

**PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS**

BOARD APPOINTMENT SUMMARY

Meeting Date: February 5, 2013

Department

Submitted By: Community Services

Submitted For: Community Action Advisory Board

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to Approve: Appointment/Reappointment of the following representatives to the Community Action Advisory Board effective February 5, 2013.

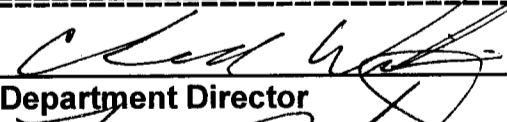
<u>Seat #</u>	<u>Appointment</u>	<u>Member Category</u>	<u>Term Ending</u>	<u>Nominated By</u>
2	Maria Ruiz	Public Sector	9/30/2013	Comm. Valeche
3	Florenzia Davis	Public Sector	9/30/2014	Comm. Taylor
4	Christine Thrower	Public Sector	9/30/2014	Comm. Abrams
8	Delvin Thomas	Private Sector	9/30/2014	Comm. Taylor
9	Paula Yastremski	Private Sector	9/30/2014	Comm. Taylor
10	Rosealyn Ramsubhag	Private Sector	9/30/2013	Comm. Taylor
15	Terence Davis	Low-Income Sector	9/30/2015	Comm. Taylor
<u>Reappointment</u>				
1	Yvette Coursey	Public Sector	9/30/2015	Comm. Taylor
7	Jason McMurry	Private Sector	9/30/2015	Comm. Taylor
14	Retha Lowe	Low-Income Sector	9/30/2015	Comm. Taylor

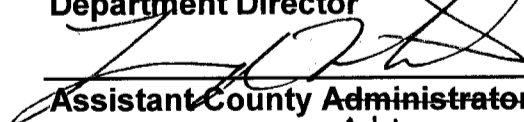
Summary: The Community Action Advisory Board (CAAB) is a 15 member board comprised of one-third elected public officials or their representatives, one-third private sector members and one-third low income representatives. New appointments will be filling seats vacated due to term expiration, resignations, or removal from the board. 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 Program) Countywide (TFK)

Background and Justification: The Community Services Block Grant contract requires the establishment of a Community Action Advisory Board and that the Board fully participates 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 (7) Black females, (4) Black males and (2) Hispanic female (2) White female

Attachments:

1. Boards/Committees Application
2. Current Membership Listing
3. Resolution No. R2009-1549

Recommended By:  1/17/13
 Department Director Date

Approved By:  1/18/13
 Assistant County Administrator Date
 Attorney

**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 Program Advisory Board Advisory Not Advisory

At Large Appointment or District Appointment /District #: _____

Term of Appointment: 1 Years. From: 10/1/12 To: 09/30/2013

Seat Requirement: Public Sector Seat #: 2

*Reappointment or New Appointment

or to complete the term of Vince Goodman Due to: resignation other

Completion of term to expire on: 09/30/2013

*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: Ruiz Maria Claudia
Last First Middle

Occupation/Affiliation: Resident Services Coordinator
Owner Employee Officer

Business Name: Palm Beach County Housing Authority

Business Address: 3432 West 45th Street

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

Residence Address: 6722 Duval Avenue

City & State: West Palm Beach, Florida Zip Code: 33411

Home Phone: () Business Phone: (561) 684-2160 Ext. 215

Cell Phone: (561) 718-7001 Fax: (561) 253-0706

Email Address: mruiz@pbchaf.org

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

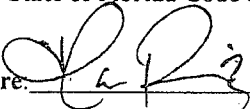
All board members are required to read and complete training on Article XIII, the Palm Beach County Code of Ethics, and read the Guide to the Sunshine Amendment prior to appointment/reappointment. Article XIII, and the training requirement can be found on the web at: <http://www.palmbeachcountyethics.com/training.htm>.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

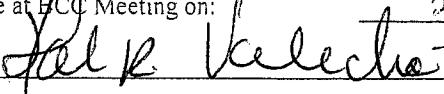
*Applicant's Signature:  Printed Name: Maria C. Ruiz Date: 9-20-2012

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:
 {Insert Liaison Name Here}, {Insert Department/Division Here}
 {Insert Address Here}

Section III (Commissioner, if applicable):

Appointment to be made at FCC Meeting on: 2/5/12

Commissioner's Signature:  Date: 12/13/12

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

Revised 08/01/2011

Maria C. Ruiz
West Palm Beach, FL
(954) 383-3545
mcruiz03@hotmail.com

Education

Bachelor of Arts

Communications and Literature

Florida Atlantic University, Boca Raton, FL

Graduated August 2009

Work Experience

Resident Services Coordinator, Palm Beach County Housing Authority, WPB

Nov 2011 – Present

- Coordinate and provide support to low income families participating in PBCHA housing programs, and any individual/families who inquire for assistance
- Plan and implement innovative activities for youth, elderly/disabled, and adults
- Network within the community to raise awareness of the needs of PBCHA residents and participants
- Serve as an advocate for program participants and applicants
- Provide encouragement and support to Resident Councils, and promote overall resident participation
- Prepare grant applications as requested by Executive Director, and research innovative funding opportunities for the agency
- Prepare quarterly resident newsletter and monthly calendar of activities
- Organize events to promote self-sufficiency amongst Public Housing residents and HCV participants
- Create and maintain relationship with support service agencies throughout Palm Beach County and beyond
- Evaluate and redevelop agency policies and procedures
- Prepare correspondence in response to inquiries from participants, Government officials, and general inquiries from the public

Property Manager, Palm Beach County Housing Authority, WPB

April 2011 – Nov 2011

- Manage 148 non-subsidized units and six single family homes
- Supervise two maintenance technicians
- Generate and close out maintenance work orders
- Post monthly rent, perform lease renewals, order maintenance and office supplies
- Resolve tenant issues, and coordinate service with outside vendors
- Process new applications, screen applicants, and sign new leases
- Organize company events at the site: Annual Barbecue, training seminars

Executive Assistant, Palm Beach County Housing Authority, WPB

Nov 2010-April 2011

- Assisted in design of Housing Authority website: writing material, selecting graphics and layouts
- Responded to e-mail inquiries about the Housing Authority programs and service
- Responsible for leasing and managing six single family homes(NSP):
 - Designed print advertisement
 - Scheduled showings
 - Completed required documentation for submittal to HCD and Section 8 department
 - Coordinated services such as pest control and lawn service
 - Resolve tenant issues
- Prepared correspondence for Director of Operations and other senior staff
- Coordinated company events: Holiday Party, Retirement parties

Receptionist, Palm Beach County Housing Authority, WPB

Nov 2009-Nov 2010

- Processed mail for all departments incoming/outgoing
- Answered incoming calls, and directed callers to appropriate department
- Assisted walk-in clients
- Assisted legal counsel preparing evictions to file at court
- Composed internal and external correspondence
- Coordinated service calls for office equipment
- Assisted various departments on general office duties
- Organized company events: Annual Barbecue, Holiday Party

