

5A-1

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
BOARD APPOINTMENT SUMMARY

Meeting Date: 07/02/2013
Department: Equal Opportunity
Submitted By: Office of Equal Opportunity
Advisory Board Name: Fair Housing / Equal Employment Board

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to approve: Appointment of one (1) at-large member to the Fair Housing / Equal Employment Board for a term beginning on July 2, 2013 through July 1, 2015. The appointment is to be made from the following nominees:

<u>Nominee</u>	<u>Nominated By:</u>	<u>Seat No.:</u>
Oscar Solá OR Elizabeth Warren OR Blanche Clair	Commissioner Burdick Self Self	9 9 9

Summary: This appointment is to fill an at-large seat. The board is composed of nine (9) members. Seven (7) members are district appointments and two (2) are at-large. The Ordinances require that the appointee should reflect, to the greatest extent possible, representation from the protected groups identified in the Ordinances and who have experience and interest in equal opportunities. The board meets quarterly. Pursuant to the Policies and Procedures Manual, the Department requested that the Mayor and members of the Board of County Commissioners submit nominees for this at-large position. A memorandum was sent to the Board of County Commissioners on April 26, 2013 and May 17, 2013 (Countywide DO).

Background and Justification: The Board of County Commissioners enacted Ordinances 95-31 and Ordinance 90-1, as codified in Sections 2-261 through 2-313 of the Palm Beach County Code and Sections 15-36 through 15-64, respectively, establishing the Fair Housing/Equal Employment Board. This board serves as a quasi-judicial body empowered to hear and decide upon the merits of employment and housing discrimination complaints investigated by the Office of Equal Opportunity. The board meets quarterly. The Board currently consists of 7 members and there are two vacancies. This board appointment is only for the at-large vacancy. The current makeup of the Board is: Caucasian: 5 (72%), African American: 1 (14%), and Hispanic: 1 (14%). The gender ratio (female: male) is: 3:4.

Attachments:

1. Memorandum of April 26, 2013 to BCC (Ms. Warren)
2. Memorandum of May 17, 2013 to BCC (Ms. Clair)
3. Advisory Board Nominee Information Form and resume/bio (Mr. Solá)
4. Board appointment form and resume/bio (Ms. Warren)
5. Board appointment form and resume/bio and references (Ms. Clair)
6. Current Membership Listing of FH/EEO Board

Recommended by:


Department Director

11 June 2013
Date

Legal Sufficiency:


Assistant County Attorney

6.12.13
Date



MEMORANDUM

Office of Equal Opportunity
215 N. Olive Avenue, Suite 130
West Palm Beach, FL 33401
(561) 355-4884
Fax: (561) 355-4932
www.pbcgov.com/equalopportunity

DATE: April 26, 2013
TO: Steven L. Abrams, Mayor and Members of the Board of County Commissioners
FROM: Pamela Guerrier, Director
Office of Equal Opportunity *Pamela Guerrier*
RE: Palm Beach County Fair Housing / Equal Employment Board At-Large Appointment

**Palm Beach County
Board of County
Commissioners**

Steven L. Abrams, Chairman
Priscilla A. Taylor, Vice Chair
Hal R. Valeche
Paulette Burdick
Shelley Vana
Mary Lou Berger
Jess R. Santamaria

County Administrator

Robert Weisman

"An Equal Opportunity
Affirmative Action Employer"

printed on recycled paper

The term of Kenyetta Haywood expired on January 9, 2013 and she did not seek reappointment. She was an at-large appointee. We have received an application from Elizabeth Rizzieri Warren for consideration for this Board. Attached is her completed application.

The Board of County Commissioners enacted Ordinances 95-31 and Ordinance 90-1, as codified in Sections 2-261 through 2-313 of the Palm Beach County Code and Sections 15-36 through 15-64, respectively, establishing the Fair Housing/Equal Employment Board. This board serves as a quasi-judicial body empowered to hear and decide upon the merits of employment and housing discrimination complaints investigated by the Office of Equal Opportunity. The board meets quarterly. The Board currently consists of 7 members and in addition to this at-large vacancy, there is a District 6 appointment vacancy. The current makeup of the Board is: Caucasian: 5 (72%), African American: 1 (14%) and Hispanic: 1 (14%). The gender ratio (female: male) is: 3:4. This nominee is a Caucasian female.

