

PALM BEACH COUNTY BOARD OF COUNTY COMMISSIONERS BOARD APPOINTMENT SUMMARY

Meeting Date: 08/18/2015
Department: Equal Opportunity
Submitted By: Office of Equal Opportunity
Advisory Board Name: Fair Housing / Equal Employment Board

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to approve: Appointment of one (1) member to the Fair Housing / Equal Employment Board for a term beginning on August 18, 2015 through September 30, 2016.

Table with 3 columns: Nominee, Nominated By, Seat No. Rows include Lawrence Greenberg and Roxanne Harris with their respective nominators and seat numbers.

Summary: This appointment is to fill an at-large seat created by the resignation of Oscar Sola. The appointment is at-large and for the remainder of a term ending September 30, 2016.

Background and Justification: The Board of County Commissioners enacted Ordinances 95-31 and Ordinance 90-1, as codified in Sections 2-261 through 2-313 of the Palm Beach County Code...

Pursuant to the Policies and Procedures Manual Board Appointments, the Department requested that the Mayor and members of the Board of County Commissioners submit nominees to fill these at-large vacancies.

- Attachments: 1. Memorandum of June 3, 2015 to BCC 2. Board appointment Information and Code of Ethics (2) 3. Resumes 4. Current Membership Listing of FH/EEO Board

Recommended by: [Signature] Department Director Date: 15 July 2015
Legal Sufficiency: [Signature] Assistant County Attorney Date: 17 July 2015



MEMORANDUM JUN 16 PM 1:24

DATE: June 3, 2015  
TO: Shelley Vana, Mayor and Members of the Board of County Commissioners  
FROM: Pamela Guerrier, Director Office of Equal Opportunity  
RE: Palm Beach County Fair Housing / Equal Employment Board At-Large Appointment

Office of Equal Opportunity  
301 N. Olive Avenue, 10th Floor  
West Palm Beach, FL 33401  
(561) 355-4884  
Fax: (561) 355-4932  
www.pbcgov.com/equalopportunity

The term of Oscar Sola expires on September 30, 2016 and he has resigned his seat. He was an at-large appointee. We have received applications from Lawrence Greenberg and Roxanne Harris for consideration for this Board. Attached are the completed applications.

The Board of County Commissioners enacted Ordinances 95-31 and Ordinance 90-1, as codified in Sections 2-261 through 2-313 of the Palm Beach County Code and Sections 15-36 through 15-64, respectively, establishing the Fair Housing/Equal Employment Board. This board serves as a quasi-judicial body empowered to hear and decide upon the merits of employment and housing discrimination complaints investigated by the Office of Equal Opportunity. The board meets quarterly. The Board currently consists of 7 members and in addition to this at-large vacancy, there is a District 5 appointment vacancy. The current makeup of the Board is: Caucasian: 4 (57%), African American: 1 (14%) and Hispanic: 2 (29%). The gender ratio (female: male) is: 4:3. One nominee is a Caucasian male and the other is an African American female.

The appointment is to fill the remainder of the term expiring September 30, 2016. The Ordinances require that the appointees should reflect, to the greatest extent possible, representation from the protected groups identified in the Ordinances and who have experience and interest in equal opportunities. The board meets quarterly. If you approve of any of these applicants, it is requested that the form be signed and returned to this office. It is our intention to have this matter submitted for consideration at the July 7, 2015 meeting of the Board of County Commissioners. Alternatively, please suggest other nominees. The roster of the current members of the FH/EEO Board is enclosed for your information.

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

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

**Palm Beach County Board of County Commissioners**

- Shelley Vana, Mayor
- Mary Lou Berger, Vice Mayor
- Hal R. Valeche ✓
- Paulette Burdick ✓
- Steven L. Abrams ✓
- Melissa McKinlay ✓
- Priscilla A. Taylor -

**County Administrator**

Robert Weisman

"An Equal Opportunity Affirmative Action Employer"

PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS  
BOARDS/COMMITTEES APPLICATION

PALM BEACH COUNTY  
OFFICE OF  
EQUAL OPPORTUNITY

15 JUN 10 PM 12:12

The information provided on this form will be used in considering your nomination. Please **COMPLETE SECTION II IN FULL**.  
Answer "none" or "not applicable" where appropriate. Please attach a biography or résumé to this form.

