PALM BEACH COUNTY BOARD OF COUNTY COMMISSIONERS BOARD APPOINTMENT SUMMARY

Agenda Item

Meeting Date:	July 2, 2013
Department:	Westgate/Belvedere Homes Community Redevelopment Agency
Advisory Board:	Westgate/Belvedere Homes Community Redevelopment Agency

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to approve: the re-appointment of the following individuals to the Westgate/Belvedere Homes CRA Board for the term July 2, 2013 through May 31, 2017.

<u>Name</u> Christopher Fleming	<u>Seat No.</u> 1	<u>Nominated by</u> Commissioner Priscilla A. Taylor Commissioner Hal R. Valeche Commissioner Paulette Burdick
Joseph H. Kirby	2	Commissioner Priscilla A. Taylor Commissioner Hal R. Valeche Commissioner Paulette Burdick
Cecilia St. Hiliaire	3	Commissioner Priscilla A. Taylor Commissioner Hal R. Valeche Commissioner Paulette Burdick
Joanne Rufty	7	Commissioner Priscilla A. Taylor Commissioner Hal R. Valeche Commissioner Paulette Burdick

Summary: The Westgate/Belvedere Homes Community Redevelopment Agency (Westgate CRA) Board consists of seven (7) At-Large members from the general public and local businesses within the CRA boundaries. Ordinance No. 89-6 requires that the Palm Beach County Board of County Commissioners (BCC) appoint the Westgate CRA Board Members. After duly advertising, the Westgate CRA held its Annual Meeting on May 13, 2013 to re-appoint candidates to fill seats 1, 2, 3 and 7. Christopher Fleming, a business owner, has expressed a willingness to remain on the CRA Board in Seat 1. Joseph H. Kirby, a business owner, has expressed a willingness to remain on the CRA Board in Seat 2. Cecilia St. Hiliaire, a business owner has expressed a willingness to remain on the CRA Board in Seat 3. Joanne Rufty, a resident, has expressed a willingness to remain on the vacancies by the Westgate CRA on May 31, 2013. District 7 (RB)

Background and Justification: Westgate CRA was created by the Board of County Commissioners pursuant to Ordinance No. 89-6, adopted in May, 1989 and amended by Ordinance No. 91-50, adopted in March, 1991. The Westgate CRA By-laws provide for board members and the public to nominate prospective candidates for the Westgate Belvedere Homes CRA Board and to forward the nominations to the Palm Beach County Board of County Commissioners for appointment. The Westgate/Belvedere Homes CRA Board consists of seven (7) members seats, with a diversity count of Male: 3; Female: 4; and White: 5 and Black: 1.

Attachments:

- 1. Memo
- 2. Advisory Board Nominee Information Form with COE and State Guide to the Sunshine Amendment & COE signed receipt forms
- 3. Bio/Resume for Christopher Fleming, Joseph H. Kirby, Cecilia St. Hiliaire, Joanne Rufty
- 4. Ordinance No.89-6, amended by Ordinance No.91-50 (membership excerpt)
- 5. Current Advisory Board Members List

Recommended by: _	Aline Unchel	101013
	A Department Director	Date
Legal Sufficiency: _	At (hh)	6/11/13
	Assistant County Attorney	Date



MEMORANDUM

TO: Honorable Steven L. Abrams, Mayor and Members of the Board of County Commissioners

THRU: Shannon R. LaRocque-Baas, P.E., Assistant County Administrator

FROM: Elizée Michel, Executive Director, Westgate/Belvedere Homes Community Redevelopment Agency

DATE: June 3, 2013

RE: Westgate/Belvedere Homes Community Redevelopment Agency (Westgate CRA) Advisory Board Appointments

The Westgate CRA Board is composed of seven (7) At-Large members of individuals who reside, own property, or do business within the Westgate CRA boundaries. The members are appointed by the Palm Beach County Board of County Commissioners based on recommendations made by the Westgate CRA Board and residents according to Ordinance No. 89-6. On May 13, 2013, at the Westgate CRA annual meeting, Mr. Christopher Fleming, Mr. Joseph H. Kirby, III, Ms. Cecilia St. Hiliaire and Ms. Joanne Rufty were nominated by the Westgate CRA Board members and residents to be recommended to the Board of County Commissioners for re-appointment to the CRA Board.

Seat 1, 2, 3 and 7 expired on May 31, 2013. Mr. Christopher Fleming held Seat No. 1 and has expressed a desire to serve another four (4) year term. Mr. Joseph H. Kirby, III held seat No. 2 and has expressed a desire to serve another four (4) year term. Ms. Cecilia St. Hiliaire held Seat No. 3 and has expressed a desire to serve another four (4) year term. Ms. Joanne Rufty held Seat No. 7 and has expressed a desire to serve another four (4) year term. another four (4) year term.

Attached for your consideration are the board nomination forms for Mr. Fleming, Mr. Kirby, Ms. St. Hiliaire and Ms. Rufty. Please sign the forms and call Sharon Sheppard for pick-up at (561) 640-8181 by June 10th. If you should have any questions please do not hesitate to contact our office.

