Agenda Item No: 6A-2

## 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.

NOMINEE	<u>SEAT</u>	<b>DESIGNATION</b>	<u>TERM</u>	NOMINATED BY
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 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) 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:

Allen Gray, Manager

Pate

Legal Sufficiency:

Assistant County Attorney

Date

### II. REVIEW COMMENTS

A.	Other Department Review:
Dena	ertment 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: S	mall Business A	ssistance A	dvisory Comm	ittee
[✓] At Lar	ge Appointment	or	[ ] District Appo	intment
Term of Appointm	ent: 3 Years.	From:	2 3 2009	To: 6/20/2012
Seat Requirement:	Small Busin	ess Develo	priment GR.	Seat #: 12
[ ]*Reappo		or	[ ] New Appointr	ment
or [√] to conterm of	aplete the	Russell	Due [ <b>√</b> ]	resignation [ ] other
Completion of terrexpire on:	nplete the Bernadette's n to	20,2012		
*When a person conflicts shall be	!	re-appointmen	it, the number of p ommissioners.	revious disclosed voting
Part II (to be fille	ed out and signed by A PLICANT, UNLESS E	<mark>pplicant):</mark> (Ple XEMPTED, M	ease Print) <b>UST BE A COUNT</b>	Y RESIDENT
Name:	KRAMER Last		EDWARD First	S IDVCY Middle
Occupation/Affilia	ation: Regional	Director		
Business Name:	SMALL BUZZ	iness touch	SPMENT CENTE	TR AT PALM BEACH
Business Address:	3000 ST /	veie Aue	( Blug CR 201	STATE College
City & State	BOCA RATON	, FL	Zip Code	e: <u>33</u> /3/
Residence Addres	s: <u>5633 Am</u>	slay Cour-		
City & State Home Phone:	BOYNTON (SU) 733-3776		Zip Code	
Cell Phone: Email Address:	(54) 752-9856	Fax:	ness Phone: (5な)	862-4789 Ext. 862-4727
Mailing Address	preference: [X] Busin	ess [ ] Reside	nce	
If Yes, state the co	en convicted of a felony ourt, nature of offense, d	: Yesisposition of cas	Nose and date:	
[ ] AF (Asian-An [ ] BF (African-An [ ] HF (Hispanic-[ ] WF (Caucasian Applicant's Signate Part III (to be fill Appointment to be	merican Female) nerican Female) merican Female) American Female) n Female) ture: £lual (Teled out by Commission e made at BCC Meeting	[] AM (Asi [] BM (Afr [] HM (Hisj [] WM (Cau ]) \wideharder(\lambda) \wi		e) le)
Pursuant to Florida's Public	ignature: Caly Records Law, this document may l	nn. Kut	frotiv Da en T. Marc	te: 4/19/11
	, may l	reviewed and buotoco	ppica by member of the public	Revised 1/2010

#### FALINI DEACH 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				
	ge Appointment or			
Term of Appointn	nent: 3 Years. From:	2 3 2009	To: 6/20/2012	
Seat Requirement	: Small Business Develo	opment Ctr.	Seat #: 12	
[ ]*Reapp	,	[ ] New Appoints	ment	
or [√] to conterm of term of	mplete the Bernadette Russell in to	Due [ <b>√</b> ] to:	resignation [ ] other	
expire on:	Tune 20, 2012			
conflicts shall be	is being considered for re-appointment considered by the Board of County Conflicts of previously disclosed voting conflicts	Commissioners.		
Part II (to be fille	ed out and signed by Applicant): (Ple	ease Print)		
AF	PLICANT, UNLESS EXEMPTED, M	UST BE A COUNT	Y RESIDENT	
Name:	KRAMER	EDWARD	SINNEY	
	Last	First	S ibvey Middle	
Occupation/Affili	ation: Regional Director			
Business Name:	SMALL BUSINESS DEVEL	SPMENT CENTE	TR AT PALM REACH	
Business Address	3000 ST Lucie Aug	(Blug CAROL	STATE College	
City & State	BOCA RATOH, FL	Zip Code	:: <u>33</u> /3/	
Residence Addres	ss: 5633 Amsley Court			
City & State	BOYNTON BEACH FL	Zip Code	:: <u>33</u> 437	
Home Phone: Cell Phone:	(5U) 733-3776 Busi	iness Phone: (574)	862-4784 Ext.	
Email Address:	(54) 752-9856 Fax:	(571)	862-4727	
Mailing Address	preference: [X] Business [] Reside	ence		
Have you ever be	en convicted of a felony: Yes	No L		
If Yes, state the co	ourt, nature of offense, disposition of ca	se and date:		
Minority Identification Code:  [ ] IF (Native-American Female) [ ] AF (Asian-American Female) [ ] BF (African-American Female) [ ] HF (Hispanic-American Female) [ ] WF (Caucasian Female) [ ] WF (Caucasian Female) [ ] WM (Caucasian Male)				
Applicant's Signa	ture: Educal (Tel) Kname	Date: <u>9</u>	-1-2011	
Part III (to be fil	led out by Commissioner):			
Appointment to be	e made at BCC Meeting on:			
Commissioner's S	- South	Da		
Pursuant to Florida's Publi	c Records Law, this document may be reviewed and photoc			

