

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

Meeting Date: December 17, 2013

Department

Submitted By: Community Services

Advisory Board: Community Action Advisory Board

**I. EXECUTIVE BRIEF**

**Motion and Title:** Staff recommends motion to Approve: Appointment/Reappointment of the following representatives to the Community Action Advisory Board effective December 17, 2013:


<u>Seat No.</u>	<u>Appointment</u>	<u>Seat Requirement</u>	<u>Term Ending</u>	<u>Nominated By</u>
1	Thyra Starr	Public Sector	9/30/2015	Comm. Taylor Comm. Burdick Comm. Valeche
6	Tamara Price	Private Sector	9/30/2016	Comm. Taylor Comm. Burdick Comm. Valeche
10	Jonel Etienne	Private Sector	9/30/2016	Comm. Taylor Comm. Burdick Comm. Valeche
	<b><u>Reappointment</u></b>			
2	Maria Ruiz	Public Sector	9/30/2016	Comm. Taylor Comm. Burdick Comm. Valeche
5	Mary Wilkerson	Public Sector	9/30/2015	Comm. Taylor Comm. Burdick Comm. Valeche Comm. Santamaria
11	Elaine Gulley	Low-Income Sector	9/30/2016	Comm. Taylor Comm. Burdick Comm. Valeche Comm. Santamaria
12	Valerie Mays	Low-Income Sector	9/30/2016	Comm. Taylor Comm. Burdick Comm. Valeche

**Summary:** The Community Action Advisory Board (CAAB) is a 15 member tri-partite board comprised of one-third elected public officials or their representatives, one-third private sector members and no less than one-third low-income representatives. On September 25, 2013, written notice was sent to each Commissioner to request nominations. Thyra Starr (seat 1) will complete the remaining unexpired term for Dr. Yvette Coursey who resigned. The appointments meet all applicable guidelines and requirements outlined in Resolution R2009-1549. The CAAB reviewed and approved the nominees listed above on August 21, 2013 and September 25, 2013. Thyra Starr, an employee of Paradies-Palm Beach, LLC, has disclosed a contractual relationship with the County for services. The Community Action Advisory Board provides no regulation, oversight, management, or policy-setting recommendations regarding the subject contract. Disclosure of this contractual relationship at a duly noticed public meeting is being provided in accordance with the provisions of Sect. 2-443, of the Palm Beach County Code of Ethics. (Community Action) Countywide (TKF)

**Background and Justification:** The Community Services Block Grant contract requires the establishment of a Community Action Advisory Board and that the Board fully participate in the planning, implementation and evaluation of the Community Services Block Grant program to serve low-income communities. Including the current appointments/reappointments, the Board is comprised of eight (8) Black females, four (4) Black males, one (1) Hispanic female, and two (2) White females.

**Attachments:**

- 1) Boards/Committees Application with résumé
- 2) Advisory Board Roster
- 3) Resolution No. R2009-1549

Recommended By:  11/24/13  
 Department Director Date

Legal Sufficiency:  12/2/13  
 Chief Assistant County Attorney Date

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

*The information provided on this form will be used by County Commissioners and/or the entire Board in considering your nomination. This form MUST BE COMPLETED IN FULL. Answer "none" or "not applicable" where appropriate. Further, please attach a biography or résumé to this form.*

**Section I (Department):** (Please Print)

Board Name: Community Action Program Advisory Board Advisory  Not Advisory

At Large Appointment or  District Appointment /District #: \_\_\_\_\_

Term of Appointment: 2 1/2 Years. From: ~~10/1/2013~~ 12/17/13 To: 9/30/2015

Seat Requirement: Public Sector Seat #: 1

\*Reappointment or  New Appointment

or  to complete the term of Yvette Coursey Due to:  resignation  other

Completion of term to expire on: 9/30/2015

\*When a person is being considered for reappointment, the number of previous disclosed voting conflicts during the previous term shall be considered by the Board of County Commissioners: 0

**Section II (Applicant):** (Please Print)

**APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT**

Name: Starr Thyra Echols  
Last First Middle

Occupation/Affiliation: Case Manager  
Owner  Employee  Officer

Business Name: School District of PBC

Business Address: 1160 Avenue "N"

City & State: Riviera Beach, FL Zip Code: 33404

Residence Address: 124 Sequoia Drive

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

Home Phone: (561) 615-6546 Business Phone: (561) 494-1597 Ext. \_\_\_\_\_

Cell Phone: (561) 313-7058 Fax: (561) 494-1590

Email Address: Justus710@bellsouth.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

**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
2007-2052	Dept of Airports	Retail Concessions	2007-2022

(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: Thyra E. Stark Printed Name: Thyra E. Stark Date: 9/5/13

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](http://www.palmbeachcountyethics.com) or contact us via email at [ethics@palmbeachcountyethics.com](mailto: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: [Signature] Date: 10/29/13

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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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: Thyra E. Starr Printed Name: Thyra E. Starr Date: 9/5/13

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(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: Paula Bussard Date: 11-3-2013

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Revised 08/01/2011

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\*Applicant's Signature: Thyra E. Starr Printed Name: Thyra E. Starr Date: 9/5/13

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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 SCC Meeting on:

Commissioner's Signature: Joe R. Valerio Date: 11/4/13

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Revised 08/01/2011

**THYRA ECHOLS STARR**  
**124 S. SEQUOIA DRIVE**  
**WEST PALM BEACH, FL 33409**  
**561-313-7058**

**BACKGROUND SUMMARY**

Consistently obtained upwardly progressive and responsible managerial positions in private and public sector. Strong interpersonal skills at all levels of an organization; excellent communicator; team player. Extensive knowledge and experience in contract management contract negotiation, public speaking, workforce diversity, budgetary preparation and compliance, computer literate, consistent team player.

**PROFESSIONAL EXPERIENCE**

**July 2006 – Present, School District of Palm Beach County – Department of Student Intervention Services – Located at Lincoln Elementary – Riviera Beach**  
**Case Manager**

Assigned to Area 4 to services homeless students which are covered under the McKinney-Vento Act. Primary focus of this position is to ensure that the academic needs of all students are met. The secondary purpose is to refer families to social service organizations that can facilitate the needs outside the school environment. Provide training and technical assistance to school personnel in addition to social service organizations. Attend trainings to keep abreast of best practices throughout the nation that bring relief to those families and unaccompanied youth experiencing homelessness.

**November 2007 – Present, Tito Enterprises, LLC – West Palm Beach**  
**Managing Partner**

Partnering with Paradise as a local minority business enterprise, a retail airport gift concessionaire, located in the Palm Beach International Airport. I am primarily responsible for making sure all top selling books, magazines, and periodicals are on the shelves in all the appropriate shops. Represent Company as needed in various community functions.

**March 2003 – June 2006, School District of Palm Beach County – Department of Safe Schools – Located at Roosevelt Middle – WPB**  
**Social Services Facilitator**

Served as the facilitator to implement an initiative known as the School Based Team (SBT). This team would address issues of students that were referred by school staff or parents. Responsible for assembling the team and chairing the meetings that were held bi-weekly. Coordinated the recommendations of the team and did follow up of services and monitored to report back to the SBT.

**January 2000 – March 2003, School District of Palm Beach County -Roosevelt Middle School -WPB**  
**Substitute Teacher**

Assigned a class wherein the students were ranked in the lower quartiles. The subjects being taught for school year 1999-2000 were Reading and Learning Strategies as well as Century 21 Technology. Classes being taught for school year 2000-2001 are 8th Grade regular and advanced U.S. History. Class size averages 25. Classroom management has been a strong asset in creating a productive learning environment.

**October 2000-Present, Phancy Phood Caterer's, Inc. d.b.a. Travel-by Starr**  
**Managing Partner**

Provide travel-related services to clients. Attend seminars for certification. To stay abreast of industry trends and to become acquainted with resort/vacation properties.

**PAGE TWO - RESUME - THYRA ECHOLS STARR****November 1996-September 1999, Urban League of Palm Beach County  
President/CEO**

Provided leadership to the Agency and administered daily operations including personnel, budget, program development & implementation, planned fund-raising efforts. Facilitated activities of the Board of Directors, communities, task forces and staff. Built relationships between the Agency and community leadership among churches, private sector, public funders, civic organizations and others. Extensive travel including recruitment of potential teachers in Atlanta on the campuses of Spelman College and Clark Atlanta University. Assist Board with policy development.

**May 1996-November 1996, Urban League of Palm Beach County  
Interim President/CEO**

Duties same as above.

