

**PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
BOARD APPOINTMENT SUMMARY**

Meeting Date: March 15, 2011

Department Submitted By: Community Services

Advisory Board: Community Action Advisory Board

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to approve: Appointment of the following representatives to the Community Action Advisory Board for terms ending September 30, 2013.

<u>Seat #</u>	<u>Appointment</u>	<u>Member Category</u>	<u>Term Ending</u>	<u>Nominated By</u>
5	Mary R. Wilkerson	Public Sector (At-Large)	9/30/2013	Comm. Burdick Comm. Marcus Comm. Santamaria
7	Gina Horn	Private Sector	9/30/2013	Comm. Burdick Comm. Marcus Comm. Santamaria Comm. Taylor


Summary: The Community Action Advisory Board (CAAB) is a 15-member board comprised of one third elected public officials or their representatives, with the remaining members being business, industry, labor, religion, law enforcement, education or other major groups in the community. On February 9, 2011, written notice was sent to each Commissioner to request nominations. The appointments meet all applicable guidelines and requirements outlined in Resolution R2009-1549. The CAAB has reviewed and approved the nominee listed above. (Community Action) Countywide (TKF).

Background and Justification: The Community Services Block Grant contract requires the establishment of a Community Action Advisory Board and that the Board fully participates in the planning, implementation and evaluation of the Community Services Block Grant program to serve low-income communities. Including the current reappointments/appointments, the Board is comprised of 9 black females, 4 black males and 2 white females.

Attachments:

- 1) Resolution No. R2009-1549
- 2) Board Appointment Information Form Packet (includes memo to BCC, candidate bio, PBC Code of Ethics Acknowledgement of Receipt and State Guide to the Sunshine Amendment and Code of Ethics Acknowledgement of Receipt)
- 3) Board Roster

Recommended by:  3/1/11
 Department Director Date

Legal Sufficiency:  3/2/11
 Assistant County Attorney Date

II. REVIEW COMMENTS

A. Other Department Review:

Department Director

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF PALM BEACH COUNTY, FLORIDA, DESIGNATING THE BOARD OF COUNTY COMMISSIONERS AS THE COMMUNITY ACTION COUNCIL; ESTABLISHING THE COMMUNITY ACTION ADVISORY BOARD; DESIGNATING THE COMMUNITY ACTION ADVISORY BOARD AS THE COMMUNITY SERVICES BLOCK GRANT ADVISORY COMMITTEE; PROVIDING FOR ROLES AND RESPONSIBILITIES; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the U.S. Department of Health and Human Services (HHS) requires that recipients of Community Services Block Grant (CSBG) funds comply with the Community Opportunities, Accountability, and Training and Educational Services Act of 1998, as amended; and

WHEREAS, Section 676B, (b)(1) of that Act requires that a public entity administer the program through a tripartite board composed of members representing the public, private, and low-income sectors of the community; and

WHEREAS, the Community Services Block Grant provides funds for the reduction of poverty, the revitalization of low-income communities, and the empowerment of low-income families and individuals to become fully self-sufficient; and

WHEREAS, Palm Beach County through the Department of Community Services wishes to comply with HHS requirements regarding the Community Action Advisory Board;

WHEREAS, the Board of County Commissioners was previously designated as the Community Action Council and the grantee for the CSBG program through ordinances 74-20 and 04-042, which have been repealed; and

WHEREAS, pursuant to ordinances 74-20 and 04-042, a Community Action Council Administering Board was established.

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

SECTION 1: DESIGNATION OF THE BOARD OF COUNTY COMMISSIONERS AS THE COMMUNITY ACTION COUNCIL AND CSBG GRANTEE

The Board of County Commissioners is hereby designated as the Community Action Council and the grantee of CSBG funding received by Palm Beach County.