Administrative Assistant, Quantum Labs, Inc., West Palm Beach, FL

Jan 2008-April 2010

- Implemented a web-enabled clinical trial management system
- Input contract agreements, budgets, and visit schedules onto database
- Updated study schedules and budgets according to contract amendments
- Assisted in the daily duties of the office, including scheduling, data entry and filing
- Prepared medical files, scheduled appointments, resolved patient issues

Office Clerk, Orthopedics Associates USA, Plantation, FL

May 2006-Sept 2006

- Served as translator for Spanish speaking patients
- Scheduled appointments with attorneys and Worker's Comp representatives
- Organized medical records for legal reviews

Warehouse Clerk, Princess Cruises, Fort Lauderdale, FL

May 2002- Nov 2005

- Processed boutique merchandise orders to ensure accuracy
- Recorded meeting minutes
- Inputted cruise ship orders into MS Access

- Coordinated decorations for office parties
- Assisted various departments with general office duties
- Assigned accounts to invoices and forwarded it to the corporate office
- Decorated and setup company events: Holiday lunches,

Language Skills

Written and oral fluency in Spanish

Computer Skills

MS Word, MS Power Point, MS Excel, MS Publisher, MS Access, Outlook, Tenmast

Training/Certification

- Family Self-Sufficiency Case Management Certification (Nan McKay-2012)
- Community Engagement

Recongnition/Awards

- Employee of the Month (PBCHA-July 2010)
- Dean's List (FAU-Spring 2009)
- President's List (FAU-Summer 2009)
- Dean's List (FAU- Summer 2009)
- "I Make a Difference" Award (Princess Cruises-September 2005)
- Resident Superstar (FIU - 2001)

**PALM BEACH COUNTY
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BOARDS/COMMITTEES APPLICATION**

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Section I (Department): (Please Print)

Board Name: Community Action Program Advisory Board Advisory Not Advisory

At Large Appointment or District Appointment /District #: _____

Term of Appointment: 2 Years. From: 10/1/12 To: 09/30/2014

Seat Requirement: Public Sector Seat #: 3

*Reappointment or New Appointment

or to complete the term of Pamela Williams Due to: resignation other

Completion of term to expire on: 9/30/14

*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: Davis Florenzia Watson
Last First Middle

Occupation/Affiliation: Senior Public Health Nutritionist/Registered Dietician
Owner Employee Officer

Business Name: Palm Beach County Health Department

Business Address: 800 Clematis Street, Rm 3-306

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

Residence Address: 2772 Ravella Way

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

Home Phone: 561 282-6689 Business Phone: (561) 671-4048 Ext. _____

Cell Phone: (410) 624-6670 Fax: (561) 837-5200

Email Address: Florenzia_davis@doh.state.fl.us or drdavisfw@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

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)	Park & Recreation	General Maintenance	10/01/11-09/30/12
_____	_____	_____	_____
_____	_____	_____	_____

(Attach Additional Sheet(s), if necessary)

OR NONE

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- X 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: *Florenzia Davis* Printed Name: Florenzia Davis Date: 10/26/12

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:
 (Insert Mailbox Name Here), (Insert Department/Division Here)
 (Insert Address Here)

Section III (Commissioner, if applicable):

Appointment to be made at BCC meeting on 2/5/13

Commissioner's Signature: *[Signature]* Date: 12/10/12

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

Revised 08/01/2011

FLORENZIA WATSON DAVIS, PHD, RD, LD/N

2772 Ravella Way, Palm Beach Gardens, FL 33410 • (410) 624-6670 • drdavisfw@aol.com

EXPERIENCE

- 2004 – Present** **Palm Beach County Health Department** **West Palm Beach, FL**
Senior Public Health Nutritionist
- Designed, implemented and evaluated Employee Wellness Initiative for the Palm Beach County Health Department and initiated strategies to promote healthy lifestyle behaviors in children and their families participating in the Women, Infants and Children Program.
 - Contributed extensive nutrition expertise to numerous governing boards for local community agencies, the School District of Palm Beach County Wellness Promotion Policy Task Force and the School District of Palm Beach County School Health Advisory Council.
 - Researched, developed, and piloted practical and entertaining nutrition and fitness curricula for The First Grade Nutrition and Fitness Program and an after school program for 8 to 10 year olds which influenced hundreds of school children to adopt healthy eating and physical activity habits.
- 2009 - Present** **Dr. Florenzia Davis' Holistic Wellness Integrations** **West Palm Beach, FL**
Founder / President
- Motivated and empowered clients to become involved and take ownership of their health and healthcare, leading to positive health outcomes.
 - Delivered professional presentations for health promotion and prevention of chronic disease to faith-based organizations and other community groups.
 - Provided nutritional expertise for community and medical practices' wellness promotion initiatives.
- 2003 - 2004** **Medical Nutrition Plus** **Baltimore, MD**
Founder / President
- Prepared individualized care plans and monitored client's lifestyle changes, leading to positive health outcomes.
 - Enabled parishioners to be proactive in healthcare and chronic disease prevention by developing and implementing Health Ministries for First Baptist Church of Guilford and Tabernacle Missionary Baptist Church.

EDUCATION

- Howard University** **Washington, D.C.**
Doctor of Philosophy, May 2002
Major – Nutritional Sciences
Concentration – Community Nutrition
- Morgan State University** **Baltimore, MD**
Master of Science, May 1975
- Bennett College** **Greensboro, NC**
Bachelor of Arts, May 1972

ADDITIONAL QUALIFICATIONS

- **Commission on Dietetic Registration:** Registered Dietitian
- **States of Florida and Maryland:** Licensed Dietitian / Nutritionist
- **American Dietetic Association:** Certificate of Training in Childhood and Adolescent Weight Management, 2004
- **American Dietetic Association:** Certificate of Training in Adult Weight Management, 2003

PUBLICATIONS

- Davis, F.W. & Cooper, J. (2006). First Grade Nutrition and Fitness Curriculum. WIC/Nutrition Program, Community Health Division, Palm Beach County Health Department.
- Davis, F.W. (2002). Selected Risk Factors and Dietary Intake Differences in Postmenopausal African American and Caucasian Women with and without Coronary Heart Disease

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Section I (Department): (Please Print)