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

Board Name: Fair Housing / Equal Employment Advisory  Not Advisory

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

Term of Appointment: 3 Years. From: \_\_\_\_\_ To: \_\_\_\_\_

Seat Requirement: Palm Beach County Resident Seat #: 9

\*Reappointment or  New Appointment

or  to complete the term of Oscar Sola Due to:  resignation  other

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

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

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

Name: Greenberg Lawrence Joel  
Last First Middle

Occupation/Affiliation: Chief Operating Officer

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: 8633 Club Estates Way

City & State: Lake Worth, Florida Zip Code: 33467

Home Phone: 561-966-7652 Business Phone: 561-684-2160 x 235

Cell Phone: 561-315-2725 Fax: 561-433-0770

Email Address: lgreenberg@pbchaf1.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>
<u>Example: (R#XX-XX/PO XX)</u>	<u>Parks &amp; Recreation</u>	<u>General Maintenance</u>	<u>10/01/00-09/30/2100</u>
_____	_____	_____	_____
_____	_____	_____	_____

(Attach Additional Sheet(s), if necessary)  
OR

NONE

NOT APPLICABLE/  
(Governmental Entity)

**ETHICS TRAINING:** All board members are required to read and complete training on Article XIII, the Palm Beach County Code of Ethics, and read the State Guide to the Sunshine Amendment. **Article XIII, and the training requirement can be found on the web at: <http://www.palmbeachcountyethics.com/training.htm>.** Ethics training is on-going, and pursuant to PPM CW-P-80 is required before appointment, and upon reappointment.

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 on 5/1 2015  
 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: Lawrence Greenberg Printed Name: Lawrence Greenberg Date: 5/4/15

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: John DeLoe Date: 6/9/15

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

Revised 01/14/2014

PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS  
BOARDS/COMMITTEES APPLICATION

PALM BEACH COUNTY  
OFFICE OF  
EQUAL OPPORTUNITY  
15 JUN -5 PM 2:18

The information provided on this form will be used in considering your nomination. Please COMPLETE SECTION II IN FULL. Answer "none" or "not applicable" where appropriate. Please attach a biography or resumé to this form.

Section I (Department): (Please Print)

Board Name: Fair Housing / Equal Employment Advisory  Not Advisory   
 At Large Appointment or  District Appointment / District #: \_\_\_\_\_

Term of Appointment: 3 Years. From: \_\_\_\_\_ To: \_\_\_\_\_

Seat Requirement: Palm Beach County Resident Seat #: 9  
 \*Reappointment or  New Appointment

or  to complete the term of Oscar Sola Due to:  resignation  other  
Completion of term to expire on: September 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: \_\_\_\_\_

Section II (Applicant): (Please Print)

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Name: Greenberg Lawrence Joel  
Last First Middle

Occupation/Affiliation: Chief Operating Officer  
Owner  Employee  Officer

Business Name: Palm Beach County Housing Authority

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

Residence Address: 8633 Club Estates Way  
City & State Lake Worth, Florida Zip Code: 33467

Home Phone: 561-966-7652 Business Phone: 561-684-2160 x 235  
Cell Phone: 561-315-2725 Fax: 561-433-0770  
Email Address: lgreenberg@pbchaf1.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>
<u>Example: (R#XX-XX/PO XX)</u>	<u>Parks &amp; Recreation</u>	<u>General Maintenance</u>	<u>10/01/00-09/30/2100</u>
_____	_____	_____	_____
_____	_____	_____	_____

(Attach Additional Sheet(s), if necessary)  
OR

NONE

NOT APPLICABLE/  
(Governmental Entity)

**ETHICS TRAINING:** All board members are required to read and complete training on Article XIII, the Palm Beach County Code of Ethics, and read the State Guide to the Sunshine Amendment, **Article XIII**, and the training requirement can be found on the web at: <http://www.palmbeachcountyethics.com/training.htm>. Ethics training is on-going, and pursuant to PPM CW-P-80 is required before appointment, and upon reappointment.