SECTION 2: ESTABLISHMENT OF THE COMMUNITY ACTION ADVISORY BOARD AND DESIGNATION AS THE CSBG ADVISORY COMMITTEE

There is hereby established an advisory board to be known as the Community Action Advisory Board, hereinafter referred to as "Advisory Board." Said Advisory Board is

designated as the CSBG Advisory Committee pursuant to the CSBG guidelines of the State of Florida Department of Community Affairs.

SECTION 3: COMPOSITION

- A. The Advisory Board shall be comprised of fifteen (15) members, as follows:
- 1) One-third of the members of the Advisory Board shall be elected public officials holding office on the date of selection, or their representatives. A letter reaffirming agreement to serve as an Advisory Board member, or delegation to a representative, signed by the elected official, shall be required each year until the official's elective term ends.
 - 2) Not fewer than one-third (1/3) of the members of the Advisory Board shall be persons chosen in accordance with democratic selection procedures adequate to assure that they are representatives of low-income individuals and families in the target neighborhood served. Each representative of the low-income sector selected to represent a specific target neighborhood within the community must reside in the neighborhood served. The County will define what constitutes a target neighborhood.
 - 3) The remainder of the members of the Advisory Board shall be persons who can bring pertinent and significant resources from the private sector to the Community Action mission of assisting low-income persons to acquire greater control over their lives and to increase their degree of self-sufficiency.

SECTION 4: APPOINTMENTS, TERMS, VACANCIES AND COMPOSITIONS

- A. All members of the Advisory Board shall be residents of Palm Beach County, Florida at the time of appointment and while serving on the Advisory Board.
- B. Terms of office for the Advisory Board members shall be three (3) year terms. An individual may serve two (2) consecutive full terms. An individual may be eligible for reappointment for additional terms after they have been off of the Board for a minimum of two (2) years.
- C. Terms shall begin on October 1 and end on September 30.
- D. Terms shall be staggered such that one-third (1/3) of the Advisory Board members shall be selected each year.
- E. Nominations shall be requested by County staff upon adoption of this resolution and generally every year thereafter in a manner that will provide for appointment or reappointment prior to the term expiration. All nominations shall be approved by the Board of County Commissioners.
- F. A vacancy occurring during a term shall be filled for the unexpired term and in the manner prescribed above.
- G. All Advisory Board members serve at the pleasure of the Board of County Commissioners.

- H. Members appointed pursuant to Section 3.A.1) will no longer be eligible to serve on the Advisory Board if they, or the elected official they represent, no longer hold elected public office.

SECTION 5: AUTHORITY

- A. The Advisory Board shall have the authority and power to advise the Board of County Commissioners on the development, planning, implementation and evaluation of the CSBG program to serve low-income communities.
- B. Members shall be subject to the rules and procedures of the Advisory Board, if rules and procedures are created, and to the overall authority of the Board of County Commissioners of Palm Beach County, Florida.

SECTION 6: CODE OF ETHICS

Advisory Board members shall abide by the Palm Beach County Code of Ethics as stated in County Resolution 94-693 as may be amended.

SECTION 7: RESPONSIBILITIES

The responsibilities of the Community Action Advisory Board shall include the following:

- A. Conduct regular assessments of the circumstances of low-income individuals and families and of the resources available and needed in the community to support movement by low-income persons toward greater self-sufficiency;
- B. Create a forum for citizen participation that maximizes participation of those served so as to best stimulate and take full advantage of capabilities for self-advancement and assure that programs and projects are meaningful to and widely utilized by their intended beneficiaries;
- C. Participate fully in the development and implementation of programs and projects designed to serve the poor or low-income citizens of the County;
- D. Review and recommend programs and projects for the use of the CSBG funds;
- E. Foster and promote cooperation between governmental agencies, community-based non-governmental non-profit organizations and business interests in order to achieve the goals and outcomes of community action plans;
- F. Submit an annual report to the Board of County Commissioners on activities undertaken and accomplishments made during the preceding year;
- G. Receive reasonable advance notice of, and an opportunity to make recommendations, concerning:
 - 1) Appointment of the program coordinator;
 - 2) Determination of overall program plans and priorities;
 - 3) Approval of program proposals and budgets;
 - 4) Enforcement of compliance with all conditions of federal and state grants;

- 5) Corrective measures to remove roadblocks affecting program implementation;
 - 6) Determination, subject to federal, state, and local regulations and policies, of rules of procedure for the Advisory Board;
 - 7) Any changes to this Resolution. In the event that the Advisory Board determines a public meeting is necessary to address any changes to this Resolution, said public meeting will be arranged prior to submission of any such change to the Board of County Commissioners.
- H. To perform such other duties as may be from time to time assigned by the Board of County Commissioners.