Attachments: Board Nomination Forms Bio/Resume for Mr. Fleming, Mr. Kirby, Ms. St. Hiliaire, Ms. Rufty

> 1280 N. Congress Avenue, Suite 215 • West Palm Beach, Florida 33409 • 561.640.8181 • Fax 561.640.8180 www.westgatecra.org

Section I (Depart	tment): (Pl	ease Print)			
Board Name:		Belvedere Homes Co	mmunity Redevel	onment Agency	V Advisours [] Not Advisours [1]
	Large Appo	intment	or	[]] District Appointment /District #:
Ferm of Appointm	nent:	4 Years.	From:	TBD	To: <u>5/31/17</u>
Seat Requirement	: <u>N/A</u>				Seat #:1
[x]*Rea	ppointmen	t	or	[] New Ap	pointment
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Occupation/Affili	ation.	Commercial Real E			
		Owner [x]		nployee []	Officer []
Business Name:		Strategic Realty Se			· · · · · · · · · · · · · · · · · · ·
Business Address	s:	901 Northpoint Par		~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	·····
City & State		West Palm Beach,	Florida	Z	Cip Code: <u>33407</u>
Residence Addre	ess:				
City & State					ip Code:
Home Phone:	()		ness Phone:	(561) 471-5353 Ext. 103
Cell Phone:		51) 707-5120	Fax:		(561)
Email Address:		eming@strategicrealty	y.com		—
Mailing Address l	Preference:	[x] Business [] Re	esidence		
		d of a felony: Yes	No		
I Yes, state the c	ourt, nature	e of offense, dispositio	n of case and date	·	
Minority Identif [] Nativ	ication Co /e-America			Female Asian-Americar	n [] African-American [x] Caucasian

of 2

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

Contract/Transaction No.	Department/Division	Description of Services	<u>Term</u>
Ex: (R#XX-XXXX/PO XXX)	Parks & Recreation	<u>General Maintenance</u>	10/01/11-09/30/12
	(Attach Additiona	ll 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 , 20

By attending a live presentation given on _____

<u>AND</u>

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:

Hemile Date: *Applicant's Signature; Printed Name:

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

> Return this FORM to: Sharon Sheppard Westgate/Belvedere Homes Community Redevelopment Agency 1280 N. Congress Avenue, Suite 215 * West Palm Beach, FL 33409

Section III (Commissioner, if applicable):

Appointment to be made at BCC Meeting on:

July 2, 2013

Commissioner's Signature:_

Date: 610 Pursuant to Florida's Public Records Law this document may be reviewed and photocopied by members of the public.

Revised 08/01/2011

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Section I (Depai	<u>rtment):</u> (Ple	ease Print)						
Board Name:	Westgate	Belvedere	Homes Com	nunity Redevel	opment Age	ncy	Advisory []	Not A	dvisory [x]
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Name:	Fleming			Christoph	er		F.		
Occupation/Affil	Last	Comme	ercial Real Est	First ate Broker			Middle		
o ocupations i fiffi		Owner	-		mployee []	Office	r []	
Business Name:		Strategi	c Realty Servi	ices, Inc.					
Business Addres	ss:			vay, Suite 200					
City & State		West P	alm Beach, Flo	orida		Zip Code:	33407		
Residence Addr	655.								
City & State						Zip Code:			
Home Phone:	_()		Busii	ness Phone:	-	471-5353	Ext. 10	3
Cell Phone:	(56	1) 707-51	20	Fax:		(561)			
Email Address:	cfle	eming@st	rategicrealty.c	om	,				
Mailing Address	Preference:	[x] Busin	ess []Resi	dence					
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Ex: (R#XX-XXXX/PO XXX)	Parks & Recreation	General Maintenance	10/01/11-09/30/12
	(Attach Additional Shee	et(s), if necessary)	
	OR NO	NE	

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> Return this FORM to: Sharon Sheppard Westgate/Belvedere Homes Community Redevelopment Agency 1280 N. Congress Avenue, Suite 215 * West Palm Beach, FL 33409

Section III (Commissioner, if applicable):

Appointment to be made at BCC Meeting on:

July 2, 2013

Revised 08/01/2011

Date: 6/10 Commissioner's Signature:_

The information p This form MUST biography or résu	DE COMPI	LEIED IN FULL.	ed by County Answer "no	Commissioners a ne" or "not applic	nd/or the en cable'' where	tire Board in co e appropriate.	nsidering your nomination. Further, please attach a
Section I (Depart	t ment): (Ple	ease Print)					
Board Name:	Westgate	Belvedere Homes (Community R	edevelopment Age	ency	Advisory [Not Advisory [x]
[x] At L	.arge Appoi		or				District #:
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Seat Requirement:				rom: TB	y		
-						_ Seat #: <u>1</u>	
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City & State		West Palm Beacl		200	Zip Code:	33407	
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Residence Addre	ss:						
City & State		,	·····		_ Zip Code:	<u>.</u>	
Home Phone:	_()		Business Phone:	(561)	471-5353	Ext. 103
Cell Phone:		1) 707-5120		Fax:	(561)		
Email Address:	cfle	ming@strategicrea	lty.com				
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	(Attach Additional Shee	et(s), if necessary)	
	OR NO	NE	

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Section III (Commissioner, if applicable):

Appointment to be made at BCC Meeting on:

July 2, 2013

rdic Date: 6-5-2013

Commissioner's Signature:_

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Revised 08/01/2011

CHRISTOPHER F. FLEMING

Since 1985, Mr. Fleming has been engaged in the leasing, managing, brokerage, land assemblage and development of commercial property in the State of Florida.

Mr. Fleming uses a comprehensive approach that is informed by his constant monitoring of market trends and conditions; pertinent planning and zoning issues; and local, regional, and national governmental issues affecting the commercial real estate industry. His longevity in the Florida Commercial Real Estate Market is a result of this thoughtful and diligent approach to commercial real estate brokerage.

In 1985, Mr. Fleming founded St. James Real Estate Company and was involved in the leasing and brokerage of commercial properties throughout Palm Beach County. In 1986 he founded and co-owned Dajon Property Advisors, Inc., which was involved in consulting and managing large tracts of real estate, including golf course developments, for various institutional owners throughout Florida.

Mr. Fleming is an active member of his community. He has been appointed to the City of Lake Worth Community Redevelopment Agency for four straight terms and served as Chairman during his last two terms until his term expired in July 2004. Mr. Fleming is also a founding board member and currently serves as chairman of Turtle Nest Village, a charitable organization serving youths 18-21 year old coming out of foster care.

Mr. Fleming has been licensed and active in Florida commercial real estate since 1985. In 1993, 1994, 1995 and 2001, Mr. Fleming was awarded the Top Listing Agent for Reichel Realty & Investments, Inc.; he was Agent of the Year in 1997 and 2002; and he was Top Sales Agent in 1998 and 1999.

