

BOARD APPOINTMENT SUMMARY

Meeting Date: October 6, 2015
 Submitted By: Office of Small Business Assistance
 Advisory Board: Small Business Assistance Advisory Committee

EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to: Appoint one and Re-appoint one individual to the Small Business Assistance Advisory Committee for the seats and terms indicated below.

APPOINT:

<u>NOMINEE</u>	<u>SEAT</u>	<u>DESIGNATION</u>	<u>TERM</u>	<u>NOMINATED BY</u>
Thais Sullivan	14	Black Chamber of Commerce	10/06/2015 – 9/30/18	Commissioner Abrams Commissioner Taylor

RE-APPOINT:

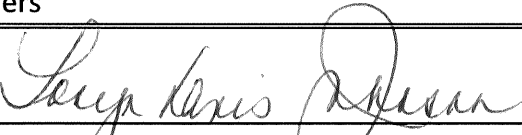
<u>NOMINEE</u>	<u>SEAT</u>	<u>DESIGNATION</u>	<u>TERM</u>	<u>NOMINATED BY</u>
Rachelle Wood	8	National Association of Women in Construction (NAWIC)	10/6/2015 – 10/5/2018	Commissioner Abrams Commissioner Taylor Commissioner McKinlay

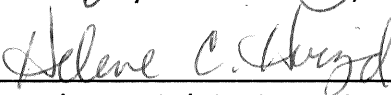
Summary: On August 18, 2015, the Board of County Commissioners approved the appointment of Ms. Kenyatta Brooks to Seat 14. The Black Chamber of Commerce of Palm Beach County has requested replacement of Ms. Kenyatta Brooks with Ms. Thais Sullivan, an Executive Board Member. Ms. Sullivan will complete the term of Ms. Brooks which expires on September 30, 2018. The SBA Advisory Committee is established pursuant to Section 2.80.32, of the Palm Beach County Code as amended on March 12, 2013. The committee consists of fifteen (15) members representing one (1) black business owner certified as a small business by the County; one (1) Hispanic business owner certified as a small business by the County; one (1) woman business owner certified as a small business by the County; one (1) white male business owner certified as a small business by the County; one (1) business owner domiciled in Palm Beach County; one (1) representative of a business incubator program; one (1) representative of the Hispanic business organization; one (1) representative of the National Association of Women in Construction; one (1) representative of a Women’s Business Organization; one (1) certified minority contractor; one (1) representative of the Associated General Contractors of America; one (1) representative of the Small Business Development Center; one (1) representative of a financial institution that assists small businesses; one (1) representative of the Black Chamber of Commerce; and one (1) representative of a professional services organization. The SBA Advisory Committee supports the nominations and a memo was sent to the Board of County Commissioners on September 22, 2015 requesting approval of the recommendations. No other nominations were received. The current diversity count is: Hispanic 2; White 6; and African American 7. **Countywide** (HH).

Background and Justification: Section 2.80.32, as amended, of the Palm Beach County Code, provided for appointments to be made from specific organizations and representative of the small business community. The SBA Advisory Committee consists of fifteen (15) members and the terms of the seats are for three (3) years. The SBA Advisory Committee reviews and evaluates the effectiveness of small business programs within County Government.

Attachments:

1. Boards/Committees Applications
2. Resumes of Nominees
3. Current List of Board Members

Recommended By:  9/28/2015
 Tonya Davis Johnson, Director Date

Legal Sufficiency:  10/2/2015
 Helene Hvizd, Senior Assistant County Attorney Date

BOARDS/COMMITTEES APPLICATIONS

ATTACHMENT 1

**PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
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: Small Business Advisory Committee Advisory Not Advisory
 At Large Appointment or District Appointment /District #: _____
Term of Appointment: 3 Years. From: October 6, 2015 To: September 30, 2018
Seat Requirement: Black Chamber of Commerce Palm Beach County Seat #: 14
 *Reappointment or New Appointment
or to complete the term of Kenyatta Brooks Due to: resignation other
Completion of term to expire on: 09/30/2018

***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: Sullivan Thais
Last First Middle
Occupation/Affiliation: _____
Owner Employee Officer
Business Name: _____
Business Address: _____
City & State _____ Zip Code: _____
Residence Address: 902 Orange Drive
City & State Lake Park, FL Zip Code: 33403
Home Phone: (561) 841-4672 Business Phone: (561) Ext.
Cell Phone: (561) 685-6881 Fax: (561)
Email Address: TSull11219@aol.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: _____

