

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
BOARD APPOINTMENT SUMMARY

Meeting Date: November 16, 2010
Submitted By: Office of Small Business Assistance
Advisory Board: Small Business Assistance Advisory Committee

EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to approve:

a) waiver of prohibited relationship pursuant to Article XIII, the Palm Beach County Code of Ethics for Angela Randolph, who is the owner of Randolph & Dewdney Construction, Inc., and the company has 1 existing contract with the Board of County Commissioners; and Lia T. Gaines, who is the Executive Director of The Business Loan Fund whose agency will receive Economic Set-Aside Grant funding through the Office of Economic Development.

b) Appoint six (6) individuals to the Small Business Assistance Advisory Committee, for the terms indicated below.

<u>NOMINEE</u>	<u>SEAT</u>	<u>DESIGNATION</u>	<u>TERM</u>	<u>NOMINATED BY</u>
Angela Randolph	3	Certified Woman Business Owner	11/16/10 – 9/30/13	Comm. Marcus Comm. Taylor
Andre' Varona	7	Hispanic Chamber of Commerce	11/16/10 – 9/30/13	Comm. Marcus Comm. Taylor
Martha J. Greeson	8	Nat'l. Assoc. of Women in Const.	11/16/10 – 9/30/13	Comm. Marcus Comm. Taylor
Joseph D. Anderson	10	Minority Contractor	11/16/10 – 9/30/13	Comm. Marcus Comm. Taylor
Sherrill L. Disbury	11	Associated General Contractors	11/16/10 – 9/30/13	Comm. Marcus Comm. Taylor
Lia T. Gaines	13	Business Loan Fund of the Palm Beaches	11/16/10 – 9/30/13	Comm. Marcus Comm. Taylor Comm. Abrams

Summary: The SBA Advisory Committee is established pursuant to Section 2.80.32, of the Palm Beach County Code. The committee consists of fourteen (14) members representing one (1) black business owner certified as a small business by the County; one (1) Hispanic business owner certified as a small business by the County; one (1) woman business owner certified as a small business by the County; one (1) white male business owner certified as a small business by the County; one (1) business owner domiciled in Palm Beach County; one (1) representative of the Palm Beach County Resource Center; one (1) representative of the Hispanic Chamber of Commerce; one (1) representative of the National Association of Women in Construction; one (1) representative of a Women's Business Organization; one (1) certified minority contractor; one (1) representative of the Associated General Contractors of America; one (1) representative of the Small Business Development Center; one (1) representative of the Business Loan Fund of the Palm Beaches; and one (1) representative of the Black Chamber of Commerce.

Background and Justification: (On Page 3)

Attachments:

1. Board Appointment Information Forms
2. Guide to the Sunshine Amendment Forms
3. Palm Beach County Code of Ethics Forms
4. Resumes of Nominees
5. Current List of Board Members

Recommended By: _____

Hazel L.K. Oxendine

Date

Legal Sufficiency: _____

Assistant County Attorney

Date

II. REVIEW COMMENTS

A. Other Department Review:

Department Director

Summary: (Continued from page 1) The incumbents for seats 3, 4, 7, 8 and 11 resigned and seats 5, 10, and 13 are vacant due to consecutive absences. Seat 1 is vacant due to the expiration of the board appointment and the incumbent did not wish to be reappointed. The Hispanic Chamber of Commerce, the National Association of Women in Construction, the Associated General Contractors, the Business Loan Fund of the Palm Beaches and the SBA Advisory Committee support the nominations. A memo was sent to the Board of County Commissioners on October 7, 2010 requesting approval of the recommended slate. No other nominations were received.

A prohibited waiver is being recommended for Angela Randolph and Lia T. Gaines. Angela Randolph is the owner of Randolph & Dewdney Construction, Inc. and the company has 1 existing contract with the Board of County Commissioners. Lia T. Gaines is the Executive Director of The Business Loan Fund whose agency will receive an Economic Set-Aside Grant through the Office of Economic Development. Both candidates have disclosed their relationship and are requesting a waiver pursuant to Section 2-443(d) of the Code of Ethics. The waivers are being recommended based on staff's determination that the appointments of Angela Randolph and Lia T. Gaines and their contractual relationship will not create a conflict of interest Countywide (TKF).

Background and Justification: Section 2.80.32, as amended, of the Palm Beach County Code, provided for appointments to be made from specific organizations and representative of the small business community. The SBA Advisory Committee consists of fourteen (14) members and the terms of the seat are for three (3) years. The SBA Advisory Committee reviews and evaluates the effectiveness of small business programs within County Government. The Board currently consists of 4 members with 10 seats vacant. The current diversity count is: Hispanic 1; White 2; and African American 1.

BOARD OF COUNTY COMMISSIONERS
ADVISORY BOARD NOMINEE INFORMATION FORM

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: Small Business Assistance Advisory Committee

☒ At Large Appointment or ☐ District Appointment

Term of Appointment: 3 Years. From: _____ To: _____

Seat Requirement: Certified Woman Business Owner Seat #: 3

☐ *Reappointment or ☐ New Appointment

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

Completion of term to expire on: September 30, 2012 + 1 year

*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: Randolph, Angela Dewdney
Last First Middle

Occupation/Affiliation: Construction - Self Employed

Business Name: Randolph + Dewdney Construction, Inc.

Business Address: 1191 N. Federal Hwy

City & State: Delray Beach, FL Zip Code: 33483

Residence Address: 8787 Pioneer Road

City & State: West Palm Beach, FL Zip Code: 33411

Home Phone: (561) 276-2889 Business Phone: (561) 276-2889 Ext. _____

Cell Phone: (561) 276-2889 Fax: (561) 279-4885

Email Address: rdcincorp@aol.com

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: N/A

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: [Signature] Date: 9-13-10

Part III (to be filled out by Commissioner):

Appointment to be made at BCC Meeting on: October 19, 2010

Commissioner's Signature: Cindy R De Felippo for Date: 10/13/10
Comm. Karen T. Marcus

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

Revised 1/2010



Office of
Small Business Assistance

50 South Military Trail,
Suite 2N-172

West Palm Beach, FL 33415

(561) 616-6840

FAX: (561) 616-6850

www.pbcgov.com/osba

Palm Beach County
Board of County
Commissioners

Burt Aaronson, Chair

Karen T. Marcus, Vice Chair

Shelley Vana

Steven L. Abrams

Jess F. Santamaria

Priscilla A. Taylor

County Administrator

Robert Weisman, P.E.

An Equal Opportunity
Affirmative Action Employer

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: Tonya Davis Johnson, 50 South Military Trail, Suite 2N-172, West Palm Beach, FL 33415. If you cannot access this document on the web, please contact Tonya Davis Johnson at 561-616-6844 for other arrangements.

