

**6B-1**

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

=====  
**Meeting Date: December 20, 2011**

**Department**

**Submitted By: Community Services**

**Advisory Board: Community Action Advisory Board**

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**I. EXECUTIVE BRIEF**

**Motion and Title: Staff recommends motion to approve:** Appointment/Reappointment of the following representatives to the Community Action Advisory Board effective December 20, 2011.

<u>Seat #</u>	<u>Appointment</u>	<u>Member Category</u>	<u>Term Ending</u>	<u>Nominated By</u>
7	Jason McMurray	Private Sector	9/30/2012	Comm. Taylor
8	Ramona Maharaj	Private Sector	9/30/2014	Comm. Taylor
9	Mildred Anderson	Private Sector	9/30/2014	Comm. Taylor
10	Donald Wilson	Private Sector	9/30/2013	Comm. Taylor

**Reappointment**

3	Pamela Williams	Public Sector	9/30/2014	Comm. Taylor
4	Deirdre Jacobs	Public Sector (City of WPB)	9/30/2014	Comm. Taylor
13	Theresa Jackson	Low Income Sector (Delray/Boynton TAC)	9/30/2014	Comm. Taylor

**Summary:** The Community Action Advisory Board (CAAB) is a 15 member board comprised of one-third elected public officials or their representatives, with the remaining members being business, industry, labor, religion, law enforcement, education, or other major groups in the community. On November 2, 2011, written notice was sent to each Commissioner to request nominations. Jason McMurray (seat 7) will be completing the remaining term for Gina Horn. Donald Wilson (seat 10) will be completing the remaining term for Alvin Colbert. The appointments meet all applicable guidelines and requirements outlined in Resolution R2009-1549. The CAAB has reviewed and approved the nominees listed above. (Community Action) Countywide (TKF).

**Background and Justification:** The Community Services Block Grant contract requires the establishment of a Community Action Advisory Board and that the Board fully participate in the planning, implementation and evaluation of the Community Services Block Grant program to serve low-income communities. Including the current appointments/reappointments, the Board is comprised of nine (9) Black females, four (4) Black males and one (1) Hispanic female.

**Attachments:**

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

**Recommended by:**   
**Department Director** **Date**

**Legal Sufficiency:**  12-6-11  
**Assistant County Attorney** **Date**

## **II. REVIEW COMMENTS**

### **A. Other Department Review:**

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**Department Director**

PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

Meeting Date: September 15, 2009 [ ] Consent [X] Regular  
[ ] Ordinance [ ] Public Hearing

Department

Submitted By: Community Services

Submitted For: Community Action Program

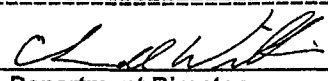
I. EXECUTIVE BRIEF


**Motion and Title:** Staff recommends motion to adopt: A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF PALM BEACH COUNTY, FLORIDA, DESIGNATING THE BOARD OF COUNTY COMMISSIONERS AS THE COMMUNITY ACTION COUNCIL; ESTABLISHING THE COMMUNITY ACTION ADVISORY BOARD; DESIGNATING THE COMMUNITY ACTION ADVISORY BOARD AS THE COMMUNITY SERVICES BLOCK GRANT ADVISORY COMMITTEE; PROVIDING FOR ROLES AND RESPONSIBILITIES; PROVIDING FOR AN EFFECTIVE DATE.

**Summary:** During the first week in February 2009, the Florida Department of Community Affairs conducted a monitoring site visit of the Palm Beach County Community Action Program. The outcome of this monitoring required that the County address numerous compliance issues and recommended hiring a consultant, to assist with the corrective action plan development and implementation. One of the recommendations made by the Consultant was to repeal the current ordinance that formed the Community Action Advisory Board and replace it with a Resolution. (Community Action Program) Countywide (TKF)

**Background and Justification:** The Board of County Commissioners first created a Community Action Council Advisory Board (Board) in 1974. This was done to qualify Palm Beach County to receive Community Services Block Grant funds. The Board was subsequently reconstituted pursuant to Ordinance No. 04-042. A requirement for receipt of such funds is the establishment of a Community Services Block Grant Advisory Board. The Community Action Advisory Board will be reformed and will serve as the Community Services Block Grant Advisory Committee. The State and the Consultant recommended that the Board be reconstituted; by-laws be replaced with operating procedures; target areas be re-designated and that the documents be aligned with State and Federal regulations. Other Board related recommendations included reforming and properly seating members; reducing membership from 23 to 15; maintaining complete board files; and ensuring established timeframes and public notice requirements are also being implemented.

**Attachments:** Resolution for the Community Action Advisory Board

Recommended By:  9/11/09  
Department Director Date

Approved By:  9/11/09  
Assistant County Administrator Date

**II. FISCAL IMPACT ANALYSIS**

**A. Five Year Summary of Fiscal Impact:**

Fiscal Years	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>
Capital Expenditures	_____	_____	_____	_____
Operating Costs	-0-	_____	_____	_____
External Revenue	-0-	_____	_____	_____
Program Income (County)	_____	_____	_____	_____
In-Kind Match (County)	-0-	_____	_____	_____
<b>NET FISCAL IMPACT</b>	_____	* see below *	_____	_____

# ADDITIONAL FTS POSITIONS (Cumulative) \_\_\_\_\_

Is Item Included In Current Budget: Yes \_\_\_\_\_ No \_\_\_\_\_  
 Budget Account No.: Fund \_\_\_\_\_ Dept. \_\_\_\_\_ Unit \_\_\_\_\_ Obj. \_\_\_\_\_  
 Program Code \_\_\_\_\_ Program Period: \_\_\_\_\_

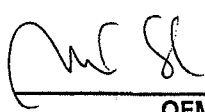

**B. Recommended Sources of Funds/Summary of Fiscal Impact:**

\*No fiscal impact.

Departmental Fiscal Review:

**III. REVIEW COMMENTS**

**A. OFMB Fiscal and/or Contract Administration Comments:**

<p>                  _____                  OFMB <i>9/10/09</i> <i>ON 9/11/09</i> <i>YA 9/31/09</i></p>	<p>                  _____                  Contract Administration <i>9/14/09</i></p>
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**B. Legal Sufficiency:**

  
 \_\_\_\_\_  
 Assistant County Attorney *9/10/09*

**C. Other Department Review:**

\_\_\_\_\_  
 Department Director

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

RESOLUTION NO. R-2009 -

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

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

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

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

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

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

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

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

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

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

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

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

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

**SECTION 3: COMPOSITION**

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

**SECTION 4: APPOINTMENTS, TERMS, VACANCIES AND COMPOSITIONS**

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

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

#### SECTION 5: AUTHORITY

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

#### SECTION 6: CODE OF ETHICS

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

#### SECTION 7: RESPONSIBILITIES

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

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

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

**SECTION 8: MEETINGS**

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

**SECTION 9: OFFICERS**

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

A. Duties of the Chair:

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



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

**SECTION 10: REMOVAL FOR LACK OF ATTENDANCE**

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

**SECTION 11: EFFECTIVE DATE**

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

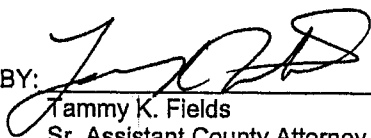
The foregoing Resolution was offered by Commissioner \_\_\_\_\_, who moved its adoption. The motion was seconded by Commissioner \_\_\_\_\_, and upon being put to a vote, the vote was as follows:

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

The Chairperson thereupon declared the Resolution duly passed and adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2009.

APPROVED AS TO FORM AND  
LEGAL SUFFICIENCY

ATTEST:  
SHARON R. BOCK,  
CLERK & COMPTROLLER

BY:   
\_\_\_\_\_  
Tammy K. Fields  
Sr. Assistant County Attorney

BY: \_\_\_\_\_  
Deputy Clerk



INTEROFFICE MEMORANDUM  
Palm Beach County

Department of  
Community Services

Community Action Program  
810 Datura Street

West Palm Beach, FL 33401

(561) 355-4792

Fax: (561) 355-4192

www.pbcgov.com



**Palm Beach County  
Board of County  
Commissioners**

Karen T. Marcus, Chair

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

FROM: James Green, CAP Coordinator  
Community Action Program

DATE: November 2, 2011

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

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The Community Action Program recently forwarded, for your review and approval, seven appointments to the Community Action Advisory Board. Jason McMurray (1 year term) completing the term for Gina Horn in the private sector, Donald Wilson (2 year term) completing the term for Alvin Colbert in the private sector, Ramona Maharaj and Mildred Anderson (3 year terms) are new appointments in the private sector. Pamela Williams (3 year term) and Deirdre Jacobs (3 year term) are reappointments to the public sector. Theresa Jackson (3 year term) is a reappointment to the low-income sector.

