

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
BOARD APPOINTMENT SUMMARY

Meeting Date: February 15, 2011
Submitted By: Office of Small Business Assistance
Advisory Board: Small Business Assistance Advisory Committee

EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to approve:

Appoint two (2) individuals to the Small Business Assistance Advisory Committee, for the terms indicated below.

<u>NOMINEE</u>	<u>SEAT</u>	<u>DESIGNATION</u>	<u>TERM</u>	<u>NOMINATED BY</u>
John Elliott	1	Certified Black Business Owner	2/15/2011 – 2/14/14	Comm. Marcus Comm. Burdick Comm. Taylor Comm. Aaronson
Yvette Trelles	5	Business Owner Domiciled in PBC	2/15/2011 – 2/14/14	Comm. Marcus Comm. Burdick Comm. Taylor Comm. Aaronson

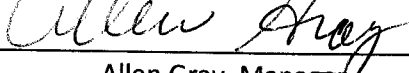
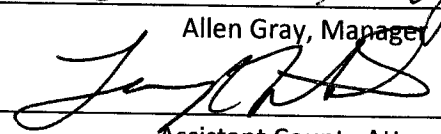
Summary: The SBA Advisory Committee is established pursuant to Section 2.80.32, of the Palm Beach County Code. The committee consists of fourteen (14) members representing one (1) black business owner certified as a small business by the County; one (1) Hispanic business owner certified as a small business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

Seat 1 is vacant due to the expiration of the board appointment and the incumbent did not wish to be reappointed. Seat 5 is vacant due to the expiration of the board appointment. The SBA Advisory Committee supports the nominations. A memo was sent to the Board of County Commissioners on January 18, 2011 requesting approval of the recommended slate. No other nominations were received. **Countywide** (TKF).

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

Attachments:

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

Recommended By:  2/2/2011
Allen Gray, Manager Date
Legal Sufficiency:  2/3/11
Assistant County Attorney Date

II. REVIEW COMMENTS

A. Other Department Review:

Department Director

BOARD APPOINTMENT INFORMATION FORMS

ATTACHMENT 1

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

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

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

Board Name: Small Business Assistance Advisory Committee

☒ At Large Appointment or ☐ District Appointment

Term of Appointment: 3 Years. From: 2/15/2011 To: 2/14/2014

Seat Requirement: Certified Black Business Owner Seat #: 1

☐ *Reappointment or ☒ New Appointment

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

Completion of term to expire on: _____

***When a person is being considered for re-appointment, the number of previous disclosed voting conflicts shall be considered by the Board of County Commissioners.**

Number of previously disclosed voting conflicts during the previous term _____

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

APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT

Name: Elliott John Hudson
Last First Middle

Occupation/Affiliation: Contractor

Business Name: All Phase, Inc.

Business Address: 13309 41st Lane North

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

Residence Address: 13309 41st Lane North

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

Home Phone: (561) 793-0476 Business Phone: (561) 793-0476 Ext. _____

Cell Phone: (561) 723-9043 Fax: (561) 791-9229

Email Address: JE7930476@AOL.COM

Mailing Address preference: ☒ Business ☐ Residence

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

Minority Identification Code:

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

Applicant's Signature: [Signature] Date: 12/2/10

Part III (to be filled out by Commissioner):

Appointment to be made at BCC Meeting on: 2/15/11

Commissioner's Signature: Cindy L. DeSileppa for Date: 1/25/11
Comm. Karen T. Malachuk

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

Revised 1/2010

01-27-11A08:44 RCVD

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Applicant's Signature: [Signature] Date: 12/2/10

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Appointment to be made at BCC Meeting on: 2/15/2011

Commissioner's Signature: [Signature] Date: 1/24/11

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Commissioner's Signature: [Signature] Date: 2-3-11

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Name: Trelles Last Yvette First Middle

Occupation/Affiliation: Attorney

Business Name: Trelles Law, P.A.

Business Address: 809 N. Dixie Highway, 2nd Fl

City & State: WPB, FL Zip Code: 33401

Residence Address: 14162 69th Dr. N

City & State: PBG, FL Zip Code: 33418

Home Phone: () Business Phone: (611) 833-0224 Ext.