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### **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			
	ge Appointment or		
Term of Appointn	nent: 3 Years. From:	2 3 2009	To: 6/20/2012
Seat Requirement	: Small Business Devel	opment CtR.	Seat #:
[]*Reapp	ł	LJ	ment
or [v] to corterm of Completion of term	mplete the Dernadette Russell m to  Tune 20, 2012	Due [ <b>√</b> ] to:	resignation [ ] other
expire on:	June 20, 2012		
conflicts shall be	is being considered for re-appointme considered by the Board of County ( of previously disclosed voting conflict	Commissioners.	·
Part II (to be fille	ed out and signed by Applicant): (PI	ease Print)	
	PLICANT, UNLESS EXEMPTED, M		Y RESIDENT
Name:	KRAMER Last	EDWARD First	S ibvey Middle
Occupation/Affili	ation: Regional Director		Middle
Business Name:			PR 07 PA . 0 . 1
Business Address		( Rlag CR 206	STATE College
City & State	BOCA RATON, FL	Zip Code	
Residence Addres	ss: 5633 Amslay Court		
City & State Home Phone: Cell Phone: Email Address:	(54) 733-3776 Bus (54) 752-9856 Fax	iness Phone: (574)	862-4784 Ext. 862-4737
Mailing Address	preference: [X] Business [] Reside	ence	
Have you ever be	en convicted of a felony: Yesourt, nature of offense, disposition of ca	No.	
Minority Identification Code:  [ ] IF (Native-American Female)			
	led out by Commissioner):		
	e made at BCC Meeting on:		
Commissioner's S		Da	te: 4/25/2011
Pursuant to Florida's Public	c Records Law, this document may be reviewed and photoc	copied by member of the public	Revised 1/2010

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## **GUIDE TO SUNSHINE AMENDMENT FORMS**

**ATTACHMENT 2** 



#### Office of Small Business Assistance

50 South Military Trail, Suite 2N-172

West Palm Beach, FL 33415

(561) 616-6840

Fax: (561) 616-6850

www.pbcgov.com/osba

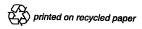
#### Palm Beach County Board of County Commissioners

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

#### **County Administrator**

Robert Weisman

"An Equal Opportunity Affirmative Action Employer"



TO:

**ADVISORY BOARD MEMBERS** 

FROM:

ROBERT WEISMAN
COUNTY ADMINISTRATOR

RF

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: <a href="http://www.pbcgov.com/ethics/advisory.htm">http://www.pbcgov.com/ethics/advisory.htm</a>

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

# NAME: Edward "Ted" Kramer Print or Type

### ADVISORY BOARD(S): SMALL BUSINESS ASSISTANCE ADVISORY COMMITTEE

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

Signature: To	171		D - 1 - 1	4	
Signature	d Arame	ا	Date:	4-1-2011	

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

Revised 9/1/2010

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# PALM BEACH COUNTY CODE OF ETHICS FORMS



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: <a href="http://www.pbcgov.com/ethics/advisory.htm">http://www.pbcgov.com/ethics/advisory.htm</a>

Type of Contract	Which Department/Division	Effective Date	<u>Term</u>
70 PROVIDE TECHNIA	OFFICE OF SMALL	1 <u>d1/2011</u>	1 year
ASSISTANCE + TRAME	BUSINERS ASSLETANCE		
TO SMALL BUSINESS	(asea)		
Pala Brack Cry			
nave/na	nit a waiver to the Board of County ( s the above named contract(s); OR		
	or my employer have contract(s) wit		
Ordinance.	vledge that you have read an	<u>d understand the PBC</u>	Code of Ethics
			act Tonya Davis
If you are unable access th	e training and/or Ordinance or other arrangements. Acknowledgment of Rec		act Tonya Davis
If you are unable access th	other arrangements. Acknowledgment of Rec Edward "Ted" Kramer		act Tonya Davis
If you are unable access th Johnson at 61-616-6840 for NAME:	other arrangements.  Acknowledgment of Rec <u>Edward "Ted" Kramer</u> Print or Type	eipt	act Tonya Davis
If you are unable access th Johnson at 61-616-6840 for NAME:	other arrangements. Acknowledgment of Rec Edward "Ted" Kramer	eipt	act Tonya Davis
If you are unable access th Johnson at 61-616-6840 for NAME:	other arrangements.  Acknowledgment of Rec <u>Edward "Ted" Kramer</u> Print or Type	eipt velopment Center	act Tonya Davis
If you are unable access the Johnson at 61-616-6840 for NAME:  FIRM/COMPANY/ORGANIZATION ADVISORY BOARD(S):  I acknowledge that I have to County Code of Ethics Ordinated that as an advisory board method.	Acknowledgment of Rec  Edward "Ted" Kramer Print or Type  ATION: Small Business Dev  PBC Small Business Assistance A  taken the required training; and the provisions of which and the provisions of the above-mentioned be-	velopment Center Advisory Committee I read and understand treeffective May 1, 2010 Dard(s) that I am bound b	the Palm Beach J. I understand by it.
If you are unable access the Johnson at 61-616-6840 for NAME:  FIRM/COMPANY/ORGANIZATION ADVISORY BOARD(S):  I acknowledge that I have the County Code of Ethics Ordinated that as an advisory board method as an advisory board method.	Acknowledgment of Rec  Edward "Ted" Kramer Print or Type  ATION: Small Business December 1  PBC Small Business Assistance Actaining; and sance, the provisions of which as	velopment Center  Advisory Committee  I read and understand tre effective May 1, 2010  Dard(s) that I am bound board(s)	the Palm Beach D. I understand by it.

04-06-11P04:23 RCVD

12/15/10

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## **RESUME**

**ATTACHMENT 4** 

#### **TED KRAMER**

5633 Ainsley Court, Boynton Beach, FL 33437 (561) 702-9856 e-mail: <a href="mailto:tkteaches@yahoo.com">tkteaches@yahoo.com</a>

#### **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

#### TED KRAMER / Page 2

BANKING YEARS 1963 – 1966

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

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