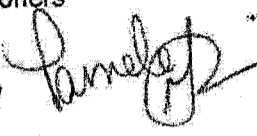
Appointments are for a two-year term. The Ordinances require that the appointees should reflect, to the greatest extent possible, representation from the protected groups identified in the Ordinances and who have experience and interest in equal opportunities. The board meets quarterly. If you approve of this appointment, it is requested that the form be signed and returned to this office. It is our intention to have this matter submitted for consideration at the July 2, 2013 meeting of the Board of County Commissioners. Alternatively, please suggest other nominees. The roster of the current members of the FH/EEO Board is enclosed for your information.

If there are any questions concerning this request, or if additional information is needed, please contact me at 355-2558.

cc: Brad Merriman, Assistant County Administrator
David Ottey, Assistant County Attorney



MEMORANDUM

DATE: May 17, 2013
TO: Steven L. Abrams, Mayor and Members of the Board of County Commissioners
FROM: Pamela Guerrier, Director Office of Equal Opportunity 
RE: Palm Beach County Fair Housing / Equal Employment Board At-Large Appointment


Office of Equal Opportunity
215 N. Olive Avenue, Suite 130
West Palm Beach, FL 33401
(561) 355-4884
Fax: (561) 355-4932
www.pbcgov.com/equalopportunity

**Palm Beach County
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Steven L. Abrams, Chairman
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Mary Lou Berger
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County Administrator
Robert Weisman

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Affirmative Action Employer"

 printed on recycled paper

The term of Kenyetta Haywood expired on January 9, 2013 and she did not seek reappointment. She was an at-large appointee. We have received an application from Blanche Clair for consideration for this Board. Attached is her completed application. Please note, on April 26, 2013, we forwarded to you an application from Elizabeth Rizzieri Warren for this seat as well. However, there is only one (1) at-large vacancy.

The Board of County Commissioners enacted Ordinances 95-31 and Ordinance 90-1, as codified in Sections 2-261 through 2-313 of the Palm Beach County Code and Sections 15-36 through 15-64, respectively, establishing the Fair Housing/Equal Employment Board. This board serves as a quasi-judicial body empowered to hear and decide upon the merits of employment and housing discrimination complaints investigated by the Office of Equal Opportunity. The board meets quarterly. The Board currently consists of 7 members and in addition to this at-large vacancy, there is a District 6 appointment vacancy. The current makeup of the Board is: Caucasian: 5 (72%), African American: 1 (14%) and Hispanic: 1 (14%). The gender ratio (female: male) is: 3:4. This nominee is a Caucasian female.

Initial appointment is for a one-year term. The Ordinances require that the appointees should reflect, to the greatest extent possible, representation from the protected groups identified in the Ordinances and who have experience and interest in equal opportunities. The board meets quarterly. If you approve of this appointment, it is requested that the form be signed and returned to this office by June 3, 2013. It is our intention to have this matter submitted for consideration at the July 2, 2013 meeting of the Board of County Commissioners. Alternatively, please suggest other nominees. The roster of the current members of the FH/EEO Board is enclosed for your information.

If there are any questions concerning this request, or if additional information is needed, please contact me at 355-2558.

cc: Brad Merriman, Assistant County Administrator
David Ottey, Assistant Count Attorney

PALM BEACH COUNTY Page 1 of 4
BOARD OF COUNTY COMMISSIONERS
BOARDS/COMMITTEES APPLICATION

OFFICE OF
EQUAL OPPORTUNITY

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: Fair Housing / Equal Employment Advisory Not Advisory

At Large Appointment or District Appointment / District #: _____

Term of Appointment: 2 Years. From: _____ To: _____

Seat Requirement: Palm Beach County Resident Seat #: 9

*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: Sola Oscar
Last First Middle

Occupation/Affiliation: Property Manager
Owner Employee Officer

Business Name: Lakeside of Palm Beach

Business Address: 2156 Okeechobee Blvd.

