

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

**Meeting Date:** May 17, 2011

**Department:** Housing and Community Development

**Advisory Board:** Emergency Shelter Grants Program (ESGP) Advisory Board

**I. EXECUTIVE BRIEF**

**Motion: Staff recommends motion to approve:** Appointment of the following five (5) nominees to the Emergency Shelter Grants Program (ESGP) Advisory Board to fulfill the remainder of the two-year term ending September 30, 2011, that has been vacated due to resignation or poor attendance:

<b><u>Nominees for Appointment</u></b>	<b><u>Nominated By</u></b>	<b><u>Seat #</u></b>
Ato Robinson	The Homeless Coalition of Palm Beach County, Inc.	5
Donald Hill	The Homeless Coalition of Palm Beach County, Inc.	8
Nate Nichols	The Homeless Coalition of Palm Beach County, Inc.	10
Kerry Gallagher (Alternate)	The Homeless Coalition of Palm Beach County, Inc.	9
Jillian C. Vukusich (Alternate)	The Homeless Coalition of Palm Beach County, Inc.	11

**Summary:** Resolution R97-1154, adopted by the Board of County Commissioners (BCC) on September 2, 1997, re-established the ESGP Advisory Board and stipulated that its members must be nominated by the Homeless Coalition of Palm Beach County. This Resolution was amended in July 2006 (R2006-1279) to conform with the Federal regulations which require that at least one (1) Advisory Board member be currently or formerly homeless. The ESGP Advisory Board consists of nine (9) regular and two (2) alternate members. ESGP Advisory Board members serve at-large for two-year terms. The Advisory Board must be comprised of Palm Beach County residents who are non-conflict, meaning that the agencies they are employed by, or are board members of, will not be applying for ESGP funds during their term in office. A request was sent to the Homeless Coalition on March 2, 2011, requesting nominations to replace five (5) members who failed to complete their two-year term. Correspondence was received from the Homeless Coalition on March 30, 2011, nominating the above individuals to serve on the ESGP Advisory Board until September 30, 2011. Countywide (TKF)

**Background and Justification:** Palm Beach County receives funding from the U.S. Department of Housing and Urban Development under the McKinney-Vento Homeless Assistance Act to fund its Emergency Shelter Grants Program. The provisions of this Act, as well as other regulations governing the Emergency Shelter Grants Program, require the establishment of an Emergency Shelter Grants Program Advisory Board. The primary objective this Advisory Board is to make funding recommendations to the Board of County Commissioners for the Emergency Shelter Grants Program. The five (5) members being proposed comprises of two (2) females and three (3) males, two (2) are white and three (3) black. One (1) of the proposed board members is currently a homeless individual.

**Attachments:**

1. Five (5) Board Appointment Information Forms
2. The Homeless Coalition's Nomination Notice
3. Resolution R97-1154
4. Resolution R2006-1279

**Recommended by:** Edward W. Smyth 4/25/2011  
 Department Director Date

**Legal Sufficiency:** [Signature] 5/2/11  
 Assistant County Attorney Date

## II. REVIEW COMMENTS

### A. Other Department Review:

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Department Director

**This summary is not to be used as basis for payment.**

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

OR

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 to access the training and/or Ordinance on the web, please contact {Insert Liaison Name Here} at {Insert Telephone Number Here} for other arrangements.

**Acknowledgement of Receipt**

NAME: Donald Hill  
 Print or Type

FIRM/COMPANY/ORGANIZATION: Florida Power & Light (FPL)

ADVISORY BOARD(S): Emergency Shelter Grants Program (ESGP) Advisory Board

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: [Handwritten Signature] Date: 04/04/2011

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

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**TO:                   ADVISORY BOARD MEMBERS**

**FROM:               ROBERT WEISMAN**  
**COUNTY ADMINISTRATOR**

**RE:                   STATE GUIDE TO THE SUNSHINE AMENDMENT &**  
**CODE OF ETHICS**

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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.

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**Acknowledgement of Receipt**

**NAME:** Donald Hill  
Print or Type

**ADVISORY BOARD(S):** Emergency Shelter Grants Program (ESGP) Advisory Board

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

Signature:  Date: 04/09/2011

**Please sign and return to (Insert Liaison Information) in self-addressed envelope provided. Revised 3/15/10**

**DONALD HILL**  
**14352 79<sup>th</sup> Court North**  
**Loxahatchee, Florida 33470**

**Telephone: (561) 792-8046/596-1526**  
**E-mail: Donald\_Hill@FPL.com**

Senior-level professional with extensive knowledge, experience and demonstrated leadership in contract management, grants management, contract negotiations, project expediting, grant writing, business plan development, quantitative systems design, strategic resource management and quality assurance.

