

**PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS**

BOARD APPOINTMENT SUMMARY

Meeting Date: April 5, 2011

Department: County Administration

Advisory Board: Treasure Coast Regional Planning Council's Comprehensive Economic Development Strategy Committee

Motion/Title: Staff recommends motion to approve: A) waiver of prohibited relationship pursuant to Article XIII, the Palm Beach County Code of Ethics for: 1) Seabron A. Smith, who is employed with the Center for Technology, Enterprise & Development, Inc. (TED Center); 2) Gary Hines, who is employed with the Business Development Board of Palm Beach County, Inc.; and 3) Kathryn Schmidt, who is employed with the Workforce Alliance, Inc.; and **B)** reappointment/appointment of the following individuals to the Treasure Coast Regional Planning Council's Comprehensive Economic Development Strategy (CEDS) Committee, for the term April 5, 2011, to December 31, 2011:

Reappoint:

Sherry Howard, Director, Palm Beach County Economic Development Office
Seabron A. Smith, Executive Director, Center for Technology, Enterprise & Development, Inc.
Paul Skyers, Management Consultant, Palm Beach County Resource Center, Inc.

Appoint:

Gary Hines, Sr. Vice President, Business Development Board of Palm Beach County, Inc.
Kathryn Schmidt, President/CEO, Workforce Alliance, Inc.

Summary: The Treasure Coast Regional Planning Council (TCRPC) manages and maintains the on-going CEDS Committee, whose purpose it to oversee and guide District-wide economic development planning. The CEDS Plan is a requirement of the U.S. Department of Commerce Economic Development Administration. The CEDS Committee is comprised of five (5) appointees from each of the participating counties: Palm Beach, Martin, St. Lucie and Indian River. Every year the TCRPC will require the appointing authority to review its existing members and either appoint or reappoint members. Prohibited relationship waivers are being recommended for Mr. Smith, who is employed with the TED Center as the agency has one (1) existing contract with the County, Mr. Hines, who is employed with the BDB as the agency has one (1) existing contract with the County; and Ms. Schmidt, who is employed with the Workforce Alliance, Inc. as the agency has one (1) existing contract with the County. The primary objective of the TED Center is to provide business resources/support services for businesses. The BDB provides business recruitment assistance/retention/expansion services. Mr. Smith, Mr. Hines, and Ms. Schmidt have disclosed these relationships and are requesting a waiver pursuant to Section 2-443(d) of the Code of Ethics. The waivers are being recommended based on a staff determination that the appointments of Mr. Smith, Mr. Hines and Ms. Schmidt and the existing contractual relationships will not create a conflict of interest. Countywide (DW)

Background and Justification: The CEDS Committee, through the Comprehensive Economic Development Strategy Plan will develop strategies to address economic development issues, including the diversification of the District economy and job expansion. Members share information, advise the District on areas of economic data development, and create a consensus plan of action with is used to update the CEDS Plan.

Attachments:

1. Letter from Treasure Coast Regional Planning Council
2. Board Appointment Information Forms w/Résumés, Ethics; Sunshine Amendments Forms
3. Current List of Board Members/Attendance Record
4. CEDS Committee Bylaws

Recommended by: Sharon O'Byrne 3-22-11
Assistant County Administrator Date

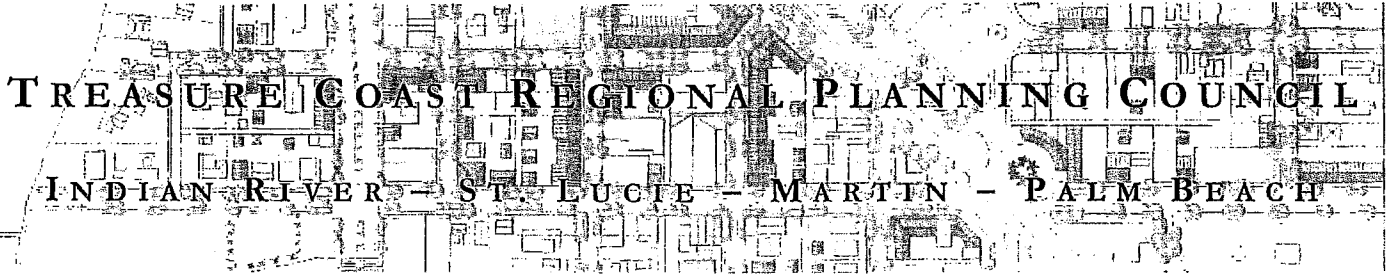
Legal Sufficiency: [Signature] 3/23/11
Assistant County Attorney Date

II. REVIEW COMMENTS

A. Other Department Review:

Department Director

mrc



October 26, 2010

Mr. Robert Weisman, County Administrator
 Palm Beach County
 P. O. Box 1989
 West Palm Beach, FL 33402

Dear Mr. Weisman:

In accordance with the Bylaws of the Comprehensive Economic Development Strategy (CEDS), the December meeting is designated as the Annual meeting, at which time the appointment of members and alternates is to occur. It is therefore requested that the Board of County Commissioners take the necessary action to appoint five members and five alternates for the upcoming year.

