6.4 Agenda Item #:

# PALM BEACH COUNTY BOARD OF COUNTY COMMISSIONERS BOARD APPOINTMENT SUMMARY

Meeting Date: November 16, 2010

Department:

<u>Community Services</u>

Advisory Board Name: <u>Head Start/Early Head Start Policy Council</u>

# I. EXECUTIVE BRIEF

**Staff recommends motion to approve:** appointment of the following Community Representatives to the Head Start/Early Head Start Policy Council for terms of three (3) years effective November 16, 2010.

Seat ID #	Community Representative	Term Expire	Nominated by:
1	Karen Louise Hill-Simpson	11/15/13	Comm. Marcus/Taylor
2	Mickale Linton	11/15/13	Comm. Marcus/Taylor
3	Tamara Labre Starks	11/15/13	Comm. Marcus/Taylor
4	Marie Chantale Saget	11/15/13	Comm. Marcus/Taylor

**Summary:** The term of appointment for Policy Council representatives and alternates to the Head Start/Early Head Start (HS/EHS) Policy Council is three 3 years. The community representatives must represent major public or private agencies, community civic or professional organizations, or parents of former Head Start children. The Council is comprised of 33 members, of which 9 must be representatives of the community. The remaining membership is comprised of parents whose children are actively enrolled in the HS/EHS program. The HS/EHS Policy Council has recommended these individuals for appointment. (Head Start) <u>Countywide</u> (TKF)

**Background and Justification:** The authority for the HS/EHS Policy Council is provided by Resolution Number R2006-1878. The Council responsibilities include establishing a method of hearing and resolving community complaints about the HS/EHS program, conducting self-evaluations, identifying child development needs, ensuring that space, equipment and supplies are acquired as needed. They may also be consulted on the directive given to HS/EHS staff in day-to-day operations. Including the above nominees, parent members (not listed), and alternates, the council's racial makeup consists of 5 Black males, 30 Black females, 3 White females and 3 Hispanic females.

#### Attachments:

- 1. Head Start/Early Head Start Policy Council Resolution Number R-2006-1878
- 2. Board Appointment Information Forms with Acknowledgement Form
- 3. Head Start/Early Head Start Policy Council Current Board Member Listing

Recommended by: Department Director 11/10/10 Approved by: Assistant County Attorney

# II. <u>REVIEW COMMENTS</u>

# A. Other Department Review:

# **Department Director**

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

# J RESOLUTION R-2006-1878

# A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF PALM BEACH COUNTY, FLORIDA REPEALING AND REPLACING RESOLUTION NO. R2000-1866 REGARDING THE HEAD START/EARLY HEAD START POLICY COUNCIL

WHEREAS, the Board of County Commissioners of Palm Beach County adopted Resolution No. R-92-444 on March 24, 1992, which established the Head Start Policy Council; and

WHEREAS, the Head Start Policy Council Resolution No. R-92-444 was repealed and replaced with Resolution No. R2000-1866, dated November 21, 2000 to establish the Head Start/Early Head Start Policy Council to incorporate Early Head Start Program;

WHEREAS, the Head Start/Early Head Start Policy Council Resolution No. R2000-1866 needs to be repealed and replaced to accommodate the inclusion of the Head Start/Early Head Start Contracted Programs;

WHEREAS, the Federal Government requires all Head Start/Early Head Start grant recipients to establish a Flead Start/Early Head Start Policy Council which is comprised of parents of Head Start/Early Head Start children presently enrolled in the program and representatives of the community; and

WHEREAS, parent and community involvement is essential to an effective Head Start/Early Head Start program.

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

# 1. <u>Repeal and Replacement</u>

Resolution No. R2000-1866 is hereby repealed and replaced with the following:

# A. <u>Requirements for Membership</u>

1. There will be a total of 33 members of the Policy Council. At all times there shall be an odd number of membership positions on the Head Start/Early Head Start Policy Council. In the event of a change in the number of Head Start/Early Head Start centers or programs, that will result in a change in the number of parent members, the number of community representatives will be adjusted accordingly so that an odd number of members is retained to maintain at least a 51% parent membership.

PAGE 02/06

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# Conditions of Membership

Residency Requirement

All members must be residents of Palm Beach County at the time of appointment and while serving on the Council.

## Prohibition of County Staff

County employees may not be appointed to the Head Start/Early Head Start Policy Council.

# D. <u>Terms of Appointment</u>

The term of membership shall be for three (3) years, however each year, Policy Council Members must be voted in by the Policy Council. Vacancies occurring during a term shall be filled for the unexpired term and in the manner described above. In no event may a member serve for more than three years pursuant to federal regulations.

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#### Automotic Removal for Lack of Attendance

A member of the Head Start/Early Head Start Policy Council shall automatically be removed for lack of attendance. Lack of attendance is defined as failure to attend three (3) consecutive meetings and/or failure to attend more than one-half of the meetings scheduled during a calendar year. Participation for less than three-fourths of a meeting shall constitute lack of altendance. Excused absences due to illness, absence from the County, or personal hardship, if approved by vote of the Head Start/Early Head Start Policy Council, shall not constitute a lack of attendance. Excused absences shall be entered into the minutes at the next regularly scheduled meeting of the Head Start/Early Head Start Policy Council. Members removed under this paragraph shall not continue to serve until a new appointment is made and removal shall create a vacancy.

#### Elected Office

Members shall not be prohibited from qualifying as a candidate for elected office.

#### G.

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<u>Travel Heimbursement</u>

Travel reimbursement is limited to expenses incurred only for travel outside Palm Beach County necessary to fulfill Council member responsibilities when sufficient funds have been budgeted and are available and upon the prior approval of the Board of County Commissioners and is consistent with

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PAGE 03/05

Palm Beach County personnel rules and procedures. No other expenses are reimbursable except documented long distance telephone calls to it e liaison County department.

<u>Ethics</u>

Members shall be governed by the applicable provisions of the Palm Beach County Ethics Resolution R-94-693 as may be amended.

# Duties of Head Start/Early Head Start Policy Council

1. Appendix A, attached hereto, outlines the major management functions connected with the Head Start/Early Head Start program at the grantee level and the degree of responsibility assigned to each participaling group as dictated by the federal regulations. Pursuant to Appendix A, the Head Start/Early Head Start Policy Council shall have a general responsibility for establishing a method of hearing and resolving community complaints about the Head Start/Early Head Start program. They shall have operating responsibility for conducting self-evaluations of the County's Head Start/Early Head Start program. They must be consulted on the identification of child development needs in the area to be served and ch the standards for ensuring that space, equipment and supplies are acquired as needed. They may be consulted on the directive given to Head Start/Early Head Start staff in day to day operations. The Head Start/Early Head Start Policy Council must approve or disapprove of the following:

2. The goals of the Head Start/Early Head Start Program, as established by the Head Start/Early Head Start Director and the Board of County Commissioners, and the method of meeting said goals within the Department of Health & Human Services (HHS) guidelines;

3. The determination of the areas in the community in which Heac Start/Early Head Start programs operate;

Plans to use all available community resources in Head Start/Early
 Head Start;

5. Criteria for selection of children within applicable laws and HHS guidelines;

6. The determination of what services should be provided to Head Start/Early Head Start from the program;

7. Head Start/Early Head Start personnel policies, including establishment of hiring and firing criteria for Head Start staff, career development plans and employee grievance procedures;

Hiring and firing Head Start Director in accordance with Palm
 Beach County Personnel Policies and Procedures;

 Hiring and firing of Head Start/Early Head Start staff in accordance with Palm Beach County Personnel Policies and Procedures;

10. Requests for funds and proposed work program prior to submittal to HHS;

11. Major changes in budget and work programs while programs are in operation; and

12. Information submitted to HHS for pre-view in addition to those functions listed in Appendix A

J. The Head Start/Early Head Start Policy Council shall:

Serve as a link between public and private organizations and the community;

2. Have the opportunity to initiate suggestions and ideas for program improvements and to receive a report on actions taken by the County with regard to its recommendations;

3. Plan, coordinate and organize county-wide activities for parents with the assistance of staff;

4. Electuit volunteer services from parents, community residents and community organizations, and mobilize community resources to meet identified needs;

5. Distribute Parent Activity funds to policy committees, subject to Board of County Commissioners' approval.

6. Submit an annual report to the Board of County Commissioner:

7. Provide advice and recommendations to the Board of County Commissioners on Head Start/Early Head Start Program and work cooperatively with the Board of County Commissioners and County starf in carrying but the program's objectives.

# K. <u>Meetings of Head Start/Early Head Start Policy Council</u>

The Head Start/Early Head Start Policy Council shall meet not less than once per month. A quorum must be present for the conducting of all business. The presence

of at least one-third (1/3) of the members appointed shall constitute a quorum. All meetings shall be governed by Roberts' Rules of Order.

Reasonable public notice of all meetings shall be provided and all such meetings shall be open to the public at all times. Minutes of all meetings shall be taken and available for public inspection.

# L. Chair and Vice-Chair

A Chair and Vice-Chair shall be elected by a majority of the Head Start/Early Head Start Policy Council and shall serve for a term of one year.