### **ACCOMPLISHMENTS:**

#### **Development and Community Relations**

- Provided services for two non-profit companies aimed at serving underprivileged and/or at-risk youth, their families and communities. Partnered with the Department of Juvenile Justice and the Miami-Dade County Commissioners to develop programs that provided one-on-one and family counseling, outreach services, aftercare services, and defined the holistic community approach to job development and training.
- Lead a for-profit company in supporting startup enterprises in attaining grant funds necessary to implement needed programs and services or in getting market exposure.
- Assisted in the developed of the "EACH ONE-TEACH ONE" juvenile system.
- As an instructor, worked with approximately 15 individuals to attain their GED.
- Managed a therapeutic residential treatment program for boys 14 to 18 years of age.
- Provided technical liaison assistance for the State District Headquarters and Tallahassee headquarters in the area of contract management and quality assurance.
- Work as a liaison in the Department of Juvenile Justice with potential community providers and other governmental municipalities, i.e., Miami-Dade County Commissioners, South Florida Water Management District Board of Governors, etc.,
- Assistant Coach at Miami-Dade Community College, Kendall Campus Men's Basketball team and helped to lead the team to the Community College's first conference championship.

#### **Contract Management, Compliance, Quality Assurance**

- FP&L's Martin Solar Energy Center/Martin Solar Project procurement/sourcing leader, which included the supervision and oversight of the project's procurement section consisting of four onsite and nine offsite personnel.
- FP&L's procured labor services for Customer Services (AMI-Smart Meters Deployment lead team member), Transmission and Distribution Business Units for Advanced Metering Infrastructure AMI-Smart Meters & Network Access installations, Cable Rehabilitation & Cable Injection, Cable Location, Contracted Diving, Surveying and Mapping, Heavy Equipment & Mowing services. Generated a projected total cost savings of \$25 million over a 2 year period
- Coordination of required support teams for the AMI project that included a total of 15 cross functional teams
- Reviewed Request for Proposals, Request for Bids, Request for Quotes, Invitations to Bid, Invitations to Negotiate, and other competitive procurement solicitations to ensure compliance with guidelines set forth in company policies, Chapter 287 Florida Statutes, FARS, and Chapter 60A-1 of the Florida Administrative Code for competitive procurement.
- Responsible for the team that conducted independent evaluations of contracted vendor's compliance with the terms and conditions of the contract and the agency's processes and procedures regarding competitive contract procurement, contract management and contract monitoring. The evaluation criteria targeted all contracts totaling \$300,000 or more.
- Developed policies, procedures and processes for the coordination and facilitation of the district's multidisciplinary quality assurance team, known as the Contract Evaluation Team.
- Supervised the quality assurance monitoring staff within the Department of Juvenile Justice.
- Managed over 20 health labor services contracts
- Managed over 30 contracts for labor services to juveniles.
- Administrative management and procurement for over 100 contracts in the Operations & Maintenance Department of South Florida Water Management District for labor services that

included some of the following: Ariel Topography, Ariel Ignition & Spraying, General Engineering, Control Locks, Vegetation Management, Rain Gage Data Optimization, and SCADA data logging.

### **Business, Project Management and Training**

- Nine years management and supervisory experience within Health and Human Services agencies including the Department of Children and Families, and the Department of Juvenile Justice.
- Provided financial and operational qualitative and quantitative business systems design services for – For-profit and Non-profit companies.
- Prepared management analysis for contracts, budgeting, spend and cost analysis services, and financial performance monitoring.
- Attained a seventy-five percent success rate in acquiring funding for clients through grant writing efforts and business plan development services.
- Developed and revised Request for Proposals, Request for Bids, Request for Quotes, Invitations to Bid and other competitive procurement solicitations.
- Developed contracts, negotiated contracts and oversaw the enforcement of the provider's performance; reviewed contract budgets and budget revisions; reviewed and approved payments for services rendered.
- Developed and conducted training programs to contract management staff on policies and procedures outlined in the department's operating procedures.
- Developed training programs and conducted training for contractors/providers and the agency staff in the areas of continuum of care systems for juveniles, program enhancements and services awareness.
- Compiled data for statistical analysis, program planning and managed 6 direct reports that supervised 15 treatment staff and other support staff,
- Day-to-day management of a State Operated Public Assistance unit that reviewed and approved request for public assistance services. Duties included staff development, staff training, case management reviews, and direct supervision of 10 specialists and two clerical staff.

### **EMPLOYMENT HISTORY:**

- 9/09 – Present Florida Power & Light Company – Integrated Supply Chain, 700 Universe Blvd, Juno Beach, FL, - MSEC/MSP **Sourcing Lead** - Redeployment
- 7/08- 09/2009 Florida Power & Light Company – Integrated Supply Chain, 700 Universe Blvd, Juno Beach, FL, - Transmission & Distribution **Sourcing Specialist**
- 5/95 – Present Consulting Services, West Palm Beach, FL - **Self Employed**
- 6/99 – 2007 School District of Palm Beach County - Workforce Development, West Palm Beach, FL; District Headquarters and John I. Leonard High School, West Palm Beach, FL - **GED/ABE Instructor**
- 2/04 – 2007 South Florida Water Management District - Procurement Department, 3300 Gun Club Road, West Palm Beach, FL – **Staff Contract Specialist**
- 2/03 – 2/04 Department of Children and Families – Family Safety Program, 111 South Sapodilla Avenue West Palm Beach, FL – **Revenue Maximization Manager**
- 11/97 – 2/03 Department of Children and Families - Contract Administration, 111 South Sapodilla Avenue West Palm Beach, FL - **Contract Evaluation Team Coordinator**