Cell Phone: (611) 252-6644 Fax: (611) 833-0239

Email Address: ytrelles@trelleslaw.com

Mailing Address preference: ☒ Business ☐ Residence

Have you ever been convicted of a felony: Yes _____ No ☒

If Yes, state the court, nature of offense, disposition of case and date: _____

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Commissioner's Signature: Cindy L. DeSileppo for Comm. Karen T. Nakas Date: 1/25/11

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Applicant's Signature: [Signature] Date: 1/10/11

Part III (to be filled out by Commissioner):

Appointment to be made at BCC Meeting on: _____

Commissioner's Signature: [Signature] Date: 2-3-11

GUIDE TO SUNSHINE AMENDMENT FORMS

ATTACHMENT 2



**Office of
Small Business Assistance**

50 South Military Trail,
Suite 2N-172
West Palm Beach, FL 33415
(561) 616-6840
FAX: (561) 616-6850
www.pbcgov.com/osba

**Palm Beach County
Board of County
Commissioners**

Karen T. Marcus, Chair
Shelley Vana, Vice Chair
Paulette Burdick
Steven L. Abrams
Burt Aaronson
Jess R. Santamaria
Priscilla A. Taylor

County Administrator

Robert Weisman, P.E.

*An Equal Opportunity
Affirmative Action Employer*

TO: ADVISORY BOARD MEMBERS
**FROM: ROBERT WEISMAN
COUNTY ADMINISTRATOR**
RE: STATE GUIDE TO THE SUNSHINE AMENDMENT & CODE OF ETHICS

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

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

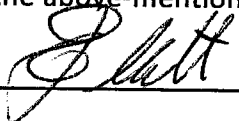
Please read and make yourself familiar with the Guide and return the acknowledgment form below to: Tonya Davis Johnson, 50 South Military Trail, Suite 2N-172, West Palm Beach, FL 33415. If you cannot access this document on the web, please contact Tonya Davis Johnson at 561-616-6844 for other arrangements.

Acknowledgement of Receipt

NAME: John Elliott
Print or Type

ADVISORY BOARD(S): SMALL BUSINESS ASSISTANCE ADVISORY COMMITTEE

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

Signature:  Date: 12/2/10

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

Revised 9/1/2010



Office of
Small Business Assistance

50 South Military Trail, Suite 2N-172

West Palm Beach, FL 33415

(561) 616-6840

Fax: (561) 616-6850

www.pbcgov.com/osba

Palm Beach County
Board of County
Commissioners

Karen T. Marcus, Chair

Shelley Vana, Vice Chair

Paulette Burdick

Steven L. Abrams

Burt Aaronson

Jess R. Santamaria

Priscilla A. Taylor

County Administrator

Robert Weisman

"An Equal Opportunity
Affirmative Action Employer"

printed on recycled paper

TO: ADVISORY BOARD MEMBERS

FROM: ROBERT WEISMAN
COUNTY ADMINISTRATOR

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Signature: Date: 1/10/2011

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Revised 9/1/2010

01-14-11P04:43 RCVD

01-26-11A10:41 RCVD

**PALM BEACH COUNTY
CODE OF ETHICS FORMS**

ATTACHMENT 3



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

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

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

If you are unable access the training and/or Ordinance on the web, please contact Tonya Davis Johnson at 561-616-6840 for other arrangements.

Acknowledgment of Receipt

NAME: John Elliott
Print or Type

FIRM/COMPANY/ORGANIZATION: All Phase, Inc.

ADVISORY BOARD(S): Small Business Assistance Advisory Committee

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

Signature:  Date: 12/2/10

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



TO: ADVISORY BOARD MEMBERS

FROM: ROBERT WEISMAN
COUNTY ADMINISTRATOR

RE: PALM BEACH COUNTY CODE OF ETHICS

Effective May 1, 2010, contractual relationships between Palm Beach County government and advisory board members, their employers, or businesses, are prohibited conflicts of interest as set forth in the Palm Beach County Code of Ethics, Ordinance 2009-051. This conflict of interest must be waived by an affirmative vote of five (5) members of the Board of County Commissioners upon full disclosure at a public meeting in order to accept appointment to an advisory board. In the space provided below, please identify any such contractual relationships, or verify that none exist at this time. The Ordinance (2009-051) and the training requirement can be found on the web at: <http://www.pbcgov.com/ethics/advisory.htm>

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

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

OR

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

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

If you are unable access the training and/or Ordinance on the web, please contact Tonya Davis Johnson at 61-616-6840 for other arrangements.

Acknowledgment of Receipt

NAME: Yvette Trelles
Print or Type

FIRM/COMPANY/ORGANIZATION: Trelles Law, PA

ADVISORY BOARD(S): PBC Small Business Assistance Advisory Committee

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

Signature: [Signature] Date: _____

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

RESUMES

ATTACHMENT 4

RESUME FOR JOHN ELLIOTT

13309 41ST Lane North
Royal Palm Beach, FL 33411
Home/Office (561) 793-0476
Mobile (561) 723-9043
Fax (561) 791-9229
December 2010

SUMMARY OF EXPERIENCE

I have accumulated thirty seven years of experience in the construction industry. I have served in many positions ranging from laborer to mason and furthering from supervision to presidency by establishing my own masonry/concrete company.