The community Services Block Grant (CSBG) contract requires the establishment of a board that fully participates in the planning, implementation and evaluation of the CSBG program to serve low-income communities. The board will be comprised of 9 Black females, 5 Black males and 1 Hispanic female.

The Board Appointment Information Form was forwarded to you on November 2, 2011. Please sign and return the approved form to James Green, Community Action Program Coordinator so that it can be placed on the December 20<sup>th</sup> BOCC agenda.

**Attachments**

Cc: Commissioner Karen T. Marcus, Chair

Commissioner Paulette Burdick

Commissioner Shelley Vana

Commissioner Steven L. Abrams

Commissioner Burt Aaronson

Commissioner Jess R. Santamaria

Commissioner Priscilla A. Taylor

**PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS  
BOARDS/COMMITTEES APPLICATION**

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.

**Section I (Department):** (Please Print) Community Services

Board Name: PBC Community Action Advisory Board Advisory  Not Advisory

At Large Appointment or  District Appointment /District #: \_\_\_\_\_

Term of Appointment: 1 Years. From: 10/1/2011 To: 9/30/2012

Seat Requirement: Private Sector Seat #: 7

\*Reappointment or  New Appointment

or  to complete the term of Gina Horn Due to:  resignation  other

Completion of term to expire on: 9/30/2012

\*When a person is being considered for reappointment, the number of previous disclosed voting conflicts during the previous term shall be considered by the Board of County Commissioners: 0

**Section II (Applicant):** (Please Print)

**APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT**

Name: McMurray Jason \_\_\_\_\_  
Last First Middle

Occupation/Affiliation: Retail \_\_\_\_\_  
Owner  Employee  Officer

Business Name: Wal-Mart \_\_\_\_\_

Business Address: 4225 45<sup>th</sup> Street \_\_\_\_\_

City & State West Palm Beach, FL Zip Code: 33407

Residence Address: 165 Catania Way \_\_\_\_\_

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

Home Phone: ( 561 ) 906-5835 Business Phone: ( 561 ) 683-8300 Ext. \_\_\_\_\_

Cell Phone: (561 ) 906-5835 Fax: ( 561 ) 802-5011

Email Address: R7r7mc@gmail.com

Mailing Address Preference:  Business  Residence

Have you ever been convicted of a felony: Yes \_\_\_\_\_ No X

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

Minority Identification Code:  Male  Female  
 Native-American  Hispanic-American  Asian-American  African-American  Caucasian

**CONTRACTUAL RELATIONSHIPS:** Pursuant to Article XIII, Sec. 2-443 of the Palm Beach County Code of Ethics, advisory board members are prohibited from entering into any contract or other transaction for goods or services with Palm Beach County. Exceptions to this prohibition include awards made under sealed competitive bids, certain emergency and sole source purchases, and transactions that do not exceed \$500 per year in aggregate. These exemptions are described in the Code. This prohibition does not apply when the advisory board member's board provides no regulation, oversight, management, or policy-setting recommendations regarding the subject contract or transaction and the contract or transaction is disclosed at a public meeting of the Board of County Commissioners. To determine compliance with this provision, it is necessary that you, as a board member applicant, identify all contractual relationships between Palm Beach County government and you as an individual, directly or indirectly, or your employer or business. This information should be provided in the space below. If there are no contracts or transactions to report, please verify that none exist. Staff will review this information and determine if you are eligible to serve or if you may be eligible for an exception or waiver pursuant to the code.

<u>Contract/Transaction No.</u>	<u>Department/Division</u>	<u>Description of Services</u>	<u>Term</u>
Ex: (R#XX-XXXX PO XXX)	Parks & Recreation	General Maintenance	10.01.11-09.30.12
_____	_____	_____	_____
_____	_____	_____	_____

(Attach Additional Sheet(s), if necessary)

OR  NONE

All board members are required to read and complete training on Article XIII, the Palm Beach County Code of Ethics, and read the Guide to the Sunshine Amendment prior to appointment/reappointment. Article XIII, and the training requirement can be found on the web at: <http://www.palmbeachcountyethics.com/training.htm>. Keep in mind this requirement is on-going.

By signing below I acknowledge that I have read, understand, and agree to abide by Article XIII, the Palm Beach County Code of Ethics, and I have received the required Ethics training (in the manner checked below):

By watching the training program on the Web, DVD or VHS  
 By attending a live presentation given on \_\_\_\_\_, 20\_\_

**AND**

By signing below I acknowledge that I have read, understand and agree to abide by the Guide to the Sunshine Amendment & State of Florida Code of Ethics:

\*Applicant's Signature: Jason M. Murray Printed Name: Jason McMurray Date: 8/5/11

Any questions and/or concerns regarding Article XIII, the Palm Beach County Code of Ethics, please visit the Commission on Ethics website [www.palmbeachcountyethics.com](http://www.palmbeachcountyethics.com) or contact us via email at [ethics@palmbeachcountyethics.com](mailto:ethics@palmbeachcountyethics.com) or (561) 233-0724.

Return this FORM to:  
{James Green}, {PBC Community Action Program}  
{810 Datura Street WPB, FL 33401}

**Section III (Commissioner, if applicable):**

Appointment to be made at BCC Meeting on: 12/6/11

Commissioner's Signature: [Signature] Date: 11/17/11

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

Revised 08/01/2011

# Jason McMurry

## Professional Summary

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Hardworking, loyal, highly motivated, sincere and a highly dedicated individual who has a great deal of ambition. Ability to learn quickly and adapt to organizational changes. Fully capable of working independently as well as collaboratively in order to produce desired results.

## Experience

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11/10-Present Wal-Mart West Palm Beach, FL

### Store Manager

- Managing Budget
- Managing Compliance
- Managing Payroll

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09/07-11/10 Wal-Mart Decatur, GA

### Co-Manager

- Comparative Shopping
- Associate Evaluations
- Facilitating Open Door Policy

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10/05-9/07 Wal-Mart Milwaukee, WI

### Assistant Manager

- Event Planning
- Restructuring Aisles
- Overseeing Several Departments

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12/02-10/05 Wal-Mart Milwaukee, WI

### Loss Prevention

- Protecting Company Assets
- Maintaining Records
- Overseeing Safety

## Education

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2008-Present Capella University Minneapolis, MN

### Market Management

- Business

## References

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References are available on request.

KALAM 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: PBC COMMUNITY ACTION PROGRAM

At Large Appointment or  District Appointment

Term of Appointment: 3 Years. From: 10/1/11 To: 9/30/14

Seat Requirement: Private Sector Seat #: 8

\*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: MAHARAJ Last RAMONA First Middle

Occupation/Affiliation: VICE PRESIDENT / BR. MANAGER

Business Name: BBIT BANK

Business Address: 3RD LAKEVIEW AVE

City & State: WEST PALM BEACH FL Zip Code: 33401

Residence Address: 6171 ROYAL BIRKDALE DR

City & State: LAKE WORTH FL 33463 Zip Code: 33463

Home Phone: (561) 376 7166 Business Phone: (561) 5151027 Ext. \_\_\_\_\_

Cell Phone: (561) 376 7166 Fax: (561) 802 5011

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)

NONE

Applicant's Signature: [Signature] Date: 9/25/2011

Part III (to be filled out by Commissioner):

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

Commissioner's Signature: [Signature] Date: 11/9/11



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. The prohibition will not apply to contracts already in place on May 1, 2010, but will apply to any renewals or amendments to these contracts. This conflict of interest can be waived by an affirmative vote of five (5) members of the Board of County Commissioners upon full disclosure at a public meeting. 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://palmbeachcountyethics.com/training.htm>

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

At this time, I have no contracts 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, or have any questions, please contact Patty Hindle at (561) 355-3229.