The Strategy Committee must represent the main economic interests of the region, and must include private sector representatives as a majority of its membership. The Strategy Committee should include: public officials; community leaders; representatives of workforce development boards; representatives of institutions of higher education; minority and labor groups; and private individuals.

The Palm Beach County Board of Commissioners may want to consider ratifying its current appointments for a one-year term (January 2011 – December 2012) or making new appointments. The following members from Palm Beach County serve on the Treasure Coast Regional Planning Council CEDS Committee:

- Member Paul Skyers
- Member Richard Staudinger
- Member Sherry Howard
- Member Kelly Smallridge
- Member Seabron Smith

Sincerely,

A handwritten signature in black ink, appearing to read "Michael J. Busha".

Michael J. Busha, AICP
 Executive Director

cc: Board of County Commissioners

"Regionalism One Neighborhood At A Time" • Est. 1976

421 SW Camden Avenue - Stuart, Florida 34994
 Phone (772) 221-4060 - Fax (772) 221-4067 - www.tcrpc.org

Attachment # 1

Seabron Alonzo Smith

Biography

Seabron A. Smith is currently the Executive Director of the Center for Technology, Enterprise and Development, Inc., fondly known as the TED Center, an economic development agency that transforms communities through collaborative partnerships and educational programs. The TED Center was incorporated in October 1992 as a **not-for-profit** organization. Since 1997, Seabron have strived to improve communities by applying innovative economic development strategies to revitalize the communities he serves by providing innovative business solutions to spur new business and job creation within the local economy.

He is a native of Florida and a graduate of Albany State University, Albany, GA, with a Bachelor of Business Administration with emphasis in Business Management. Seabron worked for 6 years with the Palm Beach County Private Industry Council as manager of the South County district (now known as Workforce Development), specializing in job training and employment services.

Seabron is a professional with a history of creating and maintaining successful linkage between the private and public sectors. As an experienced fundraiser, he has demonstrated strengths in program development and management, which involves the provision of services to thousands of professionals and non-professionals displaced by major local employers resulting in the creation of many small businesses. He has also interpreted and applied complex start-up procedures to implement job creation, resulting in economic growth and revitalization.

SEABRON A. SMITH
7510 ANSON COURT
LAKE WORTH, FLORIDA 33467
Home (561) 968-7205 ~ Cell (561) 573-1202
seabron1@bellsouth.net

SUMMARY

A Professional with a history of creating and maintaining successful linkage between the private and public sectors

Demonstrated strengths in Program Development and Business Management, involving the provision of services to thousands of displaced professionals and non-professionals that requires complex business start-up procedures that will promote job creation, resulting in economic growth and community revitalization

Demonstrated strong intergovernmental and interorganizational relations with expertise in research and developmental strategies to achieve organizational goals

HIGHLIGHTS OF QUALIFICATIONS

- Over 18 years of program development/management and experience with proven expertise in project development & management
- Resourceful in solving problems and maximizing resources
- Skilled in relating to the public with professionalism and sensitivity
- Exceptional written and oral communications skills
- Grant writing & fundraising skills
- Able to set and achieve goals, and manage multiple tasks simultaneously
- Strengths include analytical skills to identify and formulate solutions; policy and procedure development; training and strategic planning
- Experienced in entrepreneurship and small business consulting
- Highly creative, self motivated with exceptional organizational and planning skills
- Demonstrated ability to build and maintain strategic alliances.
- Strong organizational abilities.
- Proven record of working successfully in self-directed, entrepreneurial environment.
- Substantial experience managing collaborative projects with diverse partners.
- Appreciation of private, public and nonprofit sectors.
- Experienced in developing new, multidisciplinary models for helping people improve their quality of life.