HIGHLIGHTS OF EXPERIENCE

1985 to present

All Phase, Inc.

Royal Palm Beach, Florida

As president/owner of All Phase, Inc., this corporation was formed with the purpose being to provide the subcontracting of general masonry. We focus highly on reinforced masonry structures. We continue to promote the idea of reinforced masonry to the developers and local engineering firms to enhance the masonry industry. Our experiences have ranged from residential homes to commercial projects. In the line of residential work, we have completed large projects of single family homes as well as high-end individual residences with some of this areas leading developers. We have also completed projects of two and three story multifamily residences. In the commercial line we have contracted large multistory buildings to include warehouses, schools, offices, hotels, public service buildings, water treatment plants and various other engineer designed buildings. With the addition of our Concrete Division in 1993, we now provide subcontracting in concrete site work, promoting high strength reinforced concrete surfaces and barrier walls. Our experiences to date include areas of roads, highways, bridges, parking lots, parks and around the premises of private property. These finishes can consist of curbs, sidewalks, driveways, slabs/pads, flumes, barrier walls and various other concrete structures. Our expertise is currently displayed on numerous county roads, state FDOT highways, PBIA premises, PBC schools and a host of many more.

1983 to 1985

Double "S" Inc.

Okeechobee, Florida

I was employed as a lead mason and quickly promoted to field supervisor. My position consisted of supervising a large masonry crew, ordering all necessary materials, maintaining and supplying equipment. We constructed two and three story multifamily residences and department store buildings. These projects were constructed with the reinforced masonry structure.

1981 to 1982

Wolfe Building Corporation

West Palm Beach, Florida

I was hired as a mason and promoted to the position of lead mason. My job responsibilities were to lead the crew of masons and provide the initial arrangement on all buildings. We constructed the masonry structure on several shopping centers and eight story office buildings.

1973 to 1980

Rumph Construction

Belle Glade, Florida

I was hired as a laborer and knew very little in the line of construction. Being employed by a rather small company the laborers performed in all phases of the construction, which was how I was introduced to the building world. As time progressed, I began to perform in the capacity of a mason apprentice. As I proceeded in learning the masonry fields I became a tradesman in several areas, including block structure, concrete finishing, stucco, stone and brick.

1967 to 1972

Self-employed

I independently owned and operated a taxi cab service in my home country, Jamaica.

EDUCATION

2009

Live It Academy Computer Technology

West Palm Beach, Florida

1992

Construction Management Development and Bond Guarantee Program

Palm Beach Community College

Lake Worth, Florida

1991

Florida Concrete Products Association, Inc.
Orlando, Florida
State Certified Structural Masonry Contractor

1964

Graduate - Epping Forest High School
Munro, Jamaica

PROFESSIONAL AFFILIATIONS

AGC of America, Florida East Coast Chapter, West Palm Beach, Florida
Florida Transportation Builders Association, Tallahassee, Florida
Black Chamber of Commerce, Palm Beach County, Florida

LICENSES

Palm Beach County Masonry Contractor
Certificate #U-16095

PERSONAL DATA

Born: May 31, 1947
St. Elizabeth, Jamaica
Married, 4 children
Health: Excellent
Height: 5'8"
Weight: 185lbs

REFERENCES FOR JOHN ELLIOTT

Dave Aiken Director of Accounts
Cemex Corporation
1001 Jupiter Park Drive, Ste 114
Jupiter, Florida 33458
(561) 741-8200

Andrew Tate Credit Manager
Cemex Corporation
1001 Jupiter Park Drive, Ste 114
Jupiter, Florida 33458
(561) 741-8200

Michael Correa General Project Manager
Ranger Construction
101 Sansburys Way
West Palm Beach, FL 33411
(561) 793-9400

Gary Hennings Vice President
The Weitz Company
1720 Centrepark Drive East
West Palm Beach, FL 33401
(561) 686-5511

Milton Grey President
Grey Construction Company
2001 Palm Beach Lakes Blvd
West Palm Beach, FL 33409
(561) 845-2872

Sam Butler President
Double "S" Inc.
13502 SW 144th Parkway
Okeechobee, FL 34974
(863) 763-0006

Don Beers President
Beers Engineering Consultants
509 South M Street
Lake Worth, FL 33460
(561) 586-2889

YVETTE M. TRELLES
Trelles Law, P.A.
809 N. Dixie Highway, Second floor
West Palm Beach, Florida 33401
(561)833-0224 Phone
(561) 833-0239 Facsimile

EDUCATION

Admitted to The Florida Bar, September, 1992

Admitted to practice in the State Courts of Florida, U.S. District Court,
Northern and Middle Districts of Florida, 1993

University of Florida College of Law, Juris Doctor, 1991

University of Florida, B.S.B.A., 1988

**LEGAL
EXPERIENCE**

Trelles Law, P.A.