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 on 5/1 2015  
 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: Lawrence Greenberg Printed Name: Lawrence Greenberg Date: 5/4/15

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: S. Abrams 15 Date: 6/4/15

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

Revised 01/14/2014

PALM BEACH COUNTY BOARD OF COUNTY COMMISSIONERS OF EQUAL OPPORTUNITY BOARDS/COMMITTEES APPLICATION

The information provided on this form will be used in considering your nomination. Please COMPLETE SECTION II IN FULL. Answer "none" or "not applicable" where appropriate. Please attach a biography or résumé to this form.

Section I (Department): (Please Print)

Board Name: Fair Housing/Equal Employment Advisory  Not Advisory

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

Term of Appointment: 3 Years. From: \_\_\_\_\_ To: \_\_\_\_\_

Seat Requirement: Palm Beach County Residents Seat #: 9

\*Reappointment or  New Appointment

or  to complete the term of Oscar Sola. Due to:  resignation  other

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

Section II (Applicant): (Please Print)

APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT

Name: HARRIS ROXANNE Y  
Last First Middle

Occupation/Affiliation: COMPLIANCE OFFICER  
Owner  Employee  Officer

Business Name: ACCOMPLISH THERAPY

Business Address: 1665 PALM BEACH LAKES BLVD.

City & State: WEST PALM BEACH Zip Code: 33401

Residence Address: 8217 QUAIL MEADOW WAY

City & State: WEST PALM BEACH Zip Code: 33412

Home Phone: ( ) Business Phone: (561) 223-4329 Ext.

Cell Phone: (313) 574-7598 Fax: ( )

Email Address: Roxipower63@yahoo.com

Mailing Address Preference:  Business  Residence

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

If Yes, state the court, nature of offense, disposition of case and date:  
N/A

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>
Example: (R#XX-XX/PO XX)	Parks & Recreation	General Maintenance	10/01/00-09/30/2100
_____	_____	_____	_____
_____	_____	_____	_____

(Attach Additional Sheet(s), if necessary)  
OR

NONE

NOT APPLICABLE/  
(Governmental Entity)

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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: Roxanne Harris Printed Name: Roxanne Harris Date: 5/28/15

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: Janette Burdick Date: 6-5-2015

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

Revised 01/14/2014



PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS  
BOARDS/COMMITTEES APPLICATION

PALM BEACH COUNTY  
OFFICE OF  
EQUAL OPPORTUNITY  
15 JUN 23 PM 15:27  
11:26 AM  
11:26 AM

The information provided on this form will be used in considering your nomination. Please **COMPLETE SECTION II IN FULL**. Answer "none" or "not applicable" where appropriate. Please attach a biography or résumé to this form.

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

Board Name: Fair Housing/Equal Employment Advisory  Not Advisory

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

Term of Appointment: 3 Years. From: \_\_\_\_\_ To: \_\_\_\_\_

Seat Requirement: Palm Beach County Residents Seat #: 9

\*Reappointment or  New Appointment

or  to complete the term of Oscar Sola. Due to:  resignation  other

Completion of term to expire on: September 30 2015

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

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Name: HARRIS ROXANNE Y  
Last First Middle

Occupation/Affiliation: COMPLIANCE OFFICER

Owner  Employee  Officer

Business Name: ACCOMPLISH THERAPY

Business Address: 1665 PALM BEACH LAKES BLVD.

City & State: WEST PALM BEACH Zip Code: 33401

Residence Address: 8217 QUAIL MEADOW WAY

City & State: WEST PALM BEACH Zip Code: 33412

Home Phone: ( ) Business Phone: (561) 223-4329 Ext. \_\_\_\_\_

Cell Phone: (313) 574-7598 Fax: ( )

Email Address: Roxipower63@yahoo.com

Mailing Address Preference:  Business  Residence

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

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

N/A

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

Section II Continued:

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Example: (R#XX-XX/PO XX)	Parks & Recreation	General Maintenance	10/01/00-09/30/2100
_____	_____	_____	_____
_____	_____	_____	_____

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OR

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NOT APPLICABLE/  
(Governmental Entity)

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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: Roxanne Harris Printed Name: Roxanne Harris Date: 5/28/15

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: Melissa McKind Date: 6/11/15

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

Revised 01/14/2014

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

15 JUN 11 11:26  
15 JUN 11 11:26

The information provided on this form will be used in considering your nomination. Please **COMPLETE SECTION II IN FULL**. Answer "none" or "not applicable" where appropriate. Please attach a biography or résumé to this form.