City & State: West Palm Beach, FL Zip Code: 33409

Residence Address: 641 Cherry Rd.

City & State: West Palm Beach, FL Zip Code: 33409

Home Phone: (561) 319-1776 Business Phone: () Same Ext.

Cell Phone: () Same Fax: (561) 683-1533

Email Address: ospatyso@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)	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: *Oscar Sola* Printed Name: Oscar Sola Date: May 30, 2013

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: _____

Commissioner's Signature: *Paulette Burdick* Date: 6/4/2013

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

Revised 08/01/2011

Oscar Sola
641 Cherry Rd.
West Palm Beach, Fl. 33409
ospatyso@aol.com
561-319-1776

Experience

- Mar.2013 to Present** Lakeside of Palm Beach
West Palm Beach
Property Manager
Oversee all operations of a community with 280 mobile homes. Maintain property Standards as per community guidelines. Responsible for accounts receivable.
- 2010 to Present** CIDRA/ Translator
West Palm Beach, Fl.
CIDRA is a church of over 400 members and growing. The translation of its name is the International Center for Worship and Praise. The church has been seeing a large growth in the english speaking community as well as the hispanic base. I am the Translation Ministry's leader and have been translating the services simultaneously live three days per week. We will also soon be live in both languages on our internet site (currently only available in spanish language). I have also worked for other churches when translators were required for a particular function.
- Sept.2006 to Mar.2013** Unfvita/Florida Home Medical Equipment
West Palm Beach, Fl.
Distribution Center Manager
Oversee the ordering of equipment, loading and unloading of trucks, filling of patient orders on a time sensitive basis. Dispatching and setting up routes, human resource duties for employees. Insure all state and regulatory rules are maintained and followed to the letter.
- May 2004 to Sept.2006** FCR Florida Inc.
West Palm Beach, Fl.
Operations Manager
Largest recycling plant in Palm Beach county. Duties of the Operation Manager are to oversee daily recycling line functions, human resources for the plant employees, working closely with maintenance crew to minimize production down time. Maintain quality of material being shipped through strict product quality standards.
- May 2003 to 2004** Jiffy Lube
West Palm Beach, Fl
Assistant General Manager
Responsibilities include assisting the General Manager in the daily running of all store operations. Scheduling, inventory control, Human Resource issues, customer service, cash control and daily goal setting and implementation.
- Nov.1997 to Mar.2003** Tandem Staffing Solutions
West Palm Beach, Fl.
Branch Manager
Duties include assigning and dispatching on a timely basis. Insure customer service and inspections of job sites so as to secure safe working conditions for employees. Insure profitability and productivity of office through proper stat management. Recruitment and training of new employees. Timely gathering of information so as to submit weekly reports.
- Jun. 1988 to Aug.1997** Home Depot
West Palm Beach, Fl.
Assistant Manager
Immediate responsibilities of electrical and lighting departments with planned sales of 4.5 million dollars. Conducted training and development classes for both customers and employees. Member of a team of managers with the responsibility of 38.5 million dollars in yearly sales. Crucial Just-In-Time inventory control and management.
- Jan.1983 to Jun.1988** General Motors
Tarrytown, NY
Materials Department Manager
Automotive assembly plant in Tarrytown, NY. Material movement, inventory control,

supervision of loading and unloading of trucks and rail cars, material control through Just-In-Time system. Management of hourly personnel and equipment necessary to perform task.

Mar. 1981 to Jan. 1983

Atlantic and Pacific Supermarkets
New York City, NY

Assistant Store Manager

Second in command of one hundred thousand dollar a week operation. Supervised sixty persons. Involved in employee hiring and training. Responsible for all merchandising in a retail environment.

