

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
BOARD APPOINTMENT SUMMARY

REVISED

Meeting Date: October 16, 2012
Submitted By: Office of Small Business Assistance
Advisory Board: Small Business Assistance Advisory Committee

EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to appoint: two individuals to the Small Business Assistance Advisory Committee, for the terms indicated below.

<u>NOMINEE</u>	<u>SEAT</u>	<u>DESIGNATION</u>	<u>TERM</u>	<u>NOMINATED BY</u>
Rachelle Wood	9	Nat'l Assoc. of Women in Construction	10/16/2012 – 10/15/2015	Commissioner Marcus Commissioner Burdick Commissioner Taylor
Karen Alleyne-Means	14	Black Chamber of Commerce	10/16/2012 – 10/15/2015	Commissioner Marcus Commissioner Burdick Commissioner Taylor


Summary: The SBA Advisory Committee is established pursuant to Section 2.80.32, of the Palm Beach County Code. The committee consists of fourteen (14) members representing one (1) black business owner certified as a small business by the County; one (1) Hispanic business owner certified as a small business by the County; one (1) woman business owner certified as a small business by the County; one (1) white male business owner certified as a small business by the County; one (1) business owner domiciled in Palm Beach County; one (1) representative of the Palm Beach County Resource Center; one (1) representative of the Hispanic Chamber of Commerce; one (1) representative of the National Association of Women in Construction; one (1) representative of a Women's Business Organization; one (1) certified minority contractor; one (1) representative of the Associated General Contractors of America; one (1) representative of the Small Business Development Center; one (1) representative of the Business Loan Fund of the Palm Beaches (now known as the Center for Enterprise Opportunity); and one (1) representative of the Black Chamber of Commerce. The SBA Advisory Committee supports the nominations and a memo was sent to the Board of County Commissioners on July 30, 2012 requesting approval of the recommended slate. No other nominations were received.
Countywide (TKF)

Background and Justification: Section 2.80.32, as amended, of the Palm Beach County Code, provided for appointments to be made from specific organizations and representative of the small business community. The SBA Advisory Committee consists of fourteen (14) members and the terms of the seats are for three (3) years. The SBA Advisory Committee reviews and evaluates the effectiveness of small business programs within County Government. The Board currently consists of 9 members with 5 seats vacant. The current diversity count is: Hispanic 1; White 4; and African American 4.

Attachments:

1. Boards/Committees Application
2. Resumes of Nominees
3. Current List of Board Members

Recommended By:  10/4/12
Tonya Davis Johnson, Director Date

Legal Sufficiency:  10/9/12
Tammy K. Fields, Chief Assistant County Attorney Date

II. REVIEW COMMENTS

A. Other Department Review:

Department Director

BOARDS/COMMITTEES APPLICATIONS

ATTACHMENT 1

**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: Small Business Advisory Committee Advisory ☒ Not Advisory ☐

☒ At Large Appointment or ☐ District Appointment /District #: _____

Term of Appointment: 3 Years. From: 10/16/2012 To: 10/15/2015

Seat Requirement: National Association of Women in Construction Seat #: 8

☐ *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: Wood Rachelle
Last First Middle

Occupation/Affiliation: _____
Owner ☒ Employee ☐ Officer ☐

Business Name: Dolphin Sheet Metal, Inc.

Business Address: 142 Jupiter Street

City & State Jupiter, FL Zip Code: 33458

Residence Address: 10971 North Dogwood Trail

City & State Jupiter, FL Zip Code: 33478

Home Phone: () N/A Business Phone: (561) 744-0242 Ext. _____

Cell Phone: (561) 262-4220 Fax: (561) 744-4387

Email Address: schelle@dolphinsheetmetal.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>
<u>Ex: (R#XX-XXXX/PO XXX)</u>	<u>Parks & Recreation</u>	<u>General Maintenance</u>	<u>10/01/11-09/30/12</u>
_____	_____	_____	_____
_____	_____	_____	_____

(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.