Mr. Fleming resides in Lake Worth, Florida with his son Christopher Tyler.

ATTACHMENT 3

Section I (Department	t): (Please Print)						
	stgate Belvedere	Homes Comm	unity Dodavala				.
		Homes Comm	×	pment Agenc		Advisory []	Not Advisory [x]
[x] At Large			or	[] District	Appointment /D	istrict #:
Term of Appointment:	4	Years.	From:	-730)	To: <u>5/31/17</u>	
Seat Requirement:	N/A					Seat #: _2	
[x]*Reappoir	ntment	(or	[] New Aj	ppointmen	t	
or [] to comple Completion of term to e	ete the term of expire on:			Due to:	[]	resignation	[] other
*When a person is bei term shall be consider	ng considered f ed by the Board	or reappointm l of County Co	ent, the numb mmissioners:	er of previou	ıs disclose	ed voting conflic	cts during the previou
Section II (Applicant) APPLICANT, UNLES	: (Please Print)						
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Last			First			Middle	
Occupation/Affiliation:	······					Officer	г.)
Ductor Norma	Owner		EIII	ployee []		Officer	LJ
Business Name:		h Realty, Inc.					
Business Address: City & State		rum Place, Sui			7in Cada	22401	<u> </u>
City & State	west Fa	lm Beach, Flor	108	Z	Zip Code:	33401	· · · · · · · · · · · · · · · · · · ·
Residence Address:	334 Edv	vards Lane					
City & State	Palm Be	ach Shores, Fl	orida	2	Zip Code:	33404	
Home Phone:	(561) 602-413	9	Busine	ess Phone:	(561)	689-8989 E	xt.
Cell Phone:	(561) 602-413	39	Fax:		(561)	689-9102	
Email Address:	joekirbyfla@	gmail.com					
Mailing Address Prefer Have you ever been con If Yes, state the court, n	nvicted of a felor	ny: Yes	No 🖌				
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Page 1 of 2

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<u>Ex: (R#XX-XXXX/PO XXX)</u>	Parks & Recreation	General Maintenance	10/01/11-09/30/12
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	OR 🔽	NONE	

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 Image: Weight of the second second

AND

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*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 www.palmbeachcountyethics.com or contact us via email at ethics@palmbeachcountyethics.com or (561) 233-0724.
Return this FORM to: Sharon Sheppard

Westgate/Belvedere Homes Community Redevelopment Agency 1280 N. Congress Avenue, Suite 215 * West Palm Beach, FL 33409

Section III (Commissioner, if applicable):

Appointment to be made ar BCC Meeting on:	July 2, 2013	
Commissioner's Signature: Paulette Bu	rdic Date: 6-5-201	3

Revised 08/01/2011

The information provid This form MUST BE C biography or résumé ta	UMPLETED I	will be used by N FULL. Answ	County Comn ver "none" or	nissioners an "not applice	d/or ti able"	he enti. where	re Boai approp	rd in cor vriate. F	isidering F urther, J	your nomination. please attach a
Section I (Department	t <u>):</u> (Please Print)								
Board Name:	stgate Belvedere	Homes Comm	unity Redevel	opment Ager	ncy		Adviso	ory []	Not	Advisory [x]
[x] At Large	Appointment		or	[[]D	istrict A	Appoin	tment /I	District #	:
Term of Appointment:	4	Years.	From:	TBI	D		To:	5/31/17	7	
Seat Requirement:	N/A	· · · · · · · · · · · · · · · · · · ·					Seat #	: _2		
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term shall be consider <u>Section II (Applicant)</u> APPLICANT, UNLES Name: Kirby	(Please Print) SEXEMPTED		COUNTY RE							
Name: <u>Kirby</u> Last	/		Joseph First				H Mic	ldle	-	
Occupation/Affiliation:										
	Owner	[x]	E	mployee []]			Officer	[]	ι.
Business Name:	Meredi	th Realty, Inc.								
Business Address:	1649 F	orum Place, Sui	te 11							
City & State	West P	alm Beach, Flor	ida		Zip (Code:	-	33401		
Residence Address:	_334 Ed	wards Lane								
City & State	Palm B	each Shores, Fl	orida		Zip (Code:	_	33404		
Home Phone:	(561) 602-41	39	Busi	ness Phone:		(561) 6	589-898	39 E	Ext.	,
Cell Phone:	(561) 602-41	39	Fax:		_	(561) 6	589-910)2		
Email Address:	joekirbyfla@	gmail.com								
Mailing Address Prefer	ence: [x] Busir	ess []Reside	ence							
Have you ever been con If Yes, state the court, 1										
Minority Identificatio		Male Hispanic-Amer		Female Asian-Americ	can	[]A	frican-	America	n [x]	Caucasian

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

Printed Name: Joseph 1. K. . 4 " Date: 6/3/13 *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 www.palmbeachcountyethics.com or contact us via email at ethics@palmbeachcountyethics.com or (561) 233-0724.

Return this FORM to: **Sharon Sheppard** Westgate/Belvedere Homes Community Redevelopment Agency 1280 N. Congress Avenue, Suite 215 * West Palm Beach, FL 33409

Section III (Commissioner, if applicable):

July 2, 2013 Appointment to be made at BC Meeting on: Commissioner's Signature: Date: Revised 08/01/2011

