISORY BOARD(S): Fair Housing/Equal Employment Board

I acknowledge that I have taken the required training; and read and understand the Palm Beach County Code of Ethics Ordinance, the provisions of which are effective May 1, 2010. I understand that as an advisory board member of the above-mentioned board(s) that I am bound by it.

Signature: Kenyetta V. Haywood Date: 8/5/2010

Please sign and return this FORM to Patty Hindle, County Administration, P.O. Box 1989, West Palm Beach, Florida 33402-1989. A self-addressed stamped envelope has been provided for your convenience.
3/05/10



10 AUG 10 AM 10:44
PALM BEACH COUNTY
OFFICE OF
EQUAL OPPORTUNITY

County Administration

P.O. Box 1989

West Palm Beach, FL 33402-1989

(561) 355-2030

FAX: (561) 355-3982

www.pbcgov.com

**Palm Beach County
Board of County
Commissioners**

Burt Aaronson, Chair

Karen T. Marcus, Vice Chair

Jeff Koons

Shelley Vana

Steven L. Abrams

Jess R. Santamaria

Priscilla A. Taylor

County Administrator

Robert Weisman

TO: ADVISORY BOARD MEMBERS

**FROM: ROBERT WEISMAN
COUNTY ADMINISTRATOR**

**RE: STATE GUIDE TO THE SUNSHINE AMENDMENT &
CODE OF ETHICS**

As an appointee to a Palm Beach County Advisory Board, you must familiarize yourself with the State Guide to the Sunshine Amendment and Code of Ethics. The purpose of this guide is to ensure adherence to the highest standards of ethics, protect the integrity of County government and foster public confidence.

This guide addresses conflict of interest, disclosure, acceptance and reporting of gifts, use of position or property, voting conflicts, political activities, prohibition against misuse of the code, and enforcement. This Guide also addresses conflicts, prohibitions on doing business with the County or having conflicting employment or contractual relationships. The Guide can be found on the web at: <http://www.pbcgov.com/ethics/advisory.htm>

Please read and make yourself familiar with the Guide and return the acknowledgment form below to: Patty Hindle, County Administration, P.O. Box 1989, West Palm Beach, Florida 33402-1989. If you cannot access this document on the web, please contact Patty Hindle at (561) 355-3229 for other arrangements.

Acknowledgment of Receipt

NAME: Kenyetta V. Haywood
Print or Type

ADVISORY BOARD(S): Fair Housing/Equal Employment Board

I acknowledge that I have read the State of Florida Guide to the Sunshine Amendment and the Code of Ethics. I understand that as an advisory board member of the above-mentioned board(s) that I am bound by it.

Signature: Kenyetta V. Haywood Date: 8/5/2010

Please sign and return to Administration in self-addressed envelope provided.

Revised 3/19/2010

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FAIR HOUSING/EQUAL EMPLOYMENT BOARD

(Current Board Members)

SEAT ID	CURRENT MEMBER	RACE CODE	BUSINESS/ HOME PHONE	REQUIREMENT	APPOINT DATE	EXPIRE DATE
APPOINTED BY: DIST. 2						
1	Rae Franks 224 Datura Street, Suite 900 P. O. Box 6217 West Palm Beach, FL 33401 e-mail address: RcfEsg@aol.com	HF	(561) 820-9177 (561) 309-5848	Resident of Palm Beach County	05/07/2002	01/09/2012
APPOINTED BY: DIST. 3						
2	Jeffrey M. Garber 515 N. Flagler Dr., 20 th Floor West Palm Beach, FL 33401 e-mail address: Jgarber@caseyciklin.com	WM	(561) 820-0373 (561) 876-8297	Resident of Palm Beach County		01/09/2012
APPOINTED BY: DIST. 7						
3	Lynne Hubbard 1132 – 23 rd Street Riviera Beach, FL 33404 e-mail address: ncdg.org@gmail.com	BF	(561) 598-0514	Resident of Palm Beach County	01/25/2010	01/09/2012
APPOINTED BY: AT-LARGE						
4	(VACANT)			Resident of Palm Beach County		
APPOINTED BY: DIST. 4						
5	Vincent Goodman 450 West 36 th Street Riviera Beach, FL 33404	BM	(561) 842-6421	Resident of Palm Beach County	01/09/2004	01/09/2012
APPOINTED BY: DIST. 1						
6	Ethel Gravett C/o Coldwell Banker Realtors 9902 South U. S. Highway One Jupiter, FL 33477 e-mail address: ethel.gravett@worldnet.att.net	WF	(561) 545-1028 (561) 746-4019	Resident of Palm Beach County	06/04/2002	01/09/2012

SEAT ID	CURRENT MEMBER	RACE CODE	BUSINESS/ HOME PHONE	REQUIREMENT	APPOINT DATE	EXPIRE DATE
APPOINTED BY: AT-LARGE						
7	Eric Malkin 9353 Water Course Way Boynton Beach, FL 33437 e-mail address: eric.malkin@boyntonwaters.org	WM	(561) 731-1765	Resident of Palm Beach County	04/06/2010	01/09/2011
APPOINTED BY: DIST. 6						
8	Julia Hale 465 Friend Terrace Pahokee, FL 33476 e-mail address: Jahale1@bellsouth.net	BF	(561) 924-5565 (561) 924-6129	Resident of Palm Beach County	05/02/2007	05/02/2011
APPOINTED BY: DIST. 5						
9	Edwin Goldwasser 7616 Mansfield Hollow Delray Beach 33446 e-mail address: ediris55@aol.com	WM	() - (561) 495-6717	Resident of Palm Beach County	12/16/1997	01/09/2012