SECTION 8: MEETINGS

- A. The Advisory Board shall meet a minimum of ten (10) times a year; however, members may be required to attend additional meetings.
- B. A majority of the members appointed shall constitute a quorum for the conduct of the Advisory Board's business.
- C. In the presence of a quorum, Advisory Board business shall be conducted by a vote of a majority present and be governed by Robert's Rules of Order.
- D. The Chair shall have the authority to call emergency meetings, as is needed and appropriate, by informing members at least three (3) days in advance.
- E. Public notice of all Advisory Board meetings shall be provided consistent with the requirements of the Florida Department of Community Affairs and Florida laws, and all such meetings shall be open to the public at all times.

SECTION 9: OFFICERS

A Chair, Vice-chair, and Secretary shall be elected by a majority vote of the Advisory Board and shall serve for a term of one (1) year, but not to exceed two (2) consecutive terms in any one (1) office.

- A. Duties of the Chair:
 - 1) Call and set the agenda for Advisory Board meetings;
 - 2) Preside at Advisory Board meetings;
 - 3) Establish committees, appoint committee chairs and charge committees with specific tasks;
 - 4) Serve as primary liaison with program staff; and
 - 5) Perform other functions as the Advisory Board may assign by rule or order.
- B. The Vice-chair shall perform the duties of the Chair in the Chair's absence, and such other duties as the Chair may assign.
- C. The Secretary shall be responsible for Board record-keeping and documentation.

Vacancies in any officer position shall be filled for the remainder of the term by the Advisory Board.

SECTION 10: REMOVAL FOR LACK OF ATTENDANCE

Members of the Advisory Board shall be automatically removed for lack of attendance. Lack of attendance is defined as failure to attend three (3) consecutive meetings or failure to attend at least two-thirds of the meetings scheduled during a program year. Participation for less than three-fourths of a meeting shall constitute lack of attendance. Members removed under this paragraph shall not continue to serve until a new appointment is made and removal shall create a vacancy.

SECTION 11: EFFECTIVE DATE

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


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

Commissioner Karen Marcus, District 1	<u> </u> Aye
Commissioner John F. Koons, District 2	<u> </u> Aye
Commissioner Shelley Vana, District 3	<u> </u> Aye
Commissioner Steven Abrams, District 4	<u> </u> Aye
Commissioner Burt Aaronson, District 5	<u> </u> Aye
Commissioner Jess Santamaria, District 6	<u> </u> Aye
Commissioner Priscilla Taylor, District 7	<u> </u> Aye

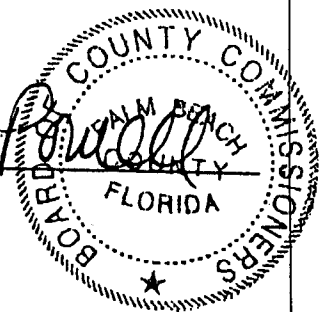
The Chairperson thereupon declared the Resolution duly passed and adopted this 15th day of September, 2009.