PROFESSIONAL EXPERIENCE

TED CENTER/Florida Women's Business Center (SBA Funded) Executive Director	1997-Present
Private Industry Council/Workforce Alliance, West Palm Beach, FL Service Center Manager	1991 - 1997
Lake Davis Apartment, Orlando, Florida Property Manager/Leasing Agent	1987 - 1991
Adelphia Cable, West Palm Beach, FL Sales Supervisor	1984 - 1987
Perry Cable TV, Palm Beach Gardens, Florida Marketing/Sales Supervisor	1981 - 1983

EDUCATION

Bachelor Business Administration, Albany State College, Albany, GA

PROFESSIONAL MEMBERSHIPS

Board Memberships

City of Delray Beach Downtown Development Authority
The Business Loan Fund of the Palm Beaches, Inc. (Vice President)
Florida Business Development Corporation
Florida Business Incubator Association
Consumer Credit Management Services
Delray Beach Chamber of Commerce

Committees/Associations

Comprehensive Economic Development Strategy (Treasure Coast Regional Planning Council's)
Business Partners Roundtable
Delray Beach Downtown Master Plan Implementation Committee
Delray Beach Merchant Association
Palm Beach County Affordable Housing Collaborative
National Business Incubator Association (NBIA/Member)
Small Business Incubator Steering Committee (Palm Beach County)
Chamber Of Commerce/Boca Raton, Delray Beach, Boynton Beach
Member of the 2004 National Register's Who's Who in Executives and Professionals
Palm Beach Partners Business Matchmaker Conference and Expo (Partner)



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 board members, their employers, or businesses, are prohibited conflicts of interest as set forth in Article XIII, Section 2-443(c) of the Palm Beach County Code of Ethics. 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. Article XIII and the training requirement can be found on the web at: <http://www.pbcgov.com/ethics/training.htm>

<u>Type of Contract</u>	<u>Which Department/Division</u>	<u>Effective Date</u>	<u>Term</u>
PROFESSIONAL SERVICES	Economic Development	10/1/10	1 YEAR
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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

OR

At this time, neither I nor my employer have contract(s) with the Board of County Commissioners

As a (current or potential) 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.

If you are unable to access the training and/or Code on the web, please contact Patty Hindle at (561) 355-3229 for other arrangements.

Acknowledgement of Receipt

NAME: Seabron A. Smith
Print or Type

FIRM/COMPANY/ORGANIZATION: Center for Technology, Enterprise and Development, INC

BOARD(S): _____

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

Signature: Seabron A. Smith Date: 1/27/11

Please sign and return this FORM to Patty Hindle at P.O. Box 1989, West Palm Beach, Florida 33402-1989.



County Administration

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West Palm Beach, FL 33402-1989

(561) 355-2030

FAX: (561) 355-3982

www.pbcgov.com



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Patricia Burdick

Steven L. Abrams

Burt Aaronson

Jess R. Santamaria

Priscilla A. Taylor

County Administrator

Robert Weisman

TO: ADVISORY BOARD MEMBERS
**FROM: ROBERT WEISMAN
COUNTY ADMINISTRATOR**
**RE: STATE GUIDE TO THE SUNSHINE
AMENDMENT & STATE 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/training.htm>

Please read and make yourself familiar with the Guide and return the acknowledgment form below to: Patty Hindle, P.O. Box 1989, West Palm Beach, FL 33402-1989. If you cannot access this document on the web, please contact me at (561) 355-3229 for other arrangements.

Acknowledgement of Receipt

NAME: SEABRON A. Smith
Print or Type

ADVISORY BOARD(S): TREASURE COAST REGIONAL PLANNING COUNCIL'S
Comprehensive Economic Development Strategy Comm. Htz
(CED'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.

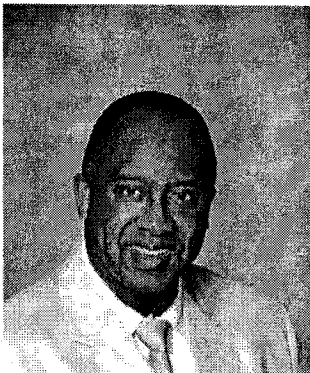
Signature: Seabron A. Smith Date: 1/26/11

Please sign and return to Patty Hindle, P.O. Box 1989, West Palm Beach, FL 33402-1989 in self-addressed envelope provided.

"An Equal Opportunity
Affirmative Action Employer"

Paul Skyers

Executive Director of the Palm Beach County Resource Center
(561) 789-2132



Areas of Emphasis

Company Strategic Management, Marketing Consultant, and Financial Deal Structuring/Packaging

Education:

MBA University of Central FL. (1989)

Concentration in Marketing & Entrepreneurship

B.Sc. University of Central FL. (1987)

Major: Finance Minor: Computing Science

In his current capacity as the Executive Director of the PBCRC, Mr. Skyers manages a professional staff that includes management consultants and administrators who provide technical assistance to the clients in three areas:

- ✓ Loan Packaging/Business Planning
- ✓ Fractional CFO Services
- ✓ Procurement Assistance
- ✓ Management & Marketing Assistance