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 & Recreation</u>	<u>General Maintenance</u>	<u>10/01/00-09/30/2100</u>
_____	_____	_____	_____
_____	_____	_____	_____
(Attach Additional Sheet(s), if necessary) OR			
NONE	<input checked="" type="checkbox"/>	NOT APPLICABLE/ (Governmental Entity)	<input type="checkbox"/>

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-79 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 10/2 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: *Thars R. Sullivan* Printed Name: Thars R. Sullivan Date: _____

Any questions and/or concerns regarding Article XIII, the Palm Beach County Code of Ethics, please visit the Commission on Ethics website www.palmbeachcountyethics.com or contact us via email at ethics@palmbeachcountyethics.com or (561) 233-0724.

Return this FORM to:
Stacey L. English, Administrative Secretary
Office of Small Business Assistance
50 S. Military Trail, Suite 202
West Palm Beach, FL 33415

Section III (Commissioner, if applicable):

Appointment to be made at BCC Meeting on: _____

10/6/2015

Commissioner's Signature: _____ Date: _____

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

Revised 01/14/2014

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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: *Theresa R. Sullivan* Printed Name: Theresa R. Sullivan Date: _____

Any questions and/or concerns regarding Article XIII, the Palm Beach County Code of Ethics, please visit the Commission on Ethics website www.palmbeachcountyethics.com or contact us via email at ethics@palmbeachcountyethics.com or (561) 233-0724.

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West Palm Beach, FL 33415

Section III (Commissioner, if applicable):

Appointment to be made at BCC Meeting on: August 18, 2015 10/6/2015

Commissioner's Signature: *S. Abrams* (16) Date: 9/24/15

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Revised 01/14/2014

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

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Completion of term to expire on: 09/30/2018

***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: Sullivan Thais
Last First Middle
Occupation/Affiliation: _____
Owner Employee Officer

Business Name: _____

Business Address: _____

City & State _____ Zip Code: _____

Residence Address: 902 Orange Drive

City & State Lake Park, FL Zip Code: 33403

Home Phone: (561) 841-4672 Business Phone: (561) Ext.

Cell Phone: (561) 685-6881 Fax: (561)

Email Address: TSull11219@aol.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: _____

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

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_____	_____	_____	_____
_____	_____	_____	_____

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

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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: Thomas R. Sullivan Printed Name: Thomas R. Sullivan Date: _____

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West Palm Beach, FL 33415

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Appointment to be made at BCC Meeting on:

10/6/2015

Commissioner's Signature: _____

Patricia D. Taylor

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Seat Requirement: National Association of Women in Construction Seat #: 8
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Section II (Applicant): (Please Print)

APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT

Name: Wood Rachelle
Last First Middle
Occupation/Affiliation: _____
Owner Employee Officer
Business Name: Dolphin Sheet Metal, Inc.
Business Address: 142 Jupiter Street
City & State: Jupiter, FL Zip Code: 33458
Residence Address: 10971 North Dogwood Trail
City & State: Jupiter, FL Zip Code: 33478
Home Phone: _____ Business Phone: (561) 744-0242 Ext. _____
Cell Phone: (561) 262-4220 Fax: (561) 744-4387
Email Address: Schelle@dolphinSheetMetal.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:

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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: Rachelle Wood Date: 9/21/15

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50 S. Military Trail, Suite 202
West Palm Beach, FL 33415

Section III (Commissioner, if applicable):

Appointment to be made at BCC Meeting on: October 6, 2015

Commissioner's Signature: S. Abrams 16 Date: 9-24-15

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Revised 01/14/2014

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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: [Signature] Printed Name: Rachelle Wade Date: 9/21/15

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Name: Wood Rachelle
Last First Middle

Occupation/Affiliation: _____
Owner Employee Officer

Business Name: Dolphin Sheet Metal, Inc.