Acknowledgment of Receipt

NAME: RAMONA MAHARAJ  
 Print or Type

ADVISORY BOARD(S): PBC COMMUNITY ACTION PROGRAM

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

Signature: [Signature] Date: 7/25/2011

Please sign and return this FORM to Patty Hindle, County Administration, P.O. Box 1989, West Palm Beach, Florida 33402-1989. A self-addressed stamped envelope has been provided for your convenience.



Department of  
Community Services

Community Action Program  
810 Datura Street

West Palm Beach, FL 33401

(561) 355-4792

Fax: (561) 355-4192

www.pbcgov.com

**Palm Beach County  
Board of County  
Commissioners**

Karen T. Marcus, Chair

Shelley Vana, Vice Chair

Paulette Burdick

Steven L. Abrams

Burt Aaronson

Jess R. Santamaría

Priscilla A. Taylor

County Administrator

Robert Weisman



"An Equal Opportunity  
Affirmative Action Employer"

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

As an appointee to a Palm Beach County Advisory Board, you must familiarize yourself with the State Guide to the Sunshine Amendment and Code of Ethics. The purpose of this guide is to ensure adherence to the highest standards of ethics, protect the integrity of County government and foster public confidence.

This guide addresses conflict of interest, disclosure, acceptance and reporting of gifts, use of position or property, voting conflicts, political activities, prohibition against misuse of the code, and enforcement. This Guide also addresses conflicts, prohibitions on doing business with the County or having conflicting employment or contractual relationships. The Guide can be found on the web at:

<http://palmbeachcountyethics.com/training.htm>

Please read and make yourself familiar with the Guide and return the acknowledgment form below to: June Lucas, Secretary at 810 Datura Street, West Palm Beach, Florida 33401. If you cannot access this document on the web, please contact: Patty Hindle at (561) 355-3229 for other arrangements.

**Acknowledgment of Receipt**

NAME: RAMONA MAHARAJ  
Print or Type

ADVISORY BOARD(S): PBC COMMUNITY ACTION PROGRAM

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: [Signature] Date: 7/25/2011

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



RAMONA MAHARAJ

6171 Royal Birkdale Dr, Lake Worth, FL 33463

561 376-7166

Raindrop424@aol.com

---

Profile Summary

- Experienced professional with a successful career in banking, business development, and administration.
- Excel at interfacing with others at all levels to ensure organizational goals are attained.
- Proactive approach has resulted in capturing numerous business relationships while expanding existing client base.
- Possess excellent interpersonal, analytical, and organizational skills.
- Excel within highly competitive environments where leadership skills are the keys to success.
- An effective self motivated Business Development manager with the skills necessary to attract, retain and expand profitable business relationships in the marketplace.

---

Banking Employment

BB&T/Colonial Bank- West Palm Beach

2005 - Present

*Vice President/Branch Sales Manager*

- High-profile management position accountable for soliciting business relationships, increase business loan production and develop strategic alliances with clientele in a high to moderate net worth professional market.
- Develop tactics to increase assets and profitability within the designated markets.
- Devise and implement innovative marketing principles and promotional sales events for commercial projects to further support financial growth.
- Counsel high net-worth individuals and corporate clients with regard to banking opportunities, loan portfolios, and monetary returns.
- Cross-sell banking services and products to clientele.
- Participate in community events to position the bank as a leader within the community.
- Coach, train and motivate branch staff to meet and exceed all designated goals in both sales and service.

*Highlights:*

- Grew deposit base from \$19 MM to \$104 MM within the period 2005-2009
- Developed a strategic marketing campaign targeting accountants, attorneys, and medical professionals which has generated substantial referrals.
- Developed a strategic marketing campaign targeting Homeowners Associations that has brought in substantial revenue through deposit and loans.
- Exceed all Consumer and Small Business loan goals by up to 300%

Republic Security Bank/Wachovia Bank

1999-2005

*Market Vice President/ Business Banker*

- Business development officer responsible for increasing the assigned business loan production and deposit base while building strong business relationships in the marketplace.
- Coach, train and develop the management team and branch personnel for eleven branches to exceed in sales and service production.
- Train Branch Managers on developing business relationships and all aspects of business lending calls.
- Open the new Waterview Towers branch for the bank, training all staff and management on branch daily functions.

- Analyzed financial statements and pertinent information to determine creditworthiness of prospective customers.
- Counseled corporate clients and high net-worth individuals with regard to their borrowing needs.
- Responsible for meeting and exceeding all assigned goals in business lending to both the small business market and larger corporate clients.
- Work with Branch Managers and Financial Specialists to expand existing branch Commercial customer base in both deposit and business lending.

.....  
 Barnett Bank/NationsBank/Bank of America

1989-1999

.....  
 Sales and Service Manager/Vice Pres/Br. Manager

- Achieved numerous sales and service recognition awards.
- Grew and retained customer base while developing new business relationships.
- Excel in both retail and business development while maintaining excellent customer Service at the branch level.
- Train and develop all branch personnel in meeting and exceeding all assigned sales & service goals.

*Highlights:*

Instilled in my team the importance of team work, and led my team to Branch of the Year for Bank of America.

Awarded by Bank of America the TOP BRANCH MANAGER of the year award .

Award included a trip to San Francisco in 1998

References

Provided upon request.

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: Community Action Advisory Board

At Large Appointment or  District Appointment

Term of Appointment: 3 Years. From: 10/1/10 To: 9/30/14

Seat Requirement: Private Sector Seat #: 9

\*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: Anderson, Mildred Singleton  
Last First Middle

Occupation/Affiliation: (Retired Ophth.) Healthylifestyle Speaker & Coach

Business Name: Comprehensive Health Improvement Program

Business Address: 11559 Buck Raven Ln

City & State: WPB Zip Code: 33412

Residence Address: (same)

City & State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: (561) 622-7754 Business Phone: ( ) Ext. \_\_\_\_\_

Cell Phone: (561) 703-1543 Fax: ( )

Email Address: healthinflorida@comcast.net

Mailing Address preference:  Business  Residence Same

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:

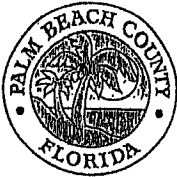
- IF (Native-American Female)  IM (Native-American Indian Male)  
 AF (Asian-American Female)  AM (Asian-American Male)  
 BF (African-American Female)  BM (African-American Male)  
 HF (Hispanic-American Female)  HM (Hispanic-American Male)  
 WF (Caucasian Female)  WM (Caucasian Male)

Applicant's Signature: M Singleton Anderson Date: 9/18/11

Part III (to be filled out by Commissioner):

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

Commissioner's Signature: [Signature] Date: 11/09/11



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. The prohibition will not apply to contracts already in place on May 1, 2010, but will apply to any renewals or amendments to these contracts. This conflict of interest can be waived by an affirmative vote of five (5) members of the Board of County Commissioners upon full disclosure at a public meeting. 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://palmbeachcountyethics.com/training.htm>

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

At this time, I have no contracts 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, or have any questions, please contact Patty Hindle at (561) 355-3229.

Acknowledgment of Receipt

NAME: Mildred Singleton Anderson  
Print or Type

ADVISORY BOARD(S): \_\_\_\_\_

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: Mildred Singleton Anderson Date: 9/10/11

Please sign and return this FORM to Patty Hindle, County Administration, P.O. Box 1989, West Palm Beach, Florida 33402-1989. A self-addressed stamped envelope has been provided for your convenience.



Department of  
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**Palm Beach County  
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Karen T. Marcus, Chair

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Priscilla A. Taylor

**County Administrator**

Robert Weisman



"An Equal Opportunity  
Affirmative Action Employer"

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FROM: ROBERT WEISMAN  
COUNTY ADMINISTRATOR  
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**Acknowledgment of Receipt**

NAME: Mildred Singleton Anderson, MD  
Print or Type

ADVISORY BOARD(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: M Singleton Anderson Date: 9/10/11

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

**MILDRED SINGLETON ANDERSON, M.D.**  
Healthy Lifestyle Specialist

**OBJECTIVE:** To teach WELLNESS and facilitate HEALTHY LIFESTYLE TRANSFORMATION to self-selected individuals who desire to become the most energetic and healthy people they can be!