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☒ 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: Rachelle Wade Date: 7/19/12

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 or contact us via email at ethics@palmbeachcountyethics.com or (561) 233-0724.

Return this FORM to:
 Tyshon Grimsley, Office of Small Business Assistance
 50 S. Military Trail, Suite 202
 West Palm Beach, FL 33415

Section III (Commissioner, if applicable):

Appointment to be made at BCC Meeting on: September 11, 2012

Commissioner's Signature: [Signature] Date: 9/27/12
Comm. Karen T. Marcus

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

Revised 08/01/2011

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Ex: (R#XX-XXXX/PO XXX)	Parks & Recreation	General Maintenance	10/01/11-09/30/12
_____	_____	_____	_____
_____	_____	_____	_____

(Attach Additional Sheet(s), if necessary)

OR ☐ NONE

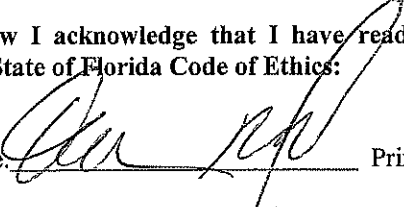
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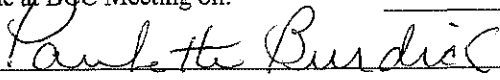
*Applicant's Signature:  Printed Name: Rachelle Word Date: 7/19/12

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Commissioner's Signature:  Date: 9/17/2012

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Revised 08/01/2011

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_____	_____	_____	_____

(Attach Additional Sheet(s), if necessary)

OR ☐ NONE

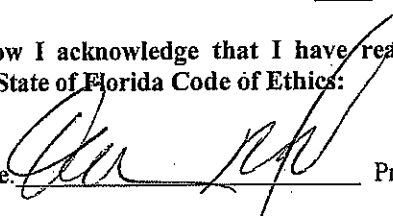
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*Applicant's Signature:  Printed Name: Rachelle Wade Date: 7/19/12

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Appointment to be made at BCC Meeting on: September 11, 2012
Commissioner's Signature:  Date: 9/27/12

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APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT

Name: Alleyne-Means Karen
Last First Middle

Occupation/Affiliation: _____
Owner ☒ Employee ☐ Officer ☐

Business Name: KAM Enterprises, Inc.

Business Address: 10751 Oak Meadow Lane, Suite 201

City & State: Wellington, FL Zip Code: 33449

Residence Address: S/A/A

City & State: _____ Zip Code: 33478

Home Phone: (561) 439-5256 Business Phone: (561) 899-0443 Ext.

Cell Phone: (561) 306-5055 Fax: (561) 641-0473

Email Address: karen@kamenterprisesinc.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
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*Applicant's Signature: Karen Allyn Printed Name: Karen Allyn Date: 9/11/12

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Commissioner's Signature: Cadey L De Galleppo for Comm. Karen T. Marcus Date: 9/27/12

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Revised 08/01/2011

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Name: Alleyne-Means Karen
Last First Middle
Occupation/Affiliation: _____
Owner ☒ Employee ☐ Officer ☐
Business Name: KAM Enterprises, Inc.
Business Address: 10751 Oak Meadow Lane, Suite 201
City & State: Wellington, FL Zip Code: 33449
Residence Address: S/A/A
City & State: _____ Zip Code: 33478
Home Phone: (561) 439-5256 Business Phone: (561) 899-0443 Ext.
Cell Phone: (561) 306-5055 Fax: (561) 641-0473
Email Address: karen@kamenterprisesinc.com

Mailing Address Preference: ☒ Business ☐ Residence

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_____	_____	_____	_____

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*Applicant's Signature: Karen Althoff Printed Name: Karen Althoff Date: 9/11/12

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50 S. Military Trail, Suite 202
West Palm Beach, FL 33415

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Appointment to be made at BCC Meeting on:

October 16, 2012

Commissioner's Signature: Paul H. Burdick

Date: 9/17/2012

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Section II (Applicant): (Please Print)

APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT

Name: Alleyne Means Karen
Last First Middle

Occupation/Affiliation: _____
Owner ☒ Employee ☐ Officer ☐

Business Name: KAM Enterprises, Inc.

