

**PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS**

**BOARD APPOINTMENT SUMMARY**

---

**Meeting Date:** February 7, 2012  
**Department:** Department of Economic Sustainability  
**Advisory Board:** Treasure Coast Regional Planning Council's Comprehensive Economic Development Strategy Committee

---

**I. EXECUTIVE BRIEF**

**Motion/Title: Staff recommends motion to approve:** appointment of the following individual to the Treasure Coast Regional Planning Council's Comprehensive Economic Development Strategy (CEDS) Committee, for the term February 7, 2012, to December 31, 2012:

**Appoint:**  
Steve Craig, CEO, Workforce Alliance, Inc.


**Summary:** The Treasure Coast Regional Planning Council (TCRPC) manages and maintains the on-going CEDS Committee, whose purpose is to oversee and guide District-wide economic development planning. The CEDS Plan is a requirement of the U.S. Department of Commerce Economic Development Administration. The CEDS Committee is comprised of five (5) appointees from each of the participating counties: Palm Beach, Martin, St. Lucie and Indian River. Every year, the TCRPC requires the appointing authority to review its existing members, and either appoint or reappoint members. On December 20, 2011, the BCC reappointed four (4) individuals to the CEDS Committee, and recommended that once the new CEO for Workforce Alliance was hired, the BCC consider him/her for the vacant position. Mr. Steve Craig was officially promoted to CEO in January and is now seeking appointment to the CEDS Committee as the fifth representative for the BCC. Mr. Craig as completed all the applicable Ethics training requirements. Countywide (DW)

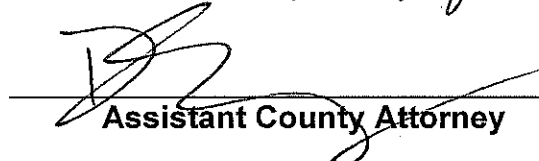
**Background and Justification:** The CEDS Committee, through the Comprehensive Economic Development Strategy Plan will develop strategies to address economic development issues, including the diversification of the District economy and job expansion. Members share information, advise the District on areas of economic data development, and create a consensus plan of action with is used to update the CEDS Plan. For the five (5) representatives appointed by the Palm Beach County BCC, including Mr. Craig, the diversity make up is: one (1) Caucasian female; two (2) Caucasian males; one (1) African-American male; and one Native-American male.

**Attachments:**

1. Letter from Treasure Coast Regional Planning Council
2. Boards/Committees Application w/Résumé
3. Current List of Board Members
4. CEDS Committee Bylaws

---

**Recommended by:**  1/23/12  
Assistant County Administrator Date

**Legal Sufficiency:**  1/25/12  
Assistant County Attorney Date

## II. REVIEW COMMENTS

### A. Other Department Review:

---

Department Director



TREASURE COAST REGIONAL PLANNING COUNCIL

INDIAN RIVER ST. LUCIE MARTIN PALM BEACH

October 24, 2011

OCT 27 2011

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

Dear Mr. Weisman:

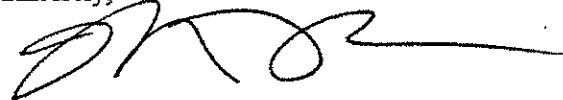
In accordance with the Bylaws of the Comprehensive Economic Development Strategy (CEDS), the December meeting is designated as the Annual meeting, at which time the appointment of members and alternates is to occur. It is therefore requested that the Board of County Commissioners take the necessary action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

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

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

Member Paul Skyers  
Member Steve Craig  
Member Sherry Howard  
Member Gary Hines  
Member Seabron Smith

Sincerely,



Michael J. Busha, AICP  
Executive Director

cc: Board of County Commissioners  
Patti Hindle, Palm Beach County

Attachment # 1

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

421 SW Camden Avenue - Stuart, Florida 34994  
Phone (772) 221-4060 - Fax (772) 221-4067 - [www.tcrps.org](http://www.tcrps.org)

**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: Treasure Coast Regional Planning Council's Comprehensive Economic Development Strategy (CEDS) Committee      Advisory       Not Advisory

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

Term of Appointment:      N/A Years.      From: TBD      To: 12/31/2012

Public Officials; community leaders; reps for workforce development boards; higher education institutions; minority & labor groups; or private individuals      Seat #: N/A

Seat Requirement: \_\_\_\_\_

\*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:      Craig      Robert      Steve  
Last      First      Middle

Occupation/Affiliation: President/CEO

Owner       Employee       Officer

Business Name: Workforce Alliance, Inc.

Business Address: 315 So. Dixie Highway, Suite 102

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

Residence Address: 2386 Inland Cove

City & State      P.B.C., FL.      Zip Code:      33410

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

Cell Phone:      561-317-9546      Fax:      (561) 340-1062

Email Address: sccraig@pbcalliance.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: Steve Craig Printed Name: Steve Craig Date: 1-15-12

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:  
 {Patty Hindle}, {County Administration}  
 {P.O. Box 1989,, West Palm Beach, FL 33402-9881}

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

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

Commissioner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

Revised 08/01/2011

## **ROBERT "STEVE" CRAIG**

### **President and Chief Executive Officer**

#### **Workforce Alliance**

#### **BIOGRAPHY**

Steve Craig is the President and Chief Executive Officer for Workforce Alliance, the nonprofit organization chartered by the State of Florida to lead workforce development in Palm Beach County. Prior to his appointment to this position in December 2011, Steve served as Interim Chief Executive Officer since August 2011. Before that, he was Executive Vice President for Workforce Alliance, providing oversight for the Business Services, Grants, Professional Placement Services, Performance Analysis, Communications, and Industry & Economic Relations business units.