Acknowledgement of Receipt

NAME: Angela Randolph
Print or Type

ADVISORY BOARD(S): SMALL BUSINESS ASSISTANCE ADVISORY COMMITTEE

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: [Signature] Date: 9-13-10

Please sign and return to the Office of Small Business Assistance in the self-addressed envelope provided.

Revised 9/1/2010



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. This conflict of interest must be waived by an affirmative vote of five (5) members of the Board of County Commissioners upon full disclosure at a public meeting in order to accept appointment to an advisory board. 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>

Type of Contract	Which Department/Division	Effective Date	Term
<u>Renovation</u>	<u>H.C.D.</u>	<u>9-10-10</u>	<u>45 days</u>
<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

☒ Yes, submit a waiver to the Board of County Commissioners, since I or my employer have/has the above named contract(s);

OR

☐ At this time, I nor my employer have contract(s) 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, please contact Tonya Davis Johnson at 561-616-6840 for other arrangements.

Acknowledgment of Receipt

NAME: Angela Randolph
Print or Type

FIRM/COMPANY/ORGANIZATION: Randolph + Dewdney Constr., Inc.

ADVISORY BOARD(S): SBA Advisory Committee

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: [Signature] Date: 9-23-10

Please sign and return this FORM to Tonya Davis Johnson. A self-addressed envelope has been provided for your convenience.



**Randolph & Dewdney
Construction Inc.**

QUALIFICATIONS & EXPERIENCE

**ANGELA D. RANDOLPH,
President/Operations**

Professional & Business Experience

Mrs. Randolph has been active in the construction industry for over twelve years, serving as the President of Randolph & Dewdney Construction, Inc., a full scale construction firm based in Delray Beach, Florida. There, she oversees the day-to-day functions of the Main (Delray Beach) and Central Florida offices (Winter Haven).

While assisting in the coordination of construction projects for various municipalities, Mrs. Randolph has worked directly with not-for-profit/profit entities, governmental agencies, housing authorities, private owners and various lending institutions, ensuring the construction of quality, cost-effective residential and commercial projects throughout Palm Beach, Broward, Indian River and Polk Counties. Her responsibilities include but are not limited to the preparation/administration of project budgets, approving all expenditures and payroll, developing and implementing policies/procedures and preparing all project documentation. She also ensures compliance with governmental regulations and closely monitors M/WBE & Section 3 programs.

Among her priorities, completing projects within the specified budget and time schedules allotted is an area she prides herself. She has worked with individuals from different social and ethnic backgrounds and is able to adjust to varying work environments. Her excellent negotiating skills deem her to be quite proficient in not only analyzing, but solving problems, as well.

Professional & Business and Civic Affiliations

- Delray Beach Housing Authority Board of Commissioners, Past Chairman.
- Delray Beach Housing Group, Member
- Pompey Park Booster Executive Board, Past Vice President.
- Alpha Kappa Alpha Sorority, Inc., Member.

Education

Bachelor of Arts, Public Administration, 1992,
University of Central Florida,
Orlando, FL

Master of Applied Social Science, 1993, Florida A&M University, Tallahassee, FL

License

State of Florida, Department of Banking & Finance, 2002 –
Mortgage Broker, MB 0304659

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
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Term of Appointment: 3 Years. From: _____ To: _____

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or ☒ to complete the term of Athena Yannitsas Due ☒ resignation ☐ other

Completion of term to expire on: September 30, 2012 + 1 year

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Number of previously disclosed voting conflicts during the previous term _____

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APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT

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Last First Middle

Occupation/Affiliation: Construction - Self Employed

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Email Address: rdcincorp@aol.com

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: N/A

Minority Identification Code:

<input type="checkbox"/> IF (Native-American Female)	<input type="checkbox"/> IM (Native-American Indian Male)
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Applicant's Signature: [Signature] Date: 9-13-10

Part III (to be filled out by Commissioner):

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Commissioner's Signature: [Signature] Date: 10/15/10



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NAME: Angela Randolph
Print or Type

ADVISORY BOARD(S): SMALL BUSINESS ASSISTANCE ADVISORY COMMITTEE

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Signature: [Signature] **Date:** 9-13-10

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Revised 9/1/2010



TO: ADVISORY BOARD MEMBERS

FROM: ROBERT WEISMAN
COUNTY ADMINISTRATOR

RE: PALM BEACH COUNTY CODE OF ETHICS

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<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

☒ Yes, submit a waiver to the Board of County Commissioners, since I or my employer have/has the above named contract(s);

OR

☐ At this time, I nor my employer have contract(s) with the Board of County Commissioners

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NAME: Angela Randolph
Print or Type

FIRM/COMPANY/ORGANIZATION: Randolph + Dewdney Constr., Inc.

ADVISORY BOARD(S): SBA Advisory Committee

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President/Operations**

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- Delray Beach Housing Group, Member
- Pompey Park Booster Executive Board, Past Vice President.
- Alpha Kappa Alpha Sorority, Inc., Member.

Education

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Orlando, FL

Master of Applied Social Science, 1993, Florida A&M University, Tallahassee, FL

License

State of Florida, Department of Banking & Finance, 2002 –
Mortgage Broker, MB 0304659

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

Board Name: Small Business Assistance Advisory Committee

☒ At Large Appointment or ☐ District Appointment

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

Seat Requirement: Hispanic Chamber of Commerce of PBC Seat #: 7

☐ *Reappointment or ☐ New Appointment

or ☒ to complete the term of Jorge Arellana Due ☒ resignation ☐ other

Completion of term to expire on: September 30, 2011 + 2 additional years Exp. 9/30/2013

***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: VARONA JORDI LUIS
Last First Middle

Occupation/Affiliation: CHIEF EXECUTIVE OFFICER

Business Name: HISPANIC CHAMBER OF COMMERCE PALM

Business Address: 809 N. DIXIE # 208 BEACH COUNTY

City & State: WFB, FL Zip Code: 33401

Residence Address: 6345 HOWARD DR SE

City & State: JUPITER, FL Zip Code: 33458

Home Phone: 609-691-8140 Business Phone: 609-822-576 Ext. _____

Cell Phone: 609-909-0287 Fax: ()

Email Address: _____

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) |
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Applicant's Signature: [Signature] Date: 9/7/10

Part III (to be filled out by Commissioner):

Appointment to be made at BCC Meeting on: _____

Commissioner's Signature: Candy L DeSellepe for Date: 10/13/10
Comm. Karen T. Marcus



TO: ADVISORY BOARD MEMBERS

FROM: ROBERT WEISMAN
COUNTY ADMINISTRATOR

RE: PALM BEACH COUNTY CODE OF ETHICS

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

_____ Yes, submit a waiver to the Board of County Commissioners, since I or my employer have/has the above named contract(s);

OR

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Acknowledgment of Receipt

NAME: AUDRE' VARELA
Print or Type

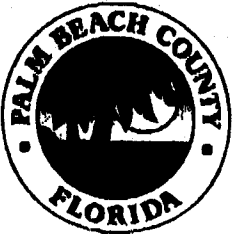
FIRM/COMPANY/ORGANIZATION: HISPANIC C.C. of PALM BEACH COUNTY

ADVISORY BOARD(S): _____

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: [Signature] Date: 7/17/10

Please sign and return this FORM to Tonya Davis Johnson. A self-addressed envelope has been provided for your convenience.