Board Name: Community Action Program Advisory Board Advisory Not Advisory

At Large Appointment or District Appointment /District #: _____

Term of Appointment: 3 Years. From: 10/1/2011 To: 09/30/2014

Seat Requirement: Public Sector Seat #: 4

*Reappointment or New Appointment

or to complete the term of Deidre Jacobs Due to: resignation other

Completion of term to expire on: 09/20/2014

***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: Thrower Christine M
Last First Middle

Occupation/Affiliation: City of West Palm Beach/Parks and Recreation

Owner Employee Officer

Business Name: Parks and Recreation

Business Address: 401 Clematis Street

City & State West Palm Beach, Florida Zip Code: 33402

Residence Address: 3625 S. Lake Drive

City & State Boynton Beach, Florida Zip Code: 33435

Home Phone: () Business Phone: (561) 804-4903 Ext. _____

Cell Phone: (954) 801-6996 Fax: (561) 822-1560

Email Address: drewtoo@bellsouth.net

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

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<u>Contract/Transaction No.</u>	<u>Department/Division</u>	<u>Description of Services</u>	<u>Term</u>
<u>WPB R-228-11</u>	<u>Maintenance Agreement</u>	<u>General Maintenance</u>	<u>10/01/11-09/30/35</u>
_____	_____	_____	_____
_____	_____	_____	_____

(Attach Additional Sheet(s), if necessary)

OR NONE

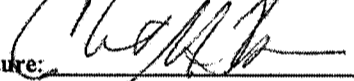
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_____ By watching the training program on the Web, DVD or VHS
 By attending a live presentation given on April, 20 11

AND

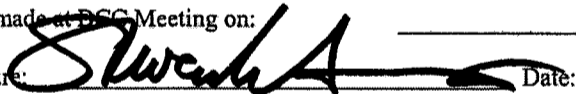
By signing below I acknowledge that I have read, understand and agree to abide by the Guide to the Sunshine Amendment & State of Florida Code of Ethics:

*Applicant's Signature:  Printed Name: Christine M. Thomas Date: 12/19/12

Any questions and/or concerns regarding Article XIII, the Palm Beach County Code of Ethics, please visit the Commission on Ethics website www.palmbeachcountylethics.com or contact us via email at ethics@palmbeachcountylethics.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 BSC Meeting on: _____
 Commissioner's Signature:  Date: _____

Christine M. Thrower

3625 S. Lake Dr.

Boynton Beach, FL 33435

Cell (954) 801-6996

E-mail: drewtoo@bellsouth.net

PROFESSIONAL PROFILE

Executive level manager with strong visioning, administration, organizational, strategic and leadership skills, and a proven ability to move an organization to higher levels of service for its stakeholders. Exceptional human resource, public/government relations experience devoted to enhancing organizational development.

EXPERIENCE

City of West Palm Beach, FL

Nov. 2005 – Present

Director, Department of Parks and Recreation

Department Director for team of more than 200 full and part time employees with a budget of \$16 million. Oversee administration and maintenance of 52 parks, all public rights of way 9 community centers, athletics and city-wide special events.

- Consolidated city-wide grounds maintenance with parks resulting in \$1.5 million annualized savings and elimination of 26 positions without layoffs.
- Merged Community Events Division with Parks and Recreation, reduced expenses by \$50,000 maintained staffing levels and increased events by 60 percent.
- Facilitated city-wide department discussions with line staff to develop recommendations for efficiencies. Resulted in Nearly all departments adopting some revised processes based on line-staff input.
- Co-authored and implemented management training program "Making Performance Matter – Prevention vs. Progressive discipline" to strengthen management skills in all levels of managers city-wide. Focuses on strategies to use to change bad behavior at the department/division level before resorting to progressive discipline involving HR.
- Created the Department's first social-media outreach program incorporating a variety of communications tools for easy public outreach and dissemination of information. Resulted in build-up of strong fan base
- Established a Youth Empowerment Program in an inner city neighborhood designed to empower, employ and safeguard teens. Program's success generated national recognition and federal funding in 2009 and proposed for 2010. Resulted in 25% reduction in crime in first two years.
- Administer on-going capital projects ranging from \$500,000 to \$4 million in total construction and renovations each year.

Give Source, Fort Lauderdale, FL

2004 – Nov. 2005

South Florida Managing Partner

Principal partner in a business development group working with corporate and non-profit clients to provide expanded fund raising and organizational development consulting. Client successes include:

- Increase in unrestricted contributions of nearly \$200,000 in one year over prior year.
- Creation of a non profit corporation including bylaws; local, state and federal registrations; board development; budget and fund development strategy
- Business plan, development plan and grant administration resulting in adopted plans and grant proposals and successful client board training in strategic plan development
- Review and assessment of grant applications on behalf of funding agency
- Successful funding of a \$2 million federal proposal for a business development client to test new homeland security product

Women In Distress of Broward County, Inc., Fort Lauderdale, FL.

1999 – May 2004

President/CEO

Leader of Broward County's only state certified domestic violence full service treatment, residential and crisis intervention facility. Responsible for \$3 million budget and 67 full and part time staff. Managed agency functions including: financial administration, public relations, grants administration, budgeting, client services, education and operation of two crisis shelters and thrift store.

- Reversed a \$330,000 deficit, repaid an outstanding \$150,000 loan, paid off all mortgages and established sound revenue stream and reserve fund, all during a down economic period
- Raised \$1 million and supervised a facility renovation and capital improvement project
- Served as chief representative to federal, state and local governmental officials for legislative and funding requirements
- Initiated public awareness and education campaign to educate the community on the plight of domestic violence victims and their families
- Increased endowment to \$1.33 million; raised \$13 million for operations
- Established ongoing strategic planning function to revisit agency objectives as needed.
- Achieved national organizational accreditation through the Council On Accreditation for Children and Families with a perfect score

Department of Parks, Recreation and Cultural Arts, Hollywood, Florida

1996 - 1999

Director

Executive member of the City Manager's team, responsible for the administration of the city's Parks and Recreation program, including capital improvements, cultural arts and special events.

- Launched a comprehensive facilities improvement master plan and secured funding for \$19 million; administered and managed construction and cost control of all capital projects
- Administered \$4 million operating budget for 41 full time and 200 part-time employees
- Secured and administered more than \$500,000 in grants
- Produced large scale special events (25,000 - 100,000 attendees) to promote the City
- Reorganized the Department to highlight diversified Cultural Programs and venues city-wide
- Implemented a team building program which unified employees throughout the department, resulting in greater employee satisfaction and productivity

Office of Public Relations, Hollywood, Florida.

1993 - 1996

Director

Executive member of City Manager's staff responsible for city-wide public information, media relations, resolving citizen concerns by using customer service techniques and instructing staff on conflict resolution.

- Coordinated all inter-departmental efforts for public information and media relations, meeting with department directors to position their accomplishments to the media and community
- Established a department for citizens' concerns, resolving complaints
- Represented City Manager in negotiating 3-year cable franchise agreement, resulting in increased revenue for the city and additional services for residents at no additional cost

Pompano Square Mall, Pompano Beach, FL

1992 - 1993

Marketing Director

Marketed and promoted 900,000-square-foot regional mall. Developed and implemented marketing plan and \$600,000 budget. Managed creative development of all advertising, collateral and mall activities. Generated new ideas to promote center increasing sales and traffic while coordinating interaction between management and tenants.