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY

ATTEST:
SHARON R. BOCK,
CLERK & COMPTROLLER

BY: 
Tammy K. Fields
Sr. Assistant County Attorney

BY: 
Deputy Clerk





Department of
Community Services

Community Action Program

810 Datura Street

West Palm Beach, FL 33401

(561) 355-4792

Fax: (561) 355-4192

www.pbcgov.com



**Palm Beach County
Board of County
Commissioners**

Karen T. Marcus, Chair

Paulette Burdick

Shelley Vana, Vice Chair

Steven L. Abrams

Burt Aaronson

Jess R. Santamaria

Priscilla A. Taylor

County Administrator

Robert Weisman



"An Equal Opportunity
Affirmative Action Employer"

INTER-OFFICE MEMORANDUM
Palm Beach County

TO: Honorable Karen T. Marcus, Chair and
Members of the Board of County Commissioners

FROM: James Green, CAP Coordinator *JG*
Community Action Program

DATE: February 9, 2011

RE: **BOARD APPOINTMENT**
COMMUNITY ACTION ADVISORY BOARD

The Community Action Council Advisory Board has made a recommendation that the following nominees be appointed to the board as follows:

<u>Appointee</u>	<u>Seat Requirement</u>	<u>Term</u>
Gina Horn	Private Sector	3 yr.
Mary Ross Wilkerson	Public Sector	3 yr.

The Community Services Block Grant Contract requires the establishment of a Community Services Block Grant Board and that the Board fully participates in the planning, implementation and evaluation of the Community Services Block Grant program to serve low-income communities.

The Board Appointment Information Form for the nominee is attached for your perusal.

Please sign and return the approved form to June Lucas, Community Action Program to be placed on the BOCC Agenda.

Attachments

- cc: Commissioner Paulette Burdick
- Commissioner Shelley Vana, Vice Chair
- Commissioner Steven L. Abrams
- Commissioner Burt Aaronson
- Commissioner Jess R. Santamaria
- Commissioner Priscilla A. Taylor

BOARD OF COUNTY COMMISSIONER
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: Community Action Program Advisory Board

At Large Appointment or District Appointment

Term of Appointment: 3 Years. From: 03/15/11 To: 09/30/13
~~02/30/12~~

Seat Requirement: Public Sector Seat #: 5

*Reappointment or New Appointment

or to complete the term of Lomax Harrelle Due resignation other to:

Completion of term to expire on: 9/30/12

*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.

0 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: Wilkerson Last Mary First Ross Middle

Occupation/Affiliation: City of Belle Glade Commission

Business Name: City of Belle Glade

Business Address:

City & State: Belle Glade, FL Zip Code: 33430

Residence Address: 617 NW 14th St.

City & State: Belle Glade, FL Zip Code: 33430

Home Phone: (561) 996-4143 Business Phone: () Ext.

Cell Phone: (561) 248-4026 Fax: ()

Email Address: Zeta 97 @ att.net

Mailing Address preference: Business Residence

Have you ever been convicted of a felony: Yes No

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

Minority Identification Code:

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

Applicant's Signature: Mary Ross Wilkerson Date: 05/05/10

Part III (to be filled out by Commissioner):

Appointment to be made at BCC Meeting on:

Commissioner's Signature: [Signature] Date: 3/24/11

BOARD OF COUNTY COMMISSIONER
ADVISORY BOARD NOMINEE INFORMATION FORM

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

Board Name: Community Action Program, Advisory Board

At Large Appointment or District Appointment

Term of Appointment: 3 Years. From: 03/15/11 To: 9/30/13
~~XXXXXX~~

Seat Requirement: Public Sector Seat #: 5

*Reappointment or New Appointment

or to complete the term of Lomax Harrelle Due resignation other to:

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

APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT

Name: Wilkerson Last Mary First Ross Middle

Occupation/Affiliation: City of Belle Glade Commission

Business Name: City of Belle Glade

Business Address: _____

City & State: Belle Glade, FL Zip Code: 33430

Residence Address: 617 NW 14th St.