Duties of the Chair:

 Call Head Start/Early Head Start Policy Council meetings and set the agenda for same;

2. Preside at Head Start/Early Head Start Policy Council meetings;

3. Establish committees, appoint committee chairs and charge committees with specific tasks;

4. Perform other functions as the Council may assign by rule or order

5. The Chair shall be a voting member of the Head Start/Early Head Start Policy Council.

# M. Duties of Vice-Chair

The Vice-Chair shall perform the duties of the Chair in the Chair's absence and such other duties as the Chair may assign. If a vacancy occurs in the office of the Chair, the Vice-Chair shall become the chair for the unexpired term. If a vacancy occurs in the office of Vice-Chair, the Council will elect another member to fill the unexpired term of the Vice-Chair.

#### Il. Effective Date

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

11/08/2010 02:30 561-233-1633

PBC HEAD START

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

TONY MASILOTTI	-	Aye
ADDIE L. GREENE		Aye
KAREN T. MARCUS	_	•
JEFF KOONS	-	Aye
WARREN H. NEWELL	_	Aye Aye
MARY McCART'		Aye
BURT AARONSON	_	Aye

The Chairman thereupon declared the Resolution duly passed and adopted this 12th

day of September, 2006.

APPROVED AS TO FORM AND LEGAL SUFFICIENCY

# PALM BEACH COUNTY, FLORIDA BY ITS BOARD OF COUNTY COMMISSIONERS

SHARON R. BOCK, CLERK & COMPTROLLER

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Assistant County Attorney

By MONG PONE GOM

**Deputy Clerk** 

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: <u>Head Start/Early Head Start Policy Council</u>
[X] At Large Appointment or [] District Appointment
Term of Appointment:         Years.         From:         11/16/2010         To:         11/15/2013
Seat Requirement: <u>Community Representative</u> Seat #: <u>1</u>
[]*Reappointment or [X] New Appointment
or [] to complete the Due [] resignation [x] other term of <u>Judith Dryer</u> to: <b>Term expired</b>
Completion of term to
*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: HILL-SIMPSON KAREN LOUISE
Name: TL-SING / Childle Last First Middle
Occupation/Affiliation: Law Librarian
Business Name: <u>Palm Beach County Sheriff's Office</u>
Business Address: 3228 Gun Club Koad
City & State Nest Pala Beach Zip Code:
Residence Address: 1306 N. Mangonia Drive
City & State Home Phone: Cell Phone: Email Address:
Mailing Address preference: [] Business [] Residence
Mailing Address preference:       ] Business       [V] Residence         Have you ever been convicted of a felony:       Yes No       V         If Yes, state the court, nature of offense, disposition of case and date:       If Yes, state the court, nature of offense, disposition of case and date:       If Yes, state the court, nature of offense, disposition of case and date:         Minority Identification Code:       If Yes, state the court, nature of code:       If Yes, state the court, nature of 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: <u>Efffutures</u> Date: <u>10410</u>
Part III (to be filled out by Commissioner):
Appointment to be made at BCC Meeting on:
Commissioner's Signature: Undy LDe Filippo for Date: 102510 Comm. Kaben T. Marcus Revised 1/2010



#### **ADVISORY BOARD MEMBERS**

#### ROBERT WEISMAN COUNTY ADMINISTRATOR

RE:

FROM:

#### 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: <u>http://www.pbcgov.com/ethics/advisory.htm</u>

<b>Type of Contract</b>	Which Department/Division	Effective Date	<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 {Insert Liaison Name Here} at {Insert Telephone Number Here} for other arrangements.

Acknowledgment of Receipt
NAME: KAREN L. TILL-SIMPSON
Print or Type
FIRM/COMPANY/ORGANIZATION: Palm Beach County HS & Etts
ADVISORY BOARD(S): Policy Council

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.

Whinkson Date: 10/4/10 Signature: \_4

Please sign and return this FORM to {Insert Liaison Name Here} {Insert Address Here}. A selfaddressed envelope has been provided for your convenience.

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: (Insert Liaison Name) (Insert Liaison Address). If you cannot access this document on the web, please contact (Insert Liaison Name) at (Insert Liaison Telephone #) for other arrangements.

Acknowledgment of Receipt NAME: # Print or Type Policu **ADVISORY BOARD(S):** 

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.

findson Date: 10/4/10 Signature:

Please sign and return to Administration in self-addressed envelope provided. Revised 3/15/10

1306 N. Mangonia Drive West Palm Beach, FL 33401 Phone: 561 236 9896 E-Mail: hillkars@yahoo.com

# **KAREN HILL-SIMPSON**

Education 2008South University West Palm Beach, FL Bachelor of Science in Legal Studies 2002 West Palm Beach, FL New England Institute of Technology Associate Degree in Business Administration with Microsoft Certification in PowerPoint and Excel 1997 North Technical Education Center Riviera Beach, FL State Certification as a Nursing Assistant and Home Health Aide Experience 2007-2008 Legal Aid Society of Palm Beach County, Inc. West Palm Beach, FL Paralegal, Pro-Bono Project Filed, conducted intake on new clients, scheduled appointments, prepared documents and correspondence, entered data into a case management system to update attorneys and clients information, referred cases to attorneys and assisted with appeals and medical records for the Social Security Administration. Legal Aid Society of Palm Beach County, Inc. West Palm Beach, FL 2006 University Externship, Pro Bono Project Filed, referred attorneys, screened clients and scheduled appointments. New England Institute of Technology West Palm Beach, FL 2001-2002 Work Study Student, Technical Enrichment Center Typed, tutored, and assisted in the center's daily operation. Palm Beach County 1998-Present Various Nursing Employment Agencies These include: Boca Nursing Services, United Nursing Services, Whitsyms Nursing Registry, Private Care, Inc., and Kramer Senior Services. Patients' personal care, maintained patients safety and well being. 1997-1998 SEARS Department Store-Palm Beach Mall West Palm Beach, FL Performed customer service and sales duties in the Ladies Department Gold Star for punctuality-second quarter and Top rapid credit associate-fourth quarter. Kingston, Jamaica 1986-1996 Department of Correctional Services Clerical Officer-Personnel Unit and Accounting Clerk-Accounting Unit Personnel Unit: Reviewed job applications, updated service records, checked attendance registers, updated leave cards, etc. Accounting Unit: Wrote, recorded and issued checks, recorded all disbursements, prepared and made deposits, and balanced all accounts. Skills Microsoft Office Suite, Westlaw, Findlaw, Kemps, legal research, drafting complaints, contracts, motions, summons, wills, subpoenas and interrogatories.

**References** Provided upon request

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<u>Part I (to be filled out by Der</u>	<u>partment):</u> (F	Please Print)			
Board Name: <u>Head Start/Ea</u>	arly Head St	art Policy Cou	<u>ncil</u>		
[X] At Large Appoint	ment	or	[ ] District Appo	bintment	
Term of Appointment:	Years.	From:	11/16/2010	To: <u>11/15/201</u>	
Seat Requirement:	<u>Community</u>	Representat	<u>ive</u>	Seat #:	
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	<u>UNPB</u> .	<u> </u>			
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Part III (to be filled out by (	<u>Commissione</u>	r):			
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Commissioner's Signature:	undy c Laren - is document may be	<u>R De Fili</u> T. Marci Previewed and photoc	<u>k</u>	ate: $10 25 10$ lic. Revised 1/20	

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#### **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: <u>http://www.pbcgov.com/ethics/advisory.htm</u>

Type of Contract	Which Department/Division	Effective Date	<u>Term</u>
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Yes, submit a wavier 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.

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Acknowledgment of Receipt

NAME:

Print or Type

FIRM/COMPANY/ORGANIZATION: \_\_\_\_\_/////

ADVISORY BOARD(S): 15AD START / EARLY HEADSIART

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.

Jaiter Date: \_\_\_\_\_\_ Mukales Signature:

Please sign and return this FORM to {Insert Liaison Name Here} {Insert Address Here}. A selfaddressed envelope has been provided for your convenience.

4/09/10

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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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: <u>http://www.pbcgov.com/ethics/advisory.htm</u>

Please read and make yourself familiar with the Guide and return the acknowledgment form below to: (Insert Liaison Name) (Insert Liaison Address). If you cannot access this document on the web, please contact (Insert Liaison Name) at (Insert Liaison Telephone #) for other arrangements.

Acknowledgment of Receipt

NAME: <u>MZCRACE</u> <u>LZNZON</u> Print or Type

ADVISORY BOARD(S): HEAD START / EARLY HEAD START

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.

Her have an Date: \_ Signature: \_

Please sign and return to Administration in self-addressed envelope provided. Revised 3/15/10

# Mickale L. Linton, FRP, M.Ed. *Florida Registered Paralegal* 7117 Hawks Nest Terrace, West Palm Beach, FL 33407 Email: mickalelinton@comcast.net Telephone: (561) 202-5293

# **QUALIFICATION SUMMARY:**

- Articulate and effective communicator with proven ability to work with diverse populations of people.
- Entrepreneur skills with strong planning, organizing, and leadership.
- Exceptional performance history in identifying and resolving complex administrative problems; resourceful in developing and implementing creative solutions resulting in increased productivity with enhanced sensitivity to cost and efficiency.