Business Address: 10751 Oak Meadow Lane, Suite 201

City & State: Wellington, FL Zip Code: 33449

Residence Address: S/A/A

City & State: _____ Zip Code: 33478

Home Phone: (561) 439-5256 Business Phone: (561) 899-0443 Ext.

Cell Phone: (561) 306-5055 Fax: (561) 641-0473

Email Address: karen@kamenterprisesinc.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.

Contract/Transaction No.	Department/Division	Description of Services	Term
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.palmbeachcountyetics.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: Karen Althoff Printed Name: Karen Althoff Date: 9/11/12

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

Return this FORM to:
 Tyshon Grimsley, Office of Small Business Assistance
 50 S. Military Trail, Suite 202
 West Palm Beach, FL 33415

Section III (Commissioner, if applicable):

Appointment to be made at BCC Meeting on:

October 16, 2012

Commissioner's Signature: [Signature]

Date: 9/27/12

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

Revised 08/01/2011

Rachelle (Schelle) Wood
142 Jupiter Street
Jupiter, FL 33458
Phone 561-744-0242 Fax 561-744-4387
Email: schelle@dolphinsheetmetal.com

EXPERIENCE:

1/2011 – present

Dolphin Sheet Metal, Inc., 142 Jupiter Street, Jupiter, FL 33458

President and CEO, Secretary of Corporation. Shareholder of 100% of Capital Stock.

Qualifying Contractor and Estimator: Bidding competitively for all contracts by calculating labor, material and overhead costs on a project and coming up with a reasonably accurate total price. Attending any pre-bid meetings required. Soliciting Mechanical Contractors who we sub-contact from and those we would like to sub-contract from.

Comptroller: Responsible for all day-to-day financial operations, including but not limited to AR, AP, Payroll, Trial Balance, Monthly Reporting and Employee Tax Reporting.

3/1995 – 1/2011

Dolphin Sheet Metal, Inc.

President and CEO, Secretary and Treasurer of Corporation. Shareholder of 51% of Capital Stock.

Qualifying Contractor and Estimator: Bidding competitively for all contracts by calculating labor, material and overhead costs on a project and coming up with a reasonably accurate total price. Attending any pre-bid meetings required. Soliciting Mechanical Contractors who we sub-contact from and those we would like to sub-contract from.

Comptroller: Responsible for all day-to-day financial operations, including but not limited to AR, AP, Payroll, Trial Balance, Monthly Reporting and Employee Tax Reporting.

Director of Safety: Ensure that the safety policy is carried out. Provide the necessary seminars to educate employees. Conduct safety inspections of all job sites, maintain records, and continually monitor all aspect of the safety program for effectiveness. Monitor and maintain the Drug-Free Workplace Policy.

1/1992 – 2/1995

Dolphin Sheet Metal, Inc.

President and CEO, Secretary and Treasurer of Corporation. Shareholder of 51% of Capital Stock.

Comptroller: Responsible for all day-to-day financial operations, including but not limited to AR, AP, Payroll, Trial Balance, Monthly Reporting and Employee Tax Reporting.

Director of Safety: Ensure that the safety policy is carried out. Provide the necessary seminars to educate employees. Conduct safety inspections of all job sites, maintain records, and continually monitor all aspect of the safety program for effectiveness. Monitor and maintain the Drug-Free Workplace Policy.

EDUCATION:

University of Florida: BA Degree, 1976.