- 5/95 – 11/97 Department of Children and Families - Contract Administration, 401 North West Second Avenue, Miami, FL - **Contract Manager**
- 7/95 – 10/97 T.D.D.J., Inc. (Total Development for Delinquent Juveniles), Miami, FL - **Executive Director**
- 5/95 – 5/96 Miami-Dade Community College, Kendall Campus, Miami, FL - **Assistant Men's Head Basketball Coach**
- 3/94 – 5/95 Department of Juvenile Justice - Contract Administration, 401 North West Second Avenue, Miami, FL - **Contract Manager**
- 12/90 – 3/94 Department of Juvenile Justice - Residential Treatment Facility, Dade Halfway House and Better Outlook Center - Miami, FL - **Acting Superintendent & Assistant Superintendent**

**EDUCATION:**

Palm Beach Atlantic University, West Palm Beach, FL	Master Degree, Leadership
Bethune Cookman University, Daytona, FL	Bachelors Degree, Business Administration
Florida School of Addictions Studies, Tampa, FL	Group Facilitation Certification
BMG University/FPL Group University	Six Sigma Green Belt Certification

**PUBLICATION:**

**ATTENDANT ON CIVILIZATION**, Year of Copyright 2005, Year of Publication 2006  
**IDEALS OF LIFE**, Year of Copyright and Publication: 2001

**SKILLS:**

People skills – Leadership, mediator, motivator, teacher, facilitator, team player, and excellent verbal and written communication skills

Business skills – Grant writing, negotiation, business plan development, financial analysis, budget development, contract compliance and contract management, resource planning, change management skills, and development and evaluation of service level agreements.

Computer skills – Microsoft computer applications i.e., Excel, Word, Organizational Charts, Publisher and PowerPoint. Also includes proficiency with the State of Florida/SFWMD contract and accounting systems (SAP, SAP E-Sourcing, SAMAS/FLAIRS, ABC, FMMIS, CIS).

Personality - Self-starter, tenacious, dedicated, intelligent, problem solver, enthusiastic, assertive, confident, and a team player.

*References available upon request*





**TO: ADVISORY BOARD MEMBERS**

**FROM: ROBERT WEISMAN  
COUNTY ADMINISTRATOR**

**RE: STATE GUIDE TO THE SUNSHINE AMENDMENT &  
CODE OF ETHICS**

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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.

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**Acknowledgement of Receipt**

**NAME:** Nate Nichols  
Print or Type

**ADVISORY BOARD(S):** Emergency Shelter Grants Program (ESGP) Advisory Board

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

Signature:  Date: 4/1/11

Please sign and return to (Insert Liaison Information) in self-addressed envelope provided.



**TO: ADVISORY BOARD MEMBERS**

**FROM: ROBERT WEISMAN  
COUNTY ADMINISTRATOR**

**RE: PALM BEACH COUNTY CODE OF ETHICS**

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<u>Type of Contract</u>	<u>Which Department/Division</u>	<u>Effective Date</u>	<u>Term</u>
It is my understanding that inter- governmental contracts need not be listed.			
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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

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**Acknowledgement of Receipt**

NAME: Nate Nichols  
Print or Type

FIRM/COMPANY/ORGANIZATION: Children's Services Council

ADVISORY BOARD(S): Emergency Shelter Grants Program (ESGP) Advisory Board

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Signature: *Nate Nichols* Date: 4/1/11

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

## **NATE NICHOLS**

Nate Nichols was deputy director of the Children's Services Council of Palm Beach County (CSC) since December of 2002. In that role, he was responsible for the oversight of program divisions, research and evaluation, marketing and public information, to ensure that the quality expected by the Council was maintained. Since mid 2010 Nate assumed the role of Community Liaison/Executive Resident for the CSC. In that role Nate has developed, along with members of the community, a vision centered around quality food access for residents of Palm Beach County. For the past two years, Nate has chaired the Community Food Alliance of Palm Beach County, hosted by United Way of Palm Beach County. Nate is also the chair of the Citizens Advisory Committee of Palm Beach County and the vice chair of the Circuit 15 Juvenile Justice Board. Additionally, Nate actively serves on the Board of Directors of several agencies along Palm Beach County and on the Board of Directors of the SIAS University in Beijing, China.

Nate received his master's degree in social work from Syracuse University and has had extensive executive experience in social services in Florida and New York, where he held high-level state-wide positions in the areas of child abuse prevention, mental health services and case management.

He has received many leadership awards and fellowships for his work and is also a Vietnam veteran.





**TO:                   ADVISORY BOARD MEMBERS**

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**COUNTY ADMINISTRATOR**

**RE:                   PALM BEACH COUNTY CODE OF ETHICS**

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

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**Acknowledgement of Receipt**

**NAME:** Jillian C. Vukusich  
Print or Type

**FIRM/COMPANY/ORGANIZATION:** Community Foundation for Palm Beach and Martin

**TO: ADVISORY BOARD MEMBERS**

**FROM: ROBERT WEISMAN  
COUNTY ADMINISTRATOR**

**RE: STATE GUIDE TO THE SUNSHINE AMENDMENT &  
CODE OF ETHICS**

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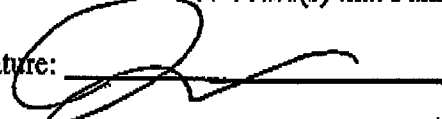
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**Acknowledgement of Receipt**

**NAME:** Jillian C. Vukusich  
Print or Type

**ADVISORY BOARD(S):** Emergency Shelter Grants Program (ESGP) Advisory Board

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

Signature:  Date: 4/4/11

Please sign and return to (Insert Liaison Information) in self-addressed envelope provided.

