Agenda Item No:

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

Meeting Date: Submitted By: Advisory Board: May 7, 2013 Office of Small Business Assistance Small Business Assistance Advisory Committee

#### **EXECUTIVE BRIEF**

**Motion and Title: Staff recommends motion to appoint:** one individual to the Small Business Assistance Advisory Committee, for the term indicated below.

<u>NOMINEE</u> Samuel Roman	<u>SEAT</u> 13	<b>DESIGNATION</b> Hispanic Business Organization	<u>TERM</u> 5/7/2013 – 5/6/2016	<b>NOMINATED BY</b> Commissioner Valeche
		in Construction		<b>Commissioner Burdick</b>
				Commissioner Vana

Commissioner Vana Commissioner Taylor

**Summary:** The SBA Advisory Committee is established pursuant to Section 2.80.32, of the Palm Beach County Code as amended on March 12, 2013. The committee consists of fifteen (15) members representing one (1) black business owner certified as a small business by the County; one (1) Hispanic business owner certified as a small business by the County; one (1) woman business owner certified as a small business by the County; one (1) business owner domiciled in Palm Beach County; one (1) representative of a business incubator program; one (1) representative of the Hispanic business organization; one (1) representative of the National Association of Women in Construction; one (1) representative of a Women's Business Organization; one (1) certified minority contractor; one (1) representative of the Associated General Contractors of America; one (1) representative of the Small Business Development Center; one (1) representative of a financial institution that assists small businesses; one (1) representative of the Black Chamber of Commerce; and one (1) representative of a professional services organization. The SBA Advisory Committee supports the nominations and a memo was sent to the Board of County Commissioners on March 26, 2013 requesting approval of the recommendation for Seat 13. No other nominations were received. <u>Countywide (TKF)</u>

**Background and Justification:** Section 2.80.32, as amended, of the Palm Beach County Code, provided for appointments to be made from specific organizations and representative of the small business community. The SBA Advisory Committee consists of fifteen (15) members and the terms of the seats are for three (3) years. The SBA Advisory Committee reviews and evaluates the effectiveness of small business programs within County Government. The Board currently consists of 11 members with 4 seats vacant. The current diversity count is: Hispanic 1; White 5; and African American 5.

#### **Attachments:**

- 1. Boards/Committees Application
- 2. Resume of Nominee
- 3. Current List of Board Members