#### **EDUCATION:**

- M.S. Education Lynn University, Boca Raton, FL 2006
- B.S. Legal Studies, *Magna Cum Laude* South University, *(ABA Approved)* West Palm Beach, FL December 2004

#### **PROFESSIONAL TRAINING AND CERTIFICATIONS:**

- County Court Mediator
- Mediator # 20034C

Three day program that provided an understanding of mediation in theory, concept and practical application. The program also provided important conflict resolution skills necessary to mediate in all professional fields.

 The Grant Institute, University of Miami Certified Grant Writer Three day workshop that consists of program plann

Three day workshop that consists of program planning, professional grant writing and grant research.

## **PROFESSIONAL EXPERIENCE:**

Paralegal, Legal Aid Society of Palm Beach County, Inc., West Palm Beach, FL

## 02/2004 - Present

- Performed all phases of juvenile dependency law from initial protective intake through termination of parental rights proceedings/litigation and subsequent adoption.
- Experienced working with emotionally and physically challenged children and adolescents.
- Experienced working with at risk adolescents. Targeting educational and independent living goals.
- Coordinated and calendar mediation, hearings, depositions and trial dates.
- Transcribed pleadings, memorandum of laws and correspondences.
- Provided exceptional litigation support through researching case law and managing and meeting discovery deadlines.
- Proficient in Microsoft Office, Outlook, FrontPage and PowerPoint and Web Sites.
- Proficient in legal research, using legal databases such as West Law, Lexis Nexis and findlaw.

Legal Assistant/Collections Assistant, Gelfand & Arpe, P.A., West Palm Beach, FL 07/2002 - 03/2004

- Performed all phases of the Condominium Homeowners Association collections and foreclosures.
- Calendared all demand deadlines and performed ATIDS search.
- Prepared and reviewed memoranda, case brief, pleadings and subpoenas.
- Managed input of billable time.

Customer Service Manager/Paralegal, Robert Bates Construction Company, West Palm Beach, FL 06/2000 - 07/2002

- Reviewed files, assisted and managed outside counsel with litigation.
- Gathered and organized documents for trial, hearings and depositions.
- Coordinated and calendared mediation, hearings, depositions and trial dates.
- Coordinated expansion opportunities on accounts and provided support during renewals and legal review and provisions in contracts and maintaining database.
- Provided legal review of marketing and collateral matters.
- Prepared and filed non-disclosure agreements.
- Prepared and negotiated complex contract agreements.
- Performed survey research, data analysis and evaluations.
- Demonstrated experiences in marketing, sales, purchasing and advertising.

Lead Passenger Service Agent, American Airlines, West Palm Beach, FL 09/1998 - 06/2000

- Provided superior customer service to passengers.
- Applied Knowledge of critical issues facing Federal Aviation operations.
- Assisted passenger service agents during training.

#### AWARDS:

- 2002 Alpha Lambda Delta, Honor Society (ALD)
- 2003 Community Service Award, South University
- 2004 Lambda Epsilon Chi (LEX)
- 2004 Outstanding Legal Studies Student, South University

#### **<u>COMMITTEE ASSIGNMENTS</u>:**

- 2003 -2004 President, South University Pro Bono Paralegal Association
- 2003-2004 Chairperson, South University Student Banquet
- 2004-Present Paralegal Advisory Board Member, South University
- 2005 Second Vice President, Paralegal Association of Florida, Palm Beach County Chapter
- 2006-Present Director, South University Legal Studies Alumni Club

#### **REFERENCES:**

- Doris Rachles, Esquire Director and Chairperson Legal Studies, South University 561-697-9200
- Maxine Williams, Esquire Magistrate, Palm Beach County, 15<sup>th</sup> Judicial Circuit 561-355-1994
- Damia Gordon, Esquire Senior Attorney, Florida Department of Children and Families 561-837-5525

PALM BEACH C BOARD OF COUNTY CC ADVISORY BOARD NOMINEE The information provided on this form will be used by County Commissioners and/o BE COMPLETED IN FULL. Answer "none" or "not applicable" where appropria	MMISSIONERS INFORMATION FORM r the entire Board in considering your nomination. This form MUST
Part I (to be filled out by Department): (Please Print)	
Board Name: <u>Head Start/Early Head Start Policy C</u>	Council
[X] At Large Appointment or	[ ] District Appointment
Term of Appointment: Years. From:	<u>11/16/2010</u> To: <u>11/15/2013</u>
Seat Requirement: <u>Community Repr</u>	esentative Seat #: <u>3</u>
[]*Reappointment or	[X] New Appointment
or [] to complete the term of <u>James Leger</u>	Due [] resignation [x] other to: expired term
Completion of term to expire on: <u>3/27/2010</u>	
*When a person is being considered for re-appointm conflicts shall be considered by the Board of County Number of previously disclosed voting conflic	Commissioners.
Part II (to be filled out and signed by Applicant): (P APPLICANT, UNLESS EXEMPTED, 1	
Name: <u>Starks</u> Last	TAMARA Labre First Middle
	<u>ager</u>
Business Name: Palm Beac	h County Sherff's Office
	Club Read
그는 그 가슴 집을 가지 않는 것 같아요. 그는 것 같아요. 이 것 같아요. 그는 것 같아요. 그는 것 않아요. 아무렇게 말했다. 것 같아요. 그는 것 같아요. 그는 것 같아요. 그는 것 같아요. 그는 것 같아요.	<u>ch</u> Zip Code: <u>33406</u>
Residence Address: 161 South Flo	ime Avenue
City & State Paholce, FL	- Zip Code: 33476
Cell Phone: (51) 291-5634 Fax	
Email Address: <u>TAMASTAL5@ADL</u> Mailing Address preference: [] Business    Resid	
Have you ever been convicted of a felony: Yes If Yes, state the court, nature of offense, disposition of c	
[] AF (Asian-American Female)[] AM (A[] BF (African-American Female)[] BM (A[] HF (Hispanic-American Female)[] HM (Hi	ative-American Indian Male) Isian-American Male) Isipanic-American Male) Isipanic-American Male) Isipanic-American Male) Isian-American Male)
Applicant's Signature:	= Date: $10/S/10$
Part III (to be filled out by Commissioner):	<i>, , ,</i>
Appointment to be made at BCC Meeting on:	
Commissioner's Signature: Undy L De Fil	lippo fir Date: 10/25/10
Pursuant to Florida's Public Records Law, this document may be reviewed and phot	T. Marcus accopied by member of the public. Revised 1/2010

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Revised 1/2010



FROM:

#### **ADVISORY BOARD MEMBERS**

## 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: <u>http://www.pbcgov.com/ethics/advisory.htm</u>

Type of Contract	Which Department/Division	Effective Date	<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 {Insert Liaison Name Here} at {Insert Telephone Number Here} for other arrangements.

	Acknow	ledgment	of Receipt			
NAME:	Tamara	Sta	a.k.s			
_	Print or Typ	e				
FIRM/C	OMPANY/ORGANIZA	TION: <u>R</u>	alm Beach	County	Head Star	+ 3 EHS
	DRY BOARD(S):					
					and the Dalm Dec	ach County
	ledge that I have taken the					
	Ethics Ordinance, the pro					that as an
advisory l	board member of the abov	ve-mention	ed board(s) that	I am bound by	y it.	

Date: 68/5/10 Signature: \_

Please sign and return this FORM to {Insert Liaison Name Here} {Insert Address Here}. A selfaddressed envelope has been provided for your convenience.

#### 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: (Insert Liaison Name) (Insert Liaison Address). If you cannot access this document on the web, please contact (Insert Liaison Name) at (Insert Liaison Telephone #) for other arrangements.

Acknowledgment of Receipt amara NAME: Print or Type ADVISORY BOARD(S

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:

Please sign and return to Administration in self-addressed envelope provided. Revised 3/15/10

TO:

# **TAMARA STARKS**

161 South Flame Avenue, Pahokee Florida 33476 (Cell) 561-291-5636 (Home) 561-924-7302 Email: tamastar5@aol.com

# **EDUCATION:**

Nova Southeastern University 2005-2007 Masters in Public Administration Fort Lauderdale, Florida

Florida Coastal School of Law 2000-2003 Juris Doctorate Admitted to the Florida Bar in 2003 Jacksonville, Florida

# University of Florida 1997-2000

Bachelors in Business Administration Minor in Education Gainesville, Florida

# **EXPERIENCE:**

Palm Beach County Sheriffs' Office 3228 Gun Club Road, West Palm Beach, Florida (April, 2010-present)

Unit Manager (Re-Entry Program): Responsible for the daily operational,

administrative, site and professional duties of Corrections Support Services which may include re-entry programs and the law library.