Business Address: 142 Jupiter Street

City & State: Jupiter, FL Zip Code: 33458

Residence Address: 10971 North Dogwood Trail

City & State: Jupiter, FL Zip Code: 33478

Home Phone: _____ Business Phone: (561) 744-0242 Ext. _____

Cell Phone: (561) 262-4220 Fax: (561) 744-4387

Email Address: Schelle@dolphinsheetmetal.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:

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*Applicant's Signature: *Rachelle Wood* Printed Name: Rachelle Wood Date: 9/21/15

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 West Palm Beach, FL 33415

Section III (Commissioner, if applicable):

Appointment to be made at BCC Meeting on: October 6, 2015

Commissioner's Signature: *Melisse McKinley* Date: 10/1/15

RESUMES OF NOMINEES

ATTACHMENT 2

THAIS R. SULLIVAN

902 Orange Drive, Lake Park, FL 33403
Home: 561-841-4672 - Cell: 561-685-6881 - TSull11219@Aol.Com

PROFESSIONAL SUMMARY

Relationship Manager with a unique set of solutions for every problem; Creative in decision making, while careful in taking conservative risks to increase sales and customer retention. Focused on lending to all segments of the Community through involvement with Non-Profit and Governmental organizations; Specialized interest in qualified CRA lending and activities.

SKILLS

- Strong banking ethics
- Goal-oriented
- Formally Credit Trained
- Team player
- Complex problem solving
- Superior organization skills

WORK HISTORY

2013 to 2015

VP/Relationship Manager

SunTrust - 501 South Flagler Drive, West Palm Beach, FL 33401

- Develop prospects for new loans by conducting cold calls, through referrals and business contacts
- Developed and maintained relationships with local not-for-profits via board seats and/or volunteering.
- Recognized as a strong producer and manager
- Developed and maintain a portfolio of over 120 relationships

2007 to 2013

VP/Relationship Manager & Business Service Officer

BB&T (formerly BankAtlantic) - 125 Worth Avenue, Palm Beach, FL 33480

- Originated, closed and administered customer loan requests within set guidelines
- Managed annual renewal of line of credit process.
- Trained and supported 12 branch teams in the area of small business
- Developed prospects for new business by networking via events and volunteering within the Community
- Retained, expanded and grew 2nd largest business banking portfolio for BankAtlantic

2000 to 2007

VP/Relationship Manager

Chase (formerly Washington Mutual) - West Palm Beach, Florida

- Originated, structured, processed, and closed customer loan requests.
- Promoted to Regional Business Banker
- Opened DeNovo branch, building the team and deposit base
- Hired to manage a mature Banking Center in West Palm Beach

1979 to 2000

Business Banking

Bank of America (Formerly Barnett Bank) - West Palm Beach, FL

- Originated, reviewed, processed, closed and administered customer loan proposals
- Completed Core Credit Training and rotation through the Commercial Credit Department
- Supported the Senior Credit Policy Officer through report generation and project management

EDUCATION

1998

BBA: Bachelor of Business Administration
Barry University - Palm Beach Gardens, FL

AFFILIATIONS

Board Seats:
SunFest of Palm Beach County
Paragon Florida
Anquan Boldin Foundation
Black Chamber of Palm Beach County
Palm Beach County Sheriff Foundation
Urban League of Palm Beach County

References upon Request

Rachelle (Schelle) Wood
142 Jupiter Street
Jupiter, FL 33458
Phone 561-744-0242 Fax 561-744-4387
Email: info@dolphin-sheetmetal.com

EXPERIENCE:

1/2011 – present

Dolphin Sheet Metal, Inc., 142 Jupiter Street, Jupiter, FL 33458
President and CEO, Secretary of Corporation. Shareholder of 100% of Capital Stock.
Qualifying Contractor and Estimator: Bidding competitively for all contracts by calculating labor, material and overhead costs on a project and coming up with a reasonably accurate total price. Attending any pre-bid meetings required. Soliciting Mechanical Contractors who we sub contract from and those we would like to sub-contract from.
Field Mechanic/Tradeswoman: Working in field with Foreman to install HVAC Sheet Metal Ductwork and Related items on various jobs including but not limited to prisons, water treatment plants, medical labs, bakeries, residential, and schools.
Comptroller: Responsible for all day-to-day financial operations, including but not limited to AR, AP, Payroll, Trial Balance, Monthly Reporting and Employee Tax Reporting.