**Recommended By:** onya Davis Johnson, Director Legal Sufficiency: Tammy K. Fields, Chief Assistant County Attorney

## II. <u>REVIEW COMMENTS</u>

A. Other Department Review:

**Department Director** 

## **BOARDS/COMMITTEES APPLICATIONS**

## **ATTACHMENT 1**

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 (Depa	artment): (Pl	ease Print)							
Board Name:	Small Bu	siness Advi	sory Comm	ittee			Advisory	[X] No	ot Advisory [ ]
[X]A	At Large App	ointment		or	[	] District	Appointme	nt /District #	:
Term of Appoin	tment:	3	Years.	From:	5/7	2013	То:	5/6/20	13
Seat Requirement	nt:		Hispanic	Business Organ		/		· /	13
[ ]*Re	appointment			or	[ X ] New	Appointu			
or [] to	complete the	term of			Due to:	· []	resignatio	n []	other
Completion of to	erm to expire					_			
*When a person term shall be co <u>Section II (App</u> APPLICANT, U	onsidered by <u>licant):</u> (Pla	the Board ease Print)	of County	Commissioner	S:	us discloso	ed voting co	onflicts duri	ng the previous
Name:	Roman	<u> </u>		Samuel					
Occupation/Affi	Last liation:			First			Middle		
Ĩ		Owner [	x ]	E	mployee [ ]		Off	icer [ ]	
Business Name	:	Applied	Advertising	Solutions, Inc.					
Business Addre	ess:			ue, Suite A7					
City & State		West Pal	m Beach, F	L	2	Zip Code:	334	09	
Residence Add	ress:	132 <b>8</b> 4 O	pal Lane		•				
City & State		Wellingt	on, FL		2	Zip Code:	334	14	
Home Phone:	( 50	51) 429-22	223	Busi	ness Phone:	( 561 )	328-8450	l	Ext.
Cell Phone:	_(56	1) <b>876-96</b>	666	Fax:		( 561 )	328-8451		
Email Address:	sro	man@appli	edadvertisii	ng.com					
Mailing Address	s Preference:	[X]Busi	ness []R	esidence					
Have you ever b If Yes, state the				No X of case and date					
Minority Identi [] Nati	ification Cod		Male Hispanic-A		Female Asian-America	m []A	frican-Ame	rican [](	Caucasian
Page 1 of 2									9
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**CONTRACTUAL RELATIONSHIPS:** Pursuant to Article XIII, Sec. 2-443 of the Palm Beach County Code of Ethics, advisory board members are prohibited from entering into any contract or other transaction for goods or services with Palm Beach County. Exceptions to this prohibition include awards made under sealed competitive bids, certain emergency and sole source purchases, and transactions that do not exceed \$500 per year in aggregate. These exemptions are described in the Code. This prohibition does not apply when the advisory board member's board provides no regulation, oversight, management, or policy-setting recommendations regarding the subject contract or transaction and the contract or transaction is disclosed at a public meeting of the Board of County Commissioners. To determine compliance with this provision, it is necessary that you, as a board member applicant, identify all contractual relationships between Palm Beach County government and you as an individual, directly or indirectly, or your employer or business. This information should be provided in the space below. If there are no contracts or transactions to report, please verify that none exist. Staff will review this information and determine if you are eligible to serve or if you may be eligible for an exception or waiver pursuant to the code.

Contract/Transaction No.	<b>Department/Division</b>	<b>Description of Services</b>	Term		
Ex: (R#XX-XXXX/PO XXX)	Parks & Recreation	<b>General Maintenance</b>	<u>10/01/11-09/30/12</u>		
	(Attach Additional Sl	heet(s), if necessary)			
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All board members are required to Guide to the Sunshine Amendmer on the web at: <u>http://www.palmh</u> By signing below I ackno County Code of Ethics, an	nt prior to appointment/reappointm	nent. Article XIII, and the traini <u>htm</u> . Keep in mind this requirem rstand, and agree to abide by A	ng requirement can be found ent is on-going. Article XIII, the Palm Beach		
<u>X</u> By wate	ching the training program on the V ading a live presentation given on	Web, DVD or VHS			
	AND				
By signing below I acknowledge that have read, understand and agree to abide by the Guide to the Sunshine Amendment & State of Florida Code of Ethics: *Applicant's Signature:					
	Any questions and/or concerns regarding Article XIII, the Palm Beach County Code of Ethics, please visit the Commission on Ethics website <u>www.palmbeachcountyethics.com</u> or contact us via email at <u>ethics@palmbeachcountyethics.com</u> or (561) 233-0724.				
	<b>Return this I</b> Tyshon Grimsley, Office of S 50 S. Military Tr West Palm Beac	Small Business Assistance rail, Suite 202			
Section III (Commissioner, if app	<u>plicable):</u>				
Appointment to be made a Commissioner's Signature:	at BCC Meeting on:	2/5/2013	3		
Pursuant to Florida's Public Records Law, t	his document may be reviewed and photoc	copied by members of the public.	Revised 08/01/2011		
Page <b>2</b> of <b>2</b>					