*Duties:* Manages, coordinates, monitors and evaluates existing inmate programs at three detention facilities especially as it relates to re-entry. Supervises, directs and evaluates assigned staff, addresses employee concerns and problems; direct work, counsels, disciplines and completes employee performance appraisals. Assists with identification, initiation and implementation of new inmate programs.

**Department of Children and Families** 2990 North Main Street, Belle Glade, Florida (2007-April, 2010)

**Department of Children and Families** 1690 N.W. 9<sup>th</sup> Avenue, Okeechobee, Fl (2005-2007)

*Senior Attorney*: Representing the Department of Children and Families in legal proceedings involving dependency cases which require parents to complete numerous social services such as Psychological and Psychiatric Evaluations, Substance Abuse Assessments, Residential and Outpatient Treatment; Parenting Classes, Individual and Family Counseling ,etc.

*Duties*: researching applicable law; communicating with client; giving legal advice; drafting motions; preparing memorandums of law; conducting non-jury trials; accessing liability; advising clients of legal ramifications that may arise and possible legal ramifications; instructing clients of departmental policies and procedures; keeping informed of current state and federal laws affecting dependency proceedings, public speaking; participating in settlement conferences with opposing counsel and parents; data entry; observing receiving and otherwise obtaining information from all relevant sources; communicating with persons outside of the organization, representing the organization to the public, government, and other external sources; combining , evaluating and reasoning with information and data to make decisions and solve problem; knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules; reviewing NCIC/FCIC and PALMS checks; inputting information in AG system along with FSFN; recommends services for parents' to complete.

19<sup>th</sup> Judicial Circuit Office of the Public Defender Fort Pierce, Florida (2003-2005) Assistant Public Defender: Previously worked as a Public Defender in St. Lucie, Martin, Okeechobee, and Indian River County Representing Indigent clients in criminal proceedings in which they are the accused.

*Duties* : conducting client visits within a penal setting; drafting motion memorandums of law; conducting bond hearings; conducting criminal trials in Juvenile, Misdemeanor and Felony Courts; conducting jury and non-jury trials; participating in attorney client conferences; negotiations with State Attorney; conducting legal research; communicating with clients from a diverse population; visiting correctional facilities throughout the 19<sup>th</sup> Circuit; communicating with personnel from various Sheriff's offices; communicating with court personnel; advising clients regarding legal matters; investigate and complies documentation for clients defense; keeps informed of state and federal law regarding criminal law; drafts motion; public speaking.

**US States Attorneys Office Middle District of Florida** Jacksonville, Florida (Summer 2002)

*Law Clerk*: Assisting attorneys with legal questions, work and research. Duties include: Drafting memorandums of law, research, assisting the attorney in trial preparation

References available upon request

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

The information provided on this form w BE COMPLETED IN FULL. Answer "r	vill be used by County none" or "not applic	v Commissioners and/o	or the entire Board in considerin nte. Further, please attach a bio	g your nomination. This form MUST graphy or résumé to this form.
Part I (to be filled out by	<u>Department</u> )	<u>::</u> (Please Print)		
Board Name: <u>Head Star</u>	t/Early Head	Start Policy C	Council	
[X] At Large App	ointment	or	[] District App	ointment
Term of Appointment:	Year	rs. From	:11/16/2010	_ To:
Seat Requirement:	Communit	<u>y Représenta</u>	<u>tive</u>	_ Seat #:
[]*Reappointment	1 1	or	X] New Appoint	ment
or [] to complete th term of	ė		Due [] to:	resignation [] other
Completion of term to expire on:				
*When a person is being conflicts shall be conside Number of previ	red by the Bo	oard of County	nent, the number of provident of the number of provident of the previous of th	
Part II (to be filled out an APPLICA!	<u>nd signed by .</u> VT, UNLESS	<u>Applicant):</u> ( EXEMPTED,	Please Print) <i>MUST BE A COUN</i>	TY RESIDENT
Name: Saget			Marie	Chantale
	Last		First	Middle
Occupation/Affiliation:	OFFIC	E MAR	ACCB	
Business Name:	Cd	F. Ma	lte SERVIC	ES (VXM)
Business Address:	2310	5E,2	na 57. 540	
City & State	BOYN	TON BL	acyZip Cod	le: <u>FL 33445</u>
Residence Address:	5290 a	W 6th	COURT D	
City & State	DELBA	4 Beach	Zip Cod	
Home Phone: (56)		Sec. 1992 Control of Control Sectors	usiness Phone: <u>GU</u>	) 424-0412 Ext.
Cell Phone: (56) Email Address: ctal	1 929-5729 oue@yahoo.co		к: 	<u>)</u>
		1		
Mailing Address prefere	nce: [ ] Bus	iness [ <b>/</b> /Res	idence	STREAM S
Have you ever been convi If Yes, state the court, nati			No <u></u> case and date:	
Minority Identification ( [] IF (Native-American [] AF (Asian-American [] BF (African-American [] HF (Hispanic-American [] WF (Caucasian Female Applicant's Signature:	Female) Female) n Female) an Female)	[ ] AM ( [ ] BM ( [ ] HM (	Vative-American India Asian-American Male African-American Ma Hispanic-American M Caucasian Male) Date: <u>//</u>	m Male)
Part III (to be filled out	by Commissi	<u>oner):</u>		• • •
Appointment to be made a				
Commissioner's Signature	: Cindi	v R De F	ulippo for D	Date: 10/25/10
Commissioner 2 Dignature	~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~			

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

Revised 1/2010



#### ADVISORY BOARD MEMBERS

# **ROBERT WEISMAN COUNTY ADMINISTRATOR**

RE:

FROM:

# 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: <u>http://www.pbcgov.com/ethics/advisory.htm</u>

Type of Contract	Which Department/Division	Effective Date	Term
		۰ 	
			<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 {Insert Liaison Name Here} at {Insert Telephone Number Here} for other arrangements.

#### Acknowledgment of Receipt

NAME:	Marie	Cha	intale	Sage

Print or Type

N/A

FIRM/COMPANY/ORGANIZATION:

ADVISORY BOARD(S): \_\_\_\_\_\_ Head Start/EHS Policy Council

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: <u>Muleautales</u> Date: 10/107/10

Please sign and return this FORM to {Insert Liaison Name Here} {Insert Address Here}. A selfaddressed envelope has been provided for your convenience.

):	ADVISORY I	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: (Insert Liaison Name) (Insert Liaison Address). If you cannot access this document on the web, please contact (Insert Liaison Name) at (Insert Liaison Telephone #) for other arrangements.

# Acknowledgment of Receipt

# NAME: Marie Chantale Saget

Print or Type

#### ADVISORY BOARD(S): \_\_\_\_\_Head\_Start/EHS\_Policy\_Council\_\_\_

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: <u>Illuautales</u> Date: 10/07/10

Please sign and return to Administration in self-addressed envelope provided. Revised 3/15/10

**TO:** 

# Saget Marie Chantale 5290 NW 6th Ct Delray Beach, Fl 33445 (561) 929-5729 / (561) 637-6159

# ctaloue@yahoo.com

# RESUME

**OBJECTIVE**--- To build a career in office administration with more than ten years of experience including: non profit organization, strong background in Bookkeeper, account payable, reimbursement, keyboarding etc.

EDUCATION

--- Florida Atlantic University, Boca Raton, Florida Bachelor Degree in administration Major Accounting, January 2005, currently on hold

-----Palm Beach Community College, Lake Worth Florida Bookkeeper, summer 2007

--- Institute National Administration General des Hautes Etudes International Port-au-Prince Haiti

Bachelor Degree, in Business Administration, July 1995

#### Employment History

01/2008 to Present: Self employment: Office Translation / Multi Services

09/2001 -01/2008 Haitian American Community Council, Delray Beach Fl

-Checked figures, postings, and documents for correct entry, mathematical accuracy and proper codes.

-Operated computers programmed with Microsoft Words, Excel Fund E-Z and Pensoft, accounting software to record, store, and analyze information.

-Debit, Credit, and total accounts on computer spreadsheets and databases, using specialized accounting software.

-Classified, recorded and summarized numerical and financial data to compile and calculated, prepared, and issued bills invoices, account statement, and

other financial statements according to established procedures.

-Accessed computerized financial information to answer general questions as well as those related to specific accounts.

-Operated 10-key calculators, computers and copy machines to perform calculations and produced documents.