**August 1994 - May 1995, School District of Palm Beach County,  
Administrative Monitor/Social Services Facilitator**

Conducted evaluation of management and programmatic operations of private daycare facilities under the Title XX Program. Performed follow-up visits. Worked with staff to coordinate facility operations. Observed children and teacher interaction to insure positive learning experiences. Assisted teachers with in-service training. Worked on additional projects as assigned relating to daycare staff development.

**October 1988-August 1994, BTW Express, Inc.****Chief Executive Officer/Managing Partner**

Managed operations of five (5) locations including hiring on-site managers, developed personnel policies, maintenance of all contracts for each location, served as liaison between company and contracting officials, responsible for all presentations on behalf of company, developed customer surveys to ensure prompt service and timely resolved all complaints. Attended conferences on all levels to stay informed of the industry trends.

**January 1990-November 2008, Phancy Phood Caterer's Inc. d.b.a. Starr****Ceramic Tile Managing Partner/Corporate Secretary**

Responsible for the administrative operation of the business. Primarily in charge of securing working capital as needed for insurance, bonding, and marketing purposes. Represent the business as needed to various types of functions.

**January 1986-September 1987 Worldwide Educational  
Services - Director**

Federally funded training program administered by PIC/JTPA. Provided training and job placement in the clerical data entry field. Supervised a teacher and recruitment placement specialist. Recruited students and assisted with employment search for graduates. Monitored for contract compliance. Developed and administered activities to recruit, nurture and prepare students for graduation and employment.

**EDUCATION:**

Clerk College - 1972-1973

Florida Agricultural & Mechanical University (FAMU)

B.S. Degree -Business Education; Graduated June 1976 -Cum Laude

**PAGE THREE - RESUME - THYRA ECHOLS STARR**

**AFFILIATIONS**

Chair, West Palm Beach Housing Authority Commission; Urban League of PBC Supporter; Member of Rebuilding the Walls Christian Center; President, National Alumni Association of Florida A&M University - Palm Beach County Chapter; Secretary, Palm Beach Lakes South Neighborhood Association

**AWARDS/RECOGNITIONS**

Life Member of Florida A&M University National Alumni Association since 2010; 2012 Distinguished Alumni of Florida A&M University (1 of 14); Outstanding Alumni of the Quasquicentennial - 125 Years for Florida A&M University; "2010 Community Service Award" from Inner City Youth Golfers, Inc.; Gray's Temple CME Church 2012 Woman of Wonder

**REFERENCES**

Furnished upon request



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

*The information provided on this form will be used by County Commissioners and/or the entire Board in considering your nomination. This form **MUST BE COMPLETED IN FULL**. Answer "none" or "not applicable" where appropriate. Further, please attach a biography or résumé to this form.*

**Section I (Department):** (Please Print)

Board Name: Community Action Program Advisory Board Advisory  Not Advisory   
 At Large Appointment or  District Appointment /District #: \_\_\_\_\_  
Term of Appointment: 2 yrs 9 mths Years. From: 10/1/2013-12/17/13 To: 09/30/2016  
Seat Requirement: Private Sector Seat #: 6  
 \*Reappointment or  New Appointment  
or  to complete the term of \_\_\_\_\_ Due to:  resignation  other  
Completion of term to expire on: \_\_\_\_\_

\*When a person is being considered for reappointment, the number of previous disclosed voting conflicts during the previous term shall be considered by the Board of County Commissioners: 0

**Section II (Applicant):** (Please Print)  
**APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT**

Name: Price Tamara Akins  
Last First Middle  
Occupation/Affiliation: Director of Client Services/Workforce Alliance  
Owner  Employee  Officer   
Business Name: Workforce Alliance  
Business Address: 1951 N. Military Trail Suite D  
City & State West Palm Beach, Florida Zip Code: 33409  
Residence Address: 7132 Hawks Nest Terrace  
City & State Riviera Beach, FL Zip Code: 33407  
Home Phone: ( ) Business Phone: (561) 340-1060 Ext. 2336  
Cell Phone: (850) 459-9813 Fax: (561) 340-1057  
Email Address: tprice@pballiance.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.

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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)

NONE OR  NONEX

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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: Tamara Price Printed Name: Tamara Price Date: 8/27/13

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Commissioner's Signature: [Signature] Date: 10/29/13

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SECTION II CONTINUED:

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\*Applicant's Signature: Tamara Trice Printed Name: Tamara Trice Date: 8/27/13

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{Insert Address Here}

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Commissioner's Signature: Paulette Burdick Date: 11-4-2013

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Section II Continued:

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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: Tamara Price Printed Name: Tamara Price Date: 8/27/13

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](http://www.palmbeachcountyethics.com) or contact us via email at [ethics@palmbeachcountyethics.com](mailto: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: Hal R. Valadez Date: 11/4/13

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

Revised 08/01/2011

**TAMARA A. PRICE**  
Phone: 561-340-1060 ext 2336  
Cell-phone: 850-459-9813

- 
- ❖ Assist in developing contracts and/or MOU's for one or more of the following: training providers, employers, community organizations and/or community service/work experience partnerships.
  - ❖ Builds, develops and manages a team capable of meeting program performance goals and organizational initiatives.
  - ❖ Identifies and analyzes information to give early warnings of potential problems and present suggestions for consideration.
  - ❖ Continuously investigate and introduce process improvement measures and present suggestions for consideration.
  - ❖ Participant on the Statewide TANF Workgroup. The Work Readiness and Performance Council called for the development of a Temporary Assistance for Needy Families (TANF) Workgroup to review and address issues that impact the Welfare Transition (WT) Participation Rates and customer engagement.

**Early Learning Program Manager (Program Integrity Manager)**  
*Florida's Office of Early Learning, Program Integrity Unit*

11/2011-09/2012

- 
- ❖ Oversaw the operations of the organizational unit that had responsibility for ensuring grantee and subrecipient contract monitoring and accountability (program and financial), fraud and benefit recovery, technical assistance and training, and internal quality assurance.
  - ❖ Provided administrative supervision and support to 27 assigned staff including mentoring, staff recruitment, attendance and leave, training, disciplinary actions, performance evaluations and identifying and resolving team/organizational problems.
  - ❖ Monitored and maintained information on the early learning coalition's use of funds to ensure compliance with the Code of Federal Regulations, Child Care Development Fund, Florida Statutes, OMB Circulars, and Cost Allocation Plan guidance and the Office policies and procedures.
  - ❖ Oversaw special assignments and reviews and prepared verbal and/or written recommendations for leadership staff, the Governor's office, Auditor General, and legislative staff, including developing corrective actions when required.
  - ❖ Oversaw the development and implementation of a project tracking system to ensure that reviews and monitoring reports were completed on time and met administrative requirements. Developed and maintained an overall monitoring plan of Early Learning programs including communication with outside agencies.
  - ❖ Oversaw the analysis of trends identified during monitorings and reflected in reports to establish a ground work for risk assessments. As needed, coordinate the development of appropriate technical assistance documents and training for coalitions with other areas within Florida's Office of Early Learning.
  - ❖ Provided representation on statewide agency/interagency workgroups related to early learning issues; served as liaison for the Florida's Office of Early Learning on agency, interagency, and coalitions related to monitoring issues.
  - ❖ Oversaw the approval of coalition school readiness plans including school readiness contracts, policy statements, manuals, revisions, protocols, standards, and outcome measures, to ensure integration, consistency, and compliance with state and federal laws, rules and regulations.
  - ❖ Reviewed and analyzed proposed legislation affecting Early Learning programs to ensure that the legislature supports the agency's missions and goals.

**Senior Management Analyst Supervisor (Accountability Review Supervisor)**  
*Agency for Workforce Innovation, Office of Early Learning, Accountability Unit*

03/2007-10/2011

- ❖ Provided supervision and coordination to the Accountability Unit review team by monitoring project progress to facilitate the on-site monitoring and reviews; reviewing reports and related products to ensure quality; identifying and resolving team problems in accordance with state policies and procedures.

**TAMARA A. PRICE**

Phone: 561-340-1060 ext 2336

Cell-phone: 850-459-9813

- ❖ Provided administrative supervision and support to subordinates in accordance with the state policies and procedures including performance evaluations, disciplinary actions, recruitment, attendance and leave.
- ❖ Development of data collection instruments and protocols to support field data collection, development and implementation of focus groups, interviews, surveys, and the analysis of quantitative and qualitative data.
- ❖ Responsible for staying current in federal and state regulations, rules, and policies both statewide and nationally, including identifying current trends in early learning program services.
- ❖ Coordinated with all units in the office to communicate relevant information and logistics related to programmatic and operational activities of the office. Conducted special assignments as directed and prepared verbal and written reports of findings and recommendations.
- ❖ Provided representation on statewide agency/interagency workgroups related to early learning issues;
- ❖ Participated as a reviewer for the Even Start grant review application process, and the Early Learning Information System proposal reviews and requirements validation processes.
- ❖ Participated on the Statewide TANF Workgroup. The Work Readiness and Performance Council called for the development of a Temporary Assistance for Needy Families (TANF) Workgroup to review and address issues that impact the Welfare Transition (WT) Participation Rates and customer engagement.