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Home Phone: (561) 996-4143 Business Phone: () Ext. _____

Cell Phone: (561) 248-4026 Fax: ()

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Mailing Address preference: Business Residence

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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: Mary Ross Wilkerson Date: 05/05/10

Part III (to be filled out by Commissioner):

Appointment to be made at BCC Meeting on: _____

Commissioner's Signature: Cathy L De Felippo for Date: 2/18/11
Comm. Karen T. Marav

BOARD OF COUNTY COMMISSIONER
ADVISORY BOARD NOMINEE INFORMATION FORM

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

Board Name: Community Action Program, Advisory Board

At Large Appointment or District Appointment

Term of Appointment: 3 Years. From: 03/15/11 To: ~~03/30/12~~ 09/30/13

Seat Requirement: Public Sector Seat #: _____

*Reappointment or New Appointment

or to complete the term of Lomax Harrelle Due resignation other to:

Completion of term to expire on: 9/30/12

*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.

0 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: Wilkerson Last Mary First Ross Middle

Occupation/Affiliation: City of Belle Glade Commission

Business Name: City of Belle Glade

Business Address: _____

City & State: Belle Glade, FL Zip Code: 33430

Residence Address: 617 NW 14th St.

City & State: Belle Glade, FL Zip Code: 33430

Home Phone: (561) 996-4143 Business Phone: () Ext. _____

Cell Phone: (561) 248-4026 Fax: ()

Email Address: Zeta 97 @ att.net

Mailing Address preference: Business Residence

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

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

Minority Identification Code:

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

Applicant's Signature: Mary Ross Wilkerson Date: 05/05/10

Part III (to be filled out by Commissioner):

Appointment to be made at BCC Meeting on: _____

Commissioner's Signature: Lambert Burdick Date: 2/14/11

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: Mary Ross Wilkerson
Print or Type

ADVISORY BOARD(S): Mary Ross Wilkerson

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: Mary Ross Wilkerson Date: 05/25/10

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

Revised 3/15/10



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

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

Type of Contract	Which Department/Division	Effective Date	Term
None	None	None	None

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: Mary Ross Wilkerson
Print or Type
 FIRM/COMPANY/ORGANIZATION: City of Belle Glade Commission
 ADVISORY BOARD(S): CAP

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: Grayson Wilkerson Date: 05/25/10

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

Mary Ross Wilkerson
617 N.W. 14th Street
Belle Glade, FL 33430
(561) 996-4145

EDUCATION

St. Thomas University – 1989
Miami, Florida
Major: Human Resource with emphasis in Psychology

New England Tech of Palm Beach County – 1986
West Palm Beach, Florida
Major: Data Entry minor in Computer Programming
Associate of Applied Science Degree

PROFESSIONAL EXPERIENCE

City Commissioner
City of Belle Glade
2009-Present

On-Site Counselor
Drug Abuse Treatment Association, Inc.
2007-Present

Screen all clients within the assigned agency and to identify those with substance abuse problems. Implement appropriate substances abuse services in conjunction with Belle Glade Team and, as needed, provide group and/or individual outreach as well as intervention services. Work closely with Prevention Belle Glade Staff, and others who provide ancillary services, drug education and urinalysis screening may also be required, facilitate crisis intervention services as needed, establish collaborative relationships with community providers, link clients to social services as needed, facilitate drug and anger management education individual and/or group sessions, while attending daily court proceedings, advocate for appropriate individuals to receive outreach intervention services.

Migrant Advocate
School District of Palm Beach County
2004-2007 Retired

Advocate for migrant students with parents, school staff, employers and the public in a manner which is effective and sensitive to language and cultural differences. Ability to gain rapport with migrant students and motivate them. Assist migrant 6-12 grade students toward graduation. Serves as a liaison between teachers, counselors, parents and students. Provides motivation and support for attendance, participation in school and migrant activities, and academic excellence.

Client Services Unit Leader
School District of Palm Beach County
2001-2004

Serves as project S.A.V.E. (See and Valuing Education) coordinator which includes recruiting students that are socio-economic disadvantage to encourage them to attend school and to improve in all areas of learning. Some students attended Sylvan Learning Center, after school tutorial and Leadership Training Seminars. My duties include making numerous home and school visits. This is a two-year grant which I generated \$80,205.00.