Skills:

Computer Experience-

Fund E-Z; Microsoft office: word – Excel Good Communication skills: Creole, French

**REFERENCE:** Upon request.

V AND W INSURANCE

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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 M BE COMPLETED IN FULL. Answer "none" or "not applicable" where appropriate. Further, please attach a biography or résumé to this form.	WST
Part I (to be filled out by Department): (Please Print)	
Board Name: <u>Head Start/Early Head Start Policy Council</u>	
[X] At Large Appointment or [] District Appointment	
Term of Appointment: Years. From:11/16/2010 To:11/15/2013	3
Seat Requirement: <u>Community Representative</u> Seat #: <u>1</u>	
[]*Reappointment or [X] New Appointment	
or [] to complete the term of <b>Judith Dryer</b> Due [] resignation <b>[x</b> ] to: <b>Term</b> Completion of term to	other expired
expire on:	
*When a person is being considered for re-appointment, the number of previous disclosed vo 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)	iting
APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT	4.6 5
Name: <u>HILL-SIMPSON</u> <u>KAREN</u> <u>Lust</u> Last First Middle	<u>U (s</u> e
Occupation/Affiliation: Law Librarian	
Business Name: Palm Beach County Sheriffes &	ffice
Business Address: 3228 Gun Club Road	/~
City & State Mest Pala Beach Zip Code:	
Residence Address: 1306 N. Mangonia Drive	
City & State Home Phone: Cell Phone: Email Address:	
Mailing Address preference: [] Business [] Residence	
Have you ever been convicted of a felony: Yes No	
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)         [] WF(Caucasian Female)       [] WM (Caucasian Male)         Applicant's Signature:       Image: Date:       10/4/10         Part III (to be filled out by Commissioner):       Image: Date:       10/4/10	
Appointment to be made at BCC Meeting on:	
Commissioner's Signature Date: 10/26/2016	

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

Revised 1/2010

HEACH COLUMN
TO:

FROM:

#### **ADVISORY BOARD MEMBERS**

# 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: <u>http://www.pbcgov.com/ethics/advisory.htm</u>

Type of Contract	Which Department/Division	Effective Date	<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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Acknowledgme	ent of Receipt	

NAME: KAREN L. TILL-SIMPSON Print or Type FIRM/COMPANY/ORGANIZATION: falm Beach County Advisory BOARD(S): Policy Council

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: FAMuchinfron Date: 10/4/10

Please sign and return this FORM to {Insert Liaison Name Here} {Insert Address Here}. A selfaddressed envelope has been provided for your convenience.

10:	ADVISORY BOARD MEMIDERS
FROM:	ROBERT WEISMAN
	COUNTY ADMINISTRATOR
RE:	STATE GUIDE TO THE SUNSHINE AMENDMENT &
· · · · · · · · · · · · · · · · · · ·	CODE OF ETHICS

MEMDEDS

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: (Insert Liaison Name) (Insert Liaison Address). If you cannot access this document on the web, please contact (Insert Liaison Name) at (Insert Liaison Telephone #) for other arrangements.

Acknowledgment of Receipt NAME: *†* Print or Type Policu ADVISORY BOARD(S):

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.

infron Date: 10/4/10 Signature: **1** 

Please sign and return to Administration in self-addressed envelope provided. Revised 3/15/10

1306 N. Mangonia Drive West Palm Beach, FL 33401 Phone: 561 236 9896 E-Mail: hillkars@yahoo.com

# KAREN HILL-SIMPSON

Education 2008 South University West Palm Beach, FL Bachelor of Science in Legal Studies 2002 New England Institute of Technology West Palm Beach, FL Associate Degree in Business Administration with Microsoft Certification in PowerPoint and Excel Riviera Beach, FL 1997 North Technical Education Center State Certification as a Nursing Assistant and Home Health Aide 2007-2008 Legal Aid Society of Palm Beach County, Inc. West Palm Beach, FL Experience Paralegal, Pro-Bono Project Filed, conducted intake on new clients, scheduled appointments, prepared documents and correspondence, entered data into a case management system to update attorneys and clients information, referred cases to attorneys and assisted with appeals and medical records for the Social Security Administration. Legal Aid Society of Palm Beach County, Inc. West Palm Beach, FL 2006 University Externship, Pro Bono Project Filed, referred attorneys, screened clients and scheduled appointments. West Palm Beach, FL 2001-2002 New England Institute of Technology Work Study Student, Technical Enrichment Center Typed, tutored, and assisted in the center's daily operation. Palm Beach County 1998-Present Various Nursing Employment Agencies These include: Boca Nursing Services, United Nursing Services, Whitsyms Nursing Registry, Private Care, Inc., and Kramer Senior Services. Patients' personal care, maintained patients safety and well being. West Palm Beach, FL 1997-1998 SEARS Department Store-Palm Beach Mall Performed customer service and sales duties in the Ladies Department Gold Star for punctuality-second quarter and Top rapid credit associate-fourth quarter. Kingston, Jamaica Department of Correctional Services 1986-1996 Clerical Officer-Personnel Unit and Accounting Clerk-Accounting Unit Personnel Unit: Reviewed job applications, updated service records, checked attendance registers, updated leave cards, etc. Accounting Unit: Wrote, recorded and issued checks, recorded all disbursements, prepared and made deposits, and balanced all accounts. Skills Microsoft Office Suite, Westlaw, Findlaw, Kemps, legal research, drafting complaints, contracts, motions, summons, wills, subpoenas and interrogatories. References Provided upon request

410	BOARD OF C	http://www.co.co.co.co.co.co.co.co.co.co.co.co.co.	UNTY IMISSIONERS VFORMATION FO	RM
The information provided on this form v BE COMPLETED IN FULL Answer "	vill be used by County Con	mmissioners and/or t	he entire Board in considering	g your nomination. This form MUST
Part I (to be filled out by	<u>Department):</u> (F	Please Print)		
Board Name: <u>Head Star</u>	rt/Early Head St	<u>art Policy Co</u>	<u>uncil</u>	
[X] At Large App	ointment	or	[ ] District Appo	ointment
Term of Appointment:	Years.	From:	11/16/2010	To: <u>11/15/201</u>
Seat Requirement:	Community	Representa	tive	Seat #:
[ ]*Reappointmen	t and	or	[x] New Appoint	ment
or [] to complete th term of	e		Due [] to:	resignation [] other
Completion of term to expire on:			<b>w.</b>	
Part II (to be filled out a	red by the Board ously disclosed ve ad signed by Ap	l of County C oting conflicts <u>plicant):</u> (Ple	ommissioners. during the previous	<b>; term</b>
Name: LT.	NTON		MICHALE	
	Last		First	Middle
Occupation/Affiliation:	PORA	<u>rieim</u>	<u>.</u>	
Business Name:	LECA	E AID	<u>socte74</u>	OF PBCTY
Business Address:	423 FER	<u>N Sm</u>	eet ste	
City & State	W.P.B	<u>n</u>	Zip Code	: 33401
Residence Address:	7117 1	town a	1857 TOTAL	ALT
City & State Home Phone: () Cell Phone: (Se) Email Address:	1 202-57	Busii - <u>93</u> Fax:	ness Phone: (52	23402 P31 97/3 Ext.
Mailing Address prefere		1	$\sim$	
Have you ever been convid If Yes, state the court, natu			No se and date:	
Minority Identification C [] IF (Native-American [] AF (Asian-American F [] BF (African-American [] HF (Hispanic-American [] WF (Caucasian Female	Female) Vemale) Female) n Female)	[ ] AM (Asi   BM (Afr [ ] HM (His	ve-American Indian an-American Male) ican-American Mal panic-American Ma ucasian Male)	e)
Applicant's Signature:	Munka	Zu	uni Date:	is for ful
Part III (to be filled out b	y Commissioner	): 		
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Commissioner's Signature	He D.	<u> </u>	Da	te: 10-26-28 16

Revised 1/2010

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

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FROM:

RE:

#### ADVISORY BOARD MEMBERS

#### ROBERT WEISMAN COUNTY ADMINISTRATOR

# 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: <u>http://www.pbcgov.com/ethics/advisory.htm</u>

Type of Contract	Which Department/Division	Effective Date	Term
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Yes, submit a wavier 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 {Insert Liaison Name Here} at {Insert Telephone Number Here} for other arrangements.

#### Acknowledgment of Receipt

NAME:

Print or Type

FIRM/COMPANY/ORGANIZATION: <u>X//17</u>

ADVISORY BOARD(S): MEAD START / EARLY HEADSIART.

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:	Murkower	Juitor	Date:	(55/W
° =				

Please sign and return this FORM to {Insert Liaison Name Here} {Insert Address Here}. A selfaddressed envelope has been provided for your convenience.

4/09/10

10:	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

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Acknowledgment of Receipt

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NAME: <u>MZCRACE</u> LZNZON Print or Type

ADVISORY BOARD(S): HEAT START (EARLY HEAT) STAR ;

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.

Menhare an Date: Signature:

Please sign and return to Administration in self-addressed envelope provided. Revised 3/15/10

# Mickale L. Linton, FRP, M.Ed. *Florida Registered Paralegal* 7117 Hawks Nest Terrace, West Palm Beach, FL 33407 Email: mickalelinton@comcast.net Telephone: (561) 202-5293

# **QUALIFICATION SUMMARY:**

- Articulate and effective communicator with proven ability to work with diverse populations of people.
- Entrepreneur skills with strong planning, organizing, and leadership.
- Exceptional performance history in identifying and resolving complex administrative problems; resourceful in developing and implementing creative solutions resulting in increased productivity with enhanced sensitivity to cost and efficiency.