**FACILITATING HEALTHY LIFESTYLE PROGRAMS- 1 GROUP AND 1 LIFE... AT A TIME!**  
Lifestyle Transformation Programs Created and Directed in South Florida

Healthy Lifestyle Presentation, 2010  
New Light Fellowship, West Palm Beach, Florida  
Healthy Lifestyle Program, 2009  
Optimum Health, West Palm Beach, Florida  
Healthy Lifestyle (4 Week) Program, 2008  
New Light Fellowship, West Palm Beach, Florida  
Healthy Lifestyle Program, 2008  
Best Life for You, West Palm Beach, Florida  
Thanksgiving Nutrition Program, 2007  
The PBC Caucus of Black Elected Officials, Health Committee  
Lifestyle Health Needs of PB County, 2006  
The PBC Caucus of Black Elected Officials, Health Committee  
Healthy Lifestyle (8 Week) Program, 2006  
Redemptive Life Fellowship, West Palm Beach, Florida  
Healthy Lifestyle Program (12 week), 2006  
Church of All Nations, Boca Raton, Florida  
Lifestyle Health Analysis Presentation, 2006  
Hedglon Health Center, Pompano Beach, Florida  
Healthy Lifestyle (4 Week) Program, 2005  
Sutton Chapel COGIC, Delray Beach, Florida

Education

Wayne State University - B.S. in Unified Science (1968)  
Major in Chemistry and Minor in Secondary Science Education  
Wayne State University School of Medicine-M.D. (1975)  
Assistant Clinical Professor, Wayne State University Medical School (1980-90)  
American Board of Holistic Medicine, Diplomat (2002)

Teaching, Medical and Missionary Services

Detroit Public Schools-Certified Teacher (1968-1971)  
Singleton Eye Care - Solo Ophthalmology Practice (28 yrs); Rosa Parks a 20 yr. Patient  
International Missionary Physician and Surgeon - 22 surgical/clinical missions  
Haiti (3), Jamaica (2), India (1), China (1)  
Ghana (6), Kenya (3), Malawi (3), Egypt (2), and South Africa (1)

Professional societies, awards, CME, and references available on request.

11559 Buckhaven Lane, West Palm Beach FL 33412  
PH (561) 622-7754 CELL (561) 703-1543 FAX (561) 799-0910 [healthierflorida@comcast.net](mailto:healthierflorida@comcast.net)

PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS  
BOARDS/COMMITTEES APPLICATION

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.

Section I (Department): (Please Print)

Board Name: Community Action Advisory Board Advisory  Not Advisory

At Large Appointment or  District Appointment / District #: \_\_\_\_\_

Term of Appointment: 3 Years. From: 10/1/11 To: 9/30/14

Seat Requirement: Private Sector Seat #: 10

\*Reappointment or  New Appointment

or  to complete the term of \_\_\_\_\_ Due to:  resignation  other

Completion of term to expire on: \_\_\_\_\_

\*When a person is being considered for reappointment, the number of previous disclosed voting conflicts during the previous term shall be considered by the Board of County Commissioners: \_\_\_\_\_

Section II (Applicant): (Please Print)

APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT

Name: Wilson Donald F.  
Last First Middle

Occupation/Affiliation: Executive Director, The Mentoring Center, Inc.  
Owner  Employee  Officer

Business Name: The Mentoring Center, Inc.

Business Address: PO Box 284

City & State: Lake Worth, FL Zip Code: 33460

Residence Address: 1222 Acorn Dale Ln.

City & State: WFB FL Zip Code: 33409

Home Phone: ( ) Business Phone: ( ) Ext. \_\_\_\_\_

Cell Phone: 601 634 6347 Fax: ( )

Email Address: DWilson@thementoringctr.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:  Male  Female  
 Native-American  Hispanic-American  Asian-American  African-American  Caucasian

**CONTRACTUAL RELATION:** PS: Pursuant to Article XIII, Sec. 2-443 of the Palm Beach County Code of Ethics, advisory board members are prohibited from entering into any contract or other transaction for goods or services with Palm Beach County. Exceptions to this prohibition include awards made under sealed competitive bids, certain emergency and sole source purchases, and transactions that do not exceed \$500 per year in aggregate. These exemptions are described in the Code. This prohibition does not apply when the advisory board member's board provides no regulation, oversight, management, or policy-setting recommendations regarding the subject contract or transaction and the contract or transaction is disclosed at a public meeting of the Board of County Commissioners. To determine compliance with this provision, it is necessary that you, as a board member applicant, identify all contractual relationships between Palm Beach County government and you as an individual, directly or indirectly, or your employer or business. This information should be provided in the space below. If there are no contracts or transactions to report, please verify that none exist. Staff will review this information and determine if you are eligible to serve or if you may be eligible for an exception or waiver pursuant to the code.

<u>Contract/Transaction No.</u>	<u>Department/Division</u>	<u>Description of Services</u>	<u>Term</u>
Ex: (R#XX-XXXX/PO XXX)	Parks & Recreation	General Maintenance	10/01/11-09/30/12
_____	_____	_____	_____
_____	_____	_____	_____

(Attach Additional Sheet(s), if necessary)

OR  NONE

All board members are required to read and complete training on Article XIII, the Palm Beach County Code of Ethics, and read the Guide to the Sunshine Amendment prior to appointment/reappointment. Article XIII, and the training requirement can be found on the web at: <http://www.palmbeachcountyethics.com/training.htm>. Keep in mind this requirement is on-going.

- By signing below I acknowledge that I have read, understand, and agree to abide by Article XIII, the Palm Beach County Code of Ethics, and I have received the required Ethics training (in the manner checked below):
- By watching the training program on the Web, DVD or VHS
  - By attending a live presentation given on \_\_\_\_\_, 20\_\_\_\_

AND

- By signing below I acknowledge that I have read, understand and agree to abide by the Guide to the Sunshine Amendment & State of Florida Code of Ethics:

\*Applicant's Signature: David F. Wilson Printed Name: David F. Wilson Date: 8/22/2011

Any questions and/or concerns regarding Article XIII, the Palm Beach County Code of Ethics, please visit the Commission on Ethics website [www.palmbeachcountyethics.com](http://www.palmbeachcountyethics.com) or contact us via email at [ethics@palmbeachcountyethics.com](mailto:ethics@palmbeachcountyethics.com) or (561) 233-0724.

Return this FORM to:  
 {Insert Liaison Name Here}, {Insert Department/Division Here}  
 {Insert Address Here}

**Section III (Commissioner, if applicable):**

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

Commissioner's Signature: [Signature] Date: 11/09/11



**PROFESSIONAL PROFILE**

Top-performing general management executive with experience supervising large teams, multi-million dollar projects in for-profit/not-for-profit sectors; proven competitive contracting, public-partnership, business, finance and accounting acumen, strong quantitative and qualitative skills. Experience using Raiser's Edge, Microsoft Project, Customer Relationship Management tools (Siebel / SAP), MS Office, managing and training sales teams; delivering product training for the healthcare industry. Excellent writer and presenter.

MBA, Olivet Nazarene University, Kankakee, IL

BA, Marketing, Clark Atlanta University (Clark College), Atlanta, GA

**PROFESSIONAL SKILLS**

General Management	Business Development / Fund Accounting	Sales Team Management
Board Officer	Marketing & Corporate Communications	Human Resources
Start-up Experience	Immigration Reform / Dream Act	Policy & Procedures
Not-for-Profit Management	Facility Management; OSHA, DOL	Healthcare Industry Trainer

**CAREER SUMMARY**

Executive Director	The Mentoring Center, West Palm Beach, FL	2002-Present
Executive Director ( <i>Acting</i> )	Lake Worth Resource Center, Lake Worth	2008-2010
Community Development Manager	Regional Transit Authority/PACE, AH, IL	1999-2002
Senior Account Executive	Ash Mortgage, Skokie, IL	1998-1999
Sales Manager, Sales Training	New Horizons, Chicago, IL	1996-1998
Customer Trainer	Sales Technologies Atlanta, GA	1991-1996
Program Manager	Eaton Corporation, AIL Division, Deer Park, NY	1987-1991
Group Sales Manager	Foley's Department Store, Houston, TX	1986-1987

**EDUCATION**

Olivet Nazarene University	MBA - General Management/Finance	May 2002
Clark College	BA-Marketing	May 1986

**PROFESSIONAL EXPERIENCE**

The Mentoring Center, West Palm Beach, FL 2002 – Present  
*(Public, non profit charity specializing in community and economic development)*

***Executive Director / Development Officer***

Develop long-term strategy. Maximize agency and staff performance with sound financial management. Recommend avenues of financial support; new donors, grants and revenue streams. Ensure efficient and cost effective operations of IT, facilities, HR, finance, marketing, PR, accounting. Develop effective policies & procedures. Establish communications that promote a high degree of alignment and focus, leverage partnerships.