**Office of
Small Business Assistance**

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Acknowledgement of Receipt

NAME:

ANDRÉ VARONA

Print or Type

ADVISORY BOARD(S): SMALL BUSINESS ASSISTANCE ADVISORY COMMITTEE

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:

[Signature]

Date:

10/6/10

Please sign and return to the Office of Small Business Assistance in the self-addressed envelope provided.

Revised 9/1/2010

ANDRE L. VARONA
6345 Lauderdale Street
Jupiter, Florida 33458
(561) 691-8140

Summary of Qualifications:

A proven leader with exceptional communication, organizational, and planning skills with experience in sales, customer relations, and account management. Strengths in establishing and maintaining customer satisfaction and, motivating associates to achieve high levels of productivity. Consistently exceed personal and professional goals. Manages multiple tasks efficiently. Fluent in both English and Spanish.

Professional Profile:

- Developed and implemented innovative sales and event programs to develop new business and increase market share.
- Initiated education and motivation programs for sales personnel.
- Established and maintained relations with clients and ensured that clients received quality customer service.
- Oversaw many facets of an operation including profit and loss responsibility, managing budgets, and hiring, training and supervising staff.

Employment History:

Hispanic Chamber of Commerce of Palm Beach County
October 2009-
Chief Executive Officer

Asset Accumulation & Conservation, Inc.
June 2009-September 2009
Director of Marketing/Executive V.P.
Responsible for marketing & business development

Northern Palm Beach County Chamber of Commerce, FL.
2002-May 2009
V.P. Membership & Sponsorship Sales
Responsible for membership retention & recruitment
Responsible for securing sponsors for chamber events
Works closely with President/CEO regarding programs, events and management of chamber

AXA ADVISORS, Boca Raton, FL
1999-2001
Registered Representative
Financial advisor in direct sales of life insurance, annuities and pensions.

OCWEN FINANCIAL CORPORATION, Palm Beach, FL
1995-1998
Sales Manager
Responsible for the creation and management of the company's money desk.
Hired and managed sales force of 10 people, which created a successful client base and raised 2.1 Billion Dollars.

FIRST EQUITY CORPORATION, Miami, FL
1994-1995
Sales Manager
Hired, managed and motivated sales team. Prepared and implemented company's marketing plan.

FAIC SECURITIES, INC., Miami, FL

1982 – 1994

Sales, Sales Manager, Assistant Vice-President

Initiated education and motivation programs for all sales personnel. Involved in problem solving and public relations. Ranked as one of top five salespeople.

Boards & Associations

ACCE (American Chamber Commerce Executives)

Membership Development Division Since 2007

Adopt-A-Family of Palm Beach County

Board Member Since 2004

Business Advisory Board of Palm Beach Gardens H.S.

Member Since 2003

Columbia Hospital Community Advisory Board

Since 2007

FACP (Florida Assn. of Chamber Professionals)

Membership Committee-2004

Palm Beach Gardens Kiwanis

Member-2002;

Board-2004;

President-2007-2008;

Norton Museum Art Audience Development Task Force

2008

REFERENCES FURNISHED UPON REQUEST

BOARD OF COUNTY COMMISSIONERS
ADVISORY BOARD NOMINEE INFORMATION FORM

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: Small Business Assistance Advisory Committee

☒ At Large Appointment or ☐ District Appointment

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

Seat Requirement: Hispanic Chamber of Commerce of PBC Seat #: 7

☐ *Reappointment or ☐ New Appointment

or ☒ to complete the term of Jorge Avellana Due ☒ resignation ☐ other

Completion of term to expire on: September 30, 2011 + 2 additional years Exp. 9/30/2013

***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: VARONA ANDRE LUIS
Last First Middle

Occupation/Affiliation: CHIEF EXECUTIVE OFFICER

Business Name: HISPANIC CHAMBER OF COMMERCE PBC

Business Address: 709 N. DIXIE # 208 BRACK COUNTY

City & State: WRB, FL Zip Code: 33401

Residence Address: 6345 LINDENWOOD ST.

City & State: JUPITER, FL Zip Code: 33458

Home Phone: 661-691-8140 Business Phone: 661-832-576 Ext. _____

Cell Phone: 661-309-2287 Fax: ()

Email Address: _____

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 type="checkbox"/> BF (African-American Female) | <input type="checkbox"/> BM (African-American Male) |
| <input type="checkbox"/> HF (Hispanic-American Female) | <input checked="" type="checkbox"/> HM (Hispanic-American Male) |
| <input type="checkbox"/> WF (Caucasian Female) | <input type="checkbox"/> WM (Caucasian Male) |

Applicant's Signature: _____ Date: 9/7/10

Part III (to be filled out by Commissioner):

Appointment to be made at BCC Meeting on: _____

Commissioner's Signature: _____ Date: 10/15/10



**Office of
Small Business Assistance**

50 South Military Trail,
Suite 2N-172

West Palm Beach, FL 33415

(561) 616-6840

FAX: (561) 616-6850

www.pbcgov.com/osba

**Palm Beach County
Board of County
Commissioners**

Burt Aaronson, Chair

Karen T. Marcus, Vice Chair

Shelley Vana

Steven J. Abrams

Jess F. Santamaria

Priscilla A. Taylor

County Administrator

Robert Weisman, P.E.

*An Equal Opportunity
Affirmative Action Employer*

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: Tonya Davis Johnson, 50 South Military Trail, Suite 2N-172, West Palm Beach, FL 33415. If you cannot access this document on the web, please contact Tonya Davis Johnson at 561-616-6844 for other arrangements.

Acknowledgement of Receipt

NAME: _____

ANDRE' VARONA

Print or Type

ADVISORY BOARD(S): SMALL BUSINESS ASSISTANCE ADVISORY COMMITTEE

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: _____

Date: 10/6/10

Please sign and return to the Office of Small Business Assistance in the self-addressed envelope provided.

Revised 9/1/2010



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. This conflict of interest must be waived by an affirmative vote of five (5) members of the Board of County Commissioners upon full disclosure at a public meeting in order to accept appointment to an advisory board. 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>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

_____ Yes, submit a waiver to the Board of County Commissioners, since I or my employer have/has the above named contract(s);

OR

_____ At this time, I nor my employer have contract(s) 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, please contact Tonya Davis Johnson at 561-616-6840 for other arrangements.

Acknowledgment of Receipt

NAME: _____

Print or Type

FIRM/COMPANY/ORGANIZATION: _____

ADVISORY BOARD(S): _____

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: _____

Date: _____

Please sign and return this FORM to Tonya Davis Johnson. A self-addressed envelope has been provided for your convenience.