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Occupation/Affiliation: COMPLIANCE OFFICER  
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Home Phone: ( ) Business Phone: (561)223-4329 Ext. \_\_\_\_\_

Cell Phone: (313) 574-7598 Fax: ( )

Email Address: Roxipower63@yahoo.com

Mailing Address Preference:  Business  Residence

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

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

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Minority Identification Code:  Male  Female  
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_____	_____	_____	_____
_____	_____	_____	_____

(Attach Additional Sheet(s), if necessary)  
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NOT APPLICABLE/  
(Governmental Entity)

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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: Roxanne Harris Printed Name: Roxanne Harris Date: 5/28/15

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: 6/8/15

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

Revised 01/14/2014

## LAWRENCE GREENBERG

8633 Club Estates Way, Lake Worth, FL 33467  
561.966.7652 (H) or 561.315.2725 (C) • [elgee13149rld@gmail.com](mailto:elgee13149rld@gmail.com)

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### PROPERTY MANAGEMENT ~ CORPORATE REAL ESTATE

~ Over 20 years of success and profitability in real estate and property management from soup to nuts ~

Diligent, innovative, and high-energy Property Management and Corporate Real Estate professional with a deep and rich knowledge of Florida Real Estate and Tenant/Landlord Law. Practiced with new start-up's and adept in business administration, leasing, personnel management, building maintenance, and regulatory compliance for multi-unit operations. Successfully handled all start-up requirements for many high end HOA's for a major New York developer, transitioned rental buildings to Co-Op's, and led a dedicated, top producing team to improve quality and ROI of properties in numerous public housing projects. Additional keys to success include:

- Highly intuitive and valued, well-respected by staff, tenants, vendors, and subcontractors.
- Provide due diligence support, counsel others in underwriting and ROI models, and plan/coordinate with service providers and subcontractors for appraisals, legal counsel, title insurance, surveys, environmental studies, and permit expeditors.
- Equipped with the insight and experience to successfully complete multiple and high dollar real estate projects.
- Persuasive and personable to open doors, establish relationships, and diligently follow through with those contacts.
- Attentive listener and expert communicator to individuals or groups, interacting well with people from diverse backgrounds and cultures. Speaks conversational Spanish.
- Established reputation for quality and results with an extensive network of satisfied executives and key contacts in the industry. Member of National Real Estate Association.

#### AREAS OF EXPERTISE

Building Management • Commercial Real Estate • Construction Renovation & Planning  
Property Management • Site Selection • Inspections & Regulatory Compliance • Safety Standards  
Customer Service • Tenant Relations • Communications & Negotiations • Personnel Management  
Vendor Relations • Bids & Proposals • Financial Asset Management • Developer Consultant & Advisor  
Planning & Strategizing • Networking & Prospecting • Market Research & Analysis • Industry Trends

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### PROFESSIONAL EXPERIENCE

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#### **PALM BEACH COUNTY HOUSING AUTHORITY, PALM BEACH, FL (2012 - PRESENT)**

##### **Chief Operating Officer**

- Management and oversight of County Housing Authority Agency with staff of 50(+), facilitating (500) Public Housing Units, a Housing Choice Voucher Program (HCV) with the capacity for (2,500) vouchers, in addition to other low income housing communities such as Workforce and (NSP) Neighborhood Stabilization Project units.
- Compliance with HUD Guidelines, landlord tenant law, occupancy and collections.
- Experienced with major capital improvements, procurement, and inventory.

**PALM BEACH COUNTY HOUSING AUTHORITY, PALM BEACH, FL (2009 - 2012)**

**Property Manager/Project Manager**

- Manage staff of site managers and assistants at multiple public housing authority properties.
- Oversee major capital improvement projects and remodels valued from \$5K to \$500K.
- Ensure project timelines, budgets, and quality control initiatives are met for all areas.
- Work closely with legal staff on tenant laws/regulations and compliance.
- Successfully led top producing teams that raised the quality of properties at public housing sites.