**Government Analyst III (Research & Accountability Analyst)**

*Agency for Workforce Innovation, Office of Early Learning, Accountability Research & Data Quality Section*

06/2005-03/2007

- ❖ Team Lead for the *Voluntary Pre-Kindergarten (VPK) Implementation* research project. Assisted in the development of the process for the research project. Assisted with the creation and administration of the *Parent and Provider* survey project. Led other special projects as assigned by leadership. Assisted with the mentoring and training of staff.
- ❖ Responsible for assisting in the planning of all aspects of a program evaluation's research design for long and short term projects; including development of tools and processes. Identified major research questions and appropriate methodologies to address a specific policy concerns. Common methodologies included surveys, analyses of program outcome and student performance data, on-site examinations, interviews, and file reviews.
- ❖ Assisted in preparation/dissemination of research reports and other management reports. Developed and made presentations on research related topics to coalition staff and other stakeholders.
- ❖ Worked with the configuration team, test team, and business units to analyze and understand impacts and workflow and investigate root causes of problems and provide suggestions for improvement to our systems.
- ❖ Participated in joint application development sessions; determining what is a "must have" and what is a "nice to have" for system updates and enhancements. Identified the impact of the new requirements on AWI, OEL, coalition's (ELC) and the ELC contracted agencies and developed plans and solutions for resolution and/or diminution of these impacts. Provided input to the test activities to help support a comprehensive quality IT product. Assisted in the implementation of software and hardware releases.
- ❖ Reviewed documents or interface with appropriate coalition and OEL staff to ensure compliance with applicable VPK and School Readiness statutory, regulatory and best practice requirements. Document findings and prepare written recommendations for implementation of new systems, procedures or organizational changes.
- ❖ Prepare and analyze programmatic reports on the findings of field reviews and monitoring to ensure quality, and made recommendations as needed.

**Welfare Transition Program Manager**

*Affiliated Computer Systems, Welfare Transition and Food Stamp Employment and Training Program Unit*

01/2003-06/2005

- ❖ Supervised the Welfare Transition (WT) and Food Stamp and Employment Training (FSET) programs and staff of case managers and administrative support staff. Provided administrative supervision and support in accordance with the state policies and procedures including performance evaluations, disciplinary actions, recruitment, training, attendance and leave.

**TAMARA A. PRICE**  
 Phone: 561-340-1060 ext 2336  
 Cell-phone: 850-459-9813

- ❖ Defined unit goals and objectives for staff members, using knowledge of the unit and state and federal policies. Prioritized assignments and recognized the need to adjust or adapt within the unit.
- ❖ Developed processes that through unit planning and organization allowed the staff to meet and or exceed minimum standards and performance measures.
- ❖ Maintained a caseload of WT customers that were considered incapacitated. Provided intake assessment, interviewing, eligibility determination and verification, referrals to supportive services, employer services, job coaching, job search assistance, orientation and classroom instruction, and follow up services to help these particular customers get back to work or assisted with the process of applying for Social Security Income.
- ❖ Facilitated the 'Orientation Workshop' for new customers and assisted instruction in the 'Job Seeker Workshop' as needed.
- ❖ Performed monitoring and auditing duties. Developed and implemented the unit's quality assurance tracking tools and processes.
- ❖ Worked with the Agency for Workforce Innovation as a subject matter expert on WT and FSET issues and assisted with the Business Review Document process during the construction phase of OSMIS for WT and FSET.
- ❖ Served on the negotiating team for the attainment of the School Readiness Contract by ACS in Wakulla and Gadsden Counties.

**Lead Career Specialist/Wakulla County Site Manager**  
*Affiliated Computer Systems, Welfare Transition and Food Stamp Employment and Training Program Unit* 05/2002-12/2003

**Child Protective Investigator**  
*Department of Children and Families, Investigations Unit* 12/1999-05/2002

**School Based Behavioral Specialist**  
*Apalachee Center for Human Services, Crawfordville Elementary School* 08/1998-12/1999

**Mental Health Assistant**  
*Apalachee Center for Human Services, Eastside Psychiatric Hospital* 06/1997-08/1998

**EDUCATION & CERTIFICATIONS**

- \* Master of Public Administration, Florida State University (expected graduation-May 2014)
- \* Bachelor of Science, Florida State University
- \* Agency Certified Contract Manager
- \* FEMA IS-100.a – Introduction to Incident Command Systems, ICS-100
- \* FEMA IS-800.b – National Response Framework, An Introduction
- \* FEMA IS-230.a – Fundamentals of Emergency Management
- \* FEMA IS-235 – Emergency Planning
- \* Starting a Small Business Certification, FAMU Small Business Training Program
- \* Certified Level II Workforce Professional (FCWP-1),
- \* Certified Child Protective Professional

**VOLUNTEER WORK**

- \* Board Member, Early Learning Coalition Board of Directors present
- \* Parent Volunteer, Rickards High School Football Booster "Touchdown" Club 2010-2012
- \* Volunteer, Florida State Emergency Response Team (FEEL) 2010-2012
- \* Parent Volunteer, W.T. Moore Elementary and Fairview Middle School 2007
- \* Parent Volunteer/Coordinator, Pop Warner Football 2005-2006

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

*The information provided on this form will be used by County Commissioners and/or the entire Board in considering your nomination. This form **MUST BE COMPLETED IN FULL**. Answer "none" or "not applicable" where appropriate. Further, please attach a biography or résumé to this form.*

**Section I (Department):** (Please Print)

Board Name: Community Action Program Advisory Board Advisory  Not Advisory

At Large Appointment or  District Appointment /District #: \_\_\_\_\_

Term of Appointment: 2 yrs 9 mths Years. 10/01/2013 12/17/13 9/30/2016

Seat Requirement: Private Sector Seat #: 10

\*Reappointment or  New Appointment

or  to complete the term of \_\_\_\_\_ Due to:  resignation  other

Completion of term to expire on: \_\_\_\_\_

\*When a person is being considered for reappointment, the number of previous disclosed voting conflicts during the previous term shall be considered by the Board of County Commissioners: 0

**Section II (Applicant):** (Please Print)

**APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT**

Name: Etienne Jonel  
Last First Middle

Occupation/Affiliation: City of Lake Worth  
Owner  Employee  Officer

Business Name: Lake Worth Utilities

Business Address: 1900 2<sup>nd</sup> Avenue North

City & State Lake Worth, Florida Zip Code: 33407

Residence Address: 4759 N Australian Avenue # 104

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

Home Phone: ( ) Business Phone: (561) 533-7300 Ext. 7127

Cell Phone: (561) 225-7038 Fax: ( )

Email Address: jetienne@lakeworth.org

Mailing Address Preference:  Business  Residence

Have you ever been convicted of a felony: Yes \_\_\_\_\_ No x

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

Minority Identification Code:  Male  Female  
 Native-American  Hispanic-American  Asian-American  African-American  Caucasian



Section II Continued:

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

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

(Attach Additional Sheet(s), if necessary)

OR  NONE

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

By signing below I acknowledge that I have read, understand, and agree to abide by Article XIII, the Palm Beach County Code of Ethics, and I have received the required Ethics training (in the manner checked below):

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

AND

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

\*Applicant's Signature: *J. F. ...* Printed Name: 9-16-13 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](http://www.palmbeachcountyethics.com) or contact us via email at [ethics@palmbeachcountyethics.com](mailto: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: *[Signature]* Date: 10/29/13

Pursuant to Florida's Public Records Law, this document may be reviewed and photocopied by members of the public. Revised 08/01/2011

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.

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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 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: *J. Eubank* Printed Name: 9-16-13 Date: \_\_\_\_\_

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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: *Pamela Burdick* Date: 11-4-2013

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Revised 08/01/2011

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.

