

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
BOARD APPOINTMENT SUMMARY

Meeting Date: May 17, 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:

- A) **Waiver of prohibited relationship** pursuant to Article XIII of the Palm Beach County Code of Ethics for Edward Kramer, who is the Regional Director for Small Business Development Center at Palm Beach State College which has a contractual relationship with the Palm Beach County Office of Small Business Assistance; and
- B) **appointment** of one individual to the Small Business Assistance Advisory Committee, to complete the unexpired term of Bernadette Russell, who resigned and whose term expires June 20, 2012.


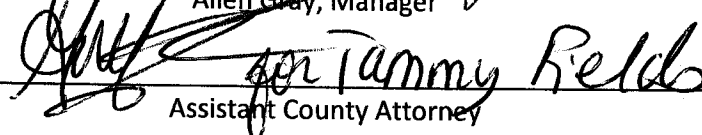
<u>NOMINEE</u>	<u>SEAT</u>	<u>DESIGNATION</u>	<u>TERM</u>	<u>NOMINATED BY</u>
Edward "Ted" Kramer	12	Small Business Development Center	5/17/2011 – 6/20/2012	Comm. Marcus Comm. Burdick Comm. Taylor

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 12 is vacant due to the resignation of Bernadette Russell. The SBA Advisory Committee supports the nomination. A memo was sent to the Board of County Commissioners on April 14, 2011 requesting approval of the recommended replacement for Seat 12, Small Business Development Center designation. No other nominations were received.

The waiver is being recommended based on staff's determination that the contract with Mr. Ted Kramer, Regional Director of Small Business Development Center at Palm Beach State College and the County constitutes no conflict of interest. **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 11 members with 3 seats vacant. The current diversity count is: African American 5; Hispanic 3; and White 3.

- 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:  5/10/2011
 Allen Gray, Manager Date
 Legal Sufficiency:  5/11/2011
 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: 2/3/2009 To: 6/20/2012

Seat Requirement: Small Business Development Ctr. Seat #: 12

*Reappointment or New Appointment

or to complete the term of Bernadette Russell Due resignation other to:

Completion of term to expire on: June 20, 2012

***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: KRAMER Last EDWARD First SIDNEY Middle

Occupation/Affiliation: Regional Director

Business Name: Small Business Development Center at Palm Beach State College

Business Address: 3000 St Lucie Ave (Along CR 200)

City & State: BOCA RATON, FL Zip Code: 33431

Residence Address: 5633 Ainsley Court

City & State: BOYNTON BEACH FL Zip Code: 33437

Home Phone: (561) 733-3776 Business Phone: (561) 862-4784 Ext.

Cell Phone: (561) 702-9856 Fax: (561) 862-4727

Email Address: _____

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: Edward (Ted) Kramer Date: 4-1-2011

Part III (to be filled out by Commissioner):

Appointment to be made at BCC Meeting on: _____

Commissioner's Signature: Cathy R. DeFulippo for Comm. Karen T. Marcus Date: 4/19/11

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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: KRAMER EDWARD SIDNEY
Last First Middle

Occupation/Affiliation: REGIONAL DIRECTOR

Business Name: SMALL BUSINESS DEVELOPMENT CENTER AT PALM BEACH

Business Address: 3000 ST LUCIE AVE (BLDG CA 206) STATE COLLEGE

City & State: BOCA RATON, FL Zip Code: 33431

Residence Address: 5633 AINSLEY COURT

City & State: BOYNTON BEACH FL Zip Code: 33437

Home Phone: (561) 733-3776 Business Phone: (561) 862-4784 Ext.

Cell Phone: (561) 702-9856 Fax: (561) 862-4727

Email Address: _____

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:

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Applicant's Signature: Edward (Ted) Kramer Date: 4-1-2011

Part III (to be filled out by Commissioner):

Appointment to be made at BCC Meeting on: _____

Commissioner's Signature: Paul H. Burdick Date: 4/19/2011

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

Revised 1/2010

04-06-11P01:23 RCVD

04-21-11A08:57 RCVD

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Number of previously disclosed voting conflicts during the previous term

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Last First Middle

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Business Name: SMALL BUSINESS DEVELOPMENT CENTER AT PALM BEACH STATE COLLEGE

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City & State: BOCA RATON, FL Zip Code: 33431

Residence Address: 5633 AINSLEY COURT

City & State: BOYNTON BEACH FL Zip Code: 33437

Home Phone: (561) 733-3776 Business Phone: (561) 862-4784 Ext.