#### **EDUCATION:**

- **M.S. Education** Lynn University, Boca Raton, FL 2006
- B.S. Legal Studies, Magna Cum Laude
   South University, (ABA Approved) West Palm Beach, FL December 2004

#### **PROFESSIONAL TRAINING AND CERTIFICATIONS:**

- County Court Mediator
- Mediator # 20034C

Three day program that provided an understanding of mediation in theory, concept and practical application. The program also provided important conflict resolution skills necessary to mediate in all professional fields.

 The Grant Institute, University of Miami Certified Grant Writer
 Three day workshop that consists of program planning

Three day workshop that consists of program planning, professional grant writing and grant research.

#### **PROFESSIONAL EXPERIENCE:**

Paralegal, Legal Aid Society of Palm Beach County, Inc., West Palm Beach, FL

#### 02/2004 - Present

- Performed all phases of juvenile dependency law from initial protective intake through termination of parental rights proceedings/litigation and subsequent adoption.
- Experienced working with emotionally and physically challenged children and adolescents.
- Experienced working with at risk adolescents. Targeting educational and independent living goals.
- Coordinated and calendar mediation, hearings, depositions and trial dates.
- Transcribed pleadings, memorandum of laws and correspondences.
- Provided exceptional litigation support through researching case law and managing and meeting discovery deadlines.
- Proficient in Microsoft Office, Outlook, FrontPage and PowerPoint and Web Sites.
- Proficient in legal research, using legal databases such as West Law, Lexis Nexis and findlaw.

Legal Assistant/Collections Assistant, Gelfand & Arpe, P.A., West Palm Beach, FL 07/2002 - 03/2004

- Performed all phases of the Condominium Homeowners Association collections and foreclosures.
- Calendared all demand deadlines and performed ATIDS search.
- Prepared and reviewed memoranda, case brief, pleadings and subpoenas.
- Managed input of billable time.

Customer Service Manager/Paralegal, Robert Bates Construction Company, West Palm Beach, FL 06/2000 - 07/2002

- Reviewed files, assisted and managed outside counsel with litigation.
- Gathered and organized documents for trial, hearings and depositions.
- Coordinated and calendared mediation, hearings, depositions and trial dates.
- Coordinated expansion opportunities on accounts and provided support during renewals and legal review and provisions in contracts and maintaining database.
- Provided legal review of marketing and collateral matters.
- Prepared and filed non-disclosure agreements.
- Prepared and negotiated complex contract agreements.
- Performed survey research, data analysis and evaluations.
- Demonstrated experiences in marketing, sales, purchasing and advertising.

Lead Passenger Service Agent, American Airlines, West Palm Beach, FL 09/1998 - 06/2000

- Provided superior customer service to passengers.
- Applied Knowledge of critical issues facing Federal Aviation operations.
- Assisted passenger service agents during training.

# AWARDS:

- 2002 Alpha Lambda Delta, Honor Society (ALD)
- 2003 Community Service Award, South University
- 2004 Lambda Epsilon Chi (LEX)
- 2004 Outstanding Legal Studies Student, South University

#### **COMMITTEE ASSIGNMENTS:**

- 2003 -2004 President, South University Pro Bono Paralegal Association
- 2003-2004 Chairperson, South University Student Banquet
- 2004-Present Paralegal Advisory Board Member, South University
- 2005 Second Vice President, Paralegal Association of Florida, Palm Beach County Chapter
- 2006-Present Director, South University Legal Studies Alumni Club

#### **REFERENCES:**

- Doris Rachles, Esquire Director and Chairperson Legal Studies, South University 561-697-9200
- Maxine Williams, Esquire Magistrate, Palm Beach County, 15<sup>th</sup> Judicial Circuit 561-355-1994
- Damia Gordon, Esquire Senior Attorney, Florida Department of Children and Families 561-837-5525

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expire on:	3/27/2010		
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Home Phone: (56) Cell Phone: (51)	291-5636	Business Phone: (54) Fax: (	) 687-1447 Ext.
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Pursuant to Florida's Public Records Lay, this document may be reviewed and photocopied by member of the public.

Revised 1/2010



FROM:

### ADVISORY BOARD MEMBERS

# ROBERT WEISMAN COUNTY ADMINISTRATOR

#### **RE: PALM BEACH COUNTY CODE OF ETHICS**

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

\_\_\_\_\_\_ Date: \_\_\_\_\_\_ 60/5/10 5 Signature:

Please sign and return this FORM to {Insert Liaison Name Here} {Insert Address Here}. A selfaddressed envelope has been provided for your convenience.

FROM:	ROBERT WEISMAN
	COUNTY ADMINISTRATOR

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

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Acknowledgment of Receipt amara NAME: Print or Type ADVISORY BOARD(S):

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.

bate: <u>16/5</u>/10 Signature:

Please sign and return to Administration in self-addressed envelope provided. Revised 3/15/10

TO:

# **TAMARA STARKS**

161 South Flame Avenue, Pahokee Florida 33476 (Cell) 561-291-5636 (Home) 561-924-7302 Email: <u>tamastar5@aol.com</u>

# **EDUCATION:**

Nova Southeastern University2005-2007Masters in Public AdministrationFort Lauderdale, Florida

Florida Coastal School of Law 2000-2003 Juris Doctorate Admitted to the Florida Bar in 2003 Jacksonville, Florida

# University of Florida 1997-2000

Bachelors in Business Administration Minor in Education Gainesville, Florida

# **EXPERIENCE:**

**Palm Beach County Sheriffs' Office** 3228 Gun Club Road, West Palm Beach, Florida (April, 2010-present)

Unit Manager (Re-Entry Program): Responsible for the daily operational,

administrative, site and professional duties of Corrections Support Services which may include re-entry programs and the law library.

*Duties:* Manages, coordinates, monitors and evaluates existing inmate programs at three detention facilities especially as it relates to re-entry. Supervises, directs and evaluates assigned staff, addresses employee concerns and problems; direct work, counsels, disciplines and completes employee performance appraisals. Assists with identification, initiation and implementation of new inmate programs.

**Department of Children and Families** 2990 North Main Street, Belle Glade, Florida (2007-April, 2010)

**Department of Children and Families** 1690 N.W. 9<sup>th</sup> Avenue, Okeechobee, Fl (2005-2007)

*Senior Attorney*: Representing the Department of Children and Families in legal proceedings involving dependency cases which require parents to complete numerous social services such as Psychological and Psychiatric Evaluations, Substance Abuse Assessments, Residential and Outpatient Treatment; Parenting Classes, Individual and Family Counseling ,etc.

*Duties*: researching applicable law; communicating with client; giving legal advice; drafting motions; preparing memorandums of law; conducting non-jury trials; accessing liability; advising clients of legal ramifications that may arise and possible legal ramifications; instructing clients of departmental policies and procedures; keeping informed of current state and federal laws affecting dependency proceedings, public speaking; participating in settlement conferences with opposing counsel and parents; data entry; observing receiving and otherwise obtaining information from all relevant sources; communicating with persons outside of the organization, representing the organization to the public, government, and other external sources; combining , evaluating and reasoning with information and data to make decisions and solve problem; knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules; reviewing NCIC/FCIC and PALMS checks; inputting information in AG system along with FSFN; recommends services for parents' to complete.

19<sup>th</sup> Judicial Circuit Office of the Public Defender Fort Pierce, Florida (2003-2005) Assistant Public Defender: Previously worked as a Public Defender in St. Lucie, Martin, Okeechobee, and Indian River County Representing Indigent clients in criminal proceedings in which they are the accused.

*Duties* : conducting client visits within a penal setting; drafting motion memorandums of law; conducting bond hearings; conducting criminal trials in Juvenile, Misdemeanor and Felony Courts; conducting jury and non-jury trials; participating in attorney client conferences; negotiations with State Attorney; conducting legal research; communicating with clients from a diverse population; visiting correctional facilities throughout the 19<sup>th</sup> Circuit; communicating with personnel from various Sheriff's offices; communicating with court personnel; advising clients regarding legal matters; investigate and complies documentation for clients defense; keeps informed of state and federal law regarding criminal law; drafts motion; public speaking.

US States Attorneys Office Middle District of Florida Jacksonville, Florida (Summer 2002)

*Law Clerk*: Assisting attorneys with legal questions, work and research. Duties include: Drafting memorandums of law, research, assisting the attorney in trial preparation

References available upon request

Board Name: _ <u>Head Star</u> [X] At Large App Term of Appointment:	ione" or "not applicabl Department): ( t/Early Head S ointment	e" where appropriate. Please Print) tart Policy Co or	uncil [] District Appo	
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	oue@yahoo.com			-
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0:	ADVISORY	BOARD	MEMBERS

FROM:	ROBERT WEISMAN COUNTY ADMINISTRATOR
	OF THE CLUDE TO THE CUNCHINE

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

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# Acknowledgment of Receipt

NAME: \_\_\_\_

#### Marie Chantale Saget

Print or Type

## 

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: Muautales Date: 10/07/10

Please sign and return to Administration in self-addressed envelope provided. Revised 3/15/10

TO

#### Saget Marie Chantale 5290 NW 6th Ct Delray Beach, Fl 33445 (561) 929-5729 / (561) 637-6159 ctaloue@yahoo.com

#### RESUME

**OBJECTIVE**--- To build a career in office administration with more than ten years of experience including: non profit organization, strong background in Bookkeeper, account payable, reimbursement, keyboarding etc.