The information p This form MUST biography or résu	<b>BE COMPLETED IN</b>	ill be used by Count FULL. Answer "no	y Commissioners an one" or "not applic	nd/or the ent able" where	ire Board in co appropriate.	nsidering your nomination. Further, please attach a
Section I (Depar	tment): (Please Print)					
Board Name:	Small Business Advis	ory Committee			Advisory [X	] Not Advisory [ ]
[X]At	Large Appointment		or	[] District	Appointment /	District #:
Term of Appointn	nent: <u>3</u>	Years. F	rom: <u>5/7/</u> :	2013	То:	5/6/2016 13
Seat Requirement		Hispanic Business	Organization		_ Seat #:	13
[]*Reap	pointment	or	[ X ] Ne	w Appointn	aent	
or [] to co	omplete the term of		Due	to: [ ]	resignation	[] other
Completion of terr	m to expire on:	ng ser van haaf wie die de tegelik jie oor die oor ook geveen dat geveen de tegelik van die sere de	****			
term shall be con Section II (Applie	is being considered fo sidered by the Board cant): (Please Print) VLESS EXEMPTED, N	of County Commis	sioners:	lous disclos	ed voting confl	icts during the previous
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<b>N I N</b>	Owner [	-	Employee [	]	Office	Г <u>]</u>
Business Name:		Advertising Solution				
Business Address	**************************************	stgate Avenue, Suite	: A7	7: 0 1	22400	
City & State	west Pair	n Beach, FL	al and the second product of the second s	Zip Code:	33409	
Residence Addre	ss: <u>13284 O</u> g	oal Lane				
City & State	Wellingto	on, FL		Zip Code:	33414	
Home Phone:	(561) 429-22	23	Business Phone:	( 561	) 328-8450	Ext.
Cell Phone:	(561) 876-96	66	_ Fax:	( 561	) 328-8451	
Email Address:	_sroman@applie	edadvertising.com				
Mailing Address F	Preference: [X]Busir	ness [] Residence				
	en convicted of a felony ourt, nature of offense,		No <u>X</u> nd date:			
Minority Identifi [ ] Nativ		Male Hispanic-American	[] Female [] Asian-Ameri	ican [] A	African-America	an []Caucasian
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Contract/Transaction No.	<b>Department/Division</b>	<b>Description of Services</b>	<u>Term</u>
Ex: (R#XX-XXXX/PO XXX)	Parks & Recreation	General Maintenance	10/01/11-09/30/12
	(Attach Additiona	Sheet(s), if necessary)	
	OR	NONE	
Guide to the Sunshine Amendm	ent prior to appointment/reappoi	n Article XIII, the Palm Beach Coun ntment. Article XIII, and the train ng.htm. Keep in mind this require:	ing requirement can be found
By signing below I ack County Code of Ethics,	nowledge that I have read, un and I have received the require	derstand, and agree to abide by d Ethics training (in the manner cl	Article XIII, the Palm Beach necked below):
	atching the training program on the tending a live presentation given		
	AND		
Amendment & State of	Flørida Code of Ethics:	d Name: Samue Roma	
Any questions and/or concerns r	egarding Article XIII, the Palm B	each County Code of Ethics, please at <u>ethics@palmbeachcountyethics.c</u>	visit the Commission on Ethics
	Tyshon Grimsley, Office 50 S. Military	<b>is FORM</b> to: of Small Business Assistance 7 Trail, Suite 202 each, FL 33415	
Section III (Commissioner, if a	pplicable):		
Appointment to be mad	e at BCC Meeting on:	2/5/2013	3
Commissioner's Signature:	Haufette Bu	nduck Date: 4-1	-2013
Pursuant to Florida's Public Records Law	w, this document may be reviewed and ph	otocopied by members of the public.	Revised 08/01/2011
Page 2 of 2			