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_____	_____	_____	_____

(Attach Additional Sheet(s), if necessary)

OR  NONE

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\*Applicant's Signature: *J. Eubank* Printed Name: 9-16-13 Date: \_\_\_\_\_

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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: *Joe P. Valerio* Date: 11/4/13

Pursuant to Florida's Public Records Law, this document may be reviewed and photocopied by members of the public. Revised 08/01/2011

**Jonel Etienne**  
3113 Avenue H East  
Riviera Beach, FL 33404  
(561) 291-5567

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**Education**

**Bachelor's of Science degree in Accounting and Finance**  
Florida State University, Tallahassee, FL  
May 2010

**Associate of Arts degree in Accounting**  
Palm Beach Community College, Lake Worth, FL  
May 2007

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**Work Experiences**

**Customer Service Supervisor** **04/12-Present**  
**Lake Worth, FL**

- Investigate customer's problems and find solutions.
- Communicate with customers via phone, email, or letter.
- Hire, train, and terminate customer service agents.
- Handle major incidents that cannot be resolved by agents.
- Resolve complaints and order issues.
- Ask customers to provide feedback on agents and customer service experience

**Teller, Bank of America** **07/10 – 03/12**  
**West Palm Beach, FL**

- Accurately and efficiently process and record routine transactions for bank customers including cashing checks, accepting deposits and withdrawals, processing loan payments and money transfers
- Explain, advise and promote bank products and services to customers
- Attempt to resolve issues and problems with customer's accounts
- Maintain and Balance cash and checks in cash drawer at end of each shift

**Sale Representative/Customer Service Specialist, Best Buy** **11/08 – 01/11**  
**West Palm Beach, FL**

- Responsible for the sales of major and small appliances
- Demonstrates technical selling skills and product knowledge to effectively present to customer
- Maximizes all opportunities in the process of closing a sales by promoting additional services
- Solve customer billing problems and handle customer inquiries

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**Honors/Activities**

- Fluent in the language of Creole
- Dean's List, Two Semester
- Black Student Union, 2005-2007

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**Volunteer Experience**

- Tails for Trail:** Raised funds and organized a marathon for Tallahassee Animal Shelter
- March of Dimes:** Participated in the walk for Breast Cancer Awareness

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

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**Section I (Department):** (Please Print)

Board Name: Community Action Program Advisory Board Advisory  Not Advisory

At Large Appointment or  District Appointment /District #: \_\_\_\_\_

Term of Appointment: 32 yrs 9 mths Years. From: 10/1/2013 To: 09/30/2016

Seat Requirement: Public Sector Seat #: 2

\*Reappointment or  New Appointment

or  to complete the term of \_\_\_\_\_ Due to:  resignation  other

Completion of term to expire on: \_\_\_\_\_

\*When a person is being considered for reappointment, the number of previous disclosed voting conflicts during the previous term shall be considered by the Board of County Commissioners: 0

**Section II (Applicant):** (Please Print)

**APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT**

Name: Ruiz Maria Claudia  
Last First Middle

Occupation/Affiliation: Resident Services Coordinator  
Owner  Employee  Officer

Business Name: Palm Beach County Housing Authority

Business Address: 3432 West 45<sup>th</sup> Street

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

Residence Address: 6722 Duval Avenue

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

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

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

Email Address: mruiz@pbchafll.org

Mailing Address Preference:  Business  Residence

Have you ever been convicted of a felony: Yes \_\_\_\_\_ No x

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

Minority Identification Code:  Male  Female  
 Native-American  Hispanic-American  Asian-American  African-American  Caucasian

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

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

(Attach Additional Sheet(s), if necessary)

OR  NONE

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- By attending a live presentation given on \_\_\_\_\_, 20\_\_\_\_

AND

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

\*Applicant's Signature: [Signature] Printed Name: Maria Christ Date: 8/19/2013

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](http://www.palmbeachcountyethics.com) or contact us via email at [ethics@palmbeachcountyethics.com](mailto: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: [Signature] Date: 10/29/12

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Revised 08/01/2011.

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

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

(Attach Additional Sheet(s), if necessary)

OR  NONE


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

AND

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

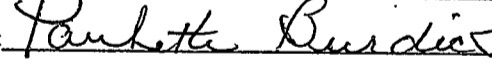
\*Applicant's Signature:  Printed Name: Maria Cruz Date: 8/19/2013

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](http://www.palmbeachcountyethics.com) or contact us via email at [ethics@palmbeachcountyethics.com](mailto: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:  Date: 11-4-2013

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

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

(Attach Additional Sheet(s), if necessary)

OR  NONE

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AND

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\*Applicant's Signature: [Signature] Printed Name: Maria Cruz Date: 8/19/2013

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{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: [Signature] Date: 11/4/13

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

Revised 08/01/2011.



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

**Education**

**Bachelor of Arts**

**Graduated August 2009**

Communications and Literature

Florida Atlantic University, Boca Raton, FL

**Work Experience**

**Resident Services Coordinator, Palm Beach County Housing Authority, WPB**

**Nov 2011 – Present**

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

**Property Manager, Palm Beach County Housing Authority, WPB**

**April 2011 – Nov 2011**

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

**Executive Assistant, Palm Beach County Housing Authority, WPB**

**Nov 2010-April 2011**

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

**Receptionist, Palm Beach County Housing Authority, WPB**

**Nov 2009-Nov 2010**

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

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

**Jan 2008-April 2010**

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

**Office Clerk, Orthopedics Associates USA, Plantation, FL**

**May 2006-Sept 2006**

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

**Warehouse Clerk, Princess Cruises, Fort Lauderdale, FL**

**May 2002- Nov 2005**

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

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

**Language Skills**

Written and oral fluency in Spanish

**Computer Skills**

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

**Training/Certification**

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

**Recongnition/Awards**

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

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

*The information provided on this form will be used by County Commissioners and/or the entire Board in considering your nomination. This form MUST BE COMPLETED IN FULL. Answer "none" or "not applicable" where appropriate. Further, please attach a biography or résumé to this form.*

**Section I (Department):** (Please Print)

Board Name: Community Action Program Advisory Board Advisory  Not Advisory

At Large Appointment or  District Appointment /District #: \_\_\_\_\_

Term of Appointment: 2 1/2 yr 9 months Years. From: 10/1/2013 12/17/13 To: 09/30/2015

Seat Requirement: Public Sector Seat #: 5

\*Reappointment or  New Appointment

or  to complete the term of \_\_\_\_\_ Due to:  resignation  other

Completion of term to expire on: \_\_\_\_\_

\*When a person is being considered for reappointment, the number of previous disclosed voting conflicts during the previous term shall be considered by the Board of County Commissioners: 0

**Section II (Applicant):** (Please Print)

**APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT**

Name: Wilkerson Mary Ross  
Last First Middle

Occupation/Affiliation: City of Belle Glade Commission  
Owner  Employee  Officer

Business Name: City of Belle Glade

Business Address: 110 Dr. MLK, Jr. Blvd.

City & State: Belle Glade, Florida Zip Code: 33430

Residence Address: 617 NW 14<sup>th</sup> Street

City & State: Belle Glade, Florida Zip Code: 33430

Home Phone: (561) 996-4145 Business Phone: (561) 996-0100 Ext. 113

Cell Phone: (561) 248-4026 Fax: \_\_\_\_\_

Email Address: Zeta97@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 exemptions are described in the Code. This prohibition does not apply when the advisory board member's board provides no regulation, oversight, management, or policy-setting recommendations regarding the subject contract or transaction and the contract or transaction is disclosed at a public meeting of the Board of County Commissioners. **To determine compliance with this provision, it is necessary that you, as a board member applicant, identify all contractual relationships between Palm Beach County government and you as an individual, directly or indirectly, or your employer or business.** This information should be provided in the space below. If there are no contracts or transactions to report, please verify that none exist. Staff will review this information and determine if you are eligible to serve or if you may be eligible for an exception or waiver pursuant to the code.

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

(Attach Additional Sheet(s), if necessary)

OR  NONE

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- By attending a live presentation given on \_\_\_\_\_, 20\_\_\_\_

**AND**

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

\*Applicant's Signature: Mary Ross Wilkerson Printed Name: Mary Ross Wilkerson Date: 8/20-13

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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: [Signature] Date: 10/29/13

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Revised 08/01/2011

**Section II Continued:**

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{Insert Address Here}

**Section III (Commissioner, if applicable):**

Appointment to be made at BCC Meeting on: \_\_\_\_\_

Commissioner's Signature: Paulette Burdick Date: 11-4-2013

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Revised 08/01/2011

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.

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Commissioner's Signature: [Signature] Date: 11/4/13

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Revised 08/01/2011

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Commissioner's Signature: [Signature] Date: 11/4/13

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Revised 08/01/2011



Mary Ross Wilkerson  
617 N.W. 14<sup>th</sup> Street  
Belle Glade, FL 33430  
(561) 996-4145

## EDUCATION

**St. Thomas University – 1989**  
Miami, Florida  
Major: Human Resource with emphasis in Psychology

**New England Tech of Palm Beach County – 1986**  
West Palm Beach, Florida  
Major: Data Entry minor in Computer Programming  
Associate of Applied Science Degree

## PROFESSIONAL EXPERIENCE

**City Commissioner**  
City of Belle Glade  
2009-Present

**On-Site Counselor**  
Drug Abuse Treatment Association, Inc.  
2007-Present

Screen all clients within the assigned agency and to identify those with substance abuse problems. Implement appropriate substance abuse services in conjunction with Belle Glade Team and, as needed, provide group and/or individual outreach as well as intervention services. Work closely with Prevention Belle Glade Staff, and others who provide ancillary services, drug education and urinalysis screening may also be required, facilitate crisis intervention services as needed, establish collaborative relationships with community providers, link clients to social services as needed, facilitate drug and anger management education individual and/or group sessions, while attending daily court proceedings, advocate for appropriate individuals to receive outreach intervention services.