- Implemented center's most successful sales-driven campaign, a 20 percent sales increase
- Demonstrated monthly tenant sales increases during tenure, a first at the center in four years

Town of Davie, FL

1987 - 1992

**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 Program Advisory Board Advisory Not Advisory

At Large Appointment or District Appointment /District #: _____

Term of Appointment: 2 Years. From: 10/1/12 To: 09/30/2014

Seat Requirement: Private Sector Seat #: 8

Reappointment or New Appointment

or to complete the term of Ramona Maharaj Due to: resignation other

Completion of term to expire on: 09/30/2014

*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: Thomas Delvin M
Last First Middle

Occupation/Affiliation: Business Specialist
Owner Employee Officer

Business Name: Wells Fargo Bank

Business Address: Okeechobee Blvd

City & State: WPB, Florida Zip Code: 33417

Residence Address: 203 W Canturbery Drive

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

Home Phone: () Business Phone: () Ext. _____

Cell Phone: (561) 644-2868 Fax: ()

Email Address: delvinmthomas@yahoo.com

Mailing Address Preference: Business Residence

Have you ever been convicted of a felony: Yes _____ No

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

Minority Identification Code: 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.palmbeachcountvethics.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: Delvin Thomas Date: 09/18-12

Any questions and/or concerns regarding Article XIII, the Palm Beach County Code of Ethics, please visit the Commission on Ethics website www.palmbeachcountvethics.com or contact us via email at ethics@palmbeachcountvethics.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: 2/5/13
 Commissioner's Signature: [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

DELVIN M. THOMAS

203 West Canterbury Drive • West Palm Beach, Florida 33407 • (561) 644-2868 • delvinmthomas@yahoo.com

OBJECTIVE

To lend my skills, knowledge and experience to a progressive team, which will allow me to bring leadership and organization that will focus on a self efficient team. Gain additional knowledge and enhance the profits of the corporation that will allow me to become a more effective team member, and advance within the corporation.

QUALIFICATIONS SUMMARY

- *Senior-level Licensed Mortgage Broker and Lending Program Management Professional* with demonstrated success in Real Estate and Mortgage Financing, Methods, Practices and Procedures.
- *Coordinates, implemented, oversees and monitors residential mortgages and loan underwriting* for owner-occupant or multi-family acquisition, rehabilitation or construction, or other homebuyer programs.
- *Market and administer affordable, competitive lending programs* to home buyers including VA, FHA, FNMA, and SHIP to establish and first time home buyers.
- *Strong foundation of experience with* Mortgage Loan Program Guidelines, Loan Document Compliance, ABCD credit, Creative Financing, Conventional Loans, and Refinances.
- *Experienced with entire process from application through funding with strengths including:*

<input type="checkbox"/> Marketing/Growth Initiatives	<input type="checkbox"/> New Business Development	<input type="checkbox"/> Budget/Finance/Accounting
<input type="checkbox"/> Quality Assurance/Compliance	<input type="checkbox"/> Client Relationship Management	<input type="checkbox"/> Contract Negotiation
<input type="checkbox"/> Operations and Administration	<input type="checkbox"/> File Management/Documentation	<input type="checkbox"/> Credit/Risk Assessment
- *Well-developed client relationship skills.* Developed vital network of contacts and formulated key working relationships, instrumental in acquisition/retention of new business. Negotiate contracts, and reach consensus with a wide variety of public and private entities and individuals.
- *Strategic thinker and visionary leader with a record as a top performer.* Strong ethics and high degree of integrity.

PROFESSIONAL EXPERIENCE

Wells Fargo – West Palm Beach, Florida

2010 to present

Personal Banker II / Business Specialist

- Skills that included sales of retail banking products and services to customers and other banking prospects.
- Management of customer portfolios, services relationships and cross-sells all products and services.
- Provide broad base of financial and credit services with the goals of acquiring 100% of the customers' business.
- Develops and maintains relationships with Wells Fargo partners to maximize sales opportunities and achieve minimum sales standards.
- Use of profiling analysis tools to identify cross sell opportunities and makes outbound sales calls typically by phone to increase product per customer ratio. Handle cash transactions.
- This position requires compliance with the S.A.F.E. Mortgage Licensing Act of 2008 and all related regulations. Remaining a top producer in my sales market exceeding sales goals quarterly.
- Coaching of bankers and tellers on selling and cross selling opportunities and uncovering customer needs.
- Responsible for all business relationships in branch, networking, prospecting new business clients, referring to business partners which includes merchant services.
- Assisting Manager in daily operations and activities of branch.

Résumé of Delvin M. Thomas

Page Two

PROFESSIONAL EXPERIENCE – (continued)**Premier Mortgage Funding – West Palm Beach, Florida**

2003 to 2010

■ Senior Account Executive

Arrange financing and prepare funds for property purchases and refinances. Oversee new and current loans being processed by other broker banking agents. Accountable for new business development, marketing/growth initiatives, direct market penetration, credit/risk management, and strategic leadership. Market and administer affordable, competitive lending programs to home buyers including VA, FHA, FNMA, and SHIP to established and first time home buyers.

- Act with moral turpitude negotiating or offering to negotiate terms or conditions of a mortgage loan on behalf of lender, or negotiate the sale of existing mortgage loan to a non-institutional investor.
- Meet with developers and contractors to bid on loan contracts, organizing and arranging meetings with clients.
- Ensure contracts are properly followed and completed in an expeditious fashion to meet contract deadlines.
- Review all monetary legal contracts, revisions, promissory notes, and legal opinions to resolve issues and fully comply with federal and state regulations as well as, ensure compliance with all investor guidelines and regulations.
- Apply knowledge of rules and regulations related to real estate, banking, mortgage, and residential housing assistance to successfully minimize lending risks and practice risk performance methods to improve revenues.
- Review financial and legal documents to ensure compliance with mortgage, real estate, and housing rehabilitation granted requirements.
- Analyze statistical financial data, and maintain databases, legal documents, and public records.
- Develop marketing and promotional strategic alliances and programs in conjunction with participating non-profit providers/corporations and targeted neighborhood committees.
- Quickly gain client trust and cultivate strong industry relationships by exhibiting a high degree of confidence, honesty and integrity to develop and secure business.

The School District of Palm Beach County

2005 to 2007

■ Transportation Coordinator

Coordinates transportation programs for the Palm Beach County School District.

- Assist in training of new drivers and retraining of experienced drivers. Assist in the development of school bus routes.
- Conduct bus inspections. Perform on-bus evaluations of school bus drivers.
- Utilize written and verbal communication in developing reports and presentations. Assist in compilation of FEFP reports.
- Assist in the coordination of special transportation for special needs students with school and district ESE administrators. Assist in the coordination of field trips and activity transportation.
- Follow adopted policies and procedures in accordance with School Board priorities.