- Supervise staff of up to 100, cross-functional personnel, IT, HR, sales, training, call center, etc.
- Responsible for financial performance; banking, insurance, leases, fund accounting, campaigns.
- Oversee facility management, operational processes and procedures, risk management.
- Review and evaluate grant proposals; scope-of-work, budget, schedule, and management plan.
- Led market launch of new corporate identity, branding strategy; resulted in 100% increase grants.
- Drove grant revenue from \$0 to \$300,000+ by year 2; Cultivate relationships with \$10,000+ donors.
- Wrote, won and directed federal grant for 7 yrs; earned an "Excellent" rating on federal grant audit.
- Knowledge of federal tax codes, Form 990 PF and provisions to encourage charitable giving.

- Direct prospect research; identifying and screening new donors; tracking and management.
- Define strategies for direct mail, electronic solicitation, donor database and gift tracking.
- Developed relationships with community leaders, Chambers, local government and elected officials.
- Serve as principal liaison to city and county government and leadership forums.

**LAKE WORTH RESOURCE CENTER**, Lake Worth, Florida

2008-2010

*(A Mentoring Center & day labor satellite site created to address low-income immigrant integration.)*

**Executive Director**

- Directed daily operations, budgets, staff, programs, policy, and facility management.
- Cultivated key partnerships; faith-based network, local government, sheriff's department, etc.
- Responded to all RFPs as sole proposal writer. Secured \$220,000 within first three months.
- Secured \$200,000 of in-kind services year 1. Reduced expenses \$150,000+ using 150 volunteers.
- Gained significant local and national media coverage (print, TV, web) of program successes.
- Recognized as "Best Practice" by county auditors; "Best Proposal" by Community Foundation.
- Recognized by the Governor, U.S. Congressman and County Commissioners for programs.

**Regional Transit Authority / PACE**, Chicago, IL

1999 – 2002

*(Financial and oversight body for transit agencies in northeastern Illinois)*

**Community Development Manager**

- Secured \$2.1 million grant to support 12 new public projects.
- Prepared operations-based reviews using quantitative as well as qualitative analytical techniques.
- Managed consultant contracts, budgets and payments.
- Recommended new approaches and level/type of RTA involvement.
- Developed and authored training documentation.

**Ash Mortgage Skokie, IL**

1998 – 1999

*(Real Estate/Mortgage)*

**Senior Account Executive**

- Responsible for establishing new division to identify and manage real estate development projects.
- Wrote press releases for company real estate projects.
- Responsible for managing a real estate sales team (15-20 people)
- Responsible for developing, documenting and facilitating training for real estate sales associates.
- Identified training opportunities for sales associates.
- Established and maintained business relationships with contractors and vendors related to projects.
- Planned and managed various corporate projects.
- Used CRM software tools to manage client database.

**New Horizons, Chicago, IL**

1996 – 1998

*(Independent IT Training Company)*

**Sales Manager, Sales Training**

Reporting to the Vice President of Sales & Marketing collaborated with Sr. Sales Managers to drive sales and close business. Responded to RFPs generating winning proposals. Managed a staff of 35.

- Managed all recruiting activities, writing job descriptions, staffing job fairs, and placing ads
- Identified, recruited, trained and mentored new and seasoned account managers and provided sales oversight with emphasis on productivity and improving business performance
- On-going management of strategic alliances, partner relationships and competitive pricing
- Managed customer database management software application
- Developed & implemented motivational sales contests and strategy sessions
- Promoted effective strategies in conflict resolution

- Trained "Selling to Senior Executive" presentation techniques
- Responsible for lead generation, account ownership, cold calling, call center staff
- Trained trainers, facilitated and supported on site customer training.
- Used and trained Microsoft Office products, computer hardware, Siebel and SAP business solutions to staff and clients.

**Sales Technologies, Atlanta, GA**

1991 – 1996

*(Developed sales force automation software and training for healthcare providers)*

**Customer Trainer, Account Manager**

- Facilitated training of over 500 pharmaceutical sales representatives on customized, proprietary software applications in a client/server environment
- Trained in-house sales force and help center staff; Trained Trainers
- Developed training materials; On site training support
- Managed the sales force automation implementation of a \$20M pharmaceutical account
- Trained clients on customized Customer Relationship Management tools

**Eaton Corporation / AIL Division, Deer Park, NY**

1987 – 1991

*(US Government, Department of Defense (DoD Contractor))*

**Program Manager**

- Planned and forecasted projects according to the Department of Defense (DoD) specifications
- Analyzed, developed and presented proposals for DoD subcontractors
- Liaison between Production Control and Material Control to ensure milestones were met

**Foleys, Houston, TX**

1986 – 1987

*(Federated Department Store)*

**Group Sales Manager**

- Set high standards for making prompt and accurate customer service decisions
- Developed integrated marketing plans; Ad campaigns, sales kits, promotions, positioning
- Managed all recruiting activities, writing job descriptions, staffing job fairs, and placing ads
- Identified, recruited, trained and mentored new and seasoned sales team
- Trained staff on proprietary client management system.

**MEMBERSHIPS / VOLUNTEER**

Board Officer	Mentoring Center
Member	Mayor's Marketing Task Force
Coach	Little League Baseball
Life-time Member	Omega Psi Phi Fraternity, Inc.
Member	National Black MBA Association
Volunteer	American Red Cross Volunteer

**PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS  
BOARDS/COMMITTEES APPLICATION**

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**Section I (Department): (Please Print)**

Board Name: Pam Williams Advisory  Not Advisory

At Large Appointment or  District Appointment /District #: \_\_\_\_\_

Term of Appointment: 3 Years. From: 10/1/11 To: 9/30/14

Seat Requirement: Public Sector Seat #: \_\_\_\_\_

\*Reappointment or  New Appointment

or  to complete the term of \_\_\_\_\_ Due to:  resignation  other

Completion of term to expire on: \_\_\_\_\_

\*When a person is being considered for reappointment, the number of previous disclosed voting conflicts during the previous term shall be considered by the Board of County Commissioners: \_\_\_\_\_

**Section II (Applicant): (Please Print)**

**APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT**

Name: Williams Pamela  
Last First Middle

Occupation/Affiliation: Retired

Owner  Employee  Officer

Business Name: N/A

Business Address: \_\_\_\_\_

City & State \_\_\_\_\_ Zip Code: \_\_\_\_\_

Residence Address: 1572 W. 33<sup>rd</sup> Street

City & State Riviera Beach, FL Zip Code: 33404

Home Phone: ( 561 ) 506-1370 Business Phone: ( ) Ext. \_\_\_\_\_

Cell Phone: ( ) Same Fax: ( )

Email Address: Leoongo@yahoo.com

Mailing Address Preference:  Business  Residence

Have you ever been convicted of a felony: Yes \_\_\_\_\_ No X

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

Minority Identification Code:  Male  Female  
 Native-American  Hispanic-American  Asian-American  African-American  Caucasian

Section II Continued:

**CONTRACTUAL RELATIONSHIPS:** Pursuant to Article XIII, Sec. 2-443 of the Palm Beach County Code of Ethics, advisory board members are prohibited from entering into any contract or other transaction for goods or services with Palm Beach County. Exceptions to this prohibition include awards made under sealed competitive bids, certain emergency and sole source purchases, and transactions that do not exceed \$500 per year in aggregate. These exemptions are described in the Code. This prohibition does not apply when the advisory board member's board provides no regulation, oversight, management, or policy-setting recommendations regarding the subject contract or transaction and the contract or transaction is disclosed at a public meeting of the Board of County Commissioners. To determine compliance with this provision, it is necessary that you, as a board member applicant, identify all contractual relationships between Palm Beach County government and you as an individual, directly or indirectly, or your employer or business. This information should be provided in the space below. If there are no contracts or transactions to report, please verify that none exist. Staff will review this information and determine if you are eligible to serve or if you may be eligible for an exception or waiver pursuant to the code.