00-09-10A09:45 RCVD

5/26/10

ANDRE L. VARONA
6345 Lauderdale Street
Jupiter, Florida 33458
(561) 691-8140

Summary of Qualifications:

A proven leader with exceptional communication, organizational, and planning skills with experience in sales, customer relations, and account management. Strengths in establishing and maintaining customer satisfaction and, motivating associates to achieve high levels of productivity. Consistently exceed personal and professional goals. Manages multiple tasks efficiently. Fluent in both English and Spanish.

Professional Profile:

- Developed and implemented innovative sales and event programs to develop new business and increase market share.
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June 2009-September 2009
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Northern Palm Beach County Chamber of Commerce, FL.
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V.P. Membership & Sponsorship Sales
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Works closely with President/CEO regarding programs, events and management of chamber

AXA ADVISORS, Boca Raton, FL
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Registered Representative
Financial advisor in direct sales of life insurance, annuities and pensions.

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Responsible for the creation and management of the company's money desk.
Hired and managed sales force of 10 people, which created a successful client base and raised 2.1 Billion Dollars.

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Boards & Associations

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Membership Development Division Since 2007

Adopt-A-Family of Palm Beach County

Board Member Since 2004

Business Advisory Board of Palm Beach Gardens H.S.

Member Since 2003

Columbia Hospital Community Advisory Board

Since 2007

FACP (Florida Assn. of Chamber Professionals)

Membership Committee-2004

Palm Beach Gardens Kiwanis

Member-2002;

Board-2004;

President-2007-2008;

Norton Museum Art Audience Development Task Force

2008

REFERENCES FURNISHED UPON REQUEST

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.

08-27-10P12:52 RCVD



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FAX: (561) 616-6850

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**Palm Beach County
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Priscilla A. Taylor

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Robert Weisman, P.E.

*An Equal Opportunity
Affirmative Action Employer*

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.

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Please read and make yourself familiar with the Guide and return the acknowledgment form below to: Tonya Davis Johnson, 50 South Military Trail, Suite 2N-172, West Palm Beach, FL 33415. If you cannot access this document on the web, please contact Tonya Davis Johnson at 561-616-6844 for other arrangements.

Acknowledgement of Receipt

NAME: MARTHA GREEN
Print or Type

ADVISORY BOARD(S): SMALL BUSINESS ASSISTANCE ADVISORY COMMITTEE

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: Martha Green **Date:** 9/13/10

Please sign and return to the Office of Small Business Assistance in the self-addressed envelope provided.

Revised 9/1/2010

09-15-10P04:41 RCVD



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. This conflict of interest must be waived by an affirmative vote of five (5) members of the Board of County Commissioners upon full disclosure at a public meeting in order to accept appointment to an advisory board. 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>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

_____ Yes, submit a waiver to the Board of County Commissioners, since I or my employer have/has the above named contract(s);

OR

✓ _____ At this time, I nor my employer have contract(s) 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, please contact Tonya Davis Johnson at 561-616-6840 for other arrangements.

Acknowledgment of Receipt

NAME: MARTHA GREESON
Print or Type

FIRM/COMPANY/ORGANIZATION: COAST TO COAST FORMING INC / NAWIC

ADVISORY BOARD(S): Small Business Asst Advisory Committee

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: Martha Greeson Date: 8/23/10

Please sign and return this FORM to Tonya Davis Johnson. A self-addressed envelope has been provided for your convenience.

Martha Greeson
1286 Marine Drive
West Palm Beach, Florida 33409
561-683-9624
561-718-4659 Cell

Qualifications:

Full charge bookkeeping, administrative support, office manager, human resources, purchasing, estimating, and all aspects involved in operating business.

Experience:

Coast to Coast Forming
Royal Palm Beach, FL 2008-Present
Full charge bookkeeper, A/P, A/R, PR, tax reports
Office manager

Decco Construction, Inc.
Royal Palm Beach, FL 1983-2007
Full charge bookkeeper, A/P, A/R, PR, tax reports, all billings and collections
Human resources, Estimating Administrative assistant
Managed nine unit office building and full charge bookkeeping for same

Grady Ford Construction, Inc.
Lake Worth, FL 1977-1981
FC Bookkeeping, A/P, A/R, PR, tax reports,
Administrative Assistant, Receptionist

Greeson Construction, Inc.
West Palm Beach, FL 1964-1974
FC Bookkeeping, Union reports,

Education:

ABA Palm Beach Junior College

Board Officer National Association of Women in Construction

Notary Public State of Florida

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

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: Small Business Assistance Advisory Committee

☒ At Large Appointment or ☐ District Appointment

Term of Appointment: 3 Years. From: _____ To: _____

Seat Requirement: National Association of Women In Construction Seat #: 8

☐ *Reappointment or ☐ New Appointment

or ☒ to complete the term of Laurie Rogers Due ☒ resignation ☐ other

Completion of term to expire on: September 30, 2013

***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: GREESON MARTHA JANE
Last First Middle

Occupation/Affiliation: BKKPR / NAWIC

Business Name: COAST TO COAST FORMING INC

Business Address: 6995 BARBOUR Rd

City & State: Riviera Beach, FL Zip Code: 33407

Residence Address: 1286 MARINE DR, W. Palm Beach, FL 33409

City & State: W Palm Beach FL Zip Code: 33409

Home Phone: (561) 683-9624 Business Phone: (561) 840-7708 Ext. _____

Cell Phone: (561) 718-4659 Fax: (561) 840-8874

Email Address: martha@coast2coastform.com

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:

☐ 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)

Applicant's Signature: Martha Greeson Date: 8/20/10

Part III (to be filled out by Commissioner):

Appointment to be made at BCC Meeting on: October 19, 2010

Commissioner's Signature: [Signature] Date: 10/15/10



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FAX: (561) 616-6850

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Steven L. Abrams

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Priscilla A. Taylor

County Administrator

Robert Weisman, P.E.

*An Equal Opportunity
Affirmative Action Employer*

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.

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Please read and make yourself familiar with the Guide and return the acknowledgment form below to: Tonya Davis Johnson, 50 South Military Trail, Suite 2N-172, West Palm Beach, FL 33415. If you cannot access this document on the web, please contact Tonya Davis Johnson at 561-616-6844 for other arrangements.

Acknowledgement of Receipt

NAME: MARTHA GREEN
Print or Type

ADVISORY BOARD(S): SMALL BUSINESS ASSISTANCE ADVISORY COMMITTEE

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: Martha Green Date: 9/13/10

Please sign and return to the Office of Small Business Assistance in the self-addressed envelope provided.