Social Service Facilitator

School District of Palm Beach County
1989-2000

Serve as a Team leader for a group of Community Resource People (CRP's); review CRP's Weekly Planners, mileage forms and identification forms. Providing vital information for resource. Implements all support services activities for a cluster of schools; identifies and recruits migratory children. Assist the Community Resource Specialist with social services for migrant students. Codes health information on appropriate forms; assists the Migrant Secondary Program, Early Childhood Program, Language Arts program, and Parental Involvement Program. Submits weekly and monthly summary reports of activities and SRP reports. Assists the Department of Federal Program's administrative staff as needed. Trouble shooter for personnel differences that may arise during Supervisor's absence.

Life Skills Instructor

South Bay Correctional Facility/Wackenhut
5/1997-5/2003

Instruct male inmates in areas of pre-release preparations, household planning, re-entry into society, budgeting skills, parenting skills, improving interpersonal skills, stress and anger management skills.

City Commissioner

City of Belle Glade
1998-2000

Crisis Unit Technician

Western Palm Beach County Mental Health Center
1989-1996

Conducted counseling sessions for rehabilitating alcohol, drug and mental health clients. Complete detailed admissions' packets for every admittance; conduct one-on-one counseling sessions for clients unable to participate in group sessions. Maintain accurate records of supplies and clients needs; plan and prepare meals for clients.

PROFESSIONAL EXPERIENCE**Office Assistant/Data Entry Clerk**

School District of Palm Beach County - Pahokee Elementary
1986-1989

Organize enrollment registration for school; input, retrieve and update information on each student; compile and classify data obtained; complete request for information forms and mail to parents and/or guardians for students; assist in various office duties.

Instructional Aide

School District of Palm Beach County
1980-1986

Tutor school students utilizing teacher directed instructions; assist teacher in maintaining accurate records; complete appropriate forms as instructed; assist teacher in various classroom responsibilities.

Teacher's Aide

School District of Palm Beach County
1977-1980

Tutor Trainable Mentally Retarded students utilizing teacher directed instructions; assisting teacher in various classroom responsibilities; assisting students with personal care.

VOLUNTEER WORK

Advisory Committee 1988-1990

Glades Central Community High School

Coordinator for "Project Graduation" 1987-1988

Glades Central Community High School

"Raider" Band Booster 1988-1990

Glades central Community High School

Youth Director 1989-1990

Mt. Zion A.M.E. Church

College Outreach Program 1996-1998

Palm Beach Community College – Glades Campus

Pre-planning Committee 1997

Palm Beach Community College – Glades Campus

Glades Youth Council 1998-2001

Zeta Phi Beta Sorority, President 2001-2003

VISION-To-Action 1996-1998

Church School Teacher

Mt. Zion A.M.E. Church

Glades Area Police Athletic League (PAL), President 2002-2004

Glades Area MLK Committee, Vice-Chair, 2001 - Present

ADVISE COUNTY BOARD NOMINEE INFORMATION FORM

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

Board Name: Community Action Advisory Board

[X] At Large Appointment or [] District Appointment

Term of Appointment: 3 Years. From: 03/15/11 To: 09/30/13

Seat Requirement: Private/Business Sector (Repr.) Seat #: 7

[] *Reappointment or [X] 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.

0 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: Horn, Guina L.P. Last First Middle

Occupation/Affiliation: Marketing Managers

Business Name: Sam's Club

Business Address: 4295 Ocean 45th St

City & State: West Palm Beach Zip Code: 33409

Residence Address: 1441 Brandywine Rd

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

Home Phone: Business Phone: (609) 687-0098 Ext.

Cell Phone: (80) 531-7661 Fax:

Email Address:

Mailing Address preference: [X] 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:

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)
[X] WF (Caucasian Female) [] WM (Caucasian Male)

Applicant's Signature: Guina Horn Date: 5/7/10

Part III (to be filled out by Commissioner):

Appointment to be made at BCC Meeting on:

Commissioner's Signature: Date: 2/24/11

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: Community Action Advisory Board

[X] At Large Appointment or [] District Appointment

Term of Appointment: 3 Years. From: 03/15/11 To: 09/30/13

Seat Requirement: Private/Business Sector (Repr.) Seat #: 7

[] *Reappointment or [X] 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.