<u>Contract/Transaction No.</u>	<u>Department/Division</u>	<u>Description of Services</u>	<u>Term</u>
Ex: (R/XX-XXXX/PO XXX)	Parks & Recreation	General Maintenance	10/01/11-09/30/12
_____	_____	_____	_____
_____	_____	_____	_____

(Attach Additional Sheet(s), if necessary)

OR  NONE

All board members are required to read and complete training on Article XIII, the Palm Beach County Code of Ethics, and read the Guide to the Sunshine Amendment prior to appointment/reappointment. Article XIII, and the training requirement can be found on the web at: <http://www.palmbeachcountyethics.com/training.htm>. Keep in mind this requirement is on-going.

- By signing below I acknowledge that I have read, understand, and agree to abide by Article XIII, the Palm Beach County Code of Ethics, and I have received the required Ethics training (in the manner checked below):
- By watching the training program on the Web, DVD or VHS  
 By attending a live presentation given on \_\_\_\_\_, 20\_\_\_\_

AND

- By signing below I acknowledge that I have read, understand and agree to abide by the Guide to the Sunshine Amendment & State of Florida Code of Ethics:

\*Applicant's Signature: *Pamela Williams* Printed Name: Pamela Williams Date: 10/21/10

Any questions and/or concerns regarding Article XIII, the Palm Beach County Code of Ethics, please visit the Commission on Ethics website [www.palmbeachcountyethics.com](http://www.palmbeachcountyethics.com) or contact us via email at [ethics@palmbeachcountyethics.com](mailto:ethics@palmbeachcountyethics.com) or (561) 233-0724.

Return this FORM to:  
 (Insert Liaison Name Here), (Insert Department/Division Here)  
 (Insert Address Here)

**Section III (Commissioner, if applicable):**

Appointment to be made at BCC Meeting on:

Commissioner's Signature: *Pasquale* Date: 11/09/11

Pursuant to Florida's Public Records Law, this document may be reviewed and photocopied by members of the public. Revised 08/01/2011

**PAMELA R. WILLIAMS**  
1572 W. 33<sup>rd</sup> Street  
Riveria Beach, Fl. 33404  
Telephone: 561-506-1370  
Email: Leoongo@yahoo.com

## **OBJECTIVE**

To seek a position that will utilize my management and technical skills. My primary focus is to help improve the "quality of life" through educational and work training programs

## **AREAS OF EXPERTISE**

**Assisted, prepared and administered a 3-million dollar budget**  
**Developed and implemented several training programs that resulted in salary increases for more than 80% of staff**  
**Certified in several training programs such as life-skills, work readiness and parenting**  
Can establish immediate rapport with individuals of various age groups, and diverse backgrounds. Take a creative approach to all assignments and opportunities with innovative results  
A Team Builder, can work independently, can train others to meet and exceed established goals and objectives, a solid organizer

## **EXPERIENCE**

**Hanley Center**  
West Palm Beach, Fl.

**2000- Present**

**Consultant**

There are several community programs such as Aging to Perfection, Kids Place, Bounce Programs all these programs provide healing and knowledge to the participants. These programs are taught throughout Palm Beach County

**2007-2008**

**Broadmoor Apt. Complex**  
West Palm Beach, Fl.

**Relocation Consultant**

Responsible for the relocation of approximate 200 families to various locations throughout Palm Beach County. This required constant communication with various entities to facilitate the smooth transition of each family to their new dwelling.

2006-2007

**DeGeorge Boys and Girls Club**  
West Palm Beach, Fl. 33404  
**Counselor and Program Monitor**

Responsible for implementing programs that focus on development of youth of all ages.

2004-2005

**Jesus and You Outreach Ministries**  
Riviera Beach, Fla. 33404  
**Dir. of Life Skills**

Instructed residents and the community members regarding work related programs such as resumes' preparation, budget planning, work readiness, HIV/AIDS Training and life skills.

2001-2004

**Joseph L. More Geriatric Ctr.**  
West Palm Beach, Fl. 33404  
**Project Coordinator**

Responsible for a new program called "Linking People with Careers"  
Primary focus was to study "best practice" regarding recruitment and retention of staff. Received a National Award for our efforts (3 yr. program)

1977-1996

**Intracoastal Health Systems**  
West Palm Beach, Fl.  
**Manager**

This position required the effective management of more than 1 million sq. ft and a staff of 110. This position also required budget preparation, monitoring of hazardous waste, OSHA regulations and policies, continuous training of staff on a monthly basis.

#### **EDUCATION**

Northwood University Business Courses Certifications 1998  
Palm Beach Atlantic College 80 credits toward degree  
Numerous Certifications in work readiness, parenting, life skills,  
Programs

**ACCOMPLISHMENTS**

- **2005 Received National Recognition for a new program “ Linking People with Careers”**
- **Current Board Member for Community Action of Palm Beach County for (5) years.**
- **1997 and 1998 Outstanding Services Award for Community Activist projects.**

**References: Will provide written references upon Request.**



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: Community Action Advisory Bd.

At Large Appointment or  District Appointment

Term of Appointment: 3 Years. From: 10/1/11 To: 9/30/14

Seat Requirement: Public Sector Seat #: 4

\*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.

0 Number of previously disclosed voting conflicts during the previous term.

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

APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT

Name: Jacobs Deirdre Marilyn  
Last First Middle

Occupation/Affiliation: \_\_\_\_\_

Business Name: City of West Palm Beach

Business Address: 401 Clematis Street, 3rd Floor

City & State: WPB FL Zip Code: 33407

Residence Address: \_\_\_\_\_

City & State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: ( ) \_\_\_\_\_ Business Phone: (561) 822-1256 Ext.

Cell Phone: ( ) \_\_\_\_\_ Fax: (561) 822-1268

Email Address: Jacobs@wpb.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)
- AF (Asian-American Female)
- BF (African-American Female)
- HF (Hispanic-American Female)
- WF (Caucasian Female)
- IM (Native-American Indian Male)
- AM (Asian-American Male)
- BM (African-American Male)
- HM (Hispanic-American Male)
- WM (Caucasian Male)

Applicant's Signature: \_\_\_\_\_ Date: 8/4/11

Part III (to be filled out by Commissioner):

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

Commissioner's Signature: \_\_\_\_\_ Date: 11/9/11



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. The prohibition will not apply to contracts already in place on May 1, 2010, but will apply to any renewals or amendments to these contracts. This conflict of interest can be waived by an affirmative vote of five (5) members of the Board of County Commissioners upon full disclosure at a public meeting. 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://palmbeachcountyethics.com/training.htm>

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

At this time, I have no contracts 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, or have any questions, please contact Patty Hindle at (561) 355-3229.

Acknowledgment of Receipt

NAME: Deirdre M. Jacobs  
Print or Type

ADVISORY BOARD(S): Community Action Advisory

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

Signature: [Signature] Date: 8/4/11

Please sign and return this FORM to Patty Hindle, County Administration, P.O. Box 1989, West Palm Beach, Florida 33402-1989. A self-addressed stamped envelope has been provided for your convenience.



Department of  
Community Services

Community Action Program  
810 Datura Street

West Palm Beach, FL 33401

(561) 355-4792

Fax: (561) 355-4192

www.pbcgov.com

Palm Beach County  
Board of County  
Commissioners

Karen T. Marcus, Chair

Shelley Vana, Vice Chair

Paulette Burdick

Steven L. Abrams

Burt Aaronson

Jess R. Santamaría

Priscilla A. Taylor

County Administrator

Robert Welsman



"An Equal Opportunity  
Affirmative Action Employer"

TO: ADVISORY BOARD MEMBERS

FROM: ROBERT WEISMAN  
COUNTY ADMINISTRATOR

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

As an appointee to a Palm Beach County Advisory Board, you must familiarize yourself with the State Guide to the Sunshine Amendment and Code of Ethics. The purpose of this guide is to ensure adherence to the highest standards of ethics, protect the integrity of County government and foster public confidence.

This guide addresses conflict of interest, disclosure, acceptance and reporting of gifts, use of position or property, voting conflicts, political activities, prohibition against misuse of the code, and enforcement. This Guide also addresses conflicts, prohibitions on doing business with the County or having conflicting employment or contractual relationships. The Guide can be found on the web at:

<http://palmbeachcountyethics.com/training.htm>

Please read and make yourself familiar with the Guide and return the acknowledgment form below to: June Lucas, Secretary at 810 Datura Street, West Palm Beach, Florida 33401. If you cannot access this document on the web, please contact: Patty Hindle at (561) 355-3229 for other arrangements.