He joined Workforce Alliance in 2004 as Vice President of Business Services and Economic Development, a position he held until his promotion to Executive Vice President in 2008.

Prior to joining Workforce Alliance, Steve held a number of positions of increasing responsibility at Florida Power & Light Company, one of the nation's largest electric utilities, where he worked in the company's Customer Service, Nuclear Fuel and Nuclear Operations business units. He also has owned and operated businesses in Palm Beach County that specialized in real estate, custom home development and home inspection services.

Steve is a member of the board of directors of the Business Development Board of Palm Beach County and is an alumnus of Leadership Palm Beach County. He also is a member of the Economic Council of Palm Beach County's Executive Council and Six Pillars Committee, as well as a member of several area Chambers of Commerce. He holds an MBA Degree from Nova Southeastern University and a Bachelor's Degree in Management. He also holds a Commercial Pilot's License, a Real Estate License and a General Contractors License.

Workforce Alliance has an established track record of high performance among the 24 regional workforce boards in Florida. In its most recent program year (July 2010 to June 2011), Workforce Alliance placed a record 12,771 area candidates in jobs – a 19 percent increase compared to the previous year. On average, more than 11,000 visitors each month are helped by specialized services that are provided at the three Workforce Alliance Career Centers in West Palm Beach, Boca Raton and Belle Glade. More information is available on the organization's website at [www.pbcalliance.com](http://www.pbcalliance.com).

## Comprehensive Economic Development Strategy (CEDS) Members' List Updated 10/14/11

INDIAN RIVER COUNTY	Phone No.	FAX No.	E-MAIL ADDRESS	Appointed By	District	Date	
						Appoint	End
				Commissioner Davis	1		
Rich Stringer	772-532-2153		thestringerfirm@aol.com	Commissioner Flescher	2	11/10	12/11
Helene Caseltine 3rd V Chair	772-567-3491 x121	772-778-3181	directored@indianriverchamber.com	Commissioner Wheeler	3	11/10	12/11
Randy Riley Chair	772-398-1388		randy.riley@1stpeoplesbank.com	Commissioner O'Bryan	4	11/10	12/11
Andrew Kennedy	772-234-8164		akennedy@proctorcc.com	Commissioner Solari	5	11/10	12/11
MARTIN COUNTY	Phone No.	FAX No.					
Tammy Simoneau Chair	772-288-1225	772-288-9905	tsimon@mceconomy.org	Commissioner Smith	1	12/21/10	12/11
Alt. Cindy Pingolt	772-223-5945 x1790	772-288-5871	cpingolt@mmhs-fla.org			12/21/10	12/11
Anthony Parkinson	305-987-9107		vicarage@comcast.net	Commissioner Fielding	2	12/21/10	12/11
Alt. Ed Maxwell	772-692-4700		emax@gate.net			12/21/10	12/11
Tim Dougher	772-221-1380	772-221-1381	tim@bdbmc.org	Commissioner Hayes	3	12/21/10	12/11
Alt.							
Pauline Becker	772-286-8239	772-286-8239	polish31@bellsouth.net	Commissioner Heard	4	12/21/10	12/11
Alt. Kathie Smith	772-286-8190		ksmith1056@aol.com			12/21/10	12/11
Dave Kuiper	772-834-9733		dkuiper@ffgcommercial.com	Commissioner Ciampi	5	12/21/10	12/11
Alt.							
ST. LUCIE COUNTY	Phone No.	FAX No.					
Derek Moore	772-834-7373		tamtui003@yahoo.com	Commissioner Dzadovsky	1	2/1/11	11/2012
Teri Pinney 2nd V Chair	772-340-3073		teri@pinneypwc.com	Commissioner Mowery	2	2/1/11	11/2014
Michael Corbit	772-335-3030 x438	772-335-0677	mcorbit@tcjobs.org	Commissioner Lewis	3	2/1/11	11/2012
Harold "Buzz" Smyth	772-201-8230		smythbuild@aol.com	Commissioner Hutchinson	4	2/1/11	11/2014
Alt. Howard Fein	954-478-7602		hmfein@gmail.com			2/1/11	11/2014
Nate Bray	561-292-2494		nathanielbray@brayrealtyadvisors.com	Commissioner Craft	5	2/1/11	2012
Alt. Larry Pelton	772-879-4144		lpelton@youredc.com			2/1/11	2012

Attachment #

3

PALM BEACH COUNTY	Phone No.	FAX No.					
Paul Skyers 1st V Chair	561-789-2132		p_skyers@pbccrc.org	Palm Beach County Board of Commissioners	-	4/5/11	12/31/11
Steve Craig	561-340-1061		scraig@pbcalliance.com	Palm Beach County Board of Commissioners	-		12/31/11
Sherry Howard	561-355-3624	561-355-6017	showard@pbcgov.org	Palm Beach County Board of Commissioners	-	3/15/11	12/31/11
Gary Hines	561-835-1008 x4111	561-835-1160	ghines@bdb.org	Palm Beach County Board of Commissioners	-	4/5/11	12/31/11
Seabron Smith	561-243-2038		seabron1@bellsouth.net seabron1@tedcenter.org	Palm Beach County Board of Commissioners	-	2/15/11	12/31/11



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

ARTICLE I

**Name**

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

ARTICLE II

**Purpose**

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

ARTICLE III

**Membership**

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

## 2. Appointments and Removals

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

## ARTICLE IV

### Annual Meeting and Member Terms

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

## ARTICLE V

### Officers, Terms, Duties, Subcommittees

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

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

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

## ARTICLE VI

### Conduct of the Meetings

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

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

#### ARTICLE VII

##### **Responsibilities and Authority**

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

#### ARTICLE VIII

##### **Amendments**

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