Firestone Service Center – West Palm Beach, Florida

1999 to 2003

■ Service Manager

Hired to oversee operations of the Service Center including advising consumers on automotive maintenance and service to the vehicle, filing, following-up phone calls, ordering parts and shop supplies, balancing cash flow, and daily deposits. Managed a staff of six mechanics and accountable for increasing store sales each year.

- Emphasis on superior customer relationship management. Grew business on referrals by delivering exceptional service, professionalism, strong product knowledge, and excellent problem solving skills.
- Planned, organized and controlled the work of assigned employees. Counseled employees on job performance and conducted hiring and/or discharge interviews.
- Monitored tool inventories, oversaw maintenance of the shop, met department financial objectives, and enforced legal regulations, as well as, company policies and procedures. Assisted in the purchase of parts, materials and equipment.
- Proactively led the Service Department to ensure a successful customer experience.

Kauffs Signs - North Palm Beach, Florida

1999 to 2003

■ Graphic Artist

Duties included designing and creating art layouts for local businesses, corporate offices, shipping industries, and private airlines. Promoted sales through visiting job sites for contract work and having knowledge of most computer software systems.

- Exhibited flexibility to respond rapidly to changing customer requirements and innovated solutions to complex problems.

Super Transport – Riviera Beach, Florida

1996 to 1999

■ Crew Manager

Duties included supervising a shipping and receiving team of ten staff members, conducting loading procedures in a timely manner, documenting inbound and outbound shipments and ensuring quality control. Responsibilities also included assisting co-workers with shipment tasks and operating forklifts and straight trucks.

- Ensured a safe working environment and communicated company safety policies and goals to employees.
- Monitored activity and service level data and implemented action plans to ensure on time delivery of orders.
- Served as main point person with customers, conducting extensive troubleshooting and implementing favorable problem resolution to critical needs.
- Consistently provided the highest quality services, while meeting/exceeding deadlines, schedules, financial budgets and performance requirements.

EDUCATION AND LICENSES

Mortgage Broker/Realtor License - Gold Coast Professional Realty

Palm Beach Community College - Business/Marketing

South University - Business Administration/ Masters Program (Currently Pursuing)

COMPUTER SKILLS

Microsoft Office (Word, Excel, Outlook), Windows XP, Internet, and Calyx Point.

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

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Section I (Department): (Please Print)

Board Name: Community Action Program Advisory Board Advisory Not Advisory

At Large Appointment or District Appointment / District #: _____

Term of Appointment: 2 Years. From: 10/1/12 To: 09/30/14

Seat Requirement: Private Sector Seat #: 9

Reappointment or New Appointment

or to complete the term of Mildred Anderson Due to: resignation other

Completion of term to expire on: 9/30/14

*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: Yastremski Paula
Last First Middle

Occupation/Affiliation: Nurse
Owner Employee Officer

Business Name: _____

Business Address: _____

City & State _____ Zip Code: _____

Residence Address: 7496 154th Court North

City & State Palm Beach Gardens, Florida Zip Code: 33418

Home Phone: () _____ Business Phone: () _____ Ext. _____

Cell Phone: () _____ Fax: () _____

Email Address: Pjby12@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.

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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: Paula Gastremis Printed Name: Paula Gastremis Date: 10-16-12

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:
 {Insert Liaison Name Here}, {Insert Department/Division Here}
 {Insert Address Here}

Section III (Commissioner, if applicable):

Appointment to be made at BCC Meeting on: 2/5/13

Commissioner's Signature: [Signature] Date: 12/10/12

PAULA BURRIS YASTREMSKI, RN, LHRM, Bachelor Liberal Studies

**7496 154TH Court North
Palm Beach Gardens, FL 33418
Telephone 561-246-6607
E-MAIL pjby12@gmail.com
Florida RN License # 1772192
Health Care Risk Manager License #5504237**

SUMMARY OF QUALIFICATIONS:

- Proven ability to navigate the healthcare system-serving ambulatory clients in both private and public clinics, secondary school-age and college clients in ambulatory clinics.
- Employment history as office nurse for General Practitioners (family medicine), Pediatrics, and Obstetrics. Recent employment history performing medical reviews in a variety of ambulatory and in patient settings in PB County., including IM and all medical specialties..
- Patient advocacy-with pharmaceutical and insurance companies, including workers comp, private and public medical care providers including social services.
- Medical Assistant Instructor
- History of working in front and back physician office, flexible and willing to work both areas.
- Strong Patient Education Skills, developed in ambulatory care, in facility care and as a coordinator of patient education classes and instructor of patient education classes
- ICD-9 & CPT coding experience
- Insurance authorizations for procedures and medications.
- Medical data collection and analysis.
- Computer literacy - Word, Excel, PowerPoint, Out Look, VA VISTA program and several EMR programs

MOST RECENT EMPLOYMENT HISTORY: (entire history available upon request)

VA Medical Center-West Palm Beach, FL

Current

Revenue Utilization Revue

I obtain authorizations for In-patient and Out-patient, medical and surgical procedures and mental health treatment and testing.

- Record review to determine severity of illness, treatment, symptoms
- Knowledge of VA third party contracts
- Insurance company appeals
- Determination of service connection (VA specific task)
- Documentation and tracking of all authorizations and communication with third party payers

Med Assurant - Bowie, MD

8/10 – 8/11

RN Field Medical Record Reviewer

Review medical records for CARA, E-PASSPORT, and other reviews.

- Abstract data from records including applicable diagnosis; determine ICD-9 code and appropriate HCC category.
- Knowledge of medical record organization and ability to find relevant data and interpret the medical record
- Field retrospective reviews at hospitals and physician offices
- Heavy experience with BlueCross/BlueShield reviews

Health Care District Palm Beach County - West Palm Beach, FL

8/08-12/09

School Nurse

- Manage student health services serving up to 3,000 students
- Develop maintain and coordinate all student healthcare records
- Provide health assessments, obtain health histories; screen and evaluate findings of deficit in immunizations, vision, hearing, scoliosis, etc. Identify abnormal health findings, communicate same to parents, educate students and parents, promote, encourage and appropriate medical, social, educational interventions.

Academy for Practical Nursing and Health Occupations - West Palm Beach 3/06-7/07

Nursing Student Instructor

Instruct PN students in the laboratory, classroom and clinical setting.

- Develop individual education plans for students with learning issues. My first assignment was remedial instructor for 25-30 students who had failed to achieve passing grades. This 9 mos. assignment was theoretically based.

Palm Beach Gardens Medical Center - Palm Beach Gardens, FL

8/98 – 7/05

LDRP (full-time)

- Assessment, planning, implementing and evaluation of the plan of care for the adolescent and adult obstetrical patient, the neonate and family as a whole.
- IV, OR circulating, recovery room skills, fetal & ECG monitoring. ACLS certification required.