Acknowledgment of Receipt

NAME: \_\_\_\_\_

*Deirdre M. Jacobs*

Print or Type

ADVISORY BOARD(S): \_\_\_\_\_

*Community Action Advisory*

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

Signature: \_\_\_\_\_

*[Handwritten Signature]*

Date: \_\_\_\_\_

*8/4/11*

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

## **DEIRDRE M. JACOBS**

3834 Shelley Road North  
West Palm Beach, FL 33407  
(561) 574-2606

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### **SUMMARY**

*Progressively responsible experience in managing and implementing various housing and community development programs through federal, state and local regulations and policies.*

### **EDUCATION**

**Master of Science, April 1990**

*Master Degree in Public Administration*

*Specializations: Planning and Budgeting*

*The Florida State University, Tallahassee, Florida*

**Bachelor of Science, April 1987**

*Major: Public Management/Political Science*

*Florida A&M University, Tallahassee, Florida*

### **EXPERIENCE**

**Special Projects Manager**

**2005 to present**

*City of West Palm Beach Department of Housing and Community Development  
West Palm Beach, Florida*

*Duties include administration of federal and state grant programs through the supervision of designated department staff persons whom are responsible for ensuring that respective federal, state and local regulations are adhered to. More specifically, these programs are principally federal Department of Housing and Urban Development (HUD funded: Housing Opportunities for Persons With AIDS (HOPWA), Community Development Block Grant (CDBG), HOME Investment Partnership (HOME) and the State of Florida State Housing Initiatives Partnership (SHIP).*

*This includes coordinating grant Request for Proposal (RFP) Evaluation and Review processes; providing technical assistance and guidance for provider agencies; developing policies and procedures; assisting clients with addressing, mediating and resolving conflicts and grievances; application intake and assessment of eligibility for receipt of services; responses to federal and state audit and monitoring reports; and evaluating agencies to ensure that programmatic and fiscal regulations and guidelines are adhered to.*

**Economic and Community Development Program Coordinator**

**1994 to 2005**

*City of West Palm Beach Department of Economic and Community Development  
West Palm Beach, Florida*

*Responsible for working with private developers, lending institutions and non-profit organizations to effectuate the provision of affordable and workforce housing; monitoring of public service providers to assess efficiency and productivity levels; compiling and preparing federal and state required reports to present qualitative and quantitative data; marketing of programs and activities through community awareness events and workshops with other governmental agencies, private entities and non-profit organizations; working on*

*special projects involving neighborhood revitalization measures, dispositioning of City-owned properties, planning and design of streetscape revitalization initiatives; public and façade improvement programs and preparing City Commission agenda items.*

*Key Initiatives*

- *Received print media publicity for the marketing success of the City's first single-family affordable housing development project.*
- *Independently managed the City's first state housing grant, which received exemplary monitoring reports each year of operation.*

**Associate Housing Planner**

**1992 to 1994**

*City of West Palm Beach Department of Housing and Community Development  
West Palm Beach, Florida*

*Authored Notice of Funding Availabilities (NOFAs) for receipt of federal and state competitive grants; provided staff assistance to various boards and committees; coordinated land acquisitions for infill housing projects; assisted with developing and organizing training efforts for non-profit organizations; worked closely with community organizations to facilitate housing development projects.*

*Key Initiatives*

- *Responsible for writing and securing the City's first two state and federal competitive housing grant awards.*
- *Assisted with developing policies and procedures for newly created department.*
- *Served as staff liaison to the City's first Education Advisory Board.*

**Associate Planner**

**1990 to 1992**

*City of West Palm Beach Department of Planning, Building and Zoning  
West Palm Beach, Florida*

*Provided technical planning, zoning and land use information to the general public; prepared and presented written, oral and visual reports for internal departments, the Planning Board, the Zoning Board of Appeals, the City Commission and external entities; assisted with compiling complex studies and data relating to land uses; developed the Code Enforcement and Planning and Zoning Divisions first Policy and Procedures Manuals; performed other related duties as assigned.*

**Budget Analyst Intern**

**1989 to 1990**

*City of Tallahassee Office of Management and Budget  
Tallahassee, Florida*

*Assisted senior staff with coordinating and monitoring departmental budgets; participated in analyses of departments' operations to determine conformance with approved budgets and policies; researched and developed special projects for departments and community organizations.*

**REFERENCES**

*Available upon request.*

**PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS  
BOARDS/COMMITTEES APPLICATION**

*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.*

**Section I (Department):** (Please Print)

Board Name: Theresa Jackson Advisory  Not Advisory

At Large Appointment or  District Appointment /District #: \_\_\_\_\_

Term of Appointment: 3 Years. From: 10/1/2011 To: 9/30/2014

Seat Requirement: Low-Income Sector Seat #: 13

\*Reappointment or  New Appointment

or  to complete the term of \_\_\_\_\_ Due to:  resignation  other

Completion of term to expire on: \_\_\_\_\_

\*When a person is being considered for reappointment, the number of previous disclosed voting conflicts during the previous term shall be considered by the Board of County Commissioners: 0

**Section II (Applicant):** (Please Print)

**APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT**

Name: Jackson Theresa  
Last First Middle

Occupation/Affiliation: Job Development Coordinator

Owner  Employee  Officer

Business Name: Women's Circle

Business Address: 912 Southeast 4<sup>th</sup> Street

City & State Boynton Beach, FL Zip Code: 33435

Residence Address: 805 South B Street

City & State LakeWorth FL Zip Code: 33460

Home Phone: (561) 588-0155 Business Phone: (561) 244-7627 Ext. 103

Cell Phone: ( ) Fax: ( )

Email Address: bizztheresa1@aol.com

Mailing Address Preference:  Business  Residence

Have you ever been convicted of a felony: Yes \_\_\_\_\_ No X

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

Minority Identification Code:  Male  Female  
 Native-American  Hispanic-American  Asian-American  African-American  Caucasian

**CONTRACTUAL RELATIONSHIPS:** Pursuant to Article XIII, Sec. 2-443 of the Palm Beach County Code of Ethics, advisory board members are prohibited from entering into any contract or other transaction for goods or services with Palm Beach County. Exceptions to this prohibition include awards made under sealed competitive bids, certain emergency and sole source purchases, and transactions that do not exceed \$500 per year in aggregate. These exemptions are described in the Code. This prohibition does not apply when the advisory board member's board provides no regulation, oversight, management, or policy-setting recommendations regarding the subject contract or transaction and the contract or transaction is disclosed at a public meeting of the Board of County Commissioners. To determine compliance with this provision, it is necessary that you, as a board member applicant, identify all contractual relationships between Palm Beach County government and you as an individual, directly or indirectly, or your employer or business. This information should be provided in the space below. If there are no contracts or transactions to report, please verify that none exist. Staff will review this information and determine if you are eligible to serve or if you may be eligible for an exception or waiver pursuant to the code.

<u>Contract/Transaction No.</u>	<u>Department/Division</u>	<u>Description of Services</u>	<u>Term</u>
Ex: (R#XX-XXXX/PO XXX)	Parks & Recreation	General Maintenance	10/01/11-09/30/12
_____	_____	_____	_____
_____	_____	_____	_____

(Attach Additional Sheet(s), if necessary)

OR  NONE

All board members are required to read and complete training on Article XIII, the Palm Beach County Code of Ethics, and read the Guide to the Sunshine Amendment prior to appointment/reappointment. Article XIII, and the training requirement can be found on the web at: <http://www.palmbeachcountyethics.com/training.htm>. Keep in mind this requirement is on-going.

By signing below I acknowledge that I have read, understand, and agree to abide by Article XIII, the Palm Beach County Code of Ethics, and I have received the required Ethics training (in the manner checked below):

- By watching the training program on the Web, DVD or VHS
- By attending a live presentation given on \_\_\_\_\_, 20\_\_\_\_

AND

By signing below I acknowledge that I have read, understand and agree to abide by the Guide to the Sunshine Amendment & State of Florida Code of Ethics:

\*Applicant's Signature: [Signature] Printed Name: Thomas R. Johnson Date: \_\_\_\_\_

Any questions and/or concerns regarding Article XIII, the Palm Beach County Code of Ethics, please visit the Commission on Ethics website [www.palmbeachcountyethics.com](http://www.palmbeachcountyethics.com) or contact us via email at [ethics@palmbeachcountyethics.com](mailto:ethics@palmbeachcountyethics.com) or (561) 233-0724.