Revised 9/1/2010

09-15-10P04:41 RCVD



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. This conflict of interest must be waived by an affirmative vote of five (5) members of the Board of County Commissioners upon full disclosure at a public meeting in order to accept appointment to an advisory board. 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>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

_____ Yes, submit a waiver to the Board of County Commissioners, since I or my employer have/has the above named contract(s);

OR

✓ _____ At this time, I nor my employer have contract(s) 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, please contact Tonya Davis Johnson at 561-616-6840 for other arrangements.

Acknowledgment of Receipt

NAME: MARTHA GREESON
Print or Type

FIRM/COMPANY/ORGANIZATION: COAST TO COAST FORMING INC / NAWIC

ADVISORY BOARD(S): Small Business Asst Advisory Committee

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: Martha Greeson Date: 8/23/10

Please sign and return this FORM to Tonya Davis Johnson. A self-addressed envelope has been provided for your convenience.

08-27-10P12:52 RCVD

5/26/10

Martha Greeson
1286 Marine Drive
West Palm Beach, Florida 33409
561-683-9624
561-718-4659 Cell

Qualifications:

Full charge bookkeeping, administrative support, office manager, human resources, purchasing, estimating, and all aspects involved in operating business.

Experience:

Coast to Coast Forming
Royal Palm Beach, FL 2008-Present
Full charge bookkeeper, A/P, A/R, PR, tax reports
Office manager

Decco Construction, Inc.
Royal Palm Beach, FL 1983-2007
Full charge bookkeeper, A/P, A/R, PR, tax reports, all billings and collections
Human resources, Estimating Administrative assistant
Managed nine unit office building and full charge bookkeeping for same

Grady Ford Construction, Inc.
Lake Worth, FL 1977-1981
FC Bookkeeping, A/P, A/R, PR, tax reports,
Administrative Assistant, Receptionist

Greeson Construction, Inc.
West Palm Beach, FL 1964-1974
FC Bookkeeping, Union reports,

Education:

ABA Palm Beach Junior College

Board Officer National Association of Women in Construction

Notary Public State of Florida

BOARD OF COUNTY COMMISSIONERS
ADVISORY BOARD NOMINEE INFORMATION FORM

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: Small Business Assistance Advisory Committee

☒ At Large Appointment or ☐ District Appointment

Term of Appointment: 3 Years. From: _____ To: _____

Seat Requirement: Minority Contractor Seat #: 10

☐ *Reappointment or ☐ New Appointment

or ☒ to complete the term of John Elliott Due ☐ resignation ☒ other
Completion of term to expire on: 9/30/2011 plus two years Exp. 9/30/2013
to: Failure to attend 3 consecutive mtgs.

*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: Anderson Joseph
Last First Middle

Occupation/Affiliation: Construction

Business Name: JD Anderson Construction, Inc

Business Address: 331 West 16th Way

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

Residence Address: 331 West 16th Way

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

Home Phone: (904) Business Phone: (561) 856-9079 Ext. _____

Cell Phone: (904) 484-5633 Fax: ()

Email Address: Jdandersonconst@aol.com

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 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) |

Applicant's Signature: Joseph Anderson Date: 8/25/10

Part III (to be filled out by Commissioner):

Appointment to be made at BCC Meeting on: October 19, 2010

Commissioner's Signature: Cindy L DeTelleppo for Date: 10/13/10
Comm. Karen T. Maras



TO: ADVISORY BOARD MEMBERS

FROM: ROBERT WEISMAN
COUNTY ADMINISTRATOR

RE: PALM BEACH COUNTY CODE OF ETHICS

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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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OR

✓ At this time, I nor my employer have contract(s) 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, please contact Tonya Davis Johnson at 561-616-6840 for other arrangements.

Acknowledgment of Receipt

NAME: JOSEPH ANDERSON
Print or Type

FIRM/COMPANY/ORGANIZATION: JD ANDERSON CONSTRUCTION, INC

ADVISORY BOARD(S): Small Business Assistance Advisory Committee

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: *Joseph Anderson* Date: 8/25/10

Please sign and return this FORM to Tonya Davis Johnson. A self-addressed envelope has been provided for your convenience.



**Office of
Small Business Assistance**

50 South Military Trail,
Suite 2N-172

West Palm Beach, FL 33415

(561) 616-6840

FAX: (561) 616-6850

www.pbcgov.com/osba

**Palm Beach County
Board of County
Commissioners**

Burt Aaronson, Chair

Karen T. Marcus, Vice Chair

Shelley Vana

Steven L. Abrams

Jess F. Santamaria

Priscilla A. Taylor

County Administrator

Robert Weisman, P.E.

*An Equal Opportunity
Affirmative Action Employer*

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: Tonya Davis Johnson, 50 South Military Trail, Suite 2N-172, West Palm Beach, FL 33415. If you cannot access this document on the web, please contact Tonya Davis Johnson at 561-616-6844 for other arrangements.

Acknowledgement of Receipt

NAME: Joseph Anderson
Print or Type

ADVISORY BOARD(S): SMALL BUSINESS ASSISTANCE ADVISORY COMMITTEE

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: [Signature] Date: 9/1/10

Please sign and return to the Office of Small Business Assistance in the self-addressed envelope provided.

Revised 9/1/2010

Joseph D. Anderson

Objective

To become a LEED certified professional

Summary

Extensive knowledge of billing, issues investigation & resolutions as well as worked with an assortment of clientele.

Reliable, quality focused licensed contractor (CBC1257604)

Offer hands on building and remodeling skills gained through experience as a home remodeling assistance on various jobs.

15 years of experience with AT&T, which career included customer service, credit, fraud investigator, numbering analyst for North America and project management.

Professional Experience

2009— Present

JD Anderson Construction,
Inc

Riviera Beach, Florida

President/Owner/Contractor

Responsible for day to day business operations, which includes obtaining permits, project management on job sites and assisting with completion of Request for Proposal (RFP's) and Request for Qualifications (RFQ's) for procuring jobs. Also, responsible for networking, continuing education courses in construction & inspection and financial aspect of the company.

1999— 2010

AT&T

North Palm Beach, Florida

Specialist/Analyst

Responsible for implementing NPA/NXX's (Cellular phone numbers) in various systems once procured from Neustar Pooling Administrator. This process included coordinating and being the liaison for different billing and reporting departments to ensure the successful implementing of one thousand block numbers (i.e. 561-308-0000-9999), which are then made available for sale to new or existing customer and resellers. This is a very crucial and important function for AT&T due to the direct impact to activations for new subscribers, which is the primary revenue for wireless division.

1998— 1999

AT&T Wireless Services

North Palm Beach, Florida

Billing Analyst/National Billing & Roaming Department

Documented and created a new spreadsheet for tracking Leading Digits, which helped identify Leading Digits that had been used in a market and to which usage areas they are

assigned, also allowed for an on-going record keeping system. Secondly, Identified and rectified issues causing discrepancies in billing long distance for all regions of AT&T Wireless Services. Thirdly, acted as a liaison between Technical Operations and billing vendors (Convergys) resolve all data related issues. Lastly, worked effectively on the following large projects: LD Takeback Issues concerning Mexico, Puerto Rico & Canada; One Rate Issues and National Rate Plan Analyzer.