The information provid This form MUST BE C biography or résumé to	OMPLETED IN FULL.	d by County Comn Answer ''none'' or	vissioners and ' ''not applicab	or the enti ole" where	re Board in con appropriate. F	nsidering your nomination. F urther, please attach a
Section I (Department): (Please Print)					
Board Name: Wes	tgate Belvedere Homes C	ommunity Redevel	opment Agenc	2y	Advisory []	Not Advisory [x]
[x] At Large	Appointment	or	[] District A	Appointment /I	District #:
Term of Appointment:	4 Years.	From:	TBO)	To: <u>5/31/17</u>	7
Seat Requirement:	N/A		·		Seat #: _2_	
[x]*Reappoin	tment	or	[] New A	ppointment	t	
	te the term of		Due to:	[]	resignation	[] other
Completion of term to e	expire on:					
*When a person is bein term shall be considered	ng considered for reappo ed by the Board of Coun	intment, the num ty Commissioners	ber of previou	us disclose	d voting confli	cts during the previous
Section II (Applicant):						
Name: Kirby	r	Joseph			Н	
Last Occupation/Affiliation:		First			Middle	
occupation ritination.	Owner [x]		mployee []		Officer	[]]
Business Name:	Meredith Realty, I		inployee []		Onter	
Business Address:	1649 Forum Place					
City & State	West Palm Beach.			Zip Code:	33401	· · · · · · · · · · · · · · · · · · ·
Residence Address:	334 Edwards Lane	e				
City & State	Palm Beach Shore	es, Florida		Zip Code:	33404	
Home Phone:	(561) 602-4139	Busin	ness Phone:	(561) 6	589-8989 E	Ext.
Cell Phone:	(561) 602-4139	Fax:		(561) 6	589-9102	
Email Address:	joekirbyfla@gmail.com					
Mailing Address Preference	ence: [x] Business [] F	lesidence				
	nvicted of a felony: Yes nature of offense, disposition			· · · · · · · · · · · · · · · · · · ·		
Minority Identification [] Native-Am			Female Asian-America	m []A	frican-America	n [x] 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.

Contract/Transaction No.	Department/Division	Description of Services	<u>Term</u>					
<u>Ex: (R#XX-XXXX/PO XXX)</u>	Parks & Recreation	General Maintenance	10/01/11-09/30/12					
			·					
(Attach Additional Sheet(s), if necessary)								
OR NONE								

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Appointment to be made at BCC Meeting on: Date: 61013 Commissioner's Signature: Revised 08/01/2011

Mr. Joseph H. Kirby 1649 Forum Place West Palm Beach, Florida 33401

I have served in the past as a Westgate CRA Board member beginning in 2002. Through the years, I have been involved in the development of numerous residential subdivisions in excess of 100 units, shopping centers, office buildings, warehouses, and hotels. I believe my expertise in commercial real estate, development, acquisition, financing, management, and brokerage can continue to be invaluable to the CRA's redevelopment efforts.

I am the current President of Meredith Realty, Inc., Spencer Square Holdings, Inc., Forum Shoppes, Inc., and SJM III, Inc., and Trustee of Lake Avenue Land Trust. Other civic involvements include serving as past Chairman and Vice Chairman of the Board of the West Palm Beach Branch of the YMCA.

ATTACHMENT 3

The information provia This form MUST BE (biography or résumé t	COMPL	ETED IN	vill be used b F ULL . An.	y County C swer "none	Commissioners a e" or "not appli	ind/or cable	r the enti ''' where	re Board in co appropriate.	onsiderin Further,	g your nomination. please attach a
Section I (Departmen	<u>t):</u> (Plea	ase Print)								
Board Name:We	stgate B	elvedere	Homes Com	munity Red	development Ag	gency		Advisory [] No	t Advisory [x]
[x] At Large	Appoir	itment		or		[]]	District A	Appointment /I	District #	÷
Term of Appointment:		4	Years.	From	m: TR	3D		To: <u>5/31/2</u>	17	
Seat Requirement:	N/A							Seat #:6	5	
[x]*Reappoi	ntment			or	[] Nev	v App	ointmen	t		
or [] to comple Completion of term to					Due	e to:	[]	resignation	[]	other
*When a person is be term shall be consider <u>Section II (Applicant)</u> <i>APPLICANT, UNLES</i>	red by t <u>):</u> (Plea	t he Board ase Print)	of County (Commissio	oners:	vious	disclose	d voting conf	licts dur	ing the previous
	Iilaire			Cecil		_		A.		
Last Occupation/Affiliation		Finance	Developmen	First t, Marketir				Middle		
		Owner []		Employee [x]		Office	er []	
Business Name:		Opportu	nity, Inc.					u		
Business Address:		1713 Qu	ail Drive							
City & State		West Pa	lm Beach, Fl	orida		Zi	p Code:	_33409)	
Residence Address:		1800 Pri	mrose Lane							
City & State		Welling	on, Florida			Zi	p Code:	33414	ļ	
Home Phone:	(561) 693-434	5		Business Phone	:	(561)	712-9221	Ext.	
Cell Phone:	(561) 793-826	7		Fax:		(561)	712-9224		
Email Address:	csth	ilaire@op	portunitypbc	.org			_			
Mailing Address Prefe	rence:	[x] Busine	ess []Res	idence						
Have you ever been co If Yes, state the court,					1 date:					
Minority Identificatio			Male Hispanic-Am	nerican	[x] Female [] Asian-Ame	erican	[x] A	frican-Americ	can []	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.

Contract/Transaction No.	Department/Division	Description of Services	<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_

<u>AND</u>

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:

-Printed Name: CECTITA SHTLAD Date: *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.