Case Manager (part-time)

- Responsible for timely discharge
- Utilization review was my primary responsibility
- Discharge planning and concurrent review
- Knowledge of InterQual criteria, DRG's, Medicare and Medicaid guidelines.

EDUCATION:

Associate in Nursing Science
Alfred Agricultural and Technical College, Alfred, NY

Bachelor of Liberal Studies (Sociology) -
Mary Washington College, Fredericksburg, VA

Course Work Completed for Master of Arts (Medical Sociology)
University of Miami, Coral Gables, FL.

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

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Section I (Department): (Please Print)

Board Name: Community Action Program Advisory Board Advisory Not Advisory
 At Large Appointment or District Appointment /District #: _____
Term of Appointment: 1 Years. From: 10/1/12 To: 09/30/2014
Seat Requirement: Private Sector Seat #: 10
 *Reappointment or New Appointment

or to complete the term of Don Wilson 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: Ramsubhag Rosealyn J
Last First Middle
Occupation/Affiliation: Accountant I
Owner Employee Officer
Business Name: City of Lake Worth Utilities Dept.
Business Address: 414 Lake Avenue
City & State Lake Worth, Florida Zip Code: 33460
Residence Address: 415 Maddock Street
City & State West Palm Beach, Florida Zip Code: 33405
Home Phone: (561) Business Phone: (561) 533-7300 Ext. 7116
Cell Phone: (561) 352-4457 Fax: (561) 493-0259
Email Address: rramsubhag@lakeworth.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

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

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- 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: B. J. Ramsudrag Printed Name: B. J. Ramsudrag Date: 11/1/12

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:
{Insert Liaison Name Here}, {Insert Department/Division Here}
{Insert Address Here}

Section III (Commissioner, if applicable):

Appointment to be made at BCC Meeting on: 2/5/13
Commissioner's Signature: [Signature] Date: 12/10/12

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

Revised 08/01/2011

Rosealyn J. Ramsubhag

415 Maddock Street
West Palm Beach, FL 33405
561-352-4457 (M)

rramsubhag@lakeworth.org

OBJECTIVE

Demonstrate efficiency in current and previous positions and continue to make advances in career and education.

CAREER HIGHLIGHTS

- Expert in processing data and maintaining records
- Transaction Specialist
- Never called in sick in thirteen years
- City of Lake Worth Ambassador Award
- Financial Committee Volunteer
- Excellent customer service

FINANCIAL EXPERIENCE

CITY OF LAKE WORTH UTILITIES DEPARTMENT, Lake Worth Florida

TEMPORARY SUPERVISOR, SEPT 2011 – Present

- Manage two cashiers, customer service representative and billing associate
- Train temporary associates for office functionality as needed
- Resolve elevated customer complaints / issues

ACCOUNTANT I, 2008 – Present

- Act as liaison between finance and utility departments
- Investigate payment and reporting discrepancies
- Reconcile utility payment data daily
- Prepare bank deposits daily
- Coordinate and initiate utility refunds
- Process collections
- Process return checks / charge backs (from the correspondence to the disconnect)
- Manage time effectively between customer service and bookkeeping duties
- Adhere effectively to all departmental compliancy policies
- Perform cashier and customer service tech duties as needed
- Prepare payroll when necessary

CUSTOMER SERVICE REPRESENTATIVE, 2000-2008

- Answer inbound calls concerning utility bill inquiries
- Keep record of customer account issues
- Resolve customer complaints in a notable manner
- Provide top-notch customer service skills

CUSTOMER SERVICE TECH, 1998-2000

- Collect billing payments from utility customers
- Balance daily transactions (cash, checks, credit cards, et cetera)
- Sort mail

RIVER CHURCH OF GOD, West Palm Beach, Florida

FINANCIAL COMMITTEE, 2007 – Present

- Reconcile monies
- Perform bookkeeping duties

H&R BLOCK, West Palm Beach Florida

TAX ASSOCIATE, 2003 – 2005

- Prepare and file tax returns
- Resolve client tax issues
- Provide tax advisement

EDUCATION

FLORIDA ATLANTIC UNIVERSITY, Boca Raton Florida

Bachelor of Arts in Business Administration - Concentration: Accounting
Expected graduation date June of 2013

H&R BLOCK TAX CLASS, West Palm Beach Florida
2003

COMPUTER SKILLS

Sungard / HTE
Cognos
Microsoft Office 2007 / 2010

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Section I (Department): (Please Print)

Board Name: Community Action Program Advisory Board Advisory Not Advisory

At Large Appointment or District Appointment /District #: _____

Term of Appointment: 3 Years. From: 10/1/12 To: 09/30/15

Seat Requirement: Low-Income Seat #: 15

*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: Davis Terence Dayron
Last First Middle

Occupation/Affiliation: Director
Owner Employee Officer

Business Name: YMODLA/Young Men of Distinction

Business Address: 1524 W 35th Street

City & State Riviera Beach, Florida Zip Code: 33404

Residence Address: 420 W 31st Street

City & State Riviera Beach, Florida Zip Code: 33404

Home Phone: () Business Phone: () Ext. _____

Cell Phone: (850) 339-9380 Fax: ()

Email Address: Dayron17@@hotmail.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.

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_____	_____	_____	_____
_____	_____	_____	_____

(Attach Additional Sheet(s), if necessary)

OR NONE

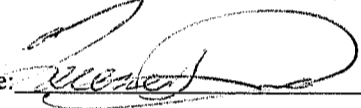
All board members are required to read and complete training on Article XIII, the Palm Beach County Code of Ethics, and read the Guide to the Sunshine Amendment prior to appointment/reappointment. Article XIII, and the training requirement can be found on the web at: <http://www.palmbeachcountyethics.com/training.htm>.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

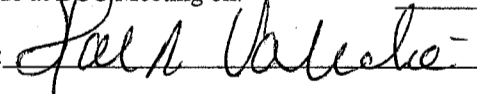
*Applicant's Signature:  Printed Name: Terence Davis Date: 12/18/12

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:
 {Insert Liaison Name Here}, {Insert Department/Division Here}
 {Insert Address Here}

Section III (Commissioner, if applicable):

Appointment to be made at BCC Meeting on: 2/5/13

Commissioner's Signature:  Date: 12/18/12

**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 Program Advisory Board Advisory Not Advisory

At Large Appointment or District Appointment / District #: _____

Term of Appointment: 3 Years. From: 10/1/12 To: 09/30/15

Seat Requirement: Public Representative- PBC BCC Seat #: 1

*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: Coursey Yvette L
Last First Middle

Occupation/Affiliation: Administrator

Owner Employee Officer

Business Name: Retired

Business Address: _____

City & State _____ Zip Code: _____

Residence Address: P.O. Box 3823

City & State West Palm Beach, Florida Zip Code: 33402

Home Phone: (561) 863-8569 Business Phone: (561) Ext. _____

Cell Phone: () Fax: (561) 881-0277

Email Address: cotomassociates@juno.com

Mailing Address Preference: Business Residence

Have you ever been convicted of a felony: Yes _____ No

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

Minority Identification Code: 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.