AT&T Wireless Services

North Palm Beach, Florida

Credit & Financial Analyst/Revenue Assurance

During my Credit Analyst tenure, I reviewed and analyzed credit and activation applications for service to all new and existing customers in a timely and efficient manner. Interfaced with Sales, Customer Care, Account Receivables and external credit bureau sources to ensure policy and procedures were in place for Cellular One. Promoted to Financial Analyst and prevented loss of \$30,000 in revenue by monitoring credits, adjustments, promotions and features. Identified all issues causing unbilled airtime and communicated resolution information to the appropriate departments as well as worked the ESN Cross Reference and ESN Mismatch Reports to capture unbilled airtime. Performed cyclic pre-bill approval to insure billing vendors were meeting expectations. Partnered with IBS to test to test new rate plans, features and promotions before changes are put into production. Lastly, performed and reviewed standard monthly test calls for billing accuracy on various switches.

Home Depot

*Palm Beach Gardens,
Florida*

Loader/Cashier/Sales and Customer Service Representative for Plumbing and Inside Gardening

Started employment assisting customers with merchandise loading and promoted to cashier working at a merchandise checkout position. Then promote and received training to work in plumbing and inside gardening to give contractors and residential customers assistance on home improvements.

Education

Bethune Cookman College

Daytona Beach, Florida

Bachelor of Science, Accounting

Palm Beach Community College

Palm Beach Gardens, FL

Accounting Courses

Suncoast High School

Riviera Beach, FL

High School Diploma

Licenses & Certifications

H.M.H Control Systems, Inc

Palm Beach Gardens, FL

Security Officer for State of Florida License # D2925796

2007— 2008 *Palm Construction School, Inc Orlando, FL*

Certification/License # CBC1257604

2008— 2009 *Gold Coast School of Construction Miami, FL*

Certified Residential Home Inspection & Construction

2010- *Seagull Environmental Management Company, Ft Lauderdale FL*

Certified Renovator #143744 (Renovation, Repair & Painting)

Professional and Community Memberships

President of the Voters League of the Palm Beaches
Board member of Together We Stand
Member of Riviera Beach Civic Association
Member of Bethune Cookman University Alumni Chapter in Palm Beach County
JD Anderson Construction, Inc is member of Black Chamber of Commerce
JD Anderson Construction, Inc is certified with the City of West Palm Beach, Palm Beach County and Palm Beach County School District's Small Business Program

Personal Interests

My personal interests are umpiring and coaching Little League Baseball Games as well as volunteering for GOTV (Get out to Vote) Campaign.

References

References available upon request.

BOARD OF COUNTY COMMISSIONERS
ADVISORY BOARD NOMINEE INFORMATION FORM

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: Small Business Assistance Advisory Committee

☒ At Large Appointment or ☐ District Appointment

Term of Appointment: 3 Years. From: _____ To: _____

Seat Requirement: Minority Contractor Seat #: 10

☐ *Reappointment or ☐ New Appointment

or ☒ to complete the term of John Elliott Due ☐ resignation ☒ other

Completion of term to expire on: 9/30/2011 plus two years Exp. 9/30/2013
to: Failure to attend 3 consecutive mtgs.

***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: Anderson Joseph
Last First Middle

Occupation/Affiliation: Construction

Business Name: SD Anderson Construction, Inc

Business Address: 331 West 16th Way

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

Residence Address: 331 West 16th Way

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

Home Phone: (561) 856-9079 Business Phone: (561) 856-9079 Ext. _____

Cell Phone: (906) 484-5633 Fax: ()

Email Address: Jdandersonconst@aol.com

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:

☐ 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)

Applicant's Signature: Joseph Anderson Date: 8/25/10

Part III (to be filled out by Commissioner):

Appointment to be made at BCC Meeting on: October 19, 2010

Commissioner's Signature: [Signature] Date: 10/10/10

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

Revised 1/2010



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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.

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Acknowledgement of Receipt

NAME: Joseph Anderson
Print or Type

ADVISORY BOARD(S): SMALL BUSINESS ASSISTANCE ADVISORY COMMITTEE

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: [Signature] Date: 9/1/10

Please sign and return to the Office of Small Business Assistance in the self-addressed envelope provided.

Revised 9/1/2010



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. This conflict of interest must be waived by an affirmative vote of five (5) members of the Board of County Commissioners upon full disclosure at a public meeting in order to accept appointment to an advisory board. 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>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

_____ Yes, submit a waiver to the Board of County Commissioners, since I or my employer have/has the above named contract(s);

OR

✓ At this time, I nor my employer have contract(s) 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, please contact Tonya Davis Johnson at 561-616-6840 for other arrangements.

Acknowledgment of Receipt

NAME: JOSEPH ANDERSON
Print or Type

FIRM/COMPANY/ORGANIZATION: JD ANDERSON CONSTRUCTION, INC

ADVISORY BOARD(S): Small Business Assistance Advisory Committee

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: Joseph Anderson Date: 8/25/10

Please sign and return this FORM to Tonya Davis Johnson. A self-addressed envelope has been provided for your convenience.

Joseph D. Anderson

Objective

To become a LEED certified professional

Summary

Extensive knowledge of billing, issues investigation & resolutions as well as worked with an assortment of clientele.

Reliable, quality focused licensed contractor (CBC1257604)

Offer hands on building and remodeling skills gained through experience as a home remodeling assistance on various jobs.

15 years of experience with AT&T, which career included customer service, credit, fraud investigator, numbering analyst for North America and project management.

Professional Experience

2009— Present

*JD Anderson Construction,
Inc*

Riviera Beach, Florida

President/Owner/Contractor

Responsible for day to day business operations, which includes obtaining permits, project management on job sites and assisting with completion of Request for Proposal (RFP's) and Request for Qualifications (RFQ's) for procuring jobs. Also, responsible for networking, continuing education courses in construction & inspection and financial aspect of the company.

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North Palm Beach, Florida

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North Palm Beach, Florida

Billing Analyst/National Billing & Roaming Department

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1995—1998 AT&T Wireless Services North Palm Beach, Florida

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Started employment assisting customers with merchandise loading and promoted to cashier working at a merchandise checkout position. Then promote and received training to work in plumbing and inside gardening to give contractors and residential customers assistance on home improvements.