**CHALM REALTY, EAST STROUDSBURG, PA & WEST PALM BEACH, FL (1988 - PRESENT)**

**Managing Agent**

- Manage staff and operations for all facets of property management for this family owned, 5K square foot, 5-store strip mall located in Stroudsburg, PA.
- Conduct lease negotiations, oversee all capital improvement projects, and perform all business administration and recording/reporting functions.
- Hold additional responsibility for management of multiple single and 2-family residential rental homes in New York State.
- Relocated to South Florida in 2003 and sourced, purchased rehabbed, and resold or rented variety of residential properties for numerous clients in the market.

**GARTHCHESTER REALTY, SCARSDALE, NY (1992 - 1995)**

**Managing Agent**

- Served as Managing Agent for 9 premiere condominium and coop complexes located in Westchester County and Riverdale in New York.
- Administered all properties with stringent budgets and consistently met needs of board and unit owners.
- Handled all business financials, recording/reporting, personnel management, and regulatory compliance.
- Worked closely with owners on future development plans and capital improvement projects.

**EARLY CAREER** as Managing Agent, Akam Associates, Inc. (High and Low End Condos, Coop's, and Homeowners Associations of Town Homes, Mid-Rise Buildings, and Garden Units); Managing Agent, William B. May Company (Luxury Westchester County, New York Cooperative, and Condominium Complexes); Managing Agent, Ginsburg Development Corporation (New York Developers of High-End Start-Up Condo Projects); and Owner/Business Manager/Real Estate Management, Ace Auto Body & Collision Corporation (5K Square Foot Auto Body and Restoration Shop).

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**EDUCATION & CREDENTIALS**

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**B.S. GRAPHIC DESIGN, HOFSTRA UNIVERSITY**

**A.A.S. ADVERTISING, S.U.N.Y. AT FARMINGDALE**

**Credentials / Affiliations:**

State of Florida Community Association Manager (CAM) License

State of Florida Public Housing Management Certification - Nan McKay

HCV Financial Management Certification - Nan McKay

Capital Fund Management Certification - Borrell Technologies

CPR Training

Member - Leased Housing Corporation, Officer - Board of Directors

President - San Messina Community Association

Past President - Egret Point HOA & Country Club Cove HOA



RoxAnne Y. Harris (Continued)

- Owned and leveraged community, Board of Trustee and leadership relationships to ensure depth of the program is achieved.
- Presented and monitored employee participation with Code of Conduct annual training based on system requirements.
- Key strategist in creating the ethics and compliance vision for both hospitals
- Routinely evaluated compliance and ethics risks by monitoring industry and corporate standards with actual employee and physician behaviors.
- Worked closely with the Privacy and Information Security officers concerning matters of HIPAA privacy and security violations.

2011 Healthcare District Palm Beach County West Palm Beach, FL  
**Chief Compliance & Privacy Officer**

- Served as the District's sole compliance and privacy expert for all issues concerning adherence to federal and state regulation and District policy.
- Obtained counsel from Legal Affairs to ensure District, state and Federal contract requirement compliance
- Oversaw compliance and operational audits to ensure the District's adherence to regulation and; created useful corrective action plans where opportunity existed
- Complete oversight for all education and other elements of an effective compliance program
- Created all compliance audits and monitoring plans and reports for District Board and senior leadership
- Owned relationship with Board and senior leaders regarding all elements of the compliance and privacy programs to ensure open, consistent communication and program support to make certain that strategic goals were being met

2006 - 2011 Henry Ford Health System Detroit, MI  
**Compliance Officer**

- Served as compliance officer for a 903 bed tertiary, teaching hospital, 28 ambulatory sites and employed medical staff with over 1,100 medical staff, midlevel providers and members
- Served as a primary corporate resource for fraud and abuse regulation interpretation and dissemination
- Managed online compliance education for hospital and medical group
- Developed, owned and implemented corporate compliance policies and programs
- Created and continued to oversee the Compliance Council (CC) to ensure it is properly staffed, aligned with system strategic goals and operated effectively
- Promoted a culture of self reporting and resolution for all compliance issues including hotline related activities
- Worked closely with legal and patient financial services to resolve suspected non-compliance, misconduct and/or in appropriate billing
- Served on multiple leadership councils at the will of the CEO