Education

Monroe Business Institute
Bronx, NY
Associates Degree
Computer and Business Management

William Howard Taft High School
Bronx, NY
Academic Diploma

Skills

Trained and experienced in material management, control, procurement and movement. Experienced in profit and loss statements with the experience and knowledge to positively affect desired outcome. Experienced in all aspects of Human Resources area. One on one customer service and sales experience

Languages

Fluent in English and Spanish.

**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: Head Start/Early Head Start Policy Council and/or Fair Housing Equal Employment Board Advisory Not Advisory

At Large Appointment or District Appointment / District #: _____

Term of Appointment: 1/4 Years. From: TBD To: TBD

Seat Requirement: Community Representative/Resident of Palm Beach County Seat #: TBD

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: WARREN ELIZABETH
Last First Middle

Occupation/Affiliation: SUBTEACHER AND ENTREPRENEUR
Owner Employee Officer

Business Name: ELIZABETH WARREN

Business Address: P.O. BOX 751

City & State: LAKE WORTH FL Zip Code: 33460

Residence Address: 1500 LIVERNE AVE #715

City & State: LAKE WORTH FL Zip Code: FL 33460

Home Phone: () Business Phone: 561 (361) 317-3929

Cell Phone: (561) 318-2774 Fax: ()

Email Address: HAS A VIRUS

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: (R0XX-XXXX/PO XXX)	Parks & Recreation	General Maintenance	10/01/11-09/30/12
N/A	N/A	N/A	N/A

(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):

EW 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: E Warren Printed Name: ELIZABETH WARREN Date: 2/25/13

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:
{Patty Hindle}, {County Administration}
{301 N Olive Avenue, Suite 1101, West Palm Beach, FL 33401}

Section III (Commissioner, if applicable):

Appointment to be made at BCC Meeting on: _____

Commissioner's Signature: _____ Date: _____

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

Revised 08/01/2011

ELIZABETH RIZZIERI WARREN

CELL: 561-318-2774

**Skill Sets: Middle management, internal/external sales in hospitality,
Hotels, private country clubs, direct customer POS sales, lead concierge
Certified Class D Security Guard in Florida, Certified instructor K-12
Vocational placement/counselor/mentor**

Have resided in Florida since 1981

Palm Beaches, Martin, St. Lucie, Hendry and Glades DSM sales/service

Palm Beaches High End Retail Key Holder

Open/Close Hospitality Front of the House/limited Back

Former Employers: Brooks Brothers, Bloomingdales, CUNARD cruises,

SeaEscape Cruises, South University, PB County School Board,

PB County Catholic Diocese/Episcopal Diocese

PLEASE ADDRESS ALL MAIL RESPONSES TO Post Office Box 571

Lake Worth, Florida 33460

Excellent current and past references are available at request

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

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Section I (Department): (Please Print)

Board Name: Fair Housing / Equal Employment Board Advisory Not Advisory

At Large Appointment or District Appointment / District #: _____

Term of Appointment: 1 Year. From: _____ To: _____

Seat Requirement: Palm Beach County Resident Seat #: 9

*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: CLAIR BLANCHE
Last First Middle

Occupation/Affiliation: _____
Owner Employee Officer

Business Name: _____

Business Address: _____

City & State: _____ Zip Code: _____

Residence Address: 7744A LEXINGTON CLUB BLVD -

City & State: DELRAY BEACH, FLA Zip Code: _____

Home Phone: (561) 908-2753 Business Phone: () Ext. _____

Cell Phone: BY 913-3646 Fax: ()

Email Address: BLANCHE9205@ATT.NET

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 exceptions are described in the Code. This prohibition does not apply when the advisory board member's board provides no regulation, oversight, management, or policy-setting recommendations regarding the subject contract or transaction and the contract or transaction is disclosed at a public meeting of the Board of County Commissioners. To determine compliance with this provision, it is necessary that you, as a board member applicant, identify all contractual relationships between Palm Beach County government and you as an individual, directly or indirectly, or your employer or business. This information should be provided in the space below. If there are no contracts or transactions to report, please verify that none exist. Staff will review this information and determine if you are eligible to serve or if you may be eligible for an exception or waiver pursuant to the code.