Prior to his current position at PBCRC, Mr. Skyers held professional positions within major corporations (Pitney Bowes, NCR, KFC, Circuit City, and NCCI). While attending graduate school, Mr. Skyers became intrigued with entrepreneurship development and company leadership, and set himself some long-range goals to become involved in those areas of activity. Consequently, after working as a financial analyst for over five years, he re-directed his career focus in the direction of small business management and enjoyed tenures as a retail manager within Circuit City & KFC (two large corporations which adopted extremely aggressive entrepreneurial postures in their approach to doing business). The retail outlets that Mr. Skyers managed for both corporations won numerous sales performance and operational excellence accolades during his respective tenures. In the second half of 1994, Mr. Skyers was recruited away from Circuit City by Kendall Square Associates (KSA), a management consulting firm based in Miami that focused on financing & developing small businesses. During his tenure with KSA, Mr. Skyers secured in excess of \$12 Million in financing for his clients.

In February 2007, Mr. Skyers was nominated to serve as chairperson for Palm Beach County's Alternative Energy Task Force – in addition to evaluating the potential of the County's fledgling Alternative Energy Business Cluster; the committee was successful in identifying sizable opportunities which would result in the development of a dominant Alternative Energy industry sector within the region.

Board Affiliations:

- Business Development Board of Palm Beach County (1998-99)
- Overall Economic Development Program Committee of Palm Beach County
- Treasure Coast Comprehensive Economic Development Strategy Committee (CEDS)
- Small Business Enterprise Advisory Committee (Palm Beach County)
- Palm Beach County Alternative Energy Task Force
- Children's Home Society of Florida
- Aid to Victims of Domestic Abuse
- Rotary Club of West Palm Beach
- Consumer Credit Counseling Services of Palm Beach



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

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

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Acknowledgement of Receipt

NAME: Paul Skyers
 Print or Type

FIRM/COMPANY/ORGANIZATION: Palm Beach County Resource Center, Inc.

BOARD(S): Treasure Coast Regional Planning Council/CEDS Committee

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

Signature: Paul Skyers Date: March 2, 2011

Please sign and return this FORM to Patty Hindle at P.O. Box 1989, West Palm Beach, Florida 33402-1989.



County Administration

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RE: STATE GUIDE TO THE SUNSHINE
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Acknowledgement of Receipt

NAME: Paul Skyers
Print or Type

ADVISORY BOARD(S): TCRPC/CEDS Committee

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Signature: Paul Skyers Date: March 2, 2011

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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 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: Treasure Coast Regional Planning Council's Comprehensive Economic Development Strategy (CEDs) Committee

At Large Appointment or District Appointment
Term of Appointment: _____ Years. From: 04/05/2011 To: 12/31//2011
Seat Requirement: Public officials; community leaders; workforce development boards; institutions of higher education; minority and labor groups; and private individuals Seat #: N/A

*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: Hines Gary Stewart
Last First Middle

Occupation/Affiliation: Economic Development

Business Name: Business Development Board of Palm Beach County, Inc.

Business Address: 310 Evernia Street

City & State: West Palm Beach, FL Zip Code: 33401

Residence Address: 149 Kings Way

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

Home Phone: (561) 790-2928 Business Phone: (561) 835-1008 Ext. 4111

Cell Phone: (561) 324-0730 Fax: (561) 835-1160

Email Address: ghines@bdb.org

Mailing Address preference: Business Residence

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

Minority Identification Code:
 IF (Native-American Female) IM (Native-American Indian Male)
 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: Gary Hines Date: 3/10/11

Part III (to be filled out by Commissioner):

Appointment to be made at BCC Meeting on: _____

Commissioner's Signature: _____ Date: _____

Gary Hines

Gary Hines is Senior Vice President, Administration of the Business Development Board of Palm Beach County, Inc. He oversees the daily operations of the organization. His responsibilities include review of invoices and disbursements, coordinating annual strategic planning retreat with senior staff, planning and coordinating annual site consultant FAM program, assisting development division with prospect presentations and site visits, representing BDB at industry trade shows, assisting membership department in recruiting new members, representing BDB on various community organization and county government boards and committees, and speaking to various community groups and organizations representing the BDB. Gary joined the Business Development Board in May 1989. He completed the Basic Economic Development Course (BEDC) at University of South Florida in 1991. Gary is a member of the International Economic Development Council (IEDC).

Gary has been involved in practically every department of the BDB including business expansion and recruitment, marketing, membership development and administration. Previously Gary was Palm Beach County Public Relations Manager for the Sun-Sentinel newspaper. He also worked for the Area Planning Board of Palm Beach County where he was responsible for demographic research and public relations.

Gary is a co-founder (2002) of the South Florida Bioscience Consortium, a coalition of biotech companies, universities and economic development organizations in the Southeast Florida tri-county region of Palm Beach, Broward and Miami-Dade Counties. The coalition merged with BioFlorida to become the Southeast Florida chapter of BioFlorida.