Return this FORM to: Sharon Sheppard Westgate/Belvedere Homes Community Redevelopment Agency 1280 N. Congress Avenue, Suite 215 * West Palm Beach, FL 33409

Section III (Commissioner, if applicable):

July 2, 2013 Appointment to be made at BCC Meeting on: Commissioner's Signature: Taulette 6-5-2013 Jusdics Date:

Revised 08/01/2011

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

Page 2 of 2

The information provide This form MUST BE CO biography or résumé to	d on this form will be used by Co DMPLETED IN FULL. Answer this form.	unty Commissioners an "none" or "not applice	d/or the entire Board in consider the properties of the second second the second se	dering your nomination. t her, please attach a
Section I (Department)	: (Please Print)			
Board Name: West	gate Belvedere Homes Commun	ity Redevelopment Ager	ncy Advisory []	Not Advisory [x]
[x] At Large A	Appointment	or [] District Appointment /Dist	rict #:
Term of Appointment:	4 Years.	From: TB	O To: <u>5/31/17</u>	
Seat Requirement:	N/A		Seat #:6	
[x]*Reappoint	ement or	[] New .	Appointment	
Completion of term to ex	kpire on:	Due t		[] other
*When a person is bein term shall be considere	g considered for reappointmen d by the Board of County Com	t, the number of previ missioners:	ous disclosed voting conflicts	s during the previous
<u>Section II (Applicant):</u> APPLICANT, UNLESS	(Please Print) EXEMPTED, MUST BE A CO	UNTY RESIDENT		
Name: <u>St. Hil</u> Last	aire	Cecilia First	A. Middle	
Occupation/Affiliation:	Finance Development, M		Middle	
	Owner []	Employee [x] Officer []
Business Name:	Opportunity, Inc.			
Business Address:	1713 Quail Drive			
City & State	West Palm Beach, Florida	1	Zip Code: <u>33409</u>	
Residence Address:	1800 Primrose Lane			
City & State	Wellington, Florida		Zip Code: 33414	
Home Phone:	(561) 693-4345	Business Phone:	(561) 712-9221	Ext.
Cell Phone:	(561) 793-8267	Fax:	(561) 712-9224	
Email Address:	csthilaire@opportunitypbc.org			
Mailing Address Prefere	ence: [x] Business [] Residence	ce		
Have you ever been con If Yes, state the court, n	victed of a felony: Yesature of offense, disposition of ca	No <u>1</u>		
Minority Identification [] Native-Ame		[x] Female an [] Asian-Ameri	can [x] African-American	[] 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)							
	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____, 20____, 20___, 20___, 20____, 20____, 20____, 20____, 20

<u>AND</u>

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:

1 FETITA SHTUMEDate: *Applicant's Signature: Printed Name: (

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.

Return this FORM to: Sharon Sheppard Westgate/Belvedere Homes Community Redevelopment Agency 1280 N. Congress Avenue, Suite 215 * West Palm Beach, FL 33409

Section III (Commissioner, if applicable):

Appointment to be made at BC Meeting on: Commissioner's Signature:

July 2, 201

Date:

Revised 08/01/2011

The information provia This form MUST BE C biography or résumé t	COMPLETE	orm will be used by E D IN FULL . Ans	y County Commi wer "none" or '	ssioners and 'not applica	d/or the enti ible" where	re Board in cons appropriate. Fi	sidering your nomination arther, please attach a
Section I (Departmen	<u>t):</u> (Please F	Print)					
Board Name: We	stgate Belve	dere Homes Com	nunity Redevelo	pment Ager	ncy	Advisory []	Not Advisory [x]
[x] At Large	Appointme	nt	or	[] District A	Appointment /Di	strict #:
Term of Appointment:	4	Years.	From:	TB	D	To: <u>5/31/17</u>	
Seat Requirement:	N/A					Seat #:6	
[x]*Reappoin	ntment		or	[] New /	Appointmen	t	
or [] to completion of term to	ete the term expire on:	of	· · · · · · · · · · · · · · · · · · ·	Due to	o: []	resignation	[] other
*When a person is be term shall be consider					ous disclose	d voting conflic	cts during the previous
Section II (Applicant) APPLICANT, UNLES	: (Please F	Print)					
	lilaire		Cecilia			A.	
Last Occupation/Affiliation	: Fin	ance Developmen	First t, Marketing			Middle	
	Ow	vner []	Em	ployee [x]	Officer	[]
Business Name:	Ор	portunity, Inc.					
Business Address:		13 Quail Drive					
City & State		est Palm Beach, Fl	orida		Zip Code:	33409	
Residence Address:	1.80	00 Primrose Lane					
City & State		ellington, Florida	<u> </u>		Zip Code:	33414	· · · · ·
Home Phone:	(561) 69		Busin	ess Phone:		712-9221	Ext.
Cell Phone:	(561) 79		Fax:			712-9224	
Email Address:		e@opportunitypbc					
Mailing Address Prefe	rence: [x] E	Business [] Resi	dence				
Have you ever been co If Yes, state the court,							
Minority Identificatio		[] Male [] Hispanic-Am		emale sian-Americ	can [x] A	frican-American	n [] Caucasian

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		·						
	•							
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	OR	NONE						

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Section III (Commissioner, if applicable):

Appointment to be made at BCC Meeting on:	July 2, 2013	
Commissioner's Signature: Risques Sage	Date: 101013	
uant to Florida's Public Records Law, this document may be reviewed and photocopie		Revised 08/01/2011

CECILIA ST.HILAIRE

1800 Primrose Lane, Wellington, FL 33414 Email: csthilaire@bellsouth.net

PROFILE

Tel:

International Marketing & Development Specialist with over 20 years management and development experience. Dynamic, energetic detailed/goal oriented. Proficient in most computer applications.

OBJECTIVE

To pursue a career in a non-profit growth environment that can utilize the extensive training and experience acquired in Development, Finance, Operations, Marketing, Sales, Management and Business Planning.