Contract/Transaction No.	Department/Division	Description of Services	Term
Ex: (R)XX-XXXX/PO XXXX	Parks & Recreation	General Maintenance	10/01/11-02/30/12

(Attach Additional Sheet(s), if necessary)

OR NONE *PG BC None sheets*

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: *Blanche Clark* Printed Name: *Blanche Clark* Date: _____

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:
Pamela Guerrier, Office of Equal Opportunity
 215 N. Olive Avenue, Suite 130
 West Palm Beach, FL 33401

Section III (Commissioner, if applicable):

Appointment to be made at BCC Meeting on: _____

Commissioner's Signature: _____

Date: _____

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

Revised 08/01/2011

BLANCHE CLAIR
1019 LONGSHORE AVENUE
PHILADELPHIA, PA 19111
TELEPHONE (215)342-2623 FAX (215)342-2623
E-Mail- bclair@verizon.net

SUMMARY OF QUALIFICATIONS

May-2006-Present

Call for Action Ch 6

Trained Volunteer

Assisting consumers through mediation and education

Problems are resolved with small businesses, government agencies
and other organizations

July-2003-2007

Special Events

Federation of Jewish Agencies-JCCs Klein Center

Volunteer Coordinator-Public Relations-Fund Raising

Direct and work with Director and staff coordinating and implementing Special Events
targeted to designated area

August-November-2005

JCC's Klein Branch The National Institute of Senior Centers

Chair-Accrediation Committe-Records and Reports

Present

Special Events

Laurel Hill Mansion

Coordinator-Special Events

1994-Present

Special Events

Mayor's Commission on Aging

Board Member-Special Events Committee

Involvement-Annual Job Fair for people 55+

August-1999, October-2001

In Home Program Inc.

Community Liaison

***Marketing-Doctors, Nursing Homes, Sub-Acute-Acute and Rehabilitation facilities, Hospitals, Independent, Personal Care and Assistant Living facilities**
Outreach-Speak to groups-- Care Managers, Case Managers, Public Relations-Radio, Magazines
Negotiate new contracts
Generated new referrals

October 1997-October 2001

St. Christopher's Hospital for Children
Volunteer-Public Relations Department

***Direct involvement with Media**
***Direct involvement Social Events**

Toastmasters International

Vice-President-Public Relations
Promoting-Philadelphia Toastmasters First Club
Press Releases -Newspapers, T. V

January 1997-August 1997

XLCARE AGENCY, INC.

Patient Liaison (Agency Closed)

Marketing-Doctors, Nursing Homes, Sub-Acute and Rehabilitation facilities, Hospitals, Social Service, Independent and Assistant Living facilities.

***Outreach-Speak to Groups, Physician meetings, Senior Centers, Press Releases to Media, Radio, television and newspapers through all sections of Philadelphia, Montgomery and Lower Bucks Counties**

Generated new referrals, presented more options to existing and past referrals

May-June 1996

National Health Enterprises, Inc.

Consultant-Marketing (Agency Closed)

February 1996-May 1996

Care-ing Management, Inc.

Director-Marketing Home Care

(Company acquired by National Health Enterprises)

Plymouth Meeting, PA

May 1992-February 1996

Womens Medical Group

Director-Marketing Home Care (Registry)

Philadelphia, Pa

Created Home Care Division in Womens Medical Equipment Group

Certified Nursing Assistants, Home Health Aids, Companions
Represented Womens Medical Group in Public Speaking engagements at community and social service organizations
Marketed Womens Medical Group-Press Releases for distributions throughout the local newspapers and news media
*Represented Womens Medical Group at public speaking engagements at community and service organizations
*Public Relations-Press Releases for distribution through-out the local news media
*Marketed Womens Medical group-Hospitals, Geriatric Groups, Nursing Homes, Boarding Homes, Personal Care Homes in Philadelphia Montgomery and Lower Bucks Counties