# JILLIAN C. VUKUSICH

606 6<sup>th</sup> Terrace  
Palm Beach Gardens, FL 33418

561/889-8520 (c)  
JillianVukusich@gmail.com

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## PROFESSIONAL EXPERIENCE

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### **Director of Community Investment, Community Foundation for Palm Beach & Martin Counties, W. Plm Bch, FL (2006-Present)**

- Oversee the Foundation's community investment and/or grantmaking initiatives, managing, coordinating and/or participating in the development of community coalitions to address critical issues commonly shared among key partners and donors.
- Develop and recommend program strategies and leadership initiatives, including researching opportunities, pursuing partnerships, developing written proposals, and creating workplans, timelines and projected budgets that leverage Foundation investment of resources to the maximum benefit possible in addressing community needs.
- Link opportunities in the nonprofit community with the grantmaking resources of the Foundation and more broadly, working with current and prospective donors and major funding partners of the Community Foundation.
- Lead in the development and implementation of the Foundation's strategies for strengthening the region's nonprofit communities. Pursue partnerships, and engage in and direct research on emerging regional issues.
- Serve as the primary contact for donors and area funders and/or nonprofits seeking to build program partnerships with the Community Foundation to address community-wide issues of the CF's priority.
- Promoted from Senior Program Officer, Program/Projects Officer, Program Officer and Program Associate.

### **Education Associate, Raymond F. Kravis Center for the Performing Arts, W. Palm Beach, FL (2004-2006)**

- Created and maintained first presentation database to track potential and actual numbers served.
- Developed evaluation materials for needs assessment and program evaluation.
- Facilitated booking, technical needs and facility schedule for various programs and events.
- Executed contracts for teaching artists, guest speakers and community outreach events.
- Provided development and marketing departments program statistics and research findings.

### **School Manager, The Washington Ballet, Washington, D.C. (2002-2004)**

- Exceeded school revenue budget goal by \$67,000 due to improved financial management processes.
- Managed budget in excess of \$1 million.
- Created and maintained first student database in 60 year history; Researched, purchased and implemented studio management software.
- Supervised application process and administration of international student visa process through SEVIS.
- Promoted from faculty.

### **Development Assistant, Washington Performing Arts Society, Washington, D.C. (Jan 2003-May 2003)**

- Maintained grantseeking schedule during Grant Manager's leave of absence.
- Assisted in event management for major fundraisers and gift acknowledgements.
- Promoted from internship.

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## RESEARCH

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### ***Readiness, Implementation and Future Strategies: A Development Handbook for ARKA Ballet ©2004***

- Practical applications in nonprofit management, budgeting, grantwriting, marketing, outreach planning, prospect research and special events

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## EDUCATION

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### **Master of Arts, Arts Management, American University, Washington, D.C. (2004)**

- Distinction in the areas of Fundraising and Audience Development

### **Bachelor of Science, Dance Education, Cum Laude Diploma, University of South Florida, Tampa, FL (2001)**

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## HONORS AND ACHIEVEMENTS

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### **Next Generation Task Force, Council on Foundations (2010-Present)**

### **Peer Reviewer, The Foundation Review, Grand Rapids, MI (2008)**

### **Hull Fellow, Southeastern Council of Foundations (2007)**

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## AFFILIATIONS

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### **Strategic Planning Committee, Homeless Advisory Board of Palm Beach County, West Palm Beach, FL (2009- Present)**

### **Community Advisory Panel, Children's Services Council of Martin County, Stuart, FL (2008-Present)**

### **Co-Chair/Co-Founder, Palm Beach County Emerging Leaders in the Arts, W. Palm Beach, FL (2006-2008)**

### **Board of Directors, The Alliance for Eating Disorders Awareness, N. Palm Beach, FL (2005-2007)**



Jillian C. Vukusich, Director of Community Investments  
Community Foundation for Palm Beach and Martin Counties

As Director of Community Investments at the Community Foundation for Palm Beach and Martin Counties, Jillian provides leadership in the design and implementation of the Foundation's community investment initiatives, serving as manager and the major point of access to information about the Foundation's grantmaking programs. She also aligns and cultivates interest among current and prospective donors with opportunities for giving in the community working closely with the Foundation's donor services staff. Jillian sits on the Technical Advisory Committee of the Children's Services Council of Martin County and the Strategic Planning Committee for the Homeless Advisory Board of Palm Beach County. She served as a peer reviewer for the second edition of The Foundation Review and has also had the pleasure of being a guest speaker for the American Association for Grant Professionals, The Merrill Lynch Center for Philanthropy and Nonprofit Management, the Council on Foundation Community Foundation Conference and Florida Atlantic University among others. Jillian is an alumnus of the Hull Fellows Program through the Southeastern Council of Foundations and is a current member of the Council on Foundation's Next Generation Task Force.