Previous community involvements include March of Dimes-PBC Chapter, Habilitation Center for the Handicapped-Boca Raton, United Way of Palm Beach County, Boynton Beach Chamber of Commerce Board of Directors, Leadership Boca Raton and Leadership Palm Beach County and Junior Achievement of the Palm Beaches Board of Directors.

Gary is a West Palm Beach native and a graduate of the University of South Florida. He and his wife Nikki reside in Royal Palm Beach. They have two grown daughters.



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 FROM: ROBERT WEISMAN
 COUNTY ADMINISTRATOR
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<u>Economic Development</u>	<u>PBC Board of County Commissioners</u>	<u>Oct. 1, 2006</u>	<u>5 year</u>
_____	_____	_____	_____
_____	_____	_____	_____

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

OR

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Acknowledgement of Receipt

NAME: Gary Hines
 Print or Type

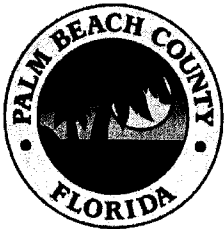
FIRM/COMPANY/ORGANIZATION: Business Development Board of Palm Beach County, Inc.

BOARD(S): CEDS Committee

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

Signature: Gary Hines Date: 3/10/11

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Acknowledgement of Receipt

NAME: Gary Hines
Print or Type

ADVISORY BOARD(S): CEDS 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: Gary A. Hines Date: 3/10/11

Please sign and return to Patty Hindle, P.O. Box 1989, West Palm Beach, FL 33402-1989 in self-addressed envelope provided.

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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 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)

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Seat #: N/A

*Reappointment or New Appointment
or to complete the term of _____ Due resignation other to: _____
Completion of term to expire on: _____

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_____ Number of previously disclosed voting conflicts during the previous term

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

APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT

Name: Schmidt Kathryn
Last First Middle

Occupation/Affiliation: Pres and CEO

Business Name: Workforce Alliance, Inc

Business Address: 315 S. Dixie Ste. 102

City & State: West Palm Beach Zip Code: 33401

Residence Address: 2361 Shore Drive

City & State: Palm Beach Gardens Zip Code: 33410

Home Phone: () Business Phone: (561) 340 1061 Ext. 2201

Cell Phone: 561 370 9805 Fax: ()

Email Address: KSchmidt@pbcalliance.com

Mailing Address preference: Business Residence

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

Minority Identification Code:

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

Applicant's Signature: Kathryn Schmidt Date: 3-22-11

Part III (to be filled out by Commissioner):

Appointment to be made at BCC Meeting on: _____

Commissioner's Signature: _____ Date: _____



Kathryn Schmidt

Bio

Kathryn Schmidt is a successful business executive who was born, raised and educated in Florida and has been the President and Chief Executive Officer of Workforce Alliance, Inc. since 2004.

Workforce Alliance is the highly creative and innovative private, non-profit corporation chartered by the State of Florida to develop, create and retain a quality workforce system in Palm Beach County. It accomplishes this enormous task by connecting talent to careers and by understanding our economy, employers, employment cycles and community partners. Workforce Alliance prepares talent for work and for progression in careers.

Although Kathryn manages one of the largest workforce boards in the state, with an annual budget of over \$15 million, she makes it a priority to be an active participant in a multitude of community endeavors, and holds a leadership position on a variety of boards and commissions, including the Business Development Board, the Palm Beach County Education Commission, and the Overall Economic Development Planning Council.

She is a member of the Economic Council of Palm Beach County, the Professional and Business Forum, Society of Human Resources Management, Leadership Florida, Leadership Palm Beach County, and multiple Chambers of Commerce.

She has a BBA in Management from Florida Atlantic University, where she graduated with honors. She is certified as a Senior Human Resource Professional (SPHR), is a past-president of the Human Resource Association of Palm Beach County, and is a member of the national association, Society for Human Resource Management (SHRM).

Ms. Schmidt is a proven professional who has combined acumen in business and economic development to not only establish herself as a leader in the business community of South Florida but also to initiate programs that link economic development, education and employment to ensure a high quality workforce for employers in Palm Beach County.



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 board members, their employers, or businesses, are prohibited conflicts of interest as set forth in Article XIII, Section 2-443(e) of the Palm Beach County Code of Ethics. 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. Article XIII and the training requirement can be found on the web at: <http://www.pbcgov.com/ethics/training.htm>

Type of Contract	Which Department/Division	Effective Date	Term
Inter-local Agreement	Commissioners/BCC	6/26/07	Continuous
Subsidized Work Exp.	PBC Extension/Mounts Botanical	6/16/09	3 years
Subsidized Work Exp.	Commissioners/BCC	7/23/09	3 years
See attached list			

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

OR

At this time, neither I nor my employer have contract(s) with the Board of County Commissioners

As a (current or potential) 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.