**Migrant Advocate**  
School District of Palm Beach County  
2004-2007 Retired

Advocate for migrant students with parents, school staff, employers and the public in a manner which is effective and sensitive to language and cultural differences. Ability to gain rapport with migrant students and motivate them. Assist migrant 6-12 grade students toward graduation. Serves as a liaison between teachers, counselors, parents and students. Provides motivation and support for attendance, participation in school and migrant activities, and academic excellence.

**Client Services Unit Leader**  
School District of Palm Beach County  
2001-2004

Serves as project S.A.V.E. (See and Valuing Education) coordinator which includes recruiting students that are socio-economic disadvantage to encourage them to attend school and to improve in all areas of learning. Some students attended Sylvan Learning Center, after school tutorial and Leadership Training Seminars. My duties include making numerous home and school visits. This is a two-year grant which I generated \$80,205.00.

**Social Service Facilitator***School District of Palm Beach County*

1989-2000

Serve as a Team leader for a group of Community Resource People (CRP's); review CRP's Weekly Planners, mileage forms and identification forms. Providing vital information for resource. Implements all support services activities for a cluster of schools; identifies and recruits migratory children. Assist the Community Resource Specialist with social services for migrant students. Codes health information on appropriate forms; assists the Migrant Secondary Program, Early Childhood Program, Language Arts program, and Parental Involvement Program. Submits weekly and monthly summary reports of activities and SRP reports. Assists the Department of Federal Program's administrative staff as needed. Trouble shooter for personnel differences that may arise during Supervisor's absence.

**Life Skills Instructor***South Bay Correctional Facility/Wackenhut*

5/1997-5/2003

Instruct male inmates in areas of pre-release preparations, household planning, re-entry into society, budgeting skills, parenting skills, improving interpersonal skills, stress and anger management skills.

**City Commissioner***City of Belle Glade*

1998-2000

**Crisis Unit Technician***Western Palm Beach County Mental Health Center*

1989-1996

Conducted counseling sessions for rehabilitating alcohol, drug and mental health clients. Complete detailed admissions' packets for every admittance; conduct one-on-one counseling sessions for clients unable to participate in group sessions. Maintain accurate records of supplies and clients needs; plan and prepare meals for clients.

**PROFESSIONAL EXPERIENCE****Office Assistant/Data Entry Clerk***School District of Palm Beach County - Pahokee Elementary*

1986-1989

Organize enrollment registration for school; input, retrieve and update information on each student; compile and classify data obtained; complete request for information forms and mail to parents and/or guardians for students; assist in various office duties.

**Instructional Aide***School District of Palm Beach County*

1980-1986

Tutor school students utilizing teacher directed instructions; assist teacher in maintaining accurate records; complete appropriate forms as instructed; assist teacher in various classroom responsibilities.

**Teacher's Aide***School District of Palm Beach County*

1977-1980

Tutor Trainable Mentally Retarded students utilizing teacher directed instructions; assisting teacher in various classroom responsibilities; assisting students with personal care.

**VOLUNTEER WORK**

**Advisory Committee 1988-1990**

*Glades Central Community High School*

**Coordinator for "Project Graduation" 1987-1988**

*Glades Central Community High School*

**"Raider" Band Booster 1988-1990**

*Glades central Community High School*

**Youth Director 1989-1990**

*Mt. Zion A.M.E. Church*

**College Outreach Program 1996-1998**

*Palm Beach Community College – Glades Campus*

**Pre-planning Committee 1997**

*Palm Beach Community College.– Glades Campus*

**Glades Youth Council 1998-2001**

**Zeta Phi Beta Sorority, President 2001-2003**

**VISION-To-Action 1996-1998**

**Church School Teacher**

*Mt. Zion A.M.E. Church*

**Glades Area Police Athletic League (PAL), President 2002-2004**

**Glades Area MLK Committee, Vice-Chair, 2001 - Present**

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

*The information provided on this form will be used by County Commissioners and/or the entire Board in considering your nomination. This form **MUST BE COMPLETED IN FULL**. Answer "none" or "not applicable" where appropriate. Further, please attach a biography or résumé to this form.*

**Section I (Department):** (Please Print)

Board Name: Community Action Program Advisory Board Advisory  Not Advisory

At Large Appointment or  District Appointment /District #: \_\_\_\_\_

Term of Appointment: 32<sup>1</sup>/<sub>2</sub> 9 months Years. From: ~~10/1/2013~~ 12/17/13 To: 09/30/2016

Seat Requirement: Low-Income Sector Seat #: 11

\*Reappointment or  New Appointment

or  \_\_\_\_\_ Due to:  resignation  other

Completion of term to expire on: \_\_\_\_\_

\*When a person is being considered for reappointment, the number of previous disclosed voting conflicts during the previous term shall be considered by the Board of County Commissioners: 0

**Section II (Applicant):** (Please Print)

**APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT**

Name: Gulley Elaine  
Last First Middle

Occupation/Affiliation: Registered Nurse  
Owner  Employee  Officer

Business Name: Glades General Hospital/Lakeside Medical Center

Business Address: 39200 Hooker Hwy

City & State Belle Glade, Florida Zip Code: 33430

Residence Address: 2360 East Main Street

City & State Pahokee, Florida Zip Code: 33476

Home Phone: (561) 924-2397 Business Phone: (561) 996-6571

Cell Phone: (561) 985-4066 Fax: ( )

Email Address: elainegulley@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 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
NONE			

(Attach Additional Sheet(s), if necessary)

OR  NONE

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

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By watching the training program on the Web, DVD or VHS  
 By attending a live presentation given on \_\_\_\_\_, 20\_\_\_\_

AND

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

\*Applicant's Signature: Elaine Gully Printed Name: Elaine Gully Date: 8/14/13

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](http://www.palmbeachcountyethics.com) or contact us via email at [ethics@palmbeachcountyethics.com](mailto: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: [Signature] Date: 10/29/13

Pursuant to Florida's Public Records Law, this document may be reviewed and photocopied by members of the public. Revised 08/01/2011

**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.

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Ex: (R#XX-XXXX/PO XXX)	Parks & Recreation	General Maintenance	10/01/11-09/30/12
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(Attach Additional Sheet(s), if necessary)			

OR  NONE

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 {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: 11-4-2013

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Revised 08/01/2011

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.

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Ex: (R/XX-XXXX/PO XXX)	Parks & Recreation	General Maintenance	10/01/11-09/30/12
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(Attach Additional Sheet(s), if necessary)			

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 {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: Joe Valente Date: 11/4/13

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Revised 08/01/2011

**Section II Continued:**

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Commissioner's Signature: [Signature] Date: 11/14/13

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Revised 08/01/2011



2360 EAST MAIN STREET • PAHOKEE, FLORIDA 33476 • PHONE (561) 924-2397

# ELAINE THOMAS GULLEY

## SUMMARY OF QUALIFICATIONS

- Seventeen years in obstetric working mostly with sick neonates. Experience in starting IV's on newborn. Assisting with intubations and caring for newborn on ventilator and long-term care with growing preemies.

## EDUCATION

- 1984 West Technical Center Belle Glade, Florida 33430  
*Certified Nursing Assistant*
- 1986 West Technical Center Belle Glade, Florida 33430  
*License Practical Nurse*
- 1992 Palm Beach Community College Lake Worth, Florida 33401  
*Associate in Science Registered Nurse*

## PROFESSIONAL EXPERIENCE

- 1998 - current Glades General Hospital / Lakeside medical Center  
Belle Glade Florida 33430  
*Registered Nurse / OB*  
• Postpartum, Well nursery, NICU and labor delivery.
- 1996 - 1998 Everglades Regional Medical Center  
Pahokee, Florida 33476  
*License practical OB nurse*  
• Postpartum, well nursery, NICU and labor delivery.
- 1995 - 1997 Everglades Family Care Center  
Belle Glade, Florida 33430  
*Supervisor*  
• Make assignments for medical assistants and assist physicians.
- 1994 - Present Palms West Hospital  
Loxahatchee, Florida 33401  
*Registered Nurse*  
• NICU nurse and mother/baby.
- 1986 - 1994 Everglades Regional Medical Center  
Pahokee, Florida 33476  
*License practical OB nurse*

\* Postpartum, well nursery, NICU and labor delivery.