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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: *Yvette L. Coursey* Printed Name: Yvette L. Coursey Date: 09-10-2012

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:
{Insert Liaison Name Here}, {Insert Department/Division Here}
{Insert Address Here}

Section III (Commissioner, if applicable):

Appointment to be made at BCC Meeting on: 2/5/13

Commissioner's Signature: *[Signature]* Date: 10/10/12

RESUME
DR. YVETTE L. COURSEY

P.O. BOX 3823
West Palm Beach, Florida 33402

561-863-8569 (home)
561-602-7117 (cell)

EDUCATION

DPA (Public Administration) Nova Southeastern University; Ft. Lauderdale, FL

MSW (Social Work) Atlanta University; Atlanta, GA

BA (Social Welfare) Central State University; Wilberforce, OH

Numerous seminars, workshops and continuing education courses

EXPERIENCE

**Chief Executive Officer, Sickle Cell Foundation of Palm Beach County & Treasure Coast, Inc. --
December 1998 to May 2012**

Responsible for day-to-day and overall administration of a voluntary nonprofit health organization that provides services to a 5-county area. Supervise case managers, social workers, educators and clerical staff; perform marketing, public relations and fund development activities; coordinate, direct and manage grant implementation and achievement of deliverables. Coordinate and collaborate with other agencies. Ensure proper management and stewardship of funds. Supervise students and interns.

Principal Consultant, COTOM ASSOCIATES -- September 1993 to December 1998

Provided management consultation, technical assistance and training in the areas of health & human services, prevention, and housing as an independent consultant. Provided supervision for social workers lacking credentials. Reviewed grant applications and made funding recommendations to U.S. Departments of Education, Health & Human Services, and Housing & Urban Development.

**Palm Beach County Substance Abuse Coordinator, Palm Beach County Board of County
Commissioners -- October 1988 to August 1993**

Responsible for planning, implementing and evaluating substance abuse programs; conducted community needs assessments; provided training and technical assistance. Coordinated with federal, state, county and municipal officials and treatment providers regarding funding, policies, programs and best practices. Collaborated with community organizations relative to programs and projects targeted to high-risk populations. Developed policy recommendations and implementation strategies; recommended programs and project funding for treatment providers; facilitated coordination of substance abuse resources; community education; public speaking; supervised interns.

**Program Supervisor of Alcohol, Drug Abuse and Mental Health, Florida Department of Health &
Rehabilitative Services District 9 -- June 1987 to October 1988**

Responsible for administering alcohol, drug abuse and mental health programs for a 5-county district that is geographically and politically diverse. Worked with professional, consumer, advocacy groups, elected officials and provider agencies in assessing needs, developing a district plan, assuring the availability of needed services and maintaining a continuity of care case management system.

DR. YVETTE L. COURSEY

Allocated funds, awarded contracts and monitored program and contract compliance. Interpreted laws, rules, regulations and policies regarding the programs; provided technical assistance and training. Planned and conducted workshops/ seminars and conferences. Supervised staff and other administrative/managerial functions; stewardship over public funds. Public speaking.

Chief, Program Operations Division; Administration on Aging/US Department of Health & Human Services; Region V – April 1974 – June 1987

Planned, directed and supervised staff activities of providing supportive and technical services to the 6 state agencies on aging in Region V. Interpreted federal statutes, policy and regulations; monitored and evaluated state plan implementation; provided training and technical assistance. Oversaw planning and implementation for conferences and training functions. Worked closely with other federal agencies on issues affecting the elderly, i.e., health care, substance abuse, mental health, housing, income and employment. Administrative/managerial functions; stewardship over federal funds; public speaking.

Community Services Program Specialist, Social & Rehabilitative Services/US Department of Health, Education & Welfare; Region V – December 1972 to April 1974

Provided consultation and technical assistance to State Departments of Public Welfare in the areas of family and children, adult and self-support social services. Assisted states with the development, administration and operation of specialized service programs and delivery systems. Interpreted federal statutes and policies; provided training and technical assistance; monitored and evaluated state programs and projects; public speaking.

Other Experiences: State Program Director for ACTION; Personal Services Specialist with VISTA/OEO. Held positions as Clinical Social Worker and Psychiatric Social Worker with Veterans Administration Hospitals in Indianapolis, Indiana, and Chicago, Illinois, respectively. Other positions were with the Hamilton County (OH) Juvenile Court and the Urban League of Greater Cincinnati (OH). Graduate social work student internships were with Grady Memorial Hospital in Atlanta, Georgia and the Veterans Administration Hospital in Indianapolis, Indiana.

**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 Program Advisory Board Advisory Not Advisory

At Large Appointment or District Appointment /District #: _____

Term of Appointment: 3 Years. From: 10/1/12 To: 09/30/2015

Seat Requirement: Private Sector Seat #: 7

*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: McMurry Jason
Last First Middle

Occupation/Affiliation: Retail

Owner Employee Officer

Business Name: Walmart

Business Address: 4225 45th Street

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

Residence Address: 165 Catania Way

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

Home Phone: () Business Phone: (561) 683-8300 Ext. _____

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

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

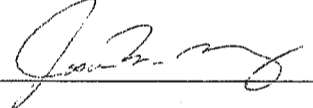
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- By watching the training program on the Web, DVD or VHS
- By attending a live presentation given on _____, 20__

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:

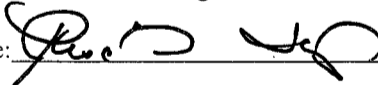
*Applicant's Signature:  Printed Name: JASON McMURLEY Date: 09-18-12

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:
{Insert Liaison Name Here}, {Insert Department/Division Here}
{Insert Address Here}

Section III (Commissioner, if applicable):

Appointment to be made at BCC Meeting on: 2/5/13

Commissioner's Signature:  Date: 12/10/12

Jason McMurry

Professional Summary

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

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

Store Manager

- Managing Budget
- Managing Compliance
- Managing Payroll

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

Co-Manager

- Comparative Shopping
- Associate Evaluations
- Facilitating Open Door Policy

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

Assistant Manager

- Event Planning
- Restructuring Aisles
- Overseeing Several Departments

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

Loss Prevention

- Protecting Company Assets
- Maintaining Records
- Overseeing Safety

Education

2008-Present Capella University Minneapolis, MN

Market Management

- Business

References

References are available on request.