EDUCATION

IONA COLLEGE, NEW ROCHELLE, NY BBA Degree - Business Management

BRONX COMMUNITY COLLEGE, BRONX, NY A.S. Degree - Marketing Management and Sales

June 1986

June 1989

WORK EXPERIENCE

Opportunity, Inc. Finance & Development Director/Act. Executive Director

- Jan'03 Present
- Responsible for all developmental activities to include donor cultivation
- Responsible for developing and coordinating a Planned Giving Program
- Responsible for coordinating and implementing all fund raising activities, solicitation drives
- Grant Writing and project development
- Responsible for publishing 4 quarterly newsletters
- Responsible for the overall management of the center with direct reporting to the board of directors
- Responsible for day to day accounting of all financial activities for non profit
- Responsible for reporting monthly to Board of Directors on financial performance of the company
- Responsible for all collections, payables and receivables
- Responsible for all operational issues involving the building and it's maintenance needs
- Coordinate and implement strategic planning sessions with Board of Directors
- Management of the donor data base

386-793-8267

Management of Live and Silent Auction fundraisers

Visions & Concepts - Present Director of Marketing

- Event Management, Marketing and Public Relations promotions to meet the advertising, fund raising and marketing needs of client companies
- Provide training in market access, business planning and trade promotion
- · Coordinate trade promotion and marketing services for clients
- Pursue destination and trade leads in support of Caribbean based Tourism and Manufacturing concerns.
- Coordinate Cruise related negotiations in support of Caribbean based private sector initiatives.
- Provide marketing/trade and logistical support for clients wishing to export to the US market
- Market Research & Buyer promotions in support of events taking place internationally
- Represent and lead delegations to conferences, coordinate trade missions and host trade missions
- Financial analysis and strategic management planning for the Board of Directors for client companies
- Project writing/submission, Project Management
- Conduct team building workshops
- Coordinate and implement branding strategies for client companies
- Development of promotional and other support material for client companies.
- Coordinate visitor arrivals/accommodation/tours for a small group of private guest houses and tour companies based in The Caribbean.

Organization of Eastern Caribbean States, Export Development Unit April 92 – Jan 04

Marketing Specialist/Senior International Business Development Officer

- Provided management advisory services and technical assistance to a
 portfolio of private sector companies in the Eastern Caribbean. Formulated
 project proposals/disbursements/supervision
- Developed and managed USAID and European Union project funding in excess of \$5M
- Responsible for all branding/packaging/marketing support material for over 200 Caribbean based companies.
- Assisted exporters with all aspects of export marketing activities, business planning and business advisory services.
- Assisted companies in formulating marketing plans, market research, advertising and promotional strategies, preparing terms of reference for consultants, conducting in-company benchmark audits, working with

and evaluating the work of consultants, project writing.

- Coordinated and implemented international trade/marketing promotion activities for a portfolio of over two hundred companies
- Conducted seminars/workshops/training on export related and revenue generation subjects.
- Planning, implementing, coordination and evaluating trade fairs, meetings, workshops and trade missions.
- Worked closely with Government and Tourism Officials in formulating Trade/Tourism Policy.
- HACCP/ISO Certified auditor. Conducted in plant audits and training.

Visions and Concepts (Caribbean) Director Marketing & Public Relations (Part Time)

- · Managed and Supervised Sales and Marketing Team
- Developed sales proposal for all prospective clients
- Supervised Customer Service & Sales Department
- · Developed advertising campaign for client base
- · Coordinated and implemented events for client base
- Supervised technical graphics/branding support submissions to client
- Manage & Coordinate product launch & market entry strategy for clients wishing to enter new markets.

ANTHONY SICARI, INC Marketing Director/Merchandise Manager

Developed and maintained entire marketing/advertising approach for both wholesale and retail division.

- · Implemented floor plans for retail division.
- Cultivated strategies and budgets to effectively manage the various departments.
- Purchasing and merchandising
- · Quality Control
- Managed Customer Service Department

M.E. STEWART, Inc. New York, NY Regional Sales Manager/Showroom Sales

- Sales Manager East Coast operation.
- Developed line merchandising and private label business with major high end stores and buying offices.
- Developed and implemented marketing strategies
- Purchasing

ACCESSOCRAFT PRODUCTS, New York, NY Assistant Sales Manager/Showroom Sales

1980-1986

- Merchandising of fashion accessories and jewelry to retail distribution

1986-1988

1988-1991

March'00 - Jan'04

outlets.

- Customer service, sales/marketing analysis, designs, order processing, line merchandising.
- Program Formulations. Account Manager High End Retail chain stores

The information prov This form MUST BE biography or résuma	e COMPL	ETED IN	vill be used by F ULL . Answ	County C ver "none	ommissioners an " or "not applica	d/or the able" w	e entire l here app	Board in o propriate.	consia Fur i	lering your nominati ther, please attach a
Section I (Departme	<u>ent):</u> (Ple	ase Print)								
Board Name: W	Vestgate E	Belvedere	vedere Homes Community Redevelopment Agency]	Not Advisory [x]
[x] At Larg	ge Appoir	ntment		or		[]] Dist	trict App	pointment	t /Dist	rict #:
Term of Appointmen	nt:	4	Years.	From	n:B	30	T	o: <u>5/31</u>	/17	
Seat Requirement:	_N/A						Se	eat #:	7	
[x]*Reapp	ointment		(or	[] New	Appoint				
or [] to com	plete the t	erm of			Due t	:o: [] re	signation		[] other
Completion of term t										
*When a person is t term shall be consid <u>Section II (Applicar</u> APPLICANT, UNLI	lered by a <u>nt):</u> (Plea	the Board ase Print)	of County C	ommissio	ners:	ious disc	ciosea v	oting cor	incis	auring the previou
	ıfty			Joann	e			<u>M.</u>		
La Occupation/Affiliatio		First Middle								
e coupation / miniate		Owner [·]		Employee [x]	-1	Offic	cer [1
Business Name:			re Assistant / R	esident		5				
Business Address:		Palm Beach County Property Appraiser's Office, 301 North Olive Avenue								
City & State		West Palm Beach, Florida			Zip Code:		ode:	33401		
Residence Address:		2025 Ke	nwood Road			dag				
City & State		West Pa	lm Beach, Floi	ida		Zip Co	ode:	334()9	
Home Phone:	(561) 471-936	5	F	Business Phone:	(5	561) 355	-2860	Ext.	
Cell Phone:	(561) 301-492	4	F	⁷ ax:	(5	561)			
Email Address:	jmrı	ifty@com	cast.net							
Mailing Address Pre	ference:	[] Busine	ess [x]Resid	dence						
Have you ever been a If Yes, state the court					 date:					
Minority Identifica [] Native-A			Male Hispanic-Ame		[x] Female [] Asian-Ameri	can [[] Afric	can-Amer	ican	[x] Caucasian

ATTACHMENT 2

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

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

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: <u>http://www.palmbeachcountyethics.com/training.htm</u>. 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_____

<u>AND</u>

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:

l Opainte M: Date: _____ *Applicant's Signature Printed Name

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.