If you are unable to access the training and/or Code on the web, please contact Patty Hindle at (561) 355-3229 for other arrangements.

Acknowledgement of Receipt

NAME: Kathryn Schmidt

Print or Type

FIRM/COMPANY/ORGANIZATION: Workforce Alliance

BOARD(S): CEDS Committee

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

Signature: Kathryn Schmidt Date: 3-24-11

Please sign and return this FORM to Patty Hindle at P.O. Box 1989, West Palm Beach, Florida 33402-1989.

**ATTACHMENT TO PALM BEACH COUNTY CODE OF ETHICS CONTRACT DISCLOSURE AS OF 3/25/11
 ARTICLE XIII, SEC. 2-443(C) OF THE PALM BEACH COUNTY CODE OF ETHICS
 FOR KATHRYN SCHMIDT, CEO/PRESIDENT WORKFORCE ALLIANCE, INC.**

<u>Type of Contract</u>	<u>Which Department/Division</u>	<u>Effective Date</u>	<u>Term</u>
1. Subsidized Work Experience	Library Systems	6/10/09	3 years
2. Subsidized Work Experience	Tax Collector	6/16/09	3 years
3. Subsidized Work Experience	Office of Small Business	7/16/09	3 years
4. Subsidized Work Experience	Head Start	7/6/09	3 years
5. Coordination CSBG Program	Community Action Agency	9/23/10	continuous/open
6. Community Service Work Exp.	Community Action Agency	5/21/09	continuous/open



County Administration

P.O. Box 1989

West Palm Beach, FL 33402-1989

(561) 355-2030

FAX: (561) 355-3982

www.pbcgov.com

**Palm Beach County
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

TO: ADVISORY BOARD MEMERS

**FROM: ROBERT WEISMAN
COUNTY ADMINISTRATOR**

**RE: STATE GUIDE TO THE SUNSHINE
AMENDMENT & STATE 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/training.htm>

Please read and make yourself familiar with the Guide and return the acknowledgment form below to: Patty Hindle, P.O. Box 1989, West Palm Beach, FL 33402-1989. If you cannot access this document on the web, please contact me at (561) 355-3229 for other arrangements.

Acknowledgement of Receipt

NAME: Kathryn Schmidt
Print or Type

ADVISORY BOARD(S): CEDS 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: Kathryn Schmidt Date: 3-22-11

Please sign and return to Patty Hindle, P.O. Box 1989, West Palm Beach, FL 33402-1989 in self-addressed envelope provided.

Comprehensive Economic Development Strategy (CEDs) Members' List Updated 2/2011

INDIAN RIVER COUNTY	Phone No.	FAX No.	E-MAIL ADDRESS	Appointed By	District	Date	
						Appoint	End
Raymond Coniglio	772-532-5306			Commissioner Davis	1	11/10	12/11
Rich Stringer	772-532-2153		thestringerfirm@aol.com	Commissioner Flescher	2	11/10	12/11
Helene Caseltine	772-567-3491 x121	772-778-3181	directored@indianriverchamber.com	Commissioner Wheeler	3	11/10	12/11
Randy Riley Chair	772-398-1388		randy.riley@1stpeoplesbank.com	Commissioner O'Bryan	4	11/10	12/11
Andrew Kennedy	772-234-2899		akennedy@proctorcc.com	Commissioner Solari	5	11/10	12/11
MARTIN COUNTY							
Tammy Simoneau 2nd Vchair	772-288-1225	772-288-9905	tsimon@mceconomy.org	Commissioner Smith	1	12/21/10	12/11
Alt. Cindy Pingolt	772-223-5945 x1790	772-288-5871	cpingolt@mmhs-fla.org			12/21/10	12/11
Anthony Parkinson	305-987-9107		vicarage@comcast.net	Commissioner Fielding	2	12/21/10	12/11
Alt. Ed Maxwell	772-692-4700		emax@gate.net			12/21/10	12/11
Tim Dougher	772-221-1380	772-221-1381	tim@bdbmc.org	Commissioner Hayes	3	12/21/10	12/11
Alt.							
Pauline Becker	772-286-8239	772-286-8239	polish31@bellsouth.net	Commissioner Heard	4	12/21/10	12/11
Alt. Kathie Smith	772-286-8190		ksmith1056@aol.com			12/21/10	12/11
Dave Kuiper	772-419-2001		dkuiper@ffgcommercial.com	Commissioner Ciampi	5	12/21/10	12/11
Alt.							
ST. LUCIE COUNTY							
Derrick Moore	772-834-7373		tamtui003@yahoo.com	Commissioner Dzadoovsky	1	2/1/11	11/2012
Teri Pinney	772-340-3073		tpinney1@aol.com	Commissioner Mowery	2	2/1/11	11/2014
Michael Corbit	772-335-3030 x438	772-335-0677	mcorbit@tcjobs.org	Commissioner Lewis	3	2/1/11	11/2012
Harold "Buzz" Smyth	772-201-8230		haroldsmyth@city-ftpierce.com	Commissioner Hutchinson	4	2/1/11	11/2014
Alt. Howard Fein	954-478-7602		hmfein@gmail.com			2/1/11	11/2014
Nate Bray	561-292-2494		nathanielbray@yahoo.com	Commissioner Craft	5	2/1/11	2012
Alt. Larry Pelton	772-879-4144		lpelton@youredc.com			2/1/11	2012