Results

- *Generated new accounts
- *Maintained existing business

January 1980-April 1990

Director-Constituent Services
Councilwoman Joan Specter
Philadelphia, PA

- *Represented and handled public speaking engagements for Councilwoman at community and religious organizations
- *Liaison for Councilwoman between Federal, State and City Officials, coordinated meeting times, places and agendas
- *Developed and implemented fund raising plans and special event programs
- *Managed and supervised campaign funds
- *Actively participated in the re-election of Councilwoman for three consecutive terms
- *Recruited, trained and supervised volunteers for the campaign
- *Social Work-Invested and resolved complaints and concerns of the constituents
- *Social Work-Provided assistance to constituents who needed information regarding services and benefits for the elderly
- *Followed through with requests for services from the constituents, continuously updated and maintained resource files
- *Maintained constituent reports

***Computer Skills**

Strong computer skills-Internet, MS Word
*Custom Buildt (to specific specifications)

Volunteer

The Franklin Institute and Science Museum
Philadelphia, PA

- *Departments-Marketing, Communications, Museum Store, Specialist

COMMUNITY AFFILIATIONS

Present

**Appointed Board Member-Board of Trustees*
Riverview Home
Mayor's Commission on Aging
2nd Career Fair(Special Events)
Member-Information and Referral Committee-IBC&PCA

***July 1998-July 1999**

Philadelphia First-Toastmaster's International
Vice-President-Public Relations

**Member-Women for Greater Philadelphia*
**Special Events Coordinator (Laurel Hill Mansion)*
**Advisory Committee*
**Nominating Committee-1999*

Member-Marketing Groups, Network Connection-Center City Montgomery, Lower Bucks Counties
Member of Board-CARIE
Network Connections Meetings, Philadelphia, Montgomery and Lower Bucks Counties
Phyllis Saunders(Senior Anchor)Home Care-Ch 10
Perspectives-Home Care-Ch 6
WPEN-Milestones-Program for the Elderly, "Home Care is the Answer"
94.1, KYW,FM-2nd Career Fair-For People 55 Plus
2000-WPEN Milestone

CONTINUING EDUCATION

University of the Arts, Manor Jr. College-Certificates-Interior Design
Community College-Interior Design
Penn State.certificate-WritingSkills
Manor Jr. College-Introduction to Health Organizations
Appointed participate-Citizens Voices "99 (Mayoral Race)

SPECIAL INTERESTS

Art, Interior Design, Music, Theater, Travel, Fitness Program

References upon request



13 MAY 15 AM 10:50

CITY OF PHILADELPHIA

OFFICE OF THE MAYOR
215 City Hall
Philadelphia, PA 19107
(215) 686-2181
FAX (215) 686-2180

MICHAEL A. NUTTER
Mayor

March 16, 2011

Ms. Blanche Clair
1019 Longshore Avenue
Philadelphia, PA 19111

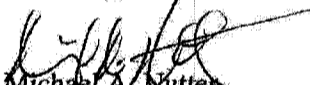
Dear Ms. Clair:

It is with sincere gratitude that I thank you for your many years of service to the city of Philadelphia as a member of the Mayor's Commission on Aging (MCOA).

Your leadership and insights were invaluable to your fellow board members and to the staff at MCOA. While we work to redesign the role of the Mayor's Commission on Aging, I am deeply appreciative of your continued service in advising the Senior Community Service Employment and Apprise programs. These programs are vital to seniors, and your input and support is critical to their success.

Thank you again for your commitment to seniors and to Philadelphia.

Sincerely,


Michael A. Nutter
Mayor



CITY OF PHILADELPHIA

OFFICE OF SUPPORTIVE
HOUSING
RIVERVIEW HOME
7979 State Road
Philadelphia, PA 19136
Phone (215) 685-8317
Fax (215) 333-7535
Richard Negrin
Managing Director
Dainette M. Mintz
Director
Sally Fisher
Superintendent

September 20, 2012

Ms. Blanche Clair
7744A Lexington Club Blvd.
Delray Beach, FL 33446

Dear Ms. Clair:

This letter is to express our sincere appreciation to you for your years of service as a member of the Riverview Home Board of Trustees.