809 North Dixie Highway, Second Floor
West Palm Beach, Florida 33401
1999-Present

Practice areas: Personal Injury, Wrongful Death, Medical Malpractice

15th Judicial Circuit Court Traffic Division

West Palm Beach, Florida

December, 1997 - 2006

Traffic Hearing Officer presiding over traffic court matters in Palm Beach
County

Lytal, Reiter, Clark, Fountain & Williams, LLP

West Palm Beach, Florida

Associate, 1992 - 1999

Practice Areas: Personal Injury, Wrongful Death, Premises Liability,
Medical Malpractice and Employment Discrimination

Rywant, Alvarez, Jones & Russo, P.A.

Tampa, Florida

Clerkship, Summer, 1991

Specialized in Insurance Defense

Manuel A. Machin, P.A.

Tampa, Florida

Clerkship, Summer, 1990

Specialized in Personal Injury and Family Law

**PROFESSIONAL
ASSOCIATIONS**

Hispanic Chamber of Commerce of Palm Beach County,
Board Member, 2003-Present;
Chair, 2008-2010

ASPIRA,

Board Member, 2007-2008

Grievance Committee, Palm Beach County, 2002-2005;
Chair, 2004-2005

Palm Beach County Bar Association,
Treasurer, 1999-2000;
Board Member, 2000-2001;

Board of Governors, Young Lawyers Division,
Board Member, 2000-2004;

Young Lawyers Section of the Palm Beach County Bar Association,
President, 1998-1999; President Elect, 1997-1998; Secretary, 1996-1997;
Treasurer, 1995-1996; Member, 1992-Present;
Law Week Chair, 1995 for Palm Beach County;
Holidays in January Program Chair, 1996;
KID CARE ID Program Chair, 1997;

Academy of Florida Trial Lawyers Young Lawyers Division
Board Member, 1993-1995;
President, 1996;

Hispanic Bar Association of Palm Beach County
President, 1995-1996; President Elect, 1994-1995;
Board Member various years;

Law Magnet Advisory Committee of Palm Beach County;
Board Member 1995-1997;

Palm Beach County Community College Legal Assistant Advisory
Committee;
Board Member, 1993-1996;

Alumni Council of the University of Florida College of Law;
Board Member 1992-1999;

Hispanic Cultural Arts; Board Member, 1992-1997;

Florida Association for Women Lawyers; Member, 1992-Present;

American Bar Association; Member, 1992-Present.

AWARDS/HONORS

Hispanic Woman of Distinction, 2009
One of eleven women chosen in all of south florida

Volunteer of the year,
Presented by Hospice of Palm Beach County, 2010

Volunteer of the Year,
Presented by The South Florida Fair, 2010

COLLEGE OF LAW ACTIVITIES AND HONORS

John Marshall Bar Association Student Government,
President, 1990-1991;

Attorney General staff for the University of Florida Student Honor Court;
1990-1991;

Florida Blue Key Leadership Honorary;
Inducted, 1990.

LANGUAGES

Fluent in Spanish.

CURRENT LIST OF BOARD MEMBERS

SMALL BUSINESS ADVISORY COMMITTEE

<u>Seat</u>	<u>Incumbent</u>	<u>Seat Requirement</u>
2	(HF) Evelyn Parkes-Brier	Certified Hispanic Business Owner
3	(BF) Angela Randolph	Certified Woman Business Owner
7	(HM) Andre' Varona	Hispanic Chamber of Commerce
8	(WF) Martha J. Greeson	Nat'l. Assoc. of Women in Construction
9	(WF) Jane Bloom	Women's Business Organization
10	(BM) Joseph D. Anderson	Minority Contractor
11	(WF) Sherrill L. Disbury	Associated General Contractors
12	(WF) Bernadette Russell	Small Business Development Center
13	(BF) Lia T. Gaines	Business Loan Fund of the Palm Beaches
14	(BF) Lynn Solomon	Black Chamber of Commerce

BF – Black Female
BM – Black Male
HF – Hispanic Female
HM – Hispanic Male
WF – White Female
WM – White Male