2006 - Present University of Phoenix Southfield, MI  
**Adjunct Professor (part-time)**

- Facilitator for Bachelor and Master's level courses as part of the Health Service Administration Curriculum
- Provided research and academic level writing guidance
- Provided relationship management expertise to students
- Provided student support services including, networking and resume writing recommendations



RoxAnne Y. Harris (Continued)

2005 – 2006                      Bon Secours Cottage Health Services                      Grosse Pointe, MI

**Corporate Responsibility Officer**

- Owned all aspects of program planning at the executive level including quality improvement, monitoring and oversight
- Independently managed compliance program daily operations
- Created, owned and implemented compliance policies including staff education
- Created tools, monitored and tracked all compliance education and training
- Created tools and ensured application for monitoring program effectiveness
- Oversaw compliance audits to ensure best process improvement outcomes
- Created frequent CEO and Board communications including quarterly board reports to ensure program buy-in and success at all levels of the organization
- Chaired the Corporate Responsibility Council (CRC) and ensured the council has proper staff/department representation and is operating effectively
- Served the HR Grievance Committee as a management member

2000 - 2005                      Trinity Health                      Farmington Hills, MI

**Organizational Integrity Manager**

- Provided ongoing Federal policy analysis, interpretation and education
- Performed audits/reviews to ensure adherence to Medicare and Medicaid laws
- Coordinated the implementation and served as the Project Manager of the compliance e-learning system (CompliStar) for over four years
- Served as a primary corporate resource for all Revenue Cycle issues and audits
- Educated and trained staff, senior leadership, board members and physicians regarding Trinity Health and Federal policies and risk of noncompliance
- Conducted HIPAA Privacy compliance audits and education
- Wrote, edited an articulated compliance policies and best practice tools such as FAQs
- Oversight for AlertLine®, compliance hotline reporting system
- Proficient using Business Objects -decision support software application

1995 - 1999                      United Government Services, LLC (Michigan FI)                      Detroit, MI

**Regional Provider Affairs Representative**

- Effectively interpreted and communicated Medicare regulation and compliance guidance for the Fiscal Intermediary to the provider community
- Frequently performed listener-based presentations and skillfully wrote articles for the monthly Medicare Part A newsletter
- Tracked and monitored trends among providers in order to anticipate provider's needs
- Provided support through education, training and on-site visits
- Resolved issues of ambiguity in Federal laws and regulations

**Professional memberships**

Health Care Compliance Association (HCCA)  
American College of Health Care Executives (ACHE)  
Midwest Healthcare Executives Group and Associates (MHEGA)

**Professional recognition**

2013 Legacy Magazine Annual Healthcare Business and Industry Leaders  
Cambridge Who's Who?

RoxAnne Y. Harris (Continued)



**PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS  
FAIR HOUSING/EQUAL EMPLOYMENT BOARD**

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**I. AUTHORITY :**

Ordinance No. 90-1 adopted January 31, 1990, as amended by Ordinance No. 95-31 adopted on August 15, 1995; as amended by Ordinance No. 95-42 adopted October 17, 1995; as amended by Ordinance 07-042, adopted December 18, 2007; amended by Ordinance 2014-019, adopted July 22, 2014.

**II. APPOINTING BODY :**

Board of County Commissioners

**III. COMPOSITION, QUALIFICATIONS, TERMS & REMOVAL :**

This Board shall be comprised of nine citizens of Palm Beach County: seven appointed as District appointments; and two at-large by the Board of County Commissioners on the basis of community representation, integrity, experience and interest in the area of equal opportunities. Members serve for terms of three years with a limit of three consecutive three-year terms. Terms begin on October 1 and end September 30. Members must be residents of Palm Beach County at the time of appointment and while serving on the Board. Appointments should reflect, to the greatest extent possible, the racial, gender and ethnic make-up of the community. Vacancies shall be filled in the same manner as the original appointments for the remainder of the vacant term.

**EXTENDED COMPOSITION :**

**IV. MEETINGS :**

The Board shall meet on a regular basis and as necessary to conduct Administrative Hearings. Notice of time and place of the meeting shall be given to all board members and all parties scheduled to be heard, and shall be made public. The chairperson may call an unscheduled meeting upon not less than 24 hours notice. A meeting may also be called by the Director upon the request of three members of the board.