All Below Are Current

PROFESSIONAL CERTIFICATIONS

CPR instructor with American Red Cross	1992
Neonatal Resuscitation Program Instructor	1994
CPR instructor with American Heart Association	2001
ACLS instructor	2002
STABLE instructor	2002

REFERENCES

Sylvia Hill  
 133 Eider Court  
 West Palm Beach, Florida 33401  
 (561) 791-7579

Veronica Daniel  
 113 North East 1st Street  
 Belle Glade, Florida 33430  
 (561) 996-8732

Velma Williams  
 1170 White Marsh Drive  
 Wellington, Florida 33414  
 (561) 795-8716

HOBBIES

Reading books and baking.

VOLUNTEER EXPERIENCE

Teach child-birth preparation classes for teenage patients.  
 Volunteer at daycares and high schools.

Elaine G. Gully, RN  
 11/9/12

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

*The information provided on this form will be used by County Commissioners and/or the entire Board in considering your nomination. This form **MUST BE COMPLETED IN FULL**. Answer "none" or "not applicable" where appropriate. Further, please attach a biography or résumé to this form.*

**Section I (Department):** (Please Print)

Board Name: Community Action Program Advisory Board Advisory  Not Advisory

At Large Appointment or  District Appointment /District #: \_\_\_\_\_

Term of Appointment: 2 1/2 yrs 9 months Years. From: 10/1/2013-12/17/13 To: 09/30/2016

Seat Requirement: Low-Income Sector Seat #: 12

\*Reappointment or  New Appointment

or  \_\_\_\_\_ Due to:  resignation  other

Completion of term to expire on: \_\_\_\_\_

**\*When a person is being considered for reappointment, the number of previous disclosed voting conflicts during the previous term shall be considered by the Board of County Commissioners: 0**

**Section II (Applicant):** (Please Print)

**APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT**

Name: Mays Valerie Monique  
Last First Middle

Occupation/Affiliation: Teacher

Owner  Employee  Officer

Business Name: School District of Palm Beach County/West Riviera Beach Elementary Riviera Beach

Business Address: 3300 Forest Hill Blvd

City & State: West Palm Beach, Florida Zip Code: 33406

Residence Address: 1461 Cross Way

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

Home Phone: (561) 659-4995 Business Phone: (561) 494-1900 Ext. 1942

Cell Phone: (561) 460-9613 Fax: (561) 909-1304

Email Address: valerie.mays@live.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

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

(Attach Additional Sheet(s), if necessary)

OR  NONE

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 By attending a live presentation given on \_\_\_\_\_, 20\_\_\_\_\_

AND

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\*Applicant's Signature Valerie Mays Printed Name: Valerie Mays Date: 8/19/13

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Return this FORM to:  
 {Insert Liaison Name Here}, {Insert Department/Division Here}  
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Commissioner's Signature: [Signature] Date: 10/29/13

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Revised 08/01/2011

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 {Insert Address Here}

**Section III (Commissioner, if applicable):**

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Commissioner's Signature: Paul H. Burdick Date: 11-4-2013

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Commissioner's Signature: Joe Valleche Date: 11/4/13

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Revised 08/01/2011

## Valerie M. Mays

### Objective

---

To enrich and change the lives of children by implementing technology in education.

### Experience

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08/2008-Present                      School District of Palm Beach County                      Riviera Beach, FL  
JFK Middle Magnet School

#### **Educational Media Specialist (K-12)/Technology Coordinator**

- Advise teachers and administrators on the use of non-print media, such as movies, audiotapes, filmstrips, and slide presentations. Ongoing realignment of student needs and media resources and use of said resources to help reinforce literacy and raise reading scores.
- Organize and facilitate information sessions/classes for teachers and administration to implement new technology/media in their classes to include: FCATExplorer- FOCUS Florida Continuous Improvement Model, Gradequick, Edline, BrainPop, EInstruction CPS/Examview, NetTrekker, d.i., Learning Village, Discovery Education, Breeze Presenter, CoreK12 (Princeton Review), Gale Databases, Destiny Library Manager, ReadON!, SiteReporter, Synchroneyes/SMARTSync, TRAINU, Vodcasting/Podcasting, and RapidTrack. Develop new audiovisual materials for the school. Help teachers plan programs for their classes. Integrate new online media program for student and teacher use.
- Troubleshoot any hardware/software issues on campus if needed to include: reimaging computers, replacing hard-drives, loading all software, replacing the entire computer if the motherboard is bad. Create a student software job for all student computers and a teacher software job for consistency across all desktops.
- Leadership Team; Responsible for running EDW Reports for teachers and printing SAL-P's; Technology Dept. Chair; Instructor ELA (8); ComPASS Instructor and Technical Support; Instructor TV/Production; Support of Scholastic Databases/Read180/Reading Counts/SRI Testing Media Research; Peer Counseling POC; Yearbook Sponsor; Configuration of all new PX voice mailboxes for teachers.
- After School Tutor (Reading/Math/Science) & After School Secretary; Saturday Success Academy Coordinator; GradeQuick Manager; Edline SuperUser; Support and Train STST; Capital Assets Custodian; ID Badge/ Login POC; Create, and Distribute Student ID's; Coordinate Life Touch Picture Days. Assist/help coordinate Honor Roll Breakfast, successful participation in STAR Technology Survey, and Tech Tools Project; assist with ePep and Choices Planner; Professional Development Day.

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08/2005-08/2008                      School District of Palm Beach County                      Riviera Beach, FL  
JFK Middle Magnet School

#### **Secondary Technology Support Technician/Technology Coordinator**

- Manage, implement, streamline software/hardware for JFK Middle School; responsible for new and incoming software and/or hardware implementation by instructional and administrative staff. Troubleshoot any hardware/software issues on campus. Maintenance and repair of all technology hardware and software. Upkeep of technological supplies. Successful participation in STAR Technology Survey, and Tech Tools Project.
- Organize and facilitate information sessions/classes for teachers and administration to implement new technology in their classes and administrative duties respectively. Information sessions on the following programs include FCATExplorer/FOCUS Florida Continuous Improvement Model, Gradequick, Edline, BrainPop, EInstruction CPS/Examview, NetTrekker, d.i., Learning Village, Discovery Education, Princeton Review, Gale Databases, ReadON!, Read, Write, and Gold, SiteReporter, Synchroneyes, Podcasting, and RapidTrack. Configuration of all new PX voice mailboxes for teachers; assist with ePep and Choices Planner; assist with Testing.
- Responsible for technology budget moving into the new school. Move of all technology into the new school. PD-9 of everything outdated and not going to the new school. Maintaining the inventory to update the 4.8 to 1 ratio for new computers to come into the school. Create requisitions for any and all new

**Valerie M. Mays**

- computers and technology moving into the new school. Responsible for asset tagging all items over \$1000.
- WhiteHat/ComPass Technical Support; After school TV Production; Student Council Sponsor, Yearbook Assistant/Sponsor; GradeQuick Manager; Edline Superuser; Capital Assets Custodian; run EDW reports and print SAL-P's, Support of Scholastic Databases/Read180/Reading Counts/ SRI Testing. Assist/help coordinate Honor Roll Breakfast. Repair and maintain ITV and existing cable lines in the school.

---

08/2004-08/2005

School District of Palm Beach County  
JFK Middle Magnet School

Riviera Beach, FL

**Media Clerk**

- Assist with TV/Production equipment, maintenance/repair/inventory; create school newsletter; assist teachers with copying, and laminating; Create, and Distribute Student ID's.
- Maintain media center circulation desk (Check In/Check Out, Shelving, and Book Repair); Troubleshoot A/V equipment in classrooms for repair. Minor computer repair.
- Inventory of all equipment/furniture at school – Capital Assets Custodian

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08/2003-08/2004

School Board of Palm Beach County  
JFK Middle Magnet School

Riviera Beach, FL

**Attendance Clerk**

- Daily input of all attendance discrepancies, make available to all teachers a compilation for discrepancy of students absent for correction from the day prior; Coordinate student aides for attendance pick-up, and daily data entry of attendance turned in and manual configuration of call out to go out per the afternoon scan every day by 4pm.
- Run scanners twice daily (am and pm).
- Conference with parents/guidance coordinator re: Truancy
- Prepare Truancy package for Guidance coordinator with supporting documentation.