Return this FORM to: Sharon Sheppard Westgate/Belvedere Homes Community Redevelopment Agency 1280 N. Congress Avenue, Suite 215 * West Palm Beach, FL 33409

Section III (Commissioner, if applicable):

Appointment to be made at **BG**C Meeting on: July 2, 2013 Manlette 6-5-2013 Date: Commissioner's Signature: Jurdios

Revised 08/01/2011

The information provide This form MUST BE C biography or résumé to	OMPLETED IN I	l be used by Coun F ULL . Answer "r	ty Commissioners a none" or "not applic	nd/or the ent cable" where	tire Board in considering your nomination e appropriate. Further, please attach a			
Section I (Department	<u>):</u> (Please Print)							
Board Name: Wes	tgate Belvedere H	omes Community	Redevelopment Age	ency	Advisory [] Not Advisory [x]			
[x] At Large	Appointment	or		[] District	Appointment /District #:			
Term of Appointment:	4	Years.	From:	CE1	_ To:			
Seat Requirement:	N/A				Seat #:7			
[x]*Reappoin	tment	or	[] New	Appointmen				
or [] to complet Completion of term to e			Due	to: []	resignation [] other			
*When a person is bein term shall be considered Section II (Applicant): APPLICANT, UNLESS	ed by the Board of (Please Print)	f County Commi	ssioners:	rious disclos	ed voting conflicts during the previous			
Name: Rufty			oanne	М.				
Last Occupation/Affiliation:		First			Middle			
	Owner []	Employee [)	(]	Officer []			
Business Name:	Executive	Assistant / Reside	nt					
Business Address:	Palm Beac	h County Property	y Appraiser's Office	, 301 North Olive Avenue				
City & State	West Palm	West Palm Beach, Florida		_ Zip Code:	33401			
Residence Address:	2025 Keny	wood Road						
City & State	West Palm	Beach, Florida		_ Zip Code:	33409			
Home Phone:	(561) 471-9365		Business Phone:	(561)	355-2860 Ext.			
Cell Phone:	(561) 301-4924	Mart 1/- 10 - 10 - 10 - 10 - 10 - 10 - 10 -	Fax:	(561)				
Email Address:	jmrufty@comca	st.net						
Mailing Address Prefere	ence: []Business	[x] Residence						
Have you ever been con If Yes, state the court, n			No and date:					
Minority Identification [] Native-Am		ale spanic-American	[x] Female [] Asian-Amer	ican [] A	African-American [x] Caucasian			

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Contract/Transaction No.	Department/Division	Description of Services	<u>Term</u>		
Ex: (R#XX-XXXX/PO XXX)	Parks & Recreation	General Maintenance	10/01/11-09/30/12		
	(Attach Additiona	l Sheet(s), if necessary)			
	OR V	NONE			

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> > AND

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Opartie M. Þate:_ 61 *Applicant's Signature Oli Printed Name

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: **Sharon Sheppard** Westgate/Belvedere Homes Community Redevelopment Agency 1280 N. Congress Avenue, Suite 215 * West Palm Beach, FL 33409

Section III (Commissioner, if applicable):

Appointment to be made at BCC Meeting on: Commissioner's Signature:

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

Revised 08/01/2011

The information provide This form MUST BE Co biography or résumé to	OMPLETED IN	vill be used by (F ULL . Answ	County Comm er ''none" or	issioners and "not applica	d/or the ent ble" where	ire Board in co appropriate.	nsidering Further, J	your nomination please attach a	
Section I (Department): (Please Print)								
Board Name: Wes	tgate Belvedere	Homes Commu	Advisory []	Not	Advisory [x]				
[x] At Large	Appointment		or	[] District	Appointment /	District #	:	
Term of Appointment:	4	Years.	From: TBO			To: 5/31/17			
Seat Requirement:	N/A					Seat #:7			
[x]*Reappoin	tment	0	r	[] New A	Appointmer	nt			
Completion of term to e						resignation	[]	other	
*When a person is bein term shall be considere <u>Section II (Applicant):</u> APPLICANT, UNLESS	ed by the Board (Please Print)	of County Co	mmissioners	·	ous disclos	ed voting confl	licts duri	ng the previous	
Name:Rufty			Joanne			M.			
Last Occupation/Affiliation:			First			Middle			
	Owner	[]	Er	nployee [X]	Office	r []		
Business Name:	Executiv	e Assistant / R	esident						
Business Address:	Palm Be	ach County Pro	operty Apprais	ser's Office,	301 North	Olive Avenue			
City & State	West Pa	lm Beach, Flor	ida	<u></u>	Zip Code:	33401			
Residence Address:	_2025 Ke	nwood Road							
City & State	West Pa	lm Beach, Flor	ida		Zip Code:	33409			
Home Phone:	(561) 471-936	5	Busir	ness Phone:	(561)	355-2860	Ext.		
Cell Phone:	(561) 301-492	4	Fax:		(561)				
Email Address:	jmrufty@com	cast.net							
Mailing Address Prefere	ence: []Busine	ess [x]Resid	lence						
Have you ever been con If Yes, state the court, n			No <u>+</u> case and date						
Minority Identification [] Native-Am		Male Hispanic-Amer		Female Asian-Americ	can [] A	African-Americ	an [x]	Caucasian	

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<u>Ex: (R#XX-XXXX/PO_XXX)</u>	Parks & Recreation	General Maintenance	10/01/11-09/30/12		
· · · · · · · · · · · · · · · · · · ·	(Attach Additiona	ll 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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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: Chromon With Printed Name: Chromon Market
Return this FORM to: Sharon Sheppard Westgate/Belvedere Homes Community Redevelopment Agency 1280 N. Congress Avenue, Suite 215 * West Palm Beach, FL 33409
Section III (Commissioner, if applicable):