Your unwavering commitment and leadership as a Board member since 1990 has been instrumental in ensuring that the City of Philadelphia and Riverview Home have been responsive to the needs of the community by providing the best possible personal care services to citizens of our City.

During your tenure on the Board, Riverview Home underwent a number of program, budgetary, and administrative changes, including changes in the provider of on-site medical and food services; reductions in the resident population; staffing changes; and State Department of Public Welfare regulatory changes.

Your advocacy for the City's elderly and disabled residents has served as a beacon of hope for many and is greatly appreciated. We wish you success in your future endeavors and much enjoyment in your new home.

Sincerely,

A handwritten signature in cursive script, appearing to read "Harvey Friedrich".

Harvey Friedrich, Chairperson
Riverview Home Board of Trustees

cc: Dainette M. Mintz, Director
Office of Supportive Housing



FAIR HOUSING/EQUAL EMPLOYMENT BOARD

SEAT ID	CURRENT MEMBER	ROLE TYPE	RACE CODE	GENDER	BUSINESS / HOME PHONE	SEAT REQUIREMENT	APPOINT DATE	REAPPOINT DATE	EXPIRE DATE
Appointed By : District 1									
1	Ethel Gravett Coldwell Banker 1061 E Indiantown Rd Ste 101 Jupiter FL 33477	Member	CA	F	561-744-2500 X355	Resident of Palm Beach County	06/04/2002	03/06/2012	03/05/2014
NOMINATED BY : District 1 Commissioner									
Appointed By : District 2									
2	Rae Franks Rae Franks, Esquire 224 Datura St Ste 900 West Palm Beach FL 33401	Member	HA	F	561-820-9177	Resident of Palm Beach County	05/07/2002	03/06/2012	03/05/2014
NOMINATED BY : District 2 Commissioner									
Appointed By : District 3									
3	Jeffery Garber Casey Ciklin Lubitz Martens & O'Connell 515 N Flagler Dr Fl 20th West Palm Beach FL 33401	Member	CA	M	561-820-0373	Resident of Palm Beach County	11/16/2010	10/16/2012	10/15/2014
NOMINATED BY : District 3 Commissioner									
Appointed By : District 4									
4	Stephen Wertheimer 22729 El Dorado Dr Boca Raton FL 33433	Member	CA	M	561-362-4020	Resident of Palm Beach County	03/06/2012		03/05/2014
NOMINATED BY : District 4 Commissioner									

* indicates a member having an action pending

Appointed By : District 5

5	Stanley Goodman	Member	CA	M	561-638-8922	Resident of Palm Beach County	03/06/2012		03/05/2014
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7130 Via Genova
Delray Beach FL 33446

NOMINATED BY : District 5 Commissioner

Appointed By : District 6

6	Vacant	Member				Resident of Palm Beach County			
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NOMINATED BY :

Appointed By : District 7

7	Lynne Hubbard	Member	AA	F	561-598-0514	Resident of Palm Beach County	02/02/2010	03/06/2012	03/05/2014
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1405 W 23rd St
Riviera Beach FL 33404
4027

NOMINATED BY : District 7 Commissioner

Appointed By : At-Large/Palm Beach County Board of County Commissioners

8	Eric Malkin	Member	CA	M	561-731-1765	Resident of Palm Beach County	04/06/2010	01/09/2013	01/08/2015
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9353 Water Course Way
Boynton Beach FL 33437

NOMINATED BY :

* indicates a member having an action pending

Appointed By : At-Large/Palm Beach County Board of County Commissioners

9 Vacant Member

Resident of Palm Beach County

1

NOMINATED BY :

0 Board alternate(s) are vacant.

* indicates a member having an action pending