Attachment #

3

PALM BEACH COUNTY	Phone No.	FAX No.					
Paul Skyers 3rd V Chair	561-863-0895	561-863-0897	p_skyers@pbrc.org	OEDP Committee	-	2/10	12/10
Richard Staudinger	561-904-7504	561-904-7401	Richard.Staudinger@CH2M.com	OEDP Committee	-	2/10	12/10
Sherry Howard	561-355-3624	561-355-6017		OEDP Committee	-	2/10	12/10
Kelly Smallridge	561-835-1008 x2107	561-835-1160	ksmallridge@bdb.org	OEDP Committee	-	2/10	12/10
Seabron Smith	561-265-3790x202	561-265-0806	seabron@tedcenter.org		-	2/10	12/10

Patty Hindle

To: Liz
Subject: RE: CEDS Committee

Thank you, Liz. Have a great evening!

Patty Hindle
Agenda Coordinator
Palm Beach County
301 No. Olive Ave., Ste. 1101
West Palm Beach, FL 33401
(561) 355-3229 (phone)
(561) 355-3982 (fax)
phindle@pbcgov.org

From: Liz [mailto:lgulick@tcrpc.org]
Sent: Monday, January 24, 2011 4:45 PM
To: Patty Hindle
Subject: RE: CEDS Committee

Patty,

Here you go.

Liz Gulick
Treasure Coast Regional Planning Council
421 SW Camden Avenue
Stuart, FL 34994
772 221-4060

Name	1/14/10 CEDS	5/13/10 in Field	7/1/10 CEDS	10/14/10 CEDS
Richard Staudinger				
Paul Skyers	Attended		Attended	
Gary Hines for Kelly Smallridge	Attended		Attended	Attended
Seabron Smith	Attended	Attended	Attended	Attended
Sherry Howard	Attended		Attended	Attended

From: Patty Hindle [mailto:PHindle@pbcgov.org]
Sent: Monday, January 24, 2011 4:16 PM

AMENDED BYLAWS of the
COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGY COMMITTEE
Of the
TREASURE COAST REGIONAL PLANNING COUNCIL
(Revised and Adopted December 30, 2002)

ARTICLE I

Name

The name of this Committee is the Comprehensive Economic Development Strategy Committee ("CEDS") of the Treasure Coast Economic Development District. The Committee is a public body that operates under the provisions of 186.505, F.S.

ARTICLE II

Purpose

The purpose of the Committee in accordance with U.S. Economic Development Administration *Guidelines for Economic Development Districts (1992)* is to oversee and guide District-wide economic development planning. The Committee, through the Comprehensive Economic Development Strategy (CEDS) Plan or other appropriate mechanism will develop strategies to address economic development issues, including the diversification of the District economy and job expansion. Members will share information, advise the Economic Development District on areas of economic data development, and create a consensus plan of action that will be used to update the CEDS plan of the Treasure Coast Economic Development District.

ARTICLE III

Membership

1. Membership – Membership on the CEDS Committee is based on four factors. First, there are to be five (5) appointees from each of the four counties of the Treasure Coast Region (Indian River, Martin, Palm Beach and St. Lucie) that participate in the activities of the Treasure Coast Economic Development District. Second, Committee members should be drawn from the range of groups noted below: Currently, the Committee membership reflects representation from the following agencies.
 - a. Local planning departments
 - b. Chambers of Commerce
 - c. Special purpose economic development agencies and councils
 - d. Workforce development boards

2. Appointments and Removals

- a. Appointments for membership on the CEDS Committee will be made at the discretion of the participating counties.
 - b. Removal of a member is accomplished by an appointee's resignation or by an action by the respective member's appointing body.
3. Request for Participation – Failure to attend two (2) consecutive scheduled meetings of the Committee without advance notification places a member in a delinquent status. The Committee will notify the Appointing authority of a member's delinquent status and request that a new appointment be made.
 4. Vacancies – It is at the option of each member organization as to whether a nomination is made to fill a vacancy. When a vacancy exists, the Committee will notify the Appointing authority and request that the vacancy be filled.
 5. Alternates – In order to promote attendance at the meetings of the Committee, each group or organization represented on the Committee is encouraged to appoint an alternate representative for each regular member. If possible, the alternate representative should be specified in the letter appointing the regular member. Any alternate member may represent any absent regular member of that County.