Appointment to be made at BCC Meeting on:	July 2, 2013	
Commissioner's Signature:	Date: 61013	
ant to Florida's Public Records and this document may be reviewed and ph	otocopied by members of the public.	Revised 08/01/2011

1/1995 to Present: Palm Beach County Property Appraiser's Office

Executive Assistant – Administration/Human Resources

- Serve as the Taxpayer Advocate for the Property Appraiser by assisting the public and/or representatives in resolving conflicts related to exemptions, assessments, and/or office policy.
- Prepare responses to letters received from the public for the Property Appraiser.
- Administration community service liaison for American Heart, Scholarship and March of Dimes Committees.
- Schedule appointments, meetings and speaking engagements; maintain calendar.
- Responsible for input of all payroll changes and HR Action Requests.
- Oversee leaves of absence in accordance with Family & Medical Leave requirements.
- Recruitment and advertising of open positions.
- Screen and review applications and resumes; communicate and correspond with applicants regarding application and open position status,
- Schedule interviews, pre-hire drug screenings and physicals.
- Perform criminal background checks and prior employment verification.
- Work closely with Managers and advise on hiring decisions and correct HR procedures.
- Make offers of employment to prospective employees; explain benefits.
- Conduct new hire orientations.

Previously held the position of Specialist where duties were the same as above. Prior to Specialist, held the position of Senior Clerk for Commercial Appraisal and Human Resources Departments where duties were to assist the Litigation and Commercial Appraisers with research, correspondence, and filing and assist the HR Manager with updating of personnel files, correspondence to applicants, reference checking, background checks, office policies and procedures, and benefits.

June 1983 – December 1994 M.R. Ford & Associates, Inc., Real Estate Appraisers & Consultants Executive Secretary

- Responsible for the production of narrative commercial appraisal reports typing, preparation of exhibits, and assembling.
- Typed all correspondence, fee quote letters and invoices.
- Instructed new associates in the operation of a computer-based appraisal system.

Professional

Designation/ Affiliation:	PHR (Professional in Human Resources) Society for Human Resource Management; Member #00469452
Appointment:	Commissioner, Westgate/Belvedere Homes CRA – July 2009
Education:	Various Human Resource related seminars, workshops and conferences. Twin Lakes High School, West Palm Beach, Fl.

ATTACHMENT 3

ATTACHMENT 4

Section 1. · AUTHORITY FOR ENACTMENT.

This ordinance is enacted pursuant to the Community Redevelopment Act of 1969, as amended, Chapter 69-305, Laws of Florida.

> Section 2. <u>CREATION OF THE WESTGATE/BELVEDERE HOMES COMMUNITY</u> REDEVELOPMENT AGENCY

There is hereby created a public body corporate and politic to be known as the Westgate/Belvedera Homas Community Redevelopment Agency, hereinafter referred to as the "Agency."

Section 3. MEMBERSHIP

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3.01. The agency shall consist of seven (7) commissioners 'a sppointed by the Board of County Commissioners. Any person may be appointed as a commissioner if he or she resides or is engaged in business, which shall mean owning a business, practicing a profession, or performing a service for compensation, or serving as an officer or director of a corporation or other business entity so engaged, within the area of operation of the agency, which shall be coterminous with the area of operation of the county.

3.02. Terms of office of the commissioners shall be for 4 years except that three of the members first appointed shall be designated to serve terms of 1, 2 and 3 years, respectively, from the date of their appointments, and four (4) members shall be designated to serve for terms of 4 years from the date of their appointments. A vacancy occurring during a term shall be filled for the unexpired term. A certificate of the appointment or reappointment of any commissioner shall be filed with the clerk of the county, and such certificate shall be conclusive evidence of the due and proper appointment of such commissioner.

3.03. A commissioner shall receive no compensation for his services, but shall be entitled to the necessary expenses, including traveling expenses, incurred in the discharge of his duties, subject to prior approval by the Board of County Commissioners.

3.04. The powers of a community redevelopment agency shall be exercised by the commissioners thereof. A majority of the commissioners shall constitute a quorum for the purpose of conducting business and exercising the powers of the agency and for all other purposes. Action may be taken by the agency upon a vote of a majority of the commissioners present, unless in any case the bylaws shall require a larger number.

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WESTGATE/BELVEDERE HOMES CRA BOARD OF COMMISSIONERS

SEAT _ID	CURRENT MEMBER	RACE CODE	BUSINESS/ HOME PHONE	REQUIREMENT	APPOINT DATE	EXPIRE DATE	-
1	Christopher F. Fleming 901 Northpoint Parkway, Suite 200 West Palm Beach, FL. 33407	WM	(561) 471-5353	Business Owner	01/24/2012	05/31/2013	
2	Joseph H. Kirby, III 1649 Forum Place, Suite 11 West Palm Beach, FL. 33401	WM	(561) 689-8989	Business Owner	06/19/2012	05/31/2013	
3	Cecilia A. St. Hilaire 1713 Quail Drive West Palm Beach, FL. 33409	BF	(561) 712-9221	Community Based	01/24/2012	05/31/2013	
4	Melanie A. Marvin 2525 Nokomis Avenue West Palm Beach, Fl. 33409	WF	(561) 294-4367	Community Based	06/29/2010	05/31/2014	
5	Ruth A. Haggerty 840 Beech Road West Palm Beach, FL. 33409	WF	(561) 683-0409	Community Based	01/24/2012	05/31/2015	
6	Ronald Daniels 1683 Latham Road West Palm Beach, FL. 33409	WM	(561) 697-4490	Business Owner	09/09/2008	05/31/2012	
7	Joanne Rufty 2025 Kenwood Road West Palm Beach, FL. 33409	WF	(561) 471-9365	Community Based	07/07/2009	05/31/2013	

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