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**Education and Skills**

December 2006

Palm Beach Atlantic University

West Palm Beach, FL

**B.S. Organizational Management**

**Concentration Organizational Behavior**

**M.S. Organizational Leadership (December 2010)**

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**Computer Skills & Experience**

- Operating Systems-Windows 7, Vista, and XP, Mac OS X, Linux
- Microsoft Office Suites - Microsoft Office 2007; 2003; XP Prof Edition.
- Adobe Acrobat 10, Pagemaker, Photo; Arcsoft Photostudio, MGI PhotoSuite 7; any photo editing software and or digital editing software to include iLife, iMovie, and Final Cut Express.
- Knowledge of Remote Desktop-Altiris Deployment; Voice Over IP; downloading software; Networking printers; install of Ethernet and firewire cards; support online educational Edline/GradeQuick and eCollege Programs. FCATEXplorer- FOCUS Florida Continuous Improvement Model, Gradequick, Edline, BrainPop, EInstruction CPS/Examview, NetTrekker,d.i., Learning Village, Discovery Education, Breeze Presenter, CoreK12 (Princeton Review), Gale Databases, DestinyWebcat Library Manager, ReadON!, SiteReporter, Synchroneyes/SMARTSync, Moodle/TRAINU, Vodcasting/Podcasting, and RapidTrack
- In process of learning Adobe Dreamweaver, Fireworks, and Flash; Vlogging; and SQL Server and PHP.
- Type 40 wpm; 10 key calculator



*Valerie M. Mays*

**Educational Certification**

- Educational Media Specialist (K-12)
- E.S.E. (K-12)
- Middle Grades Integrated Curriculum (5-9)

**References**

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References are available on request.

## PALM BEACH COUNTY COMMUNITY ACTION PROGRAM ADVISORY BOARD ROSTER

Name	Entity Represented	Mailing Address and E-mail Address	Telephone Number(s) Office/Fax/Cell	Date when originally seated on Board	Date when seated for current term	Expiration date of current term
Dr. Yvette Coursey  Seat # 1	PBC BCC At-Large	P.O. Box 3823 West Palm Beach, FL 33402  <a href="mailto:cotomassociates@yahoo.com">cotomassociates@yahoo.com</a>	(561) 863-8569 (H) (561) 881-0277  Original Appointment	10/1/09	02/05/2013	09/30/15
Maria Ruiz  Seat # 2	PBC Housing Authority	6722 Duval Avenue West Palm Beach, FL 33407  <a href="mailto:mrui2@pbcafl.org">mrui2@pbcafl.org</a>	(561) 718-7001 (C) (561) 684-2160 (W) Ext-215  Reaffirmation	10/01/12	02/05/2013	09/30/13
Dr. Florenzia Davis  Seat # 3	PBC Health Department	2772 Ravella Way Palm Beach Gardens, FL 33410  <a href="mailto:Florenzia_davis@doh.st.fl.us">Florenzia_davis@doh.st.fl.us</a>	(561) 282-6689 (H) (561) 671-4048 (W) (561) 837-5200 (F) (410) 624-6670 (C)  Original Appointment	10/1/12	02/05/2013	09/30/14
Christine Thrower  Seat # 4	City of WPB Parks and Recreation	3625 S Lake Drive Boynton Beach, FL 33435  <a href="mailto:drewtoo@bellsouth.net">drewtoo@bellsouth.net</a>	(954) 801-6996 (C) (561) 804-4903 (W)  Original Appointment	1/12/2010	02/05/2013	09/30/14
Mary R. Wilkerson  Seat # 5	City of Belle Glade  City Commissioner	110 Dr. MLK, Jr. Blvd. W. Belle Glade, FL 33430	(561) 248-4026 (Cell) (561) 996-0100 ext. 113  Completion of Term	3/15/2011	3/15/11	09/30/13

## PALM BEACH COUNTY COMMUNITY ACTION PROGRAM ADVISORY BOARD ROSTER

Name	Entity Represented	Mailing Address and E-mail Address	Telephone Number(s) Office/Fax/Cell	Date when originally seated on Board	Date when seated for current term	Expiration date of current term
Gary Hawkins Seat # 6	Workforce Alliance	1500 N. Congress Ave. A-15 West Palm Beach, FL 33401  <a href="mailto:ghawkins@pbcalliance.com">ghawkins@pbcalliance.com</a>	(561) 758-4885 (C) (561) 615-8867 (H)  Reappointed	1/12/10	11/16/10	09/30/13
Jason McMurry Seat # 7	Wal-Mart	165 Catania Way Royal Palm Beach, FL  <a href="mailto:R7R7mc@gmail.com">R7R7mc@gmail.com</a>	(561) 906-5835  Reseated	12/20/11	02/05/2013	09/30/15
Delvin Thomas Seat # 8	Wells Fargo Bank	203 W Canturbery Drive West Palm Beach, FL 33407  <a href="mailto:delvinmthomas@yahoo.com">delvinmthomas@yahoo.com</a>	(561) 644-2868 (C)  Reappointed	10/1/12	02/05/2013	9/30/14
Paula Yastremski Seat # 9		7496 154th Court N Palm Beach Gardens, FL 33418  <a href="mailto:PiBY12@aol.com">PiBY12@aol.com</a>	(561) 246-6607 (H) (561) 779-8793 (C)  New Appointment	10/01/12	02/05/2013	9/30/14
Rosealyn Ramsubhag Seat # 10	City of Lake Worth Utilities Dept.	414 Lake Avenue Lake Worth, FL 33460  <a href="mailto:rramsubhag@lakeworth.org">rramsubhag@lakeworth.org</a>	(561) 352-4457 (C) (561) 533-7300 (W) Ext-7116 (561) 493-0259 (F)  New Appointment	10/01/12	02/05/2013	9/30/13

## PALM BEACH COUNTY COMMUNITY ACTION PROGRAM ADVISORY BOARD ROSTER

Name	Neighborhood Represented	Mailing Address and E-mail Address	Telephone Number(s) Office/Fax/Cell	Date when originally seated on Board	Date when seated for current term	Expiration date of current term
Elaine Gulley Seat #: 11	Belle Glade TAC	2360 E. Main Street Pahokee, FL 33476  <a href="mailto:elainegulley@att.net">elainegulley@att.net</a>	(561) 985-4066 (C) (561) 924-2397 (H) Reappointed	1/12/10	11/16/10	09/30/13
Valerie Mays Seat #: 12	West Palm Beach TAC	511 Clear Lake Avenue West Palm Beach, FL 33460  <a href="mailto:Valerie.mays@live.com">Valerie.mays@live.com</a>	(561) 856-8310 (C)  Completion of term	11/16/10	11/16/10	09/30/13
Theresa Jackson Seat #: 13	PBC BCC At-Large	805 South B Street Lake Worth, FL 33460  <a href="mailto:Bizztheresa1@aol.com">Bizztheresa1@aol.com</a>	(561) 588-0155 (H) (561) 364-9501 (W) Original Appointment	01/12/2010	12/20/2011	09/30/14
Retha Lowe Seat #: 14	Retired Elected Official	1301 12th Avenue S., Lake Worth, FL 33460  <a href="mailto:loweretha@yahoo.com">loweretha@yahoo.com</a>	(561) 586-7276 (561) 364-9501 Reappointed	02/01/11	02/05/2013	09/30/15
Terrence Davis Seat #: 15	Riviera Beach TAC	420 W 31st Street Riviera Beach, FL 33404  <a href="mailto:dayron17@hotmail.com">dayron17@hotmail.com</a>	(850) 339-9380 (C)  Original Appointment	10/01/09	02/05/2013	09/30/15
Name		Position		Date Elected		
Gary Hawkins		Chair		11/20/2012		
Mary Ross Wilkerson		Vice Chair				
Theresa Jackson		Secretary/Treasurer		01/05/2011		

**A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF PALM BEACH COUNTY, FLORIDA, DESIGNATING THE BOARD OF COUNTY COMMISSIONERS AS THE COMMUNITY ACTION COUNCIL; ESTABLISHING THE COMMUNITY ACTION ADVISORY BOARD; DESIGNATING THE COMMUNITY ACTION ADVISORY BOARD AS THE COMMUNITY SERVICES BLOCK GRANT ADVISORY COMMITTEE; PROVIDING FOR ROLES AND RESPONSIBILITIES; PROVIDING FOR AN EFFECTIVE DATE.**

WHEREAS, the U.S. Department of Health and Human Services (HHS) requires that recipients of Community Services Block Grant (CSBG) funds comply with the Community Opportunities, Accountability, and Training and Educational Services Act of 1998, as amended; and

WHEREAS, Section 676B, (b)(1) of that Act requires that a public entity administer the program through a tripartite board composed of members representing the public, private, and low-income sectors of the community; and

WHEREAS, the Community Services Block Grant provides funds for the reduction of poverty, the revitalization of low-income communities, and the empowerment of low-income families and individuals to become fully self-sufficient; and

WHEREAS, Palm Beach County through the Department of Community Services wishes to comply with HHS requirements regarding the Community Action Advisory Board;

WHEREAS, the Board of County Commissioners was previously designated as the Community Action Council and the grantee for the CSBG program through ordinances 74-20 and 04-042, which have been repealed; and

WHEREAS, pursuant to ordinances 74-20 and 04-042, a Community Action Council Administering Board was established.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF PALM BEACH COUNTY, FLORIDA, as follows:

**SECTION 1: DESIGNATION OF THE BOARD OF COUNTY COMMISSIONERS AS THE COMMUNITY ACTION COUNCIL AND CSBG GRANTEE**

The Board of County Commissioners is hereby designated as the Community Action Council and the grantee of CSBG funding received by Palm Beach County.