Ms. Vukusich holds a Master of Arts in Arts Management, focused specifically on nonprofit organizations, from American University in Washington, D.C. with distinction in the areas of Audience Development and Fundraising and a Bachelor of Science in Dance Education from the University of South Florida in Tampa, Florida. Previously, Ms. Vukusich worked for the Raymond F. Kravis Center for the Performing Arts and The Washington Ballet.

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: Emergency Shelter Grants Program (ESGP) Advisory Board

[X] At Large Appointment or [ ] District Appointment

Term of Appointment: 2 Years. From: 10/1/2009 To: 9/30/2011

Seat Requirement: Resident of Palm Beach County; Non-conflict with ESGP Seat #: 9

[ ] \*Reappointment or [ ] New Appointment

or [X] to complete the term of Ken Tuma Due [ ] resignation [X] other to:

Completion of term to expire on: 9/30/11

\*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: Gallagher Kerry

Occupation/Affiliation: Associate

Business Name: Coastal Sotheby's International Realty

Business Address: 11601 Kew Gardens Ave, Suite 101

City & State: Palm Beach Gardens, Fl Zip Code: 33410

Residence Address: 736 sunset rd.

City & State: west palm Bch Zip Code: 33401

Home Phone: (561) 805-5762 Business Phone: (561) 694-0058

Cell Phone: (561) 386-9627 Fax: (561) 694-0106

Email Address: kerrygall@aol.com

Mailing Address preference: [ ] Business [X] 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: [Signature] Date: 4/8/11

Part III (to be filled out by Commissioner):

Appointment to be made at BCC Meeting on:

Commissioner's Signature: Date:





**KERRY GALLAGHER**  
736 Sunset Road . West Palm Bch FL 33401  
561.805.5762 . [Kerrygall@aol.com](mailto:Kerrygall@aol.com)

## **PROFESSIONAL EXPERIENCE**

**Associate, Coastal Sotheby's International Realty, 2011**  
Palm Beach Gardens, FL

**Director of Operations, Community Real Estate Services, 1995 - 2011**  
Managed company from a startup to a firm with 5 locations and 50+ sales staff.  
Marketing, branding, coaching, mentoring, business development, residential and commercial sales, other various duties. Merged company in 2011 with Coastal Sotheby's firm.

**Special Events Coordinator, 1992 - 1995**  
City of Palm Beach Gardens, FL

Directed and implanted special events, cultural and recreation programs. Supervision of staff, budgeting, management of multiple facilities, other duties.

**Recreation Program Coordinator, 1991 - 1992**  
Martin County Parks and Recreation Dept., FL

**Recreation Specialist, 1987 - 1990**  
Palm Beach County Parks and Recreation Dept., FL

## **EDUCATION**

**Bachelor of Arts, 1986 - Salem College, Salem WV**  
Public Administration  
Religion

## **PROFESSIONAL MEMBERSHIPS**

- Jupiter Tequesta Hobe Sound Association of Realtors
- Palm Beach Board of Realtors
- Florida Association of Realtors
- National Association of Realtors
- Florida Recreation and Park Association
- National Recreation and Park Association
- National Parks Conservation Association

**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 resumé to this form.*

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

Board Name: Emergency Shelter Grants Program (ESGP) Advisory Board

At Large Appointment      or       District Appointment

Term of Appointment: 2 Years.      From: 10/1/2009      To: 9/30/2011

Seat Requirement: Resident of Palm Beach County; Non-conflict with ESGP      Seat #: 5

\*Reappointment      or       New Appointment

or  to complete the term of Stephen Johnson      Due to:  resignation  other

Completion of term to expire on: 9/30/11

**\*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: Robinson      Last      Ato      First      K Middle

Occupation/Affiliation: Administrative Assistant

Business Name: Homeless Coalition

Business Address: 2100 Palm Beach Lakes Blvd

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

Residence Address: 1577 North Military Trail

City & State: West Palm Beach      Zip Code: 33409

Home Phone: ( )      Business Phone: (561) 478-5351

Cell Phone: (561) 420-2136      Fax: (561) 478-5356

Email Address: atorobinson@gmail.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:**

- |  |  |
|--|--|
| <input type="checkbox"/> IF (Native-American Female)   | <input type="checkbox"/> IM (Native-American Indian Male)      |
| <input type="checkbox"/> AF (Asian-American Female)    | <input type="checkbox"/> AM (Asian-American Male)              |
| <input type="checkbox"/> BF (African-American Female)  | <input checked="" type="checkbox"/> BM (African-American Male) |
| <input type="checkbox"/> HF (Hispanic-American Female) | <input type="checkbox"/> HM (Hispanic-American Male)           |
| <input type="checkbox"/> WF (Caucasian Female)         | <input type="checkbox"/> WM (Caucasian Male)                   |

Applicant's Signature: atorobinson      Date: 4/8/11

**Part III (to be filled out by Commissioner):**

Appointment to be made at BCC Meeting on: \_\_\_\_\_



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

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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.