Cell Phone: (561) 702-9856 Fax: (561) 862-4727

Email Address: _____
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:
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 HF (Hispanic-American Female) HM (Hispanic-American Male)
 WF (Caucasian Female) WM (Caucasian Male)

Applicant's Signature: Edward (Ted) Kramer Date: 4-1-2011

Part III (to be filled out by Commissioner):

Appointment to be made at BCC Meeting on: _____

Commissioner's Signature: [Signature] Date: 4/25/2011

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GUIDE TO SUNSHINE AMENDMENT FORMS

ATTACHMENT 2

**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>

Type of Contract	Which Department/Division	Effective Date	Term
TO PROVIDE TECHNICAL ASSISTANCE + TRAINING TO SMALL BUSINESS IN Palm Beach Cty	OFFICE OF SMALL BUSINESS ASSISTANCE (OSBA)	10/1/2011	1 YEAR

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: Edward "Ted" Kramer
 Print or Type

FIRM/COMPANY/ORGANIZATION: Small Business Development Center

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: Ted Kramer Date: 4-1-2011

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

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12/15/10

04-21-11A08:57 RCVD

RESUME

ATTACHMENT 4

TED KRAMER

5633 Ainsley Court, Boynton Beach, FL 33437
(561) 702-9856 e-mail: tkteaches@yahoo.com

SUMMARY

Six years as a Certified Business Counselor for the Small Business Development Center at U-Mass, Boston and FAU's College of Business, where he was also Associate Director. Two plus years at Palm Beach College's SBDC center, most recently as Regional Director. This was preceded by thirty-five years of hands-on experience as Founder and Operating Manager of several service-based businesses.

COUNSELING AND MENTORING 2002 – PRESENT

- Provides one on one counseling to small business owners and start- up companies. Works with Vocational Rehabilitation and other agencies to assist clients seeking to go into business for themselves.
- Develops and teaches entrepreneurial workshops and seminars to the local business community.
- Educates business owners in methods of securing financing
- As PBSC SBDC's Certified Business Analyst and Regional Director works with business resource partners to improve business economy
- Facilitates FastTrac programs to Disabled Veterans

ENTREPRENEURIAL YEARS 1966 – 2001

- Founded and operated several service based businesses
- Designed and implemented marketing programs
- Negotiated contracts with major clients
- Recruited sales, operational and administrative personnel
- Identified and defined short and long term goals
- Created training programs
- Negotiated three corporate acquisitions
- Designed budgets and cost control systems
- Built companies to consistent level of profitability

**BANKING
YEARS**

1963 – 1966

Field Examiner for Factoring Department of First National Bank of Boston
(Now part of Bank of America)

EDUCATION

Boston University
BS in Business
Major in Business Management, Minor in Law

Boston University Graduate School of Management
MBA in Finance

ACCREDITATIONS

Fast Trac, Certified Instructor
Fast Trac, Certified Administrator
Community College Teaching Certificate, State of Arizona

**VOLUNTEER
EXPERIENCE**

Business Mentor for two non-profit, inner city Boston agencies
Volunteer, New England Medical Center
Walk Volunteer, AIDS, Jane Doe and Breast Cancer Walks

CURRENT LIST OF BOARD MEMBERS SMALL BUSINESS ADVISORY COMMITTEE

<u>Seat</u>	<u>Incumbent</u>	<u>Seat Requirement</u>
1	(BM) John Elliott	Certified Black Business Owner
2	(HF) Evelyn Parkes-Brier	Certified Hispanic Business Owner
3	(BF) Angela Randolph	Certified Woman Business Owner
4	VACANT	Certified White Business Owner
5	(HF) Yvette Trelles	Business Owner Domiciled in PBC
6	VACANT	PBC Resource Center
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	VACANT	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