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Section I (Depar	<u>tment):</u> (Ple	ease Print)						
Board Name:	Small Bus	iness Advisory Com	mittee			Advisory [ ]	X ] Not	Advisory [ ]
[X]At	Large Appo	ointment	or			Appointment		
Term of Appointr	ment:	3 Years.	From:	5/7/	2013	То:	5/6/20	216
Seat Requirement		Hispani	c Business Organiz	ation		Seat #:	]	13
[]*Rear	opointment		or	[ X ] New A	ppointm	ent		
or [] to co	omplete the t	term of		Due to:	[]	resignation	[]	other
Completion of term to expire on:								
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Occupation/Affilia		<b></b>				Middle		
		Owner [X]	Em	ployee [ ]		Offic	er [ ]	
<b>Business Name:</b>		Applied Advertisir	g Solutions, Inc.				······································	
<b>Business Address</b>	s:	4201 Westgate Av	enue, Suite A7		wm			
City & State		West Palm Beach,	FL	Zi	p Code:	3340	9	
Residence Addre	ess:	13284 Opal Lane						
City & State		Wellington, FL		Zi	p Code:	_33414	4	
Home Phone:	( 56	1) 429-2223	Busine	ess Phone:	(561)	328-8450		Ext.
Cell Phone:	(561	) 876-9666	Fax:		(561)	32 <b>8-8</b> 451	· · · · · · · · · · · · · · · · · · ·	
Email Address:	sron	nan@appliedadvertis	sing.com					
Mailing Address I	Preference:	[X]Business []	Residence					
Have you ever bee If Yes, state the co		of a felony: Yes of offense, dispositio	No X n of case and date:					
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Ex: (R#XX-XXXX/PO XXX) Parks & Recreation		General Maintenance	<u>10/01/11-09/30/12</u>
	(Attach Additiona	l Sheet(s), if necessary) NONE	
Guide to the Sunshine Amendm	ent prior to appointment/reapp	n Article XIII, the Palm Beach Coun intment. Article XIII, and the train ng.htm. Keep in mind this requires	ing requirement can be found
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	atching the training program on t tending a live presentation given		
	AND		
Amendment & State of I *Applicant's Signature:	Flørida Code of Ethics:	ed Name: <u>Samue</u> Reve Beach County Code of Ethics, please	VM Date: $192013$ visit the Commission on Ethics
website www.palmbeachcountye	thics.com or contact us via emai	at ethics@palmbeachcountyethics.c	om or (561) 233-0724.
	Tyshon Grimsley, Office 50 S. Militar	<b>his FORM</b> to: of Small Business Assistance y Trail, Suite 202 Beach, FL 33415	
Section III (Commissioner, if a	pplicable):		
Appointment to be mad Commissioner's Signature:_	e at BC Meeting on:	2/5/2013 Date: 4/1/	13
Pursuant to Florida's Public Records Law	v, this document may be reviewed and pl		Revised 08/01/2011
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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 resume to this form.					
Section I (Department)	: (Please Print)				
Board Name: Smal	l Business Advisory Commi	ttee		Advisory [X	] Not Advisory [ ]
[X] At Large	Appointment	or	[ ] District	Appointment /I	District #:
Term of Appointment:	<u> </u>	From:	5/7/2013	То:	5/6/2016
Seat Requirement:	Hispanic I	Business Organization		Seat #:	
[]*Reappointn	nent	or [2	X] New Appointm	ent	
or [] to complete	e 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:					
Name: Roman	<u>n</u>	Samuel		Middle	
Last Occupation/Affiliation:		First		Middle	
-	Owner [X]	Employ	ee [ ]	Officer	[]
Business Name:	Applied Advertising		( )		
Business Address:	4201 Westgate Aven				
City & State	West Palm Beach, Fl		Zip Code:	33409	
<b>Residence Address:</b>	13284 Opal Lane				•
City & State	Wellington, FL		Zip Code:	33414	
Home Phone:	(561) 429-2223	Business P	hone: (561)	) 328-8450	Ext.
Cell Phone:	(561) 876-9666	Fax:	( 561 )	) 32 <b>8-8</b> 451	
Email Address:	sroman@appliedadvertisin	lg.com			
Mailing Address Prefere	nce: [X]Business []R	esidence			
	victed of a felony: Yes ature of offense, disposition				
Minority Identification [] Native-Ame		[] Femal merican [] Asian		frican-America	n [] Caucasian
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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)       (Attach Additional Sheet(s), if necessary)       Image: Control of the second sec	e found
OR NONE  All board members are required to read and complete training on Article XIII, the Palm Beach County Code of Ethics, and i Guide to the Sunshine Amendment prior to appointment/reappointment. Article XIII, and the training requirement can be 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	e found
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X       By watching the training program on the Web, DVD or VHS         By attending a live presentation given on, 20	
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By signing below I acknowledge that I have read, understand and agree to abide by the Guide to the So Amendment & State of Flørida Code of Ethics:	unshine
*Applicant's Signature: Jam Jana Printed Name: Samue Rower Date: 190	2013
Any questions and/or concerns regarding Article XIII, the Palm Beach County Code of Ethics, please visit the Commission on website <u>www.palmbeachcountyethics.com</u> or contact us via email at <u>ethics@palmbeachcountyethics.com</u> or (561) 233-0724.	Ethics
<b>Return this FORM</b> to: Tyshon Grimsley, Office of Small Business Assistance 50 S. Military Trail, Suite 202 West Palm Beach, FL 33415	
Section III (Commissioner, if applicable):	
Appointment to be made at BCC Meeting on: 2/5/2013	_
Commissioner's Signature: Kaser a cer i Date: Date: Date:	
Pursuant to Florida's Public Records Law, this document may be reviewed and photocopied by members of the public. Revised 08/0	)1/2011
Page 2 of 2 04-04-13A08:36 RCVD	