---

**Acknowledgement of Receipt**

**NAME:** Ato Robinson  
Print or Type

**ADVISORY BOARD(S):** Emergency Shelter Grants Program (ESGP) Advisory Board

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: Ato Robinson Date: 4/8/11

Please sign and return to (Insert Liaison Information) in self-addressed envelope provided.



**SUMMARY OF QUALIFICATIONS:**

- Very energetic and alert, a keen eye for details
- Excellent customer service abilities/personable
- Open to new ideas and other positive ways to get job done/teachable

**Work Experience**

**Food Service (Customer Service)**

**Sam's Club West Palm Beach, FL**

**1994-1999**

- Took Leadership role while participating in the maintenance of department in the absence of management
- Used experience under supervision of team leader to train new associates and educate them about proper safety practices in the department
- Inspected and received shipments also collaborated with management during the inventory and ordering process
- Functioned in various team roles
- Provided a high level of customer service

**ADDITIONAL SKILLS:**

**Proficient in Internet and Email (also basic Word, Excel & Power Point)**

**OTHER EMPLOYMENT HISTORY:**

**Homeless Coalition of Palm Beach County**

**2010-present**

**MV Transportation, West Palm Beach, FL**

**2008 - 2008**

**Regal Paints (Benjamin Moore), West Palm Beach, FL**

**2006-2007**

**Lake Worth Liquors, Greenacres, FL**

**2005-2006**

**Checkers Restaurant, Greenacres, FL**

**2002-2005**

**Labor for Hire, Lake Worth, FL**

**2000-2002**

**CERTIFICATES:**

**D Security License**

**Education:**

**Adult Education graduate (G.E.D.)**

## Stephen Mayer

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**From:** Shawn Wilson [shawnw@htgf.com]  
**Sent:** Wednesday, March 30, 2011 3:12 PM  
**To:** Stephen Mayer  
**Cc:** Marilyn Munoz  
**Subject:** RE: ESG Advisory Board

Stephen,

I hereby nominate the following persons to the ESGP Advisory Board:

**Beth A. Lefler, MSW**  
Student Intervention Services  
School District of Palm Beach County  
505 S. Congress Avenue  
Boynton Beach, FL 33426  
Phone: 561.738.2954, PX 22954  
Fax: 561.738.2969, Fax PX 22969  
[Leflerb@palmbeach.k12.fl.us](mailto:Leflerb@palmbeach.k12.fl.us)

**Kerry Gallagher**  
Community Real Estate Services, Inc.  
225 Southern Blvd. Ste 202  
West Palm Beach, FL 33405  
[kerrygall@aol.com](mailto:kerrygall@aol.com)  
561-386-9627

Alternate

**Ato Robinson (homeless or formerly homeless category)**  
Administrative Assistant  
Homeless Coalition  
2100 Palm Beach Lakes Blvd.  
West Palm Beach, FL 33409  
561-420-2136

**Donald Hill**  
Contract Manager  
FPL  
700 Universe Blvd.  
Juno Beach, FL 33403  
[Donald.hill@fpl.com](mailto:Donald.hill@fpl.com)  
561.694.4000

**Jillian C. Vukusich**  
Director of Community Investment  
Community Foundation for Palm Beach and Martin Counties  
*Promoting philanthropy - Investing in communities*  
OFFICE: 561.659.6800 x 4508 | EMAIL: [jvukusich@cfpbmc.org](mailto:jvukusich@cfpbmc.org)  
[www.yourcommunityfoundation.org](http://www.yourcommunityfoundation.org)

Alternate

**Nate Nichols**

Chief Communication Liaison Officer  
Children's Services Council  
2300 High Ridge Road  
Boynton Beach, FL 33426  
561.740.7000 ex. 2159  
[Nate.Nichols@cscpsc.org](mailto:Nate.Nichols@cscpsc.org)

Sincerely,

Shawn Wilson  
Chairman  
Homeless Coalition of Palm Beach County, Inc.

**From:** Stephen Mayer [mailto:SMayer@pbcgov.org]  
**Sent:** Thursday, March 24, 2011 9:10 AM  
**To:** Shawn Wilson; Marilyn Munoz  
**Subject:** RE: ESG Advisory Board

Thanks Shawn, I understand. So many organizations are becoming understaffed.

Marilyn,

Please see the attached copy of the letter requesting the nominations. Please note that we need the information on page 2, and you may elect to use the individuals for consideration on page 3.

**From:** shawnw@htgf.com [mailto:shawnw@htgf.com]  
**Sent:** Thursday, March 24, 2011 8:47 AM  
**To:** Stephen Mayer; Marilyn Munoz  
**Subject:** Re: ESG Advisory Board

I had asked marilyn munoz to work with you this as we have no true staff. Marilyn are you able to work on this? If not I can ask Rita. Thanks.

BH

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**From:** Stephen Mayer <SMayer@pbcgov.org>  
**Date:** Thu, 24 Mar 2011 08:39:27 -0400  
**To:** Shawn Wilson<shawnw@htgf.com>  
**Subject:** RE: ESG Advisory Board

Shawn, can I have an update on this?