EDUCATION

---- Florida Atlantic University, Boca Raton, Florida Bachelor Degree in administration Major Accounting, January 2005, currently on hold

-----Palm Beach Community College, Lake Worth Florida Bookkeeper, summer 2007

---- Institute National Administration General des Hautes Etudes International Port-au-Prince Haiti

Bachelor Degree, in Business Administration, July 1995

#### Employment History

01/2008 to Present: Self employment: Office Translation / Multi Services

09/2001 -01/2008 Haitian American Community Council, Delray Beach Fl

-Checked figures, postings, and documents for correct entry, mathematical accuracy and proper codes.

-Operated computers programmed with Microsoft Words, Excel Fund E-Z and Pensoft, accounting software to record, store, and analyze information.

-Debit, Credit, and total accounts on computer spreadsheets and databases, using specialized accounting software.

-Classified, recorded and summarized numerical and financial data to compile and calculated, prepared, and issued bills invoices, account statement, and

other financial statements according to established procedures. -Accessed computerized financial information to answer general questions as

well as those related to specific accounts.

-Operated 10-key calculators, computers and copy machines to perform calculations and produced documents.

Skills:

Computer Experience----

Fund E-Z; Microsoft office: word – Excel Good Communication skills: Creole, French

**REFERENCE:** Upon request.

V AND M INSURANCE

2614240862

69/23/2003 75:23



## **ADVISORY BOARD MEMBERS**

# **ROBERT WEISMAN COUNTY ADMINISTRATOR**

RE:

FROM:

# PALM BEACH COUNTY CODE OF ETHICS

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

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#### Acknowledgment of Receipt

Marie Chantale Saget NAME: \_

Print or Type

FIRM/COMPANY/ORGANIZATION: \_\_\_\_

N/A

ADVISORY BOARD(S): \_\_\_\_\_\_ Head Start/EHS Policy Council

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: Meantales Date: 1010710

Please sign and return this FORM to {Insert Liaison Name Here} {Insert Address Here}. A selfaddressed envelope has been provided for your convenience.



#### PALM BEACH COUNTY BOARD OF COUNTY COMMISSIONERS HEAD START/EARLY HEAD START POLICY COUNCIL

#### I. AUTHORITY :

Resolution No. R-92-444, adopted 3/24/92, repealed and replaced by Resolution No. R2000-1866 on November 21, 2000; repealed and replaced by Resolution No. R2006-1878 on September 12, 2006.

II. APPOINTING BODY :

Board of County Commissioners

III. COMPOSITION, QUALIFICATIONS, TERMS & REMOVAL :

There will be a total of 33 members of the Policy Council. At all times there shall be an odd number of membership positions on the Head Start/Early Head Start Policy Council. In the event of a change in the number of Head Start/Early Head Start centers or programs, that will result in a change in the number of parent members, the number of community representatives will be adjusted accordingly so that an odd number of members is retained to maintain at least a 51% parent membeship.

(A) Parent Members: At least 51% of the members of the Head Start/Early Head Start Policy Council must be parents of Head Start/Early Head Start children presently enrolled in the PBC Head Start program. ("Parent members"). One parent member and at least one alternate shall be elected by the parents of children currently enrolled in the Head Start/Early Head Start Program at each center operated by PBC and each service area of the Early Head Start program. Alternate members may only vote at meetings at which the elected member is absent. However, the number of parent members may vary depending upon the number of centers and programs in operation. All parents serving on the Head Start/Early Head Start Policy Council as members or as alternates must be approved by the BCC.

(B) Community Representatives: Nine (9) members of the Head Start/Early Head Start Policy Council shall be representatives of the Community. ("Community representatives"). Community representatives must represent major public or private agencies or major community, civic or professional organizations which have a concern for children of low income families or may be parents of former Head Start /Early Head Start children. It is preferred that at least one member of the Head Start/Early Head Start Policy Council have a fiscal or accounting background.

(C) All Community representatives shall be at-large appointments of the BCC and ratified by the elected parent members of the Head Start/Early ead Start Policy Council.

Conditions of Membership: Residency Requirement. All members must be residents of Palm Beach County at the time of appointment and while serving on the Council. Council employees may not be appointed to the Head Start/Early Head Start Policy Council. Terms of Appointment: The term of membership shall be for three (3) years, however each year, Policy Council Members

EXTENDED COMPOSITION :

must be voted in by the Policy Council. Vacancies occurring during a term shall be filled for the unexpired term and in the manner described above. In no event may a member serve for more than three (3) years pursuant to federal regulations.

#### IV. MEETINGS :

Fourth Wednesday of the month at 6:00 p.m. at 3323 Belvedere Road, Building 509, West Palm Beach

#### V. FUNCTIONS :

The Council shall have general responsibility for establishing a method of hearing and resolving Community complaints about the Head Start program. They shall have operating responsibility for conducting self-evaluation of the County's Head Start/Early Head Start program. They must be consulted on the identification of child development needs in the area to be served and on the standards for ensuing that space, equipment and supplies are acquired as needed. They may be consulted on the directive given to Head Start/Early Head Start staff in day-to-day operations.

VI. LIAISON INFORMATION :

#### LIAISON DEPARTMENT

Community Services

CONTACT PERSON Nicole Muhammad

#### ADDRESS

3323 Belvedere Rd Bldg 501 West Palm Beach FL 33406 Phone # 561-233-1634



# HEAD START/EARLY HEAD START POLICY COUNCIL

SEAT ID	CURRENT MEMBER	ROLE TYPE	RACE CODE	GENDER	BUSINESS / HOME PHONE	SEAT REQUIREMENT	APPOINT DATE	RE-APPOINT DATE	EXPIRE DATE
Appointed B	By : AT Large								
1	Judith Dryer N/A 2770 Foxhall Dr W West Palm Beach FL 33417	Member	AA	F		Community Rep.	02/27/2007		03/27/2010
	NOMINATED BY :								
2	Vacant	Member	UN	М		Community Rep.			
	FL								
	NOMINATED BY :								
B 1 V	James Leger Badiovision fm'sea 1860 Old Okeechobee Road S West Palm Beach FL 33409	Member	AA	Μ	561-719-4098	Community Rep.	02/27/2007		03/27/2010
	NOMINATED BY :								
4	Vacant	Member	UN	М		Community Rep.			
	FL								
	NOMINATED BY :								
SpecificsBo	pardComp_Members.rpt				Pag	e 3 of 15			10/8/2010

5	Vacant	Member	UN	M	 Community Rep.
	FL				

#### .

NOMINATED BY :

6 Vacant Member UN M -- Community Rep.

# FL

# NOMINATED BY :

7 Vacant Member UN M -- Community Rep.

# FL

# NOMINATED BY :

8 Vacant Member UN M -- Community Rep.

# FL

# NOMINATED BY :

9 Vacant Member UN M -- Community Rep.

FL

NOMINATED BY :

11/02/2012 Parent Representative Boynton 11/03/2009 F 561-572-6128 Elizabeth Morton Member AA 10 Beach 6073 Strawberry Field Way Lake Worth FL 33463 NOMINATED BY : 11/02/2012 Parent Representative Boynton 11/03/2009 561-674-5387 F Tiffany Morton Alternate M AA 10 Beach 420 NW 3rd Ave Boynton Beach FL 33435 NOMINATED BY :

11 Gertha Fleurimont-Saint Louis Member AA F -- Parent Representative Jupiter 11/03/2009 11/02/2012

3630 Florida Blvd Belle Glade FL 33410

NOMINATED BY :

11 \	/acant	Alternate M	UN	М		Parent Representative Jupiter
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FL

NOMINATED BY :

12	Tangela Washington 570 Ranchero Rd Apt 1 Belle Glade FL 33430	Member	AA	F	561-692-8011	Parent Representative South Bay	11/03/2009	05/04/2012
	NOMINATED BY :							
12	Salicia Jackson 423 N Coconut Rd Apt 4 Pahokee FL 33476	Alternate M	AA	F	<u>-</u> ·	Parent Representative South Bay	11/03/2009	09/26/2011
	NOMINATED BY :							
13	Vacant	Member	UN	М		Parent Representative Palm Glades		
	FL							

NOMINATED BY :