2009—2009 *H.M.H Control Systems, Inc* *Palm Beach Gardens, FL*

Security Officer for State of Florida License # D2925796

2007— 2008

Palm Construction School, Inc Orlando, FL

Certification/License # CBC1257604

2008— 2009

Gold Coast School of Construction Miami, FL

Certified Residential Home Inspection & Construction

2010-

Seagull Environmental Management Company, Ft Lauderdale FL

Certified Renovator #143744 (Renovation, Repair & Painting)

Professional and Community Memberships

President of the Voters League of the Palm Beaches

Board member of Together We Stand

Member of Riviera Beach Civic Association

Member of Bethune Cookman University Alumni Chapter in Palm Beach County

JD Anderson Construction, Inc is member of Black Chamber of Commerce

JD Anderson Construction, Inc is certified with the City of West Palm Beach, Palm Beach County and Palm Beach County School District's Small Business Program

Personal Interests

My personal interests are umpiring and coaching Little League Baseball Games as well as volunteering for GOTV (Get out to Vote) Campaign.

References

References available upon request.

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

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: Small Business Assistance Advisory Committee

☒ At Large Appointment or ☐ District Appointment

Term of Appointment: 3 Years. From: _____ To: _____

Seat Requirement: Associated General Contractors Seat #: 11

☐ *Reappointment or ☒ New Appointment

or ☒ to complete the term of Scott Johnson Due ☒ resignation ☐ other

Completion of term to expire on: September 30, 2013

***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: Disbury, Sherrill Lyn
Last First Middle

Occupation/Affiliation: Owner/President

Business Name: Coral Steel Company

Business Address: 259 Benoit Farms Road

City & State: West Palm Beach, FL Zip Code: 33411

Residence Address: 428 Santa Anna Dr., Palm Springs, FL 33461

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

Home Phone: (561) 964-2644 Business Phone: (561) 798-8822 Ext. -

Cell Phone: () - Fax: (561) 798-5640

Email Address: sdisbury@coralsteel.com

Mailing Address preference: ☒ Business ☐ Residence

Have you ever been convicted of a felony: Yes _____ No 6
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 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 checked="" type="checkbox"/> WF (Caucasian Female)	<input type="checkbox"/> WM (Caucasian Male)

Applicant's Signature: Sally W. King Date: 6-3-2010

Part III (to be filled out by Commissioner):

Appointment to be made at BCC Meeting on: October 19, 2010

Commissioner's Signature: Cindy L. De Felippo for Date: 10/13/10
Comm. Karen T. Marcus



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. This conflict of interest must be waived by an affirmative vote of five (5) members of the Board of County Commissioners upon full disclosure at a public meeting in order to accept appointment to an advisory board. 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>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

_____ Yes, submit a waiver to the Board of County Commissioners, since I or my employer have/has the above named contract(s);

OR

✓ _____ At this time, I nor my employer have contract(s) 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, please contact Tonya Davis Johnson at 561-616-6840 for other arrangements.

Acknowledgment of Receipt

NAME: Sherrin W. Disbury
Print or Type

FIRM/COMPANY/ORGANIZATION: Coral Steel Company

ADVISORY BOARD(S): Small Business Advisory 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: Sherrin W. Disbury Date: 6-15-10

Please sign and return this FORM to Tonya Davis Johnson. A self-addressed envelope has been provided for your convenience.



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
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TO: ADVISORY BOARD MEMBERS

**FROM: ROBERT WEISMAN
COUNTY ADMINISTRATOR**

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

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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:

Sherrill W. Disbury

Print or Type

ADVISORY BOARD(S):

Small Business Advisory

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:

Sherrill W. Disbury

Date:

6-15-10

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

Revised 3/19/2010

06-29-10P05:44 RCVD

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.

06-29-10P05:44 RCVD



County Administration

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West Palm Beach, FL 33402-1989

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www.pbcgov.com

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TO: ADVISORY BOARD MEMBERS

**FROM: ROBERT WEISMAN
COUNTY ADMINISTRATOR**

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Acknowledgment of Receipt

NAME: Sherrill W. Disbury
Print or Type

ADVISORY BOARD(S): Small Business Advisory

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: Sherrill W. Disbury **Date:** 6-15-10

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

Revised 3/19/2010

06-29-10P05:44 RCVD



TO: ADVISORY BOARD MEMBERS

FROM: ROBERT WEISMAN
COUNTY ADMINISTRATOR

RE: PALM BEACH COUNTY CODE OF ETHICS

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

_____ Yes, submit a waiver to the Board of County Commissioners, since I or my employer have/has the above named contract(s);

OR

✓ _____ At this time, I nor my employer have contract(s) with the Board of County Commissioners

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Acknowledgment of Receipt

NAME: Sherrill W. Disbury
Print or Type

FIRM/COMPANY/ORGANIZATION: Coral Steel Company

ADVISORY BOARD(S): Small Business Advisory 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: Sherrill W. Disbury Date: 6-15-10

Please sign and return this FORM to Tonya Davis Johnson. A self-addressed envelope has been provided for your convenience.

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

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

Board Name: Small Business Assistance Advisory Committee

☒ At Large Appointment or ☐ District Appointment

Term of Appointment: 3 Years. From: September 2010 To: September 30, 2013

Seat Requirement: Business Loan Fund of the Palm Beaches Seat #: 13

☐ *Reappointment or ☒ New Appointment

or ☒ to complete the term of Laurence Davenport Due ☐ resignation ☒ other
Completion of term to expire on: September 30, 2010 + 3 years (9/2013) to: Failure to attend 3 consecutive mtgs.

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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: Garkes Lia T
Last First Middle

Occupation/Affiliation: Executive Director

Business Name: Business Loan Fund

Business Address: 2200 N. FLORIDA MANGO ROAD, #401

City & State: WEST PALM BEACH, FL Zip Code: 33409

Residence Address: 413 S. MANGONIA CIRCLE

City & State: WEST PALM BEACH, FL Zip Code: 33401

Home Phone: (561) 832-7897 Business Phone: (561) 478-2337 Ext.

Cell Phone: (561) 307-7090 Fax: (561) 478-2339

Email Address: lia@businessloanfundsbc.org

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:

☐ IF (Native-American Female) ☐ IM (Native-American Indian Male)
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Applicant's Signature: Lia Garkes Date: 7/14/10

Part III (to be filled out by Commissioner):

Appointment to be made at BCC Meeting on: October 19, 2010

Commissioner's Signature: Cindy R DeFilippo for Date: 10/13/10
Comm. Karen T. Marcus

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

Revised 1/2010



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*An Equal Opportunity
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TO: ADVISORY BOARD MEMBERS

**FROM: ROBERT WEISMAN
COUNTY ADMINISTRATOR**

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

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Acknowledgement of Receipt

NAME: Lia T. Gaines
Print or Type

ADVISORY BOARD(S): SMALL BUSINESS ASSISTANCE ADVISORY COMMITTEE

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: [Signature] **Date:** 9/

Please sign and return to the Office of Small Business Assistance in the self-addressed envelope provided.