CERTIFICATIONS:

OSHA 10 Hour Construction Safety & Health
ANSI A92 Aerial Work Platform Operator
Forklift Operator

LICENSES:

State of Florida Certified Contractor License CSC 56647
State of Florida Community Association Manager License CAM 8583

ORGANIZATIONS:

Greater Palm Beach Chapter National Association of Women in Construction
Associated General Contractors
Palm Beach Air Conditioning Contractors Association

FATERNAL ORGANIZATIONS:

Jupiter Chapter of Women of the Moose
Jupiter Elks Lodge

REFERENCES:

References furnished upon request

10751 Oak Meadow Lane
Wellington, FL 33449

Cell: (561) 306-5055
Email:
karen@herlifemagazine.com
www.kamenterprisesinc.com
www.herlifemagazine.com

Karen Alleyne-Means

Summary

A highly accomplished entrepreneur with experience in Sales, Advertising, Marketing, Team Building and Delivering Quality Presentations. Ability to build rapport and work with diverse individuals. Focused on the Bottom Line.

Experience

2010 - Present KAM Enterprises INC
President

KAM Enterprises Inc is a full service creative media and marketing agency. Providing the following services:

- Brand Development
- Corporate Identity
- Marketing Strategy
- Graphic Design
- Content Creation
- Interactive/Website
- Social Media
- Direct Mail/Email Campaigns
- Print: Magazine/Newspaper
- Broadcast: Radio/Video/TV
- Package Design
- Online Brand Reputation Management
- Digital Directory Management
- Trade Show Display Design
- Event Implementation Services

HERLIFE Magazine of South Florida is a very successful women's magazine that expanded into South Florida with the first issue, March 2011.
Ultimately responsible for all aspects of the magazine to include, editorial content, advertising, circulation, website and ancillary products.

Honors & Awards

2012 Business Person of the Year,
Awarded by Legacy Palm Beach Magazine, April 2012

2012 African-American Achievers Award – Nominee
Awarded by JM Family Enterprises, Inc April 2012

2012 Stiletto Women of the Year Award – Nominee
Awarded by The Palms West Committee Foundation – April 2012

2012 Top 25 Most Powerful Black Professional in South Florida
Awarded by Legacy Magazine, March 2012

2000–2012 Novartis Pharmaceuticals West Palm Beach
Executive Sales Specialist

Responsible for the promotion of Osteoporosis and Hypertension medication

- 2010 YTD 6/58 Region and 1/10 District
- 2009 Management Development Candidate
- 2009 YTD 8/20 Region and 2/5 in District
- 2008 YTD 14/63 Region and 1/10 in District
- 2008 Tekturna Hyperdrive Contest Winner
- 2008 Diovan Product Expert
- November 2008 Progression to Executive Sales Specialist
- 2007 YTD 9/43 Region and 3/5 in District
- T2 2007 Outstanding Top Performer Award for Sales Growth
- T3 2007 Outstanding Sales Results
- T3 2007 Excellency in Communication and Collaboration
- T3 2007 Won Tekturna Launch Contest for highest % to goal and breath of prescribers
- Exforge Launch Contest Territory won all 3 levels of contest
- 2006 Nominated Shining Star for Completion of CV Sales Training for Group
- Completed Executive Presentation Skills –April 2006
- Completed Dimensional Sales Building –October 2006
- Break Out Leader for Primary Care Representatives in December 2006

Long Term Care Account Manager

Responsible for sales of assigned product mix as well as representing the company. Includes the implementation of national and regional strategies. Customer base include: Long Term Care Pharmacy Providers, Consultant Pharmacist, Medical Directors, Key Medical & Nursing Personnel, Physicians and Senior Management. Identify and Develop Key Speakers in order to promote disease awareness and brand support. Launched Enblex, **Exelon** and Starlix.

- Rank 29/80
- 2005 Completed Certified Medical Representative Designation
- 2005 Regional Product Break Out Leader – Geigy Field Force
- 2005 Area of the Year Member
- 2004 Specialty Break Out Leader –Long Term Care
- 2004 Performance Frontier Representative Recognition
- 2004 Completed Requirements for Executive Sales Consultant Designation
- 2004 Geriatric Conference Delegate
- 2004 Area of the Year Member
- 2003 Area of the Year Member
- 2003 Ranked 14th in the Region (84) and 35th in the Nation (240)
- 2003 Customer Focus Recognition Tiger Award
- 2003 Results and Recognition Tiger Award
- 2003 Team Work Recognition Award
- 2002 Promoted to Executive Sales Consultant
- 2002 Team Work Recognition Award
- 2002 Leadership Value Award
- 2002 Area Mentor Award
- 2001 Area Mentor Award
- 2001 District Trainer for Expansion Sales Force –Long Term Care
- 2001 Promoted to Sales Specialist
- 2001 Senior Care Fellowship Representative