0 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: Horn, Guina, L.P. Last First Middle

Occupation/Affiliation: Marketing Managers

Business Name: Sam's Club

Business Address: 4295 Ocean 45th St

City & State: West Palm Beach Zip Code: 33409

Residence Address: 1441 Brandywine Rd

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

Home Phone: Business Phone: (609) 687-0098 Ext.

Cell Phone: (808) 531-7661 Fax:

Email Address:

Mailing Address preference: [X] 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:

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)
[X] WF (Caucasian Female) [] WM (Caucasian Male)

Applicant's Signature: Guina Horn Date: 5/7/10

Part III (to be filled out by Commissioner):

Appointment to be made at BCC Meeting on:

Commissioner's Signature: Andy L De Filippo for Date: 2/15/11
Comm. Karen T. Marcus

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City & State: West Palm Beach Zip Code: 33409

Residence Address: 1441 Brandywine Rd

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

Home Phone: () Business Phone: (609) 687-0098 Ext.

Cell Phone: (80) 531-7661 Fax: ()

Email Address: _____

Mailing Address preference: [X] 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: _____

Minority Identification Code:

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[] HF (Hispanic-American Female) [] HM (Hispanic-American Male)
[X] WF (Caucasian Female) [] WM (Caucasian Male)

Applicant's Signature: [Signature] Date: 5/7/10

Part III (to be filled out by Commissioner):

Appointment to be made at BCC Meeting on: _____

Commissioner's Signature: [Signature] Date: _____

ADVISORY BOARD NOMINEE INFORMATION FORM

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Last First Middle

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Residence Address: 1441 Brandywine Rd

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

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Cell Phone: (80) 531-7661 Fax: ()

Email Address: _____

Mailing Address preference: Business Residence

Have you ever been convicted of a felony: Yes _____ No
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- HF (Hispanic-American Female) HM (Hispanic-American Male)
- WF (Caucasian Female) WM (Caucasian Male)

Applicant's Signature: Maria Pina Date: 5/7/10

Part III (to be filled out by Commissioner):

Appointment to be made at BCC Meeting on: _____

Commissioner's Signature: Pauline Burdick Date: 2/14/11

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: Gina Horn
Print or Type

ADVISORY BOARD(S): Community Action

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: [Handwritten Signature] Date: 5/6/10

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



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 {Insert Liaison Name Here} at {Insert Telephone Number Here} for other arrangements.

Acknowledgment of Receipt

NAME: Gina Horn
 Print or Type

FIRM/COMPANY/ORGANIZATION: Sam's Club

ADVISORY BOARD(S): Community Action

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: 5/7/10

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

1441 BRANDYWINE RD APT 1200M
West Palm Beach, FL 33409

GINA LP HORN

EMPLOYMENT

**July 2009-present Marketing Manager
Sam's Club 8157
West Palm Beach, FL**

In charge of membership income, growing membership base, community involvement, and member service.
Help develop supervisors to become managers.
Able to work with a variety of people with a variety of experiences.
Communicate expectations of performance and follow up.
Make choices for the benefit of the company.
Decide where community donation money is distributed-\$350.00 a month.
Recently donated \$3000.00 to YWCA.

**August 2008-June 2009 Receiving/Overnight Manager
Sam's Club 8157
West Palm Beach, FL**

Oversee receiving and replenishment of merchandise.

**August 2003-June 2007 Hourly Associate
Sam's Club
Port Huron, Mi and Lansing, Mi**

Worked in many areas of the clubs.
Cashier
Photo center
Grocery Supervisor
Overnight/ receiving verifier
Overnight/ receiving supervisor

MEMBERSHIPS

- Chamber of Commerce of the Palm Beaches.