Revised 9/1/2010

09-15-10P04:41 RCVD



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. This conflict of interest must be waived by an affirmative vote of five (5) members of the Board of County Commissioners upon full disclosure at a public meeting in order to accept appointment to an advisory board. 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:
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Type of Contract	Which Department/Division	Effective Date	Term
Economic Development	Office of Economic Development	10/01/09	9/30/10

☒ Yes, submit a waiver to the Board of County Commissioners, since I or my employer have/has the above named contract(s);

OR

☐ At this time, I nor my employer have contract(s) with the Board of County Commissioners

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Acknowledgment of Receipt

NAME: Lia T. Gaires
Print or Type

FIRM/COMPANY/ORGANIZATION: Business Loan Fund

ADVISORY BOARD(S): Small Business Assistance Advisory Committee

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: Lia T. Gaires Date: 4/14/10

Please sign and return this FORM to Tonya Davis Johnson. A self-addressed envelope has been provided for your convenience.

Profile of Lia T. Gaines

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The Center for Enterprise Opportunity (CEO) is a nontraditional lender, certified by the U. S. Department of Treasury as a "*Community Development Financial Institution*"(CDFI). This certification qualifies the Center for Enterprise Opportunity as a specialized financial institution with the expertise and capacity to receive significant federal grant awards to provide financial products and development services to small and minority entrepreneurs and businesses that are underserved by traditional financial institutions.

As the CDFI serving its six county service region of Palm Beach, St. Lucie, Martin, Indian River, Hendry and Okeechobee Counties, the Center for Enterprise Opportunity has provided access to capital for over 360 businesses, creating and / or retaining over 1,900 jobs, and providing over \$9.2 million in financing.

CEO administers three revolving loan funds, the U. S. Small Business Administration Microloan Fund, the U. S. Department of Agriculture Rural Development Authority Fund, and the Federal Home Loan Bank EDGE Fund (PNC). The Center for Enterprise Opportunity also raises capital from private investors such as banks and foundations for re-lending to the small business community.

Ms. Gaines recently served as Chief Executive Officer of the BEDR Corporation, a 501(c)3 which provides for the management and administration of economic development initiatives benefiting historically underserved residents and communities. Ms. Gaines has played a pivotal role in the establishment of Palm Beach County's economic development policies and programs.

As Chief Aide to the first African American County Commissioner of Palm Beach County, Ms. Gaines was primarily responsible for establishing the policy framework and program guidelines for Palm Beach County's Economic Development initiatives. Her work was significant in the creation of Palm Beach County's first Economic Development Office, the first Palm Beach County Overall Economic Development Program Board and the first Treasure Coast Regional Overall Economic Development Program Board (now known as the Comprehensive Economic Development Strategy Board).

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

Board Name: Small Business Assistance Advisory Committee

☒ At Large Appointment or ☐ District Appointment

Term of Appointment: 3 Years. From: September 2010 To: September 30, 2013

Seat Requirement: Business Loan Fund of the Palm Beaches Seat #: 13

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Applicant's Signature: Lia Garkes Date: 7/14/10

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Appointment to be made at BCC Meeting on: October 19, 2010

Commissioner's Signature: [Signature] Date: _____



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NAME: Lia T. Gaines
Print or Type

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Revised 9/1/2010

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Commissioner's Signature: Steven L. Abrams 15 Date: 10/13/10



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Ms. Gaines recently served as Chief Executive Officer of the BEDR Corporation, a 501(c)3 which provides for the management and administration of economic development initiatives benefiting historically underserved residents and communities. Ms. Gaines has played a pivotal role in the establishment of Palm Beach County's economic development policies and programs.

As Chief Aide to the first African American County Commissioner of Palm Beach County, Ms. Gaines was primarily responsible for establishing the policy framework and program guidelines for Palm Beach County's Economic Development initiatives. Her work was significant in the creation of Palm Beach County's first Economic Development Office, the first Palm Beach County Overall Economic Development Program Board and the first Treasure Coast Regional Overall Economic Development Program Board (now known as the Comprehensive Economic Development Strategy Board).

Her public career yielded significant impacts of new jobs and businesses created, retained, and expanded. In addition, community stabilization and revitalization in underserved areas have continued to thrive because of her role in accomplishing the following:

Programs:

Business Loan Fund of the Palm Beaches

Co-founded and developed the first U.S. Dept. of Treasury designated Community Development Financial Institution in Palm Beach County providing loans to start ups and small business enterprises. The Business Loan Fund is also an SBA Lender, a USDA Lender and a Community Development Business Lender, and has served as the Section 108 Loan Administrator for Palm Beach County.

Business Development and Incubator Program

Business incubation core services of business planning, loan packaging and technical assistance to small and emerging businesses. Contracted to serve as Palm Beach County's Business Incubator serving the North Central area of Palm Beach County since 1996. BEDR has assisted several hundred small business entrepreneurs and enterprises since its inception with a total public / private funding commitment to date of over \$ 1.5 million.

Workforce Development Initiatives

Designed and implemented the Community Outreach and Retention Partnership (CORP) - A joint venture with Lockheed Martin IMS for outreach recruitment and retention of WAGES and Universal clients at nine (9) neighborhood service centers in Palm Beach County. Developed the *Summer BLAST*, *Summer BEAT*, and *Summer PROS* Youth Employment Training program serving over 200 youth. Secured over \$ 400,000 in grants from Workforce Development Board for these program initiatives.

Working Capital Program

Piloted the first peer lending micro-enterprise program (with peer lending circles serving four regions, Lake Worth, Boynton Beach /Delray Beach, West Palm Beach / Riviera Beach and the Glades area of Palm Beach County) providing business credit and training for low and moderate income entrepreneurs. Funding provided by the Mott Foundation and John D. and Catherine T. MacArthur Foundation.

CORE FOUR Business Planning Course

Presidential Award winning business training curriculum which focuses on four core bodies of knowledge that a business owner must have in order to operate a successful business.

Boards, Advisory Committees and Civic Organizations

- Center for Enterprise Opportunity (formerly known as the Business Loan Fund of the Palm Beaches, Inc.) Co-founder and Chair of the Board – (2008 - 2010)
- PNC Community Development Advisory Council
- WPB Alumnae Chapter of Delta Sigma Theta Sorority, Inc. – Habitat for Humanity Committee Chair (2007 – 2009)
- Half-Cent Sales Tax Oversight Committee - Palm Beach County School District
- Association for Enterprise Opportunity
- Delta Heritage Foundation – Board of Directors
- NAACP West Palm Beach Branch – President
- Community Transformation Leadership Institute – Co-founder

Education

Bachelor of Arts (English) – Howard University, Washington, DC 1981

Juris Doctor (Virgil Hawkins Fellow) – Florida State University, Tallahassee, FL 1987

CURRENT LIST OF BOARD MEMBERS
SMALL BUSINESS ADVISORY COMMITTEE

<u>Seat</u>	<u>Incumbent</u>	<u>Seat Requirement</u>
2	Evelyn Parkes-Brier	Certified Hispanic Business Owner
9	Jane Bloom	Women’s Business Organization
12	Bernadette Russell	Small Business Development Center
14	Lynn Solomon	Black Chamber of Commerce