**From:** shawnw@htgf.com [mailto:shawnw@htgf.com]  
**Sent:** Tuesday, March 22, 2011 9:29 AM  
**To:** Stephen Mayer  
**Subject:** Re: ESG Advisory Board

Indeed please accept my apology. I just learned of this matter when I heard your voicemail on friday. I will call you later today.

## RESOLUTION NO. R-97-1154

**A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF PALM BEACH COUNTY, FLORIDA, ESTABLISHING THE EMERGENCY SHELTER GRANTS PROGRAM (ESGP) ADVISORY BOARD.**

WHEREAS, the U.S. Department of Housing and Urban Development (HUD) requires that recipients of Emergency Shelter Grants Program (ESGP) funds comply with the Stewart B. McKinney Homeless Assistance Act of 1987, as amended, and with 24 CFR Part 576; and

WHEREAS, the Emergency Shelter Grants Program provides funds for the operation and maintenance of emergency shelters and transitional housing, emergency assistance, and homeless prevention; and

WHEREAS, HUD, through 24 CFR Part 91, published on January 5, 1995, established Consolidated Plan and Citizen Participation Plan requirements; and

WHEREAS, Palm Beach County through the Department of Housing and Community Development (HCD) wishes to comply with HUD regulations regarding the Consolidated Plan and Citizen Participation Plan requirements; and

WHEREAS, the Board of County Commissioners of Palm Beach County, Florida, desires to establish an advisory board in conjunction with the Homeless Coalition of Palm Beach County, Inc. (Homeless Coalition) to assist the County in achieving its ESGP goals.

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

**SECTION 1: ESTABLISHMENT OF THE EMERGENCY SHELTER GRANTS PROGRAM ADVISORY BOARD**

There is hereby established an advisory board to be known as the "Emergency Shelter Grants Program Advisory Board," herein referred to as the "Advisory Board."

**SECTION 2: COMPOSITION**

The Advisory Board shall be comprised of nine (9) regular and two (2) alternate members to fill vacancies occurring during the term of office. The eleven (11) members shall be "non-conflict" members, in that the agencies they are employed by or board members of will not be applying for ESGP funds during their term of office. All members shall be nominated by the Homeless Coalition of Palm Beach County, Inc., all of whom shall be appointed at large by the Board of County Commissioners.

**SECTION 3: 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. The maximum number of Boards and Commissions that an individual appointed by the Board of County Commissioners may serve on at one time shall be three (3).

C. Terms of office for the Advisory Board members shall be two (2) year terms. There shall be no limit on the number of terms an individual may serve.

D. A vacancy occurring during a term shall be filled for the unexpired term and in the manner prescribed above. The Board of County Commissioners may remove a member for cause inconsistent with the functions of the Advisory Board.

E. Advisory Board members shall not be prohibited from qualifying as a candidate for elected office.

F. Travel reimbursement is limited to expenses incurred only for travel outside Palm Beach County necessary to fulfill board member responsibilities when sufficient funds have been budgeted and are available. Travel expenses shall have the prior approval of the Board of County Commissioners. No other expenses are reimbursable except documented long distance phone calls to the Department of Housing and Community Development.

#### **SECTION 4: AUTHORITY**

The Advisory Board shall have the following authority and powers:

A. To review ESGP proposals submitted by service providers, to verify the information therein, to make funding recommendations to the Board of County Commissioners, and to recruit private and public sector representatives to the membership of particular Advisory Board committees. These members shall be subject to the rules and by-laws of the Advisory Board and to the overall authority of the Board of County Commissioners of Palm Beach County, Florida.

B. To adopt rules and by-laws providing for the governance of the Advisory Board, which rules and by-laws will be adopted by a majority vote of the members of the Advisory Board.

C. To review and make recommendations on all ESGP activities funded through the Department of Housing and Community Development.

#### **SECTION 5: CODE OF ETHICS**

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

#### **SECTION 6: OBJECTIVES**

A. The objectives of the Advisory Board shall be to assist the County in reaching its ESGP goals and to ensure that homeless individuals and families residing in Palm Beach County can benefit from the ESGP. These include the following:

1. Provide information to members of the Homeless Coalition on the amount of ESGP funds available and the range of activities to be undertaken.

2. Review the County's progress towards its ESGP goals and make recommendations to the Board of County Commissioners. The primary recommendations shall be for funding of ESGP proposals submitted by service providers. The Advisory Board may develop the application and evaluation criteria for awarding ESGP funds. The final decision for awarding ESGP funds shall be made by the Board of County Commissioners.

3. Foster and promote cooperation between governmental agencies and community-based non-governmental and non-profit organizations in order to ensure the efficient and timely implementation of the County's objectives concerning homelessness.

4. Provide information to the County on needs and other factors affecting the smooth implementation of the ESGP within Palm Beach County.

5. Determine roadblocks affecting program implementation and recommend corrective measures to the Board of County Commissioners.

#### SECTION 7: MEETINGS

A. The Advisory Board shall meet a minimum of five (5) times a year; however, members may be required to attend additional meetings. A majority of the members appointed shall constitute a quorum for the conduct of the Advisory Board's business. In the presence of a quorum, Advisory Board business shall be conducted by a vote of a majority present and be governed by Roberts Rule of Order. The Chair shall have the authority to call emergency meetings, as is needed and appropriate, by informing members at least one week in advance.

