

PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS

BOARD APPOINTMENT SUMMARY

**Meeting Date:** December 7, 2010

**Department:**

**Submitted By:** Office of Financial Management and Budget

**Submitted For:** Investment Policy Committee

I. EXECUTIVE BRIEF

**Motion and Title:** STAFF RECOMMENDS MOTION TO APPROVE: Appointment of one (1) new member to the Investment Policy Committee.

<u>Nominee</u>	<u>Seat No.</u>	<u>Nominated By</u>
Sevine Williams, Jr.	5	Commissioner Taylor

**Summary:** Richard Miller resigned from his seat on the Investment Policy Committee (IPC) and his seat on the Committee needs to be filled. The Committee is comprised of seven members, including a current member of the Board of County Commissioners, four representatives from the private sector approved by the BCC, a designee of the Palm Beach County Sheriff's Office, and an employee of the Office of Financial Management and Budget selected by the County Administrator. Commissioner Aaronson currently serves as the Board's representative and as the Committee's Chairman. Countywide (PK)

**Background and Justification:** Per Ordinance No. 87-11, Section 9 (Investment Ordinance), approved June 9, 1987, Chapter 218.415, F.S., the Committee shall meet three times per annum, or at the call of the Chairman. The IPC shall address such issues as liquidity, risk diversification, safety of principal, yield, maturity, and investment quality, as well as qualifications of investment dealers and issuers, thereby suggesting guidelines for use in the investment of County funds. As Richard Miller has resigned from his seat on the Committee, it now needs to be filled. Of the seats currently filled, three (3) are white male (43%), one (1) black male (14%), one (1) black female (14%), and one (1) white female (14%).

**Attachments:**

1. Board Appointment Information Form
2. Résumé of Nominee
3. Palm Beach County Code of Ethics Form
4. Guide to Sunshine Amendment Form

**Recommended by:** Elizabeth Brown 11/17/10  
Department Director W Date

**Approved by:** Paul F. [Signature] 11/17/10  
Assistant County Attorney Date

**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: INVESTMENT POLICY COMMITTEE

At Large Appointment **or**  District Appointment  
Until resignation or dismissal.

Term of Appointment: ↑ ~~Years~~ From: N/A To: N/A

Seat Requirement: Five years experience in investment banking or management; local banking; securities; any combination or experiences. Seat #: \_\_\_\_\_

\*Reappointment **or**  New Appointment  
or  to complete the term of Richard Miller Due  resignation  other to:

Completion of term to expire on: Date of resignation or dismissal

**\*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: WILLIAMS, JR. SEVINE (NMN)  
Last First Middle

Occupation/Affiliation: (Retired) Regional Recruiter/State Trooper, Florida Highway Patrol

Business Name: Department of Highway Safety and Motor Vehicles / Florida Highway Patrol

Business Address: 2900 Abalache Parkway, N. Kialman Building

City & State: Tallahassee, Florida Zip Code: 32302

Residence Address: 1028 10th Way,

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

Home Phone: (561) 416-9085 Business Phone: ( ) N/A Ext. \_\_\_\_\_

Cell Phone: (561) 596-8209 Fax: (561) 416-9085

Email Address: WPB1007@AOL.com

Mailing Address preference:  Business  Residence

Have you ever been convicted of a felony: Yes \_\_\_\_\_ No  N/A  
If Yes, state the court, nature of offense, disposition of case and date: \_\_\_\_\_

**Minority Identification Code:**

- IF (Native-American Female)
- AF (Asian-American Female)
- BF (African-American Female)
- HF (Hispanic-American Female)
- WF (Caucasian Female)
- IM (Native-American Indian Male)
- AM (Asian-American Male)
- BM (African-American Male)
- HM (Hispanic-American Male)
- WM (Caucasian Male)

Applicant's Signature: Sevine Williams Date: 10/01/2010

**Part III (to be filled out by Commissioner):**

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

Commissioner's Signature: [Signature] Date: 10/12/2010

## SEVINE WILLIAMS, JR.

1028 10th Wy, West Palm Beach, FL 33407  
Wpb1009@aol.com • 561-616-9085, 561-596-8209 cell

---

### ADMINISTRATIVE MANAGEMENT

**Operations Oversight • Program Planning & Design • Conflict & Dispute Resolution**

---

Highly accomplished professional, enhanced by expertise in strategic development, program planning and administrative procedures. Offer exceptional organizational skills and assertive professional discipline. Outstanding manager of resources, mission-critical projects, confidential data and innovative programs; spearheaded strategic collaborations with management, cross-functional teams and community leaders during the performance of daily tasks and assignments. Passionate problem solving skills; visionary leader coupled with a keen understanding of departmental policies and procedures. Accountable for accurate submission of essential records and reports in conjunction with all administrative and district policies.