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

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Section I (Department): (Please Print)

Board Name: Community Action Program Advisory Board Advisory Not Advisory

At Large Appointment or District Appointment / District #: _____

Term of Appointment: 3 Years. From: 09/30/12 To: 09/30/15

Seat Requirement: Low-Income Sector Seat #: 14

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: Low Retha
Last First Middle

Occupation/Affiliation: _____

Owner Employee Officer

Business Name: Retired Elected Official

Business Address: _____

City & State _____ Zip Code: _____

Residence Address: 1301 12th Avenue S

City & State Lake Worth, Florida Zip Code: 33460

Home Phone: (561) 586-7276 Business Phone: () Ext. _____

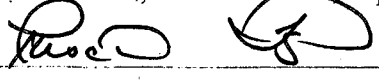
Cell Phone: () Fax: ()

Email Address: loweretha@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

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.

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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

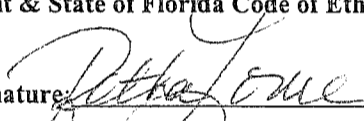
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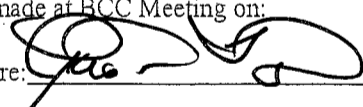
*Applicant's Signature:  Printed Name: Retha Lowe Date: 11/2/12

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:
 {Insert Liaison Name Here}, {Insert Department/Division Here}
 {Insert Address Here}

Section III (Commissioner, if applicable):

Appointment to be made at BCC Meeting on: 2/5/13

Commissioner's Signature:  Date: 12/10/12

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

Revised 08/01/2011

Retha M Lowe

1301 12th Ave South, Lake Worth, Fl 33460 ♦ (561) 586-7278

Objective: To secure a professional position, utilizing my background, skills, and experience in administration and government, to benefit the citizens of Palm Beach County.

Political/Professional Experience:

- Vice-Mayor of Lake Worth
- Vice-Mayor Pro-Team
- City Commissioner
- President of The Palm Beach League of Cities
- Member Treasure Coast Planning Council
- FL League Policy Committee
- Member of the Community Development Corp.
- Board Member of the Salvation Army
- Member of the Code Enforcement
- Management in banking

Work Experience:

1968 – 1993 Branch Manager
1st Federal Saving and Loan/Great Western Bank Lake Worth, FL

1994 – 2008 City Commissioner
City of Lake Worth Lake Worth, FL

Education:

- Business Communication Degree
Palm Beach Community College Lake Worth, FL
- Certificate in Government
Palm Beach Community College Lake Worth, FL
- Psychology Internship Lake Worth, FL
- H.S. Diploma
Carver High School Delray, FL

Agency: Please submit a current board roster using the format below.

DCA: Place current board roster behind this page.

CSBG BOARD ROSTER FORMAT

Sector: Public

Name	Entity Represented	Mailing Address and E-mail Address	Telephone Number(s) Office/Fax/Cell	Date when originally seated on Board	Date when seated for current term	Expiration date of current term
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) Original Appointment	10/1/09	10/1/09	09/30/12
Vincent Goodman Seat # 2	PBC BCC At-Large	450 W. 36 th Street Riviera Beach, FL 33404	(561) 842-6421 (H) (561) 313-4576 (C) Reappointed	10/1/09	11/16/10	09/30/13 Resigned
Pamela Williams Seat # 3	PBC BCC At-Large	1572 W. 33 rd Street Riviera Beach, FL 33404 leoongo@yahoo.com	(561) 844-4854 (H) (561) 506-1370 (C) Original Appointment	10/1/09	12/20/11	09/30/14 Removed
Deirdre M. Jacobs		200 2 nd Street West Palm Beach, FL	(561) 822-1256 (561) 822-1268	1/12/2010	12/20/11	09/30/14 Not

Seat # 4	City of WPB	33402 djacobs@wpb.org	(fax) Original Appointment			Reaffirmed by Mayor
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 Completion of Term	3/15/2011	3/15/11	09/30/12 Reaffirmed

Sector: Private

Name	Entity Represented	Mailing Address and E-mail Address	Telephone Number(s) Office/Fax/Cell	Date when originally seated on Board	Date when seated for current term	Expiration date of current term
Gary Hawkins Seat # 6	Workforce Alliance	1500 N. Congress Ave. A-15 West Palm Beach, FL 33401 ghawkins@pbcalliance.com	(561) 758-4885 (C) (561) 615-8867 (H) Reappointed	1/12/10	11/16/10	09/30/13
Jason McMurry Seat # 7	Wal-Mart	165 Catania Way Royal Palm Beach, FL Jlmcmur.s044446.us@wal-mart.com	(561) 906-5835 Completing Term	12/20/11	12/20/11	09/30/12
Ramona Maharaj Seat # 8	BB&T Bank	6171 Royal Birkdale Dr. Lake Worth, FL 33463 Raindrop424@aol.com Maharajr04@gmail.com	(561) 376-7166 New Appointment	12/20/11	12/20/11	9/30/14 Removed
Mildred Singleton	TLJ MS	11559 Buckhaven Lane West Palm Beach, FL 33412	(561) 622-7754 (561) 703-1543	12/20/11	12/20/11	9/30/2014

Anderson Seat # 9			New Appointment			Resigned
Donald F. Wilson Seat # 10	The Mentoring Center	<u>Donaldfwilson6@gmail.com</u>	(561) 634-6347 New Appointment	12/20/11	12/20/11	9/30/13 Removed

Sector: Low Income

Name	Neighborhood Represented	Mailing Address and E-mail Address	Telephone Number(s) Office/Fax/Cell	Date when originally seated on Board	Date when seated for current term	Expiration date of current term
Elaine Gulley Seat #: 11	Belle Glade TAC	2360 E. Main Street Pahokee, FL 33476 <u>elainegulley@att.net</u>	(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 #:	Delray/Boynton Beach TAC	805 South B Street Lake Worth, FL 33460 <u>bizztheresa1@aol.com</u>	(561) 588-0155 (H)	1/12/10	12/20/11	09/30/14

13			(561) 364-9501 (W) Original Appointment			
Retha Lowe Seat #: 14	Lake Worth TAC	1301 12 th Avenue S., Lake Worth, FL 33460	(561) 586-7276 Completion of term	2/1/11	2/1/11	09/30/12 Re elected
David Rolling, Esq. Seat #: 15	Riviera Beach TAC	1201 W. 1 st Street Riviera Beach, FL 33404 darolling@bellsouth.net	(561) 254-0353 (C) Original Appointment	1/12/10	1/12/10	09/30/12 Not serving another term

CURRENT OFFICERS

Name	Position	Date Elected
Dr. Yvette Coursey	Chair	
Vincent Goodman	Vice-Chair	
Vacant	Secretary/Treasurer	

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

- 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;

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

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

The Chairperson thereupon declared the Resolution duly passed and adopted this 15th day of September, 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