### ACKNOWLEDGEMENT OF RECEIPT PALM BEACH COUNTY CODE OF ETHICS TRAINING\*

#### Check those items that apply

I acknowledge that I have read a copy of the Palm Beach County Code of Ethics (printed or posted on the intranet/internet) and completed additional training by:

Watching the Code of Ethics Training Program on the Intranet/Internet.

□ Watching the Code of Ethics Training Program on DVD.

Attending a live presentation given on \_\_\_\_\_, 20\_\_\_.

I understand that I am responsible for understanding and abiding by the Palm Beach County Code of Ethics as I conduct my assigned duties during my term of employment. I also understand that the information in this policy is subject to change. Policy changes will be communicated to me by my supervisor or through official notices.

Print (Lègal Signature)

(Clearly Print the Name of Your Department)

(Date)

Employees: Submit signed form to your Department Head Department Heads: Submit signed forms to Records, Human Resources

\*This Form is for Employees and Elected Officials Only – Advisory Board Members Form can be obtained from Advisory Board Liaison\*

2633 Vista Parkway, West Palm Beach, FL 33411 561.233.0724 FAX: 561.233.0735 Hotline: 877.766.5920 E-mail: ethics@palmbeachcountyethics.com Website: www.palmbeachcountyethics.com

04-04-13A08:36 RCVD

# **RESUME OF NOMINEE**

## **ATTACHMENT 2**

#### Samuel Roman 13284 Opal Lane Wellington FL 33414

#### 561 328 8450 - Ofiice 561 876 9666 Mobil roman@AppliedAdvertising.com

Work History:		
November 2008 – Present	<ul> <li>Applied Advertising Solutions Inc. Founder / Owner</li> <li>In charge of all operational functions of High quality commercial printing &amp; Dir</li> <li>Storage and Fulfillment services</li> <li>Mailing List and data processing</li> </ul>	
September 2001 – November 200	Manager	
July 1994 December 2000	Barton & Conney Inc Manager • In charged of every day operation department	Trenton, NJ of lettershop and U.S. mail pre-sort
May 1988 – July 1994	U.S. Navy Petty officer 2 <sup>nd</sup> class • Shift supervisor shore patrol and b	Philadelphia Naval Shipyard, Philadelphia PA ase security
Education	· · · · · · · · · · · · · · · · · · ·	
1994	Mercer County Community College	Trenton NJ

1994	Mercer County Community Conege	I renton inj
	Asociates Sales & Marketing	
1991	Philadelphia Community College	Philadelphia, PA
	Associates Business Administration	
1987	Trenton Central High School	Trenton, NJ
	High School Diploma	

## CURRENT LIST OF BOARD MEMBERS SMALL BUSINESS ADVISORY COMMITTEE

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

## **ATTACHMENT 3**