**SECTION 2: ESTABLISHMENT OF THE COMMUNITY ACTION ADVISORY BOARD AND DESIGNATION AS THE CSBG ADVISORY COMMITTEE**

There is hereby established an advisory board to be known as the Community Action Advisory Board, hereinafter referred to as "Advisory Board." Said Advisory Board is

designated as the CSBG Advisory Committee pursuant to the CSBG guidelines of the State of Florida Department of Community Affairs.

### SECTION 3: COMPOSITION

- A. The Advisory Board shall be comprised of fifteen (15) members, as follows:
- 1) One-third of the members of the Advisory Board shall be elected public officials holding office on the date of selection, or their representatives. A letter reaffirming agreement to serve as an Advisory Board member, or delegation to a representative, signed by the elected official, shall be required each year until the official's elective term ends.
  - 2) Not fewer than one-third (1/3) of the members of the Advisory Board shall be persons chosen in accordance with democratic selection procedures adequate to assure that they are representatives of low-income individuals and families in the target neighborhood served. Each representative of the low-income sector selected to represent a specific target neighborhood within the community must reside in the neighborhood served. The County will define what constitutes a target neighborhood.
  - 3) The remainder of the members of the Advisory Board shall be persons who can bring pertinent and significant resources from the private sector to the Community Action mission of assisting low-income persons to acquire greater control over their lives and to increase their degree of self-sufficiency.

### SECTION 4: APPOINTMENTS, TERMS, VACANCIES AND COMPOSITIONS

- A. All members of the Advisory Board shall be residents of Palm Beach County, Florida at the time of appointment and while serving on the Advisory Board.
- B. Terms of office for the Advisory Board members shall be three (3) year terms. An individual may serve two (2) consecutive full terms. An individual may be eligible for reappointment for additional terms after they have been off of the Board for a minimum of two (2) years.
- C. Terms shall begin on October 1 and end on September 30.
- D. Terms shall be staggered such that one-third (1/3) of the Advisory Board members shall be selected each year.
- E. Nominations shall be requested by County staff upon adoption of this resolution and generally every year thereafter in a manner that will provide for appointment or reappointment prior to the term expiration. All nominations shall be approved by the Board of County Commissioners.
- F. A vacancy occurring during a term shall be filled for the unexpired term and in the manner prescribed above.
- G. All Advisory Board members serve at the pleasure of the Board of County Commissioners.

- H. Members appointed pursuant to Section 3.A.1) will no longer be eligible to serve on the Advisory Board if they, or the elected official they represent, no longer hold elected public office.

**SECTION 5: AUTHORITY**

- A. The Advisory Board shall have the authority and power to advise the Board of County Commissioners on the development, planning, implementation and evaluation of the CSBG program to serve low-income communities.
- B. Members shall be subject to the rules and procedures of the Advisory Board, if rules and procedures are created, and to the overall authority of the Board of County Commissioners of Palm Beach County, Florida.

**SECTION 6: CODE OF ETHICS**

Advisory Board members shall abide by the Palm Beach County Code of Ethics as stated in County Resolution 94-693 as may be amended.

**SECTION 7: RESPONSIBILITIES**

The responsibilities of the Community Action Advisory Board shall include the following:

- A. Conduct regular assessments of the circumstances of low-income individuals and families and of the resources available and needed in the community to support movement by low-income persons toward greater self-sufficiency;
- B. Create a forum for citizen participation that maximizes participation of those served so as to best stimulate and take full advantage of capabilities for self-advancement and assure that programs and projects are meaningful to and widely utilized by their intended beneficiaries;
- C. Participate fully in the development and implementation of programs and projects designed to serve the poor or low-income citizens of the County;
- D. Review and recommend programs and projects for the use of the CSBG funds;
- E. Foster and promote cooperation between governmental agencies, community-based non-governmental non-profit organizations and business interests in order to achieve the goals and outcomes of community action plans;
- F. Submit an annual report to the Board of County Commissioners on activities undertaken and accomplishments made during the preceding year;
- G. Receive reasonable advance notice of, and an opportunity to make recommendations, concerning:
- 1) Appointment of the program coordinator;
  - 2) Determination of overall program plans and priorities;
  - 3) Approval of program proposals and budgets;
  - 4) Enforcement of compliance with all conditions of federal and state grants;

- 5) Corrective measures to remove roadblocks affecting program implementation;
  - 6) Determination, subject to federal, state, and local regulations and policies, of rules of procedure for the Advisory Board;
  - 7) Any changes to this Resolution. In the event that the Advisory Board determines a public meeting is necessary to address any changes to this Resolution, said public meeting will be arranged prior to submission of any such change to the Board of County Commissioners.
- H. To perform such other duties as may be from time to time assigned by the Board of County Commissioners.

#### SECTION 8: MEETINGS

- A. The Advisory Board shall meet a minimum of ten (10) times a year; however, members may be required to attend additional meetings.
- B. A majority of the members appointed shall constitute a quorum for the conduct of the Advisory Board's business.
- C. In the presence of a quorum, Advisory Board business shall be conducted by a vote of a majority present and be governed by Robert's Rules of Order.
- D. The Chair shall have the authority to call emergency meetings, as is needed and appropriate, by informing members at least three (3) days in advance.
- E. Public notice of all Advisory Board meetings shall be provided consistent with the requirements of the Florida Department of Community Affairs and Florida laws, and all such meetings shall be open to the public at all times.

#### SECTION 9: OFFICERS

A Chair, Vice-chair, and Secretary shall be elected by a majority vote of the Advisory Board and shall serve for a term of one (1) year, but not to exceed two (2) consecutive terms in any one (1) office.

- A. Duties of the Chair:
  - 1) Call and set the agenda for Advisory Board meetings;
  - 2) Preside at Advisory Board meetings;
  - 3) Establish committees, appoint committee chairs and charge committees with specific tasks;
  - 4) Serve as primary liaison with program staff; and
  - 5) Perform other functions as the Advisory Board may assign by rule or order.
- B. The Vice-chair shall perform the duties of the Chair in the Chair's absence, and such other duties as the Chair may assign.
- C. The Secretary shall be responsible for Board record-keeping and documentation.



Vacancies in any officer position shall be filled for the remainder of the term by the Advisory Board.

SECTION 10: REMOVAL FOR LACK OF ATTENDANCE

Members of the Advisory Board shall be automatically removed for lack of attendance. Lack of attendance is defined as failure to attend three (3) consecutive meetings or failure to attend at least two-thirds of the meetings scheduled during a program year. Participation for less than three-fourths of a meeting shall constitute lack of attendance. Members removed under this paragraph shall not continue to serve until a new appointment is made and removal shall create a vacancy.

SECTION 11: EFFECTIVE DATE

This Resolution shall become effective upon approval by a majority vote of the Board of County Commissioners, Palm Beach County, Florida.

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

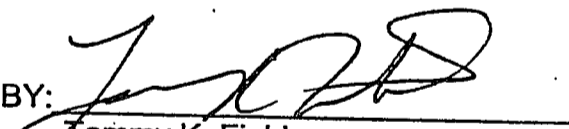
Commissioner Karen Marcus, District 1	<u>    </u> Aye
Commissioner John F. Koons, District 2	<u>    </u> Aye
Commissioner Shelley Vana, District 3	<u>    </u> Aye
Commissioner Steven Abrams, District 4	<u>    </u> Aye
Commissioner Burt Aaronson, District 5	<u>    </u> Aye
Commissioner Jess Santamaria,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

The Chairperson thereupon declared the Resolution duly passed and adopted this 15th day of September, 2009.

APPROVED AS TO FORM AND  
LEGAL SUFFICIENCY

ATTEST:  
SHARON R. BOCK,  
CLERK & COMPTROLLER

BY:

  
\_\_\_\_\_  
Tammy K. Fields  
Sr. Assistant County Attorney

BY:

  
\_\_\_\_\_  
Deputy Clerk