B. Reasonable public notice of all Advisory Board meetings shall be provided, and all such meetings shall be open to the public at all times.

#### SECTION 8: OFFICERS

A. 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.

##### 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; and
4. 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. If a vacancy occurs in the office of the Chair, the Vice Chair shall become the Chair for the unexpired term. If a vacancy occurs in the office of the Vice Chair, the Advisory Board will elect another member to fill the unexpired term of the Vice Chair.

D. The Secretary shall be responsible for the record-keeping functions and will review all Minutes and correspondence of the Advisory Board.

#### SECTION 9: 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 more than one-half of the meetings scheduled during a calendar year. Participation for less than three-fourths of a meeting shall constitute lack of attendance. Excused absences due to illness, absence from the County, or personal hardship, if approved by the Advisory Board, shall not constitute lack of attendance. Excused absences shall be entered into the minutes at the next regularly scheduled

meeting of the Advisory Board. Members removed under this paragraph shall not continue to serve until a new appointment is made and removal shall create a vacancy.

**SECTION 10: 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 Foster, who moved its adoption. The motion was seconded by Commissioner Marcus, and upon being put to a vote, the vote was as follows:

BURT AARONSON, CHAIRMAN	- Aye
MAUDE FORD LEE, VICE CHAIR	- Aye
KAREN T. MARCUS, COMMISSIONER	- Aye
CAROL A. ROBERTS, COMMISSIONER	- Aye
WARREN H. NEWELL, COMMISSIONER	- Aye
MARY McCARTY, COMMISSIONER	- Absent
KEN L. FOSTER, COMMISSIONER	- Aye

The Chairman thereupon declared the Resolution duly passed and adopted this 2nd day of September, 1997.

APPROVED AS TO FORM AND  
LEGAL SUFFICIENCY

ATTEST:

DOROTHY H. WILKEN, CLERK

BY:   
Tammy K. Fields  
Assistant County Attorney

  
Deputy Clerk

Ref: S:PLANADMNENSGPADVISBRDA1996\_97RESOLUT

RESOLUTION NO. R 2006- 1279

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF PALM BEACH COUNTY, FLORIDA, AMENDING RESOLUTION R-97-1154 TO CHANGE THE COMPOSITION OF THE EMERGENCY SHELTER GRANTS PROGRAM ADVISORY BOARD

WHEREAS, the Emergency Shelter Grants Program (ESGP) Advisory Board was recreated by Resolution R97-1154 on September 2, 1997 by the Board of County Commissioners of Palm Beach County to assist the Board of County Commissioners in achieving its ESGP goals; and

WHEREAS, the creation of the ESGP Advisory Board was mandated by HUD for all recipients of ESGP funds; and

WHEREAS, 42 U.S.C. 11375 (d) requires that each recipient of funds under Title 24, Sec. 576.56, Emergency Shelter Grants Program: McKinney-Vento Homeless Assistance Act of 1987, as amended, that is not a State, must provide for the participation of homeless person(s) on the ESGP Advisory Board; and

WHEREAS, the existing Emergency Shelter Grants Program Advisory Board does not include a homeless or former homeless individual in its membership and therefore does not satisfy the requirement of 42 U.S.C. 11375 (d); and

WHEREAS, the Board of County Commissioners of Palm Beach County, Florida desires to comply with all regulations governing the administration of funds under the McKinney-Vento Homeless Assistance Act;

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

THAT Resolution No. R-97-1154, Section 2: COMPOSITION be hereby amended to include:

"The ESGP Advisory Board shall include not less than one homeless individual or former homeless individual."

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

- TONY MASILOTTI, CHAIRMAN -
- ADDIE L. GREENE, VICE CHAIRPERSON - Aye
- KAREN T. MARCUS, COMMISSIONER - Aye
- JEFF KOONS, COMMISSIONER - Aye
- WARREN H. NEWELL, COMMISSIONER - Aye
- MARY McCARTY, COMMISSIONER - Aye
- BURT AARONSON, COMMISSIONER - Aye

The Chairman thereupon declared the Resolution duly passed and adopted this 11th day of July, 2006.

APPROVED AS TO FORM AND LEGAL SELF SUFFICIENCY

ATTEST: SHARON R. BOCK, Clerk and Comptroller

By: Tammy K. Fields  
Tammy K. Fields, Asst. County Attorney

By: Judith Cross  
Deputy Clerk

STATE OF FLORIDA, COUNTY OF PALM BEACH

I, SHARON R. BOCK, Clerk & Comptroller

STATE OF FLORIDA, COUNTY OF PALM BEACH

SHARON R. BOCK, Clerk & Comptroller

filed in my office on July 11 2006

dated at West Palm Beach, Fl. on 7-11-2006

By: Tony Masiotti

COUNTY

PLANA ADMINESGP ADVIS BRD 2005-06 RESOLUTION 2006 RES AMEND 1279 HHS SHARON R. BOCK, Clerk & Comptroller of the County of Palm Beach, Florida, do hereby certify this to be a true and correct copy of the original.