**V. FUNCTIONS :**

To promote and encourage fair treatment and equal opportunity in housing, public accommodation and employment for all persons regardless of race, sex, color, religion, national origin, disability, familial status, sexual orientation, age, marital status, or gender identity or expression; to promote and encourage mutual understanding and respect among such persons and to endeavor to eliminate discrimination against and antagonism for all persons; to cooperate with governmental and non-governmental agencies and organizations having like or kindred functions; to make such investigations and studies in the field of fair housing, public accommodation and employment; to assist various groups, agencies, of the communities to cooperate in educational programs and campaigns devoted to elimination of discrimination in housing, places of public accommodation and employment; to aid in permitting the County to benefit from the fullest realization of its housing, public accommodation and employment resources; to recommend to the BCC the acceptance of certain grants and contracts from foundations and other sources for the purpose of carrying out purposes of these ordinances; to recommend to the BCC methods for elimination of discrimination and intergroup tensions.

\* indicates a member having an action pending

VI. LIAISON INFORMATION :

LIAISON DEPARTMENT

Office of Equal Opportunity

CONTACT PERSON

Pamela Guerrier

ADDRESS

301 N Olive Ave Fl 10th  
West Palm Beach FL 33401  
Phone # 561-355-2558

\* indicates a member having an action pending



FAIR HOUSING/EQUAL EMPLOYMENT BOARD

SEAT ID	CURRENT MEMBER	ROLE TYPE	RACE CODE	GENDER	BUSINESS / HOME PHONE	SEAT REQUIREMENT	APPOINT DATE	REAPPOINT DATE	EXPIRE DATE
<b>Appointed By : District 1</b>									
1	Ethel M. Gravett Coldwell Banker - Jupiter Office 1061 E Indiantown Rd Ste 100 Jupiter FL 33477	Member	CA	F	561-745-3550 X3550	Resident of Palm Beach County	06/04/2002	05/06/2014	09/30/2017
<b>NOMINATED BY :</b> District 1 Commissioner									
<b>Appointed By : District 2</b>									
2	Rae C. Franks Rae Franks, Esquire  224 Datura St Ste 900 West Palm Beach FL 33401	Member	HA	F	561-820-9177	Resident of Palm Beach County	05/07/2002	03/06/2014	09/30/2017
<b>NOMINATED BY :</b> District 2 Commissioner									
<b>Appointed By : District 3</b>									
3	Jeffery M. Garber Ciklin Lubitz Martens & O'Connell 515 N Flagler Dr Ste 2000 West Palm Beach FL 33401	Member	CA	M	561-820-0373	Resident of Palm Beach County	11/16/2010	10/07/2014	09/30/2017
<b>NOMINATED BY :</b> District 3 Commissioner									
<b>Appointed By : District 4</b>									
4	Stephen Wertheimer  22729 El Dorado Dr Boca Raton FL 33433	Member	CA	M	561-362-4020	Resident of Palm Beach County	03/06/2012	03/06/2014	09/30/2017
<b>NOMINATED BY :</b> District 4 Commissioner									

\* indicates a member having an action pending

**Appointed By : District 5**

5 Vacant Member Resident of Palm Beach County

**NOMINATED BY :** District 5 Commissioner

**Appointed By : District 6**

6 Melesia V. Ziller Member HA F 303-847-1149 Resident of Palm Beach County 06/02/2015 09/30/2017

9385 Madewood Ct  
Royal Palm Beach FL 33411

**NOMINATED BY :** District 6 Commissioner

**Appointed By : District 7**

7 Lynne L. Hubbard Member AA F 561-598-0514 Resident of Palm Beach County 02/02/2010 03/11/2014 09/30/2017

1405 W 23rd St  
Riviera Beach FL 33404 4027

**NOMINATED BY :** District 7 Commissioner

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

8 Eric Malkin Member CA M 561-731-1765 Resident of Palm Beach County 04/06/2010 01/09/2013 09/30/2015

9353 Water Course Way  
Boynton Beach FL 33437

**NOMINATED BY :**

\* indicates a member having an action pending

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

9 Vacant Member Resident of Palm Beach County /

NOMINATED BY :

\* indicates a member having an action pending