Return this FORM to:  
 {James Green}, {PBC Community Action Program}  
 {810 Datura Street WPB, FL 33401}

**Section III (Commissioner, if applicable):**

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

Commissioner's Signature: [Signature] Date: 11/9/14

Pursuant to Florida's Public Records Law, this document may be reviewed and photocopied by members of the public. Revised 08/01/2011

**THERESA A. JACKSON**  
805 South B Street, Lake Worth, FL 33460  
Home (561)588-0155                      email: [bizztheresa1@aol.com](mailto:bizztheresa1@aol.com)

---

**LEGAL OFFICE ADMINISTRATOR/ JOB DEVELOPMENT COORDINATOR**

High –Performance Administrator with over 26 years of experience supporting small to medium-sized offices within various industries. Experienced in all aspects of office procedures, client relations, documentation, deadlines and management. Expert organizational, leadership, and communication skills. Recognized for professionalism, resourcefulness, and proficiency in managing affairs while supporting company goals. Highlights include:

Special Events & Meeting Management	Vendor Negotiations/ Communications
Travel Arrangements	Decision Making
Light Bookkeeping	Collaborations/Resources

Technology: Microsoft Word, PowerPoint, Excel, Time Matters, GroupWise, Outlook, Internet and office Publisher.

---

**PROFESSIONAL EXPERIENCE**

Women’s Circle, Inc., Boynton Beach, FL 2007-Present  
Job Development Coordinator

Maintain administrative operations for this non- profit organization, which affirms and assists women in the pursuit of employment goals. Demonstrate strong client/ relations through continuous communications and classes. Prepare and maintain all general correspondence related to Job Development. Knowledge of office equipment.

- Plan, review and evaluate overall program with Executive Director on a weekly basis.
- Coordinate weekly meetings and prepare agendas and minutes for team.
- Interview, assess and train clients for jobs.
- Created an Employee Handbook and Hurricane Preparedness manual.
- Attend regular workshops and seminars to maintain rapport and enhance cooperation between agencies.

**Achievement:** Developed and implemented a job training program that resulted in 75% job placement success.

**Achievement:** Established collaboration between agencies to eliminate overlapping programs.



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 Employment (continued)

A. Clark Cone Law Firm  
 Legal Office Administrator

2002-2006

Administered day-to-day operations for this busy Medical Mal-Practice Trial attorney's office. Demonstrate strong client, attorney relations through various communications. Prepared documents and answered correspondence. Knowledgeable of legal documents and law office procedures.

- Developed office handbook eliminating redundancy in retrieving information.
- Interacted with employment agencies, reviewed resumes for new hire and made recommendations.
- Prepared legal documents, maintained diaries, scheduled appointments and interviewed potential clients.

**Achievement:** Reviewed service contracts on office equipment and maintained contract deadlines decreasing office cost by 40%.

Independent Contractor  
 Travel/Tour Director

2000-Present

Independent Contractor for various Florida DMC companies providing excellent client service. Demonstrate coordination and organization. Experienced in event planning and decor. Knowledgeable about all aspects of the field.

- Serve as liaison between travelers and the local personnel staff and hotel management.
- Responsible for providing a satisfactory answer to travelers to their queries about the location.

---

**EDUCATION:**

South Technical School, Boynton Beach, FL -  
 Moody Bible Institute, Chicago, IL  
 BSF International, San Antonio, TX

Esthetician  
 Biblical Studies  
 Biblical Studies

-References available on request-

## COMMUNITY ACTION ADVISORY BOARD ROSTER

**GRANTEE:** Palm Beach County Board of County Commissioners

Name	Entity Represented	Mailing Address & E-Mail Address	Telephone Number(s) Home, Office, Cell & Fax:	Date when originally seated on Board	Date when seated for current term	Expiration date of current term
<b>PUBLIC SECTOR</b>						
Dr. Yvette Coursey Seat #: 1	PBC BCC At-Large	P.O. Box 3823 West Palm Beach, FL 33402 cotomassociates@juno.com	(561) 863-8569 (H) (561) 833-3113 (W) (561) 659-4505 (fax) <b>Original Appointment</b>	10/1/09	10/1/09	09/30/12
Vincent Goodman Seat #: 2	PBC BCC At-Large	450 W. 36 <sup>th</sup> Street Riviera Beach, FL 33404	(561) 842-6421 (H) (561) 313-4576 (C) <b>reappointed</b>	10/1/09	11/16/10	09/30/13
Pamela Williams Seat #: 3	PBC BCC At-Large	1572 W. 33 <sup>rd</sup> Street Riviera Beach, FL 33404 leoongo@yahoo.com	(561) 844-4854 (H) (561) 506-1370 (C) <b>Original Appointment</b>	10/1/09	12/20/11	09/30/14
Deirdre M. Jacobs Seat #: 4	City of WPB	200 2 <sup>nd</sup> Street West Palm Beach, FL 33402 djacobs@wpb.org	(561) 822-1256 (561) 822-1268 (fax) <b>Original Appointment</b>	1/12/2010	12/20/11	09/30/14
Mary R. Wilkerson Seat #: 5	City of Belle Glade City Commissioner	110 Dr. MLK, Jr. Blvd. W. Belle Glade, FL 33430	(561) 248-4026 (Cell) (561) 996-0100 ext. 113 <b>Completion of Term</b>	3/15/2011	3/15/11	09/30/12
<b>PRIVATE SECTOR</b>						
Gary Hawkins Seat #: 6	Employment/ Wkforce Alliance	1500 N. Congress Ave. A-15 West Palm Beach, FL 33401 ghawkins@pbcalliance.com	(561) 758-4885 (C) (561) 615-8867 (H) <b>Reappointed</b>	1/12/10	11/16/10	09/30/13
Jason McMurry Seat # 7	Food/ Wal-Mart	165 Catania Way Royal Palm Beach, FL Jlmcmur.s044446.us@wal-mart.com	(561) 906-5835 <b>Completing Term</b>	12/20/11	12/20/11	09/30/12

Ramona Maharaj Seat # 8	Finance/ BB&T Bank Maharajr04@gmail.com	6171 Royal Birkdale Dr. Lake Worth, FL 33463 Raindrop424@aol.com	(561) 376-7166  New Appointment	12/20/11	12/20/11	9/30/14
Mildred Singleton Anderson Seat # 9	Health/ TLJ MS	11559 Buckhaven Lane West Palm Beach, FL 33412	(561) 622-7754 (561) 703-1543 New Appointment	12/20/11	12/20/11	9/30/2014
Donald F. Wilson Seat #10	Education/ The Mentoring Center	Donaldfwilson6@gmail.com	(561) 634-6347  New Appointment	12/20/11	12/20/11	9/30/13
<b>LOW INCOME SECTOR</b>						
Elaine Gulley Seat #: 11	Belle Glade TAC	2360 E. Main Street Pahokee, FL 33476 elainegulley@att.net	(561) 985-4066 (C) (561) 924-2397 (H) reappointed	1/12/10	11/16/10	09/30/13
Valerie Mays Seat #: 12	West Palm Beach TAC	1461 Crossway West Palm Beach, FL 33401 valerie.mays@live.com	(561) 856-8310 (C) Completion of term	11/16/10	11/16/10	09/30/13
Theresa Jackson Seat #: 13	Delray/Boynton TAC	805 South B Street Lake Worth, FL 33460 bizztheresa1@aol.com	(561) 588-0155 (H) (561) 364-9501 (W) Original Appointment	1/12/10	12/20/11	09/30/14
Retha Lowe Seat #: 14	Lake Worth TAC	1301 12 <sup>th</sup> Avenue S., Lake Worth, FL 33460	(561) 586-7276 Completion of term	2/1/11	2/1/11	09/30/12
David Rolling, Esq. Seat #: 15	Riviera Beach TAC	1201 W. 1 <sup>st</sup> Street Riviera Beach, FL 33404 darolling@bellsouth.net	(561) 254-0353 (C) Original Appointment	1/12/10	1/12/10	09/30/12

**BOARD OFFICERS**

Name	Office
Dr. Yvette Coursey	Chair
Vincent Goodman	Vice-Chair
Vacant	Secretary/Treasurer