VOLUNTEER EXPERIENCE

**March 2010-present
Boys and Girls Club
West Palm Beach**

Many events set up to help the locals club.
Rise and shine-distribute food to families who receive EBT benefits
Cleaning summer camps to help prepare for after school programs.

**September 2005-October 2007
Barefoot Church
Lansing, Mi**

Helped coordinate "Thursday's at Foster Park". An after school activity for children in the community to come to. We taught everyday skills to a range of ages. Anything from sharing to how to fill out a college application.

Project shalom-helped clean yards, rake leaves, paint...those who were unable to do so on their own.

Lead the children's Bible studies on Wednesdays and Sundays.



COMMUNITY ACTION ADVISORY BOARD

SEAT ID	CURRENT MEMBER	ROLE TYPE	RACE CODE	GENDER	BUSINESS / HOME PHONE	SEAT REQUIREMENT	APPOINT DATE	RE-APPOINT DATE	EXPIRE DATE
Appointed By : PBC County Commission									
1	Yvette Coursey P.O. Box 3823 West Palm Beach FL 33402	Member	AA	F	561-881-0277	Public Sector	10/01/2009		09/30/2012
NOMINATED BY :									
2	Vincent Goodman 450 W 36th St Riviera Beach FL 33404	Member	AA	M	561-842-6421	Public Sector	10/01/2009	11/16/2010	09/30/2013
NOMINATED BY :									
3	Pamela Williams 1572 W 33rd St Riviera Beach FL 33404	Member	AA	F	561-506-1370	Public Sector	10/01/2009		09/30/2011
NOMINATED BY :									
4	Deirdre Jacobs City of West Palm Beach 401 Clematis St West Palm Beach FL 33401	Member	AA	F	--	Public Sector	01/12/2010		09/30/2011
NOMINATED BY :									

Appointed by : PBC County Commission

5 Vacant Member UN M -- Public Sector
FL

NOMINATED BY :

6 Gary Hawkins, Sr. Member AA M 561-340-1060 X233 Private Sector 01/12/2010 11/16/2010 09/30/2013
Workforce Alliance, Inc.
1951 N Military Trl Ste D
West Palm Beach FL
33409

NOMINATED BY :

7 Vacant Member UN M -- Private Sector
FL

NOMINATED BY :

8 Theresa Johnson Member AA F 561-833-1461 Private Sector 01/12/2010 09/30/2011
Urban League of Palm Beach County, Inc.
1700 N Australian Ave
West Palm Beach FL
33407

NOMINATED BY :

Appointed by : PBC County Commission

9	Candace Walker	Member	CA	F	561-252-0627	Private Sector	01/12/2010		09/30/2011
	291 Moccasin Trl W Jupiter FL 33458								

NOMINATED BY :

10	Alvin Colbert	Member	AA	M	561-533-7375	Private Sector	11/16/2010		09/30/2013
	City of Lake Worth 414 Lake Ave Lake Worth FL 33460								

NOMINATED BY :

11	Elaine Gulley	Member	AA	F	561-924-2397	Rep. of the Low-Income	01/12/2010	11/16/2010	09/30/2013
	2360 E Main St Pahokee FL 33476								

NOMINATED BY :

12	Valerie Mays	Member	AA	F	561-429-3654	Rep. of the Low-Income	11/16/2010		09/30/2013
	617 41st St West Palm Beach FL 33407								

NOMINATED BY :

Appointee : PBC County Commission

13	Theresa Jackson	Member	AA	F	561-588-0155	Rep. of the Low-Income	01/12/2010	09/30/2011
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805 S "B" St
Lake Worth FL 33460

NOMINATED BY :

14	Retha Lowe	Member	AS	F	561-586-7276	Rep. of the Low-Income	02/01/2011	09/30/2012
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1301 12th Ave S
Lake Worth FL 33460

NOMINATED BY :

15	David Rolling	Member	AA	M	561-254-0353	Rep. of the Low-Income	01/12/2010	09/30/2012
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1201 W 1st St
Riviera Beach FL 33404

NOMINATED BY :