ARTICLE IV

Annual Meeting and Member Terms

1. Annual Meeting: The annual meeting of the CEDS Committee will take place in December of each year. Prior to the date of the annual meeting Council staff will request each of the participating counties to ratify their respective slate of CEDS Committee members as current and up to date. Any new and/or reaffirmed members will be read into the record at the annual meeting by the Chairperson. New and/or reaffirmed members' terms will begin at the next scheduled meeting of the CEDS Committee.
2. Member Terms: CEDS Committee members will, notwithstanding Article III Section 2.a. serve one year terms which will be renewed at the discretion of the appointing jurisdiction on an annual basis prior to the annual meeting.

ARTICLE V

Officers, Terms, Duties, Subcommittees

1. Officers – there will be four (4) officers of the CEDS Committee: a Chair, 1st Vice-Chair, 2nd Vice-Chair, and 3rd Vice-Chair. All Officers shall be elected by the CEDS Committee at its December annual meeting. Officers will serve a one-year term of office which will begin at the

next scheduled CEDS Committee meeting following the annual meeting in December. The office of Chairperson shall be rotated amongst all four participating counties on an annual basis. All Officer positions reside with the County that the respective CEDS Committee member holding that position represents and not to the individual member. Starting at and immediately following the December 2002 annual meeting the office of 1st Vice-Chair will rotate to the position of Chair. The office of 2nd Vice-Chair will rotate to the position of 1st Vice-Chair and so on.

2. Term – Committee member terms are determined by the respective members' Appointing authority except as provided for in Article IV, Section 2.
3. Duties – The duties of the Chair will be to preside over the meetings of the CEDS Committee and to carry out other duties as directed by the Committee at large. The Vice-Chair will act as the Chair in the absence of the Chair. The staff of the Regional Planning Council shall act as secretary to the Committee and will assist the Chair in carrying out the duties and the responsibilities of this office.
4. Subcommittees – Special purpose and study subcommittees may be formed at the discretion of the Chair. These subcommittees will serve until the completion of the requested action. Membership of subcommittees should include diversified interests from different counties and organizations insofar as practicable.

ARTICLE VI

Conduct of the Meetings

1. Procedure within the Meetings – Behavior and conduct during the meetings will be consistent with that expected of responsible individuals. When there is a conflict on procedural matters, Robert's Rules of Order, Amended, will be consulted in determining correct action.
2. Agendas – An agenda will be prepared and distributed at least five days prior to each meeting with items of action that must be addressed. The agendas will be flexible to allow other items of business.
3. Voting – All voting members, including officers, are entitled to one (1) vote each. Only one vote is allowed for each member. That vote may be exercised only by the member who represents that group or organization or by the alternate. There will be no proxies. Simple majority vote of a quorum passes any action.
4. Quorum – A quorum shall be defined as either: 1) a minimum of 2 members from each of the four participating counties for a total of 8 members or 2) a minimum of 9 members. When a quorum is present, a majority of those present may take action on matters properly presented at the meeting.
5. Minutes – Minutes will be kept for meetings in summary form. The exact language of matters that are voted upon will be entered into the Minutes.

6. Guests and Requested Speakers – Members may request the Chairman to invite guests to attend meetings at their own expense. The Committee may also request the Chairman to invite individuals to attend meetings to inform them on items being reviewed by the Committee.
7. Informality – In general, and excepting cases where formal action is being undertaken, the Committee will operate with as few procedural constraints as is desirable.
8. Frequency of Meetings – The Committee will schedule full meetings not less than once per calendar quarter and shall call special meetings as deemed appropriate from time to time.

ARTICLE VII

Responsibilities and Authority

1. The members are expected to share information with one another as it pertains to economic development issues as legally permitted.
2. The Committee shall assist and advise the Staff in overall economic development issues.

ARTICLE VIII

Amendments

These bylaws may be changed, amended, expanded, or contracted by any action consistent with Article VI, Sections 3 & 4, with the exception of Article III, Sections 1 & 2, Article IV, Section 1 & 2, Article V, Section 1 & 2 and Article VI, Sections 3 & 4.