Арро	ointed B	y : AT Large							14/00/0012	
	13	Brandy Smith	Alternate M	AA	F	561-996-9076	Parent Representative Palm Glades	11/03/2009		11/02/2012
		416 Palm Glades Dr Belle Glade FL 33430								
		NOMINATED BY :								
	14	Deborah Wilson	Member	AA	F	561-859-1100	Parent Representative Delray Beach	11/03/2009		11/02/2012
		217 SW 6th Ave Delray Beach FL 33444								
		NOMINATED BY :								
	14	Darline Garcon	Alternate M	AA	F	561-305-6609	Parent Representative Delray Beach	11/03/2009		11/02/2012
		3030 Angler Dr Delray Beach FL 33445								
		NOMINATED BY :								
	15	Debra Jones	Member	AA	F	561-924-9273	Parent Representative Pahokee	05/05/2009	11/03/2009	05/04/2012
		140 Banyan Ave Pahokee FL 33476								
		NOMINATED BY	:							

pointed l	By : AT Large							
15	Kenzea Osborne	Alternate M	AA	F		Parent Representative Pahokee	11/03/2009	11/02/2012
	2535 SW 14th Ter Pahokee FL 33476							
	NOMINATED BY :							
16	Ellen Hollingworth	Member	AA	F	561-422-8038	Parent Representative Westgate	11/18/2008 11/03/2009	11/02/2010
	8205 Belvedere Rd Apt 202 West Palm Beach FL 33411					5		
	NOMINATED BY :							
16	Joann Becerra	Alternate M	HA	F	561-847-4462	Parent Representative Westgate	11/03/2009	11/02/2012
	213 Lainhart Ct West Palm Beach FL 33409					J		
	NOMINATED BY :							
17	Vacant	Member	UN	М		Parent Representative Lake Worth		
	FL							
	NOMINATED BY :							

	J . AT Lange							
17	Melanie Ventura	Alternate M	CA	F	561-209-9005	Parent Representative Lake Worth	11/03/2009	11/02/2012
	519 S "M" St Lake Worth FL 33460							
	NOMINATED BY :							
18	Lemita Lubin	Member	AA	F	561-667-1664	Parent Representative Riviera Beach	11/03/2009	11/02/2012
	9106 Ducale Way Apt 201 Palm Beach Gardens FL 33418							
	NOMINATED BY :							
18	Barbara Thomas	Alternate M	AA	F	561-845-7957	Parent Representative Riviera Beach	11/03/2009	11/02/2012
	1641 W 34th St Riviera Beach FL 33404							
	NOMINATED BY :							
19	Ivory Sherrod	Member	AA	F	561-429-6915	Parent Representative W. Palm Beach	11/03/2009	11/02/2012
	4532 Emerald Vista Apt I285 Lake Worth FL 33461							
	NOMINATED BY :							

pointeu i	By . AT Large								
19	Amy McDonald	Alternate M	AA	F	561-294-4447	Parent Representative W. Palm Beach	11/03/2009		11/02/2012
	1008 Abraham Ave West Palm Beach FL 33401								
	NOMINATED BY :								
20	Rosenie Daniels	Member	AA	F	561-909-8947	Parent Rep. Union Baptist Head Start	11/03/2009		11/02/2012
	423 Silver Beach Rd Lake Park FL 33403								
	NOMINATED BY :								
20	Bulaine Dominique	Alternate M	AA	F	561-844-5534	Parent Rep. Union Baptist Head Start	11/03/2009		11/02/2012
	520 Bayberry Dr Lake Park FL 33403								
	NOMINATED BY :								
		Manahan	AA	F	561-860-4377	Early Head Start/Delray Beach	11/18/2008	11/03/2009	09/26/2011
21	Theoluna Talegrand	Member	AA	Г	501-600-4577	Lany head Start Deiray Deach	11/10/2000	11/00/2000	00/20/2011
	8 Southern Cross Cir Apt 206 Boynton Beach FL 33436								
	NOMINATED BY :								

Appointed E	By : AT Large							
21	Lydia Taylor	Alternate M	AA	F	561-503-8332	Early Head Start/Delray Beach	11/03/2009	11/02/2012
	332 S Swinton Ave Delray Beach FL 33444							
	NOMINATED BY :							
22	Vacant	Member	UN	М		Parent Rep/Tender Love & Care		
	FL							
	NOMINATED BY :							
23	Vacant	Member	UN	М		Family Day Care Operator		
	FL							
	NOMINATED BY :							
24	Sakina Bivins	Member	AA	F	561-541-2643	Early Head Start Home Based	11/03/2009	11/02/2012
	226 W 24th St Riviera Beach FL 33404							
	NOMINATED BY :							

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24       Diana Elias       Atternate M AA       F       561-398-5420       Early Head Start Home Based       11/03/2009       11/02/2012         1406 SW Zhad St Boynton Beach FL 33435       -       NOMINATED BY :       -       <	pointou i	y Ar Earge							
Boynton Beach FL 33436 NOMINATED BY : 25 Vacant Member UN M - Parent Rep/Kidz Kaleidoscope FL NOMINATED BY : 10 N M - Parent Rep/Kidz Kaleidoscope FL NOMINATED BY : 10 N M - Apostolic Child Development Center 10 Child Development Center 10 N M - Apostolic Child Development Center 10 N M - Apostolic Child Development 10	24	Diana Elias	Alternate M	AA	F	561-396-5420	Early Head Start Home Based	11/03/2009	11/02/2012
25       Vacant       Member       UN       M       -       Parent Rep/Kidz Kaleidoscope         FL       FL       Image: Second Sec									
FL   NOMINATED BY :   26   Vacant   Member   UN   Member   Vacant   Member   VN   Member   Vacant   Member   VN   Member   Vacant   NOMINATED BY :   Vacant   Vacant   Vacant   NOMINATED BY :   Vacant   Vacant   Vacant   Vacant   Member   Vacant   Vacant   Vacant   Vacant   Member   Vacant   Vacant   Vacant   Vacant   Vacant   Member   Vacant		NOMINATED BY :							
NOMINATED EY :         26       Vacant       Member       VN       M       -       Apostoic Child Development Center         7       FL       NOMINATED EY :       -	25	Vacant	Member	UN	М		Parent Rep/Kidz Kaleidoscope		
26VacantMemberUNM-Apostolic Child Development CenterFLFLImage: Second Seco		FL							
Center         FL         NOMINATED BY :         27       Madacce Marques       Member       AA       F       561-506-6116       A Step Above       11/03/2009       11/02/2012         2       Southern Cross Ln       Apt 201       AA       F       561-506-6116       A Step Above       11/03/2009       11/02/2012		NOMINATED BY :							
NOMINATED BY :         27       Madacce Marques       Member       AA       F       561-506-6116       A Step Above       11/03/2009       11/02/2012         2       Southern Cross Ln       Apt 201 Boynton Beach FL 33436       -       -       -       -	26	Vacant	Member	UN	Μ		Apostolic Child Development Center		
27       Madacce Marques       Member       AA       F       561-506-6116       A Step Above       11/03/2009       11/02/2012         2       Southern Cross Ln       Apt 201       Boynton Beach FL 33436       11/02/2012		FL							
2 Southern Cross Ln Apt 201 Boynton Beach FL 33436		NOMINATED BY							
Boynton Beach FL 33436	27	Madacce Marques	Member	AA	F	561-506-6116	A Step Above	11/03/2009	11/02/2012
NOMINATED BY :		2 Southern Cross Ln Apt 201 Boynton Beach FL 33436							
		NOMINATED BY :							

pointeu	By . AT Large							
27	Nanne Lucce	Alternate M	AA	F	561-452-2873	A Step Above	11/03/2009	11/02/2012
	1 Southern Cross Ln Apt 206 Boynton Beach FL 33436							
	NOMINATED BY :							
28	Mikeria Cromer	Member	AA	F	561-891-5227	Emmanuel Child Development Center	11/03/2009	11/02/2012
	5030  Palm Hill Dr West Palm Beach FL 33415					Center		
	NOMINATED BY :							
28	Lakeysha Coleman	Alternate M	AA	F	561-201-3295	Emmanuel Child Development Center	11/03/2009	11/02/2012
	3954 Adler Dr Apt H2 West Palm Beach FL 33417							
	NOMINATED BY :							
29	Vacant	Member	UN	М		Kings Kids		
	FL							
	NOMINATED BY :							

ppointed	By : A I Large							
29	Michael Hill	Alternate M	AA	M	561-667-9570	Kings Kids	11/03/2009	11/02/2012
	17335 Lincoln Ln Jupiter FL 33458							
	NOMINATED BY :							
30	Lina Arango	Member	HA	F	561-722-3551	My First Steps	11/03/2009	11/02/2012
	4692 Sunset Ranch Rd West Palm Beach FL 33407							
	NOMINATED BY	:						
30	Fioridalma Marroquin	Alternate M	HA	F	561-891-3707	My First Steps	11/03/2009	11/02/2012
	1567 Manor Ave West Palm Beach FL 33407							
	NOMINATED BY	:						
31	Byron Brown, Jr.	Member	AA	М	561-294-0303	San Castle Early Head Start	11/03/2009	11/02/2012
	1093 Summit Trail Cir Apt B West Palm Beach FL 33415							
	NOMINATED BY	:						

ppo	inted By	y : AT Large								
	31	Christine Au	Jgustin	Alternate M	AA	F	561-424-1949	San Castle Early Head Start	11/03/2009	11/02/2012
		1151 18th / Lake Worth								
			NOMINATED BY :							
	32	Vacant		Member	UN	м		Community Child Care Center		
		FL								
			NOMINATED BY :							
	33	Vacant		Member	UN	М		Highland Elementary	11	
		FL								

NOMINATED BY :

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