1998–2000 Astra Zeneca Pharmaceuticals Boca Raton, FL

Comprehensive Care Specialist

Responsible for the promotion of Asthma, Allergy, Cardiovascular, and Central Nervous System products. Targeted key physicians to provide information, competitive analysis in order to increase market share

- Promoted to SR2 level representative after 6 months in the field.
- “Sell-a-Bration” finalist for product presentations at the National and
- Regional Levels (First Runner Up)
- Ranked # 1 in District for call productivity, and target market compliance
- Ranked #4 in Nation for CTP productivity
- Consistently ranked #1 or #2 for product performance in District
- “Walking a Mile in Their Shoes,” Published in September 1999 issue of Pharmaceutical Representative Magazine.
- Implemented training course for new recruits
- District Sales Trainer
- Inducted in 1999 International Who’s Who for Professionals
- Appointed one of 6 Regional Convention Delegates for the Year 2000
- Y2K Outlook Performance Team Member

1995-1998 SAFECO Insurance Company Atlanta, GA

Personal Lines Territory Manager

- Responsible for agent and employee education and training on product benefits, distribution, pricing and rate comparisons.
- Developed field and increased profits by 4.1% and written premiums by 3.9%
- Managed 63 Independent insurance agents
- Developed customer loyalty initiative, resulting in a 4.2% sales increase
- Product consultant and local marketing
- Received recognition for establishing new sales precedents
- Promoted to Territory Manager after one year.

Education

2002-2004 National CMR Institute

- Certified Medical Representative Designation
- Concentration – Business in Healthcare

1991-1993 Clark Atlanta University Atlanta, GA

- M.B.A., Master of Business Administration, concentration Marketing
- 3.5/4.0 Grade Point Average
- Dean's List each semester

1986-1990 Emory University Atlanta, GA

- B.A., Bachelor of Arts in Sociology
- 3.0/4.0 Grade Point Average
- Dean's List

Skills

Excel, Power Point, Word & Conversational Spanish. Presentation skills, Marketing & Advertising, Event Planning and Product Launch & Promotions, Social Media, Networking

**Boards, Committees,
Chambers &
Organizations**

The Alison Arnesen Cowan Cancer Resource & Support List
Board Member – 2011- September 2012

The Black Chamber of Commerce – Board Member 2012

Marketing & Communications Chairperson

Women's Chamber of the Palm Beaches
Committee Member for the Giraffe Award - 2012

Greater Boca Raton Chamber of Commerce – Ambassador
Central Palm Beach Chamber of Commerce
Wellington Chamber of Commerce

Alpha Kappa Alpha Sorority
National Black MBA Association

**Professional Licenses &
Designation**

Licensed Realtor
Certified Franchise Broker

References

Furnished upon Request

CURRENT LIST OF BOARD MEMBERS

SMALL BUSINESS ADVISORY COMMITTEE

<u>Seat</u>	<u>Incumbent</u>	<u>Seat Requirement</u>
1	John Elliott (B)	Certified Black Business Owner
2	Evelyn Parkes-Brier (H)	Certified Hispanic Business Owner
3	E. Ann McNeill (B)	Certified Woman Business Owner
4	Robert Geoff Waite (W)	Certified White Male Business Owner
5	Angela Randolph (B)	Business Owner Domiciled in PBC
9	Jane Bloom (W)	Women's Business Organization
10	Joseph Anderson (B)	Minority Contractor
11	Sherrill L. Disbury (W)	Associated General Contractors
12	Edward "Ted" Kramer (W)	Small Business Development Center