#### CORE COMPETENCIES

- Personal Motivator
- Strategic Planning
- Program Evaluation
- Structural Abilities
- Brand Development
- Operations Management
- Presentation Skills
- Recruitment & Staffing
- Research Methodologies

---

### PROFESSIONAL EXPERIENCE

FLORIDA HIGHWAY PATROL - Lantana, FL

(1995 to 09/2009)

**Regional Administrator, Recruitment - Retired (8/1995 to 9/2009) [www.flhsmv.gov/FHP](http://www.flhsmv.gov/FHP)**

Catalyst for all administrative and leadership functions designed to recruit qualified candidates for positions supporting a 1,700-member organization. Planned, organized, and conducted seminars and public-speaking engagements involving large audiences; managed administrative recruitment data and reporting criteria; developed informative presentation material for dissemination to diversified audiences during public relations agendas; pioneered productive collaborations with local strategic partners. Formulated competitive, informative recruitment instruments designed to attract qualified candidates for career opportunities; interacted with community and educational leaders to facilitate recruitment goals.

#### **Key Achievements:**

- Collaborated with a cross-functional team to implement a cost-effective process that streamlined application bottlenecks from 6 to 3 months.
- Spearheaded development of a proactive diversity campaign to attract minority candidates for 100+ departmental vacancies.
- Exceeded mandated goals and objectives, attaining 30% increase in minority recruitment over 5-year period.
- Launched monthly pre-employment seminars and recruitment presentations throughout the Southeast region.

**Community Program Administrator- Florida Highway Patrol**

(5/1994 to 8/1996)

Developed strategic relationships with community, religious and educational institutions; conducted traffic safety seminars for local schools and social/civic organizations to enhance public safety programs. Generated, analyzed and submitted metrics data to assess traffic safety initiatives designed to cultivate appropriate program modifications.

...continued...

**Key Achievements:**

- Instrumental in 30% reduction of potential traffic hazards in several areas.
- Designed and implemented an officer photo and profile baseball card program to enhance community relations.
- Conducted safety belt and child car seat awareness workshops for civic and community organizations.

**Judicial Liaison- Florida Highway Patrol**

**(8/1992 to 4/1994)**

Liaised with external strategic partners to maintain integrity of evidentiary process controls. Participated in development of policies and procedures designed to streamline evidentiary process management. Distributed administrative documents internally/externally; developed and managed accurate, comprehensive documentation of employee court attendance schedules, court subpoenas and laboratory data.

**Key Achievements:**

- Catapulted Zero Defect methodology, reviewing all data submitted for processing to maximize successful prosecutions.
- Consistently addressed all mandated requests for evidence submission prior to deadlines.
- Recipient of letters of commendation from Chief DUI Assistant State Attorney and administrative assistant for outstanding performance during 3-year period.

~ **Additional titles as State Trooper / Road Patrol, Florida Highway Patrol, Lantana, FL; Deputy Sheriff, Palm Beach County Sheriff's Office, West Palm Beach, FL ~**

---

**EDUCATION AND CREDENTIALS**

**Master of Public Administration- GPA: 3.5 (2005) ~ FLORIDA ATLANTIC UNIVERSITY - Boca Raton, FL**

**BBA in Management- GPA: 3.1 (1996) ~ FLORIDA ATLANTIC UNIVERSITY - Boca Raton, FL**

**Certification: DHSMV 10th Management Fellows Program Graduate: Management Training & Operations**

**Honors**

Officer of the Year, Minority Law Enforcement Council, Palm Beach County, 1990

Trooper of the Month, Troop L, Palm Beach, 2000

Nominated for Trooper of the Year, 1989

Prudential Financial (DHSMV) Davis Productivity Award, 2004

**Professional Development**

Multiple Regional Recruitment Workshops and Seminars ~ Public/Private Sector Resource Management Teams ~ Florida Highway Patrol Annual Recruitment/Retention Training

**Software:** Word, Excel, PowerPoint, Outlook, secure network

**Community Associations**

Florida American Legion Boys State Program: Senior City Counselor

Florida State University, Tallahassee, Florida (1999-2004)

Member-Alpha Phi Alpha Fraternity, Inc.



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 to access the training and/or Ordinance on the web, please contact Irwin L. Jacobowitz at 355-4151 for other arrangements.

**Acknowledgement of Receipt**

NAME: SEVINE Williams, Jr.  
 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: Sevine Williams, Jr. Date: 10/24/2010

Please sign and return this FORM to Irwin L. Jacobowitz, Director of Contract Development & Control/OFMB, 301 North Olive Avenue, 7<sup>th</sup> Floor, West Palm Beach, Florida 33401. A self-addressed 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: Irwin L. Jacobowitz, Director, Contract Development & Control/OFMB, 7<sup>th</sup> Floor, 301 North Olive Avenue, West Palm Beach, Florida 33401. If you cannot access this document on the web, please contact Irwin L. Jacobowitz at 355-4151 for other arrangements.

---

**Acknowledgment of Receipt**

NAME: Sevink Williams, Jr.  
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: Sevink Williams, Jr. Date: 10/26/2010

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

Revised 3/15/10