3/1995 – 1/2011

Dolphin Sheet Metal, Inc.
President and CEO, Secretary and Treasurer of Corporation: Shareholder of 51% of Capital Stock.
Qualifying Contractor and Estimator: Bidding competitively for all contracts by calculating labor, material and overhead costs on a project and coming up with a reasonably accurate total price. Attending any pre-bid meetings required. Soliciting Mechanical Contractors who we sub-contract from and those we would like to sub-contract from.
Comptroller: Responsible for all day-to-day financial operations, including but not limited to AR, AP, Payroll, Trial Balance, Monthly Reporting and Employee Tax Reporting.
Director of Safety: Ensure that the safety policy is carried out. Provide the necessary seminars to educate employees. Conduct safety inspections of all job sites, maintain records, and continually monitor all aspect of the safety program for effectiveness. Monitor and maintain the Drug-Free Workplace Policy.

1/1992 – 2/1995

Dolphin Sheet Metal, Inc.
President and CEO, Secretary and Treasurer of Corporation: Shareholder of 51% of Capital Stock.
Comptroller: Responsible for all day-to-day financial operations, including but not limited to AR, AP, Payroll, Trial Balance, Monthly Reporting and Employee Tax Reporting.
Estimator: Bidding competitively for all contracts by calculating labor, material and overhead costs on a project and coming up with a reasonably accurate total price. Attending any pre-bid meetings required. Soliciting Mechanical Contractors who we sub-contract from and those we would like to sub-contract from.
Director of Safety: Ensure that the safety policy is carried out. Provide the necessary seminars to educate employees. Conduct safety inspections of all job sites, maintain records, and continually monitor all aspect of the safety program for effectiveness. Monitor and maintain the Drug-Free Workplace Policy.
Field Mechanic/Tradeswoman: Worked with Foreman on various jobs including but limited to sheet metal ductwork in hospitals, schools and residential projects. Furthering field knowledge

1/1990 – 1/1991

Dolphin Sheet Metal, Inc.
Secretary and Treasurer of Corporation: Shareholder of 49% of Capital Stock.
Comptroller: Responsible for all day-to-day financial operations, including but not limited to AR, AP, Payroll, Trial Balance, Monthly Reporting and Employee Tax Reporting.
Field Mechanic/Tradeswoman: Worked with Foreman on various jobs including but limited to sheet metal ductwork in hospitals, schools and residential projects. Furthering field knowledge

EDUCATION:

University of Florida: BA Degree, 1976.

CERTIFICATIONS:

OSHA 10 Hour Construction Safety & Health
ANSI A92 Aerial Work Platform Operator
Forklift Operator

LICENSES:

State of Florida Certified Contractor License CSC056647
State of Florida Community Association Manager License CAM 8583

ORGANIZATIONS:

Palm Beach County Small Business Advisory Board Member representing the Greater Palm Beach Chapter NAWIC
Greater Palm Beach Chapter National Association of Women in Construction President 10/1/15 – 9/30/16
OSHA Alliance Construction Round Table Department of Labor, Washington, DC, representing the National Association of Women in Construction in the Alliance 10/2014 – 9/2016
Associated General Contractors Florida East Coast Chapter member
Palm Beach Air Conditioning Contractors Association members

FATERNAL ORGANIZATIONS:

Jupiter Chapter of Women of the Moose
Jupiter Elks Lodge

REFERENCES:

References furnished upon request

CURRENT LIST OF BOARD MEMBERS SMALL BUSINESS ADVISORY COMMITTEE

<u>Seat</u>	<u>Incumbent</u>	<u>Seat Requirement</u>
1	John Elliott (B)	Certified Black Business Owner
2	Veronica Vidal (H)	Certified Hispanic Business Owner
3	E. Ann McNeill (B)	Certified Woman Business Owner
4	Robert Geoff Waite (W)	Certified White Male Business Owner
5	Angela D. Randolph (B)	Business Owner Domiciled in PBC
6	Jerry Steinberg (W)	Business Incubator Program
7	Samuel Roman (H)	Hispanic Business Organization
8	Rachelle Wood (W)	Nat'l Assoc. of Women in Construction
9	Jane Bloom (W)	Women's Business Organization
10	Joseph Anderson (B)	Certified Minority Contractor
11	Scott Johnson (W)	Associated General Contractors
12	Vincent Nolan (W)	Small Business Development Center
13	Pamela Stewart (B)	Financial Institution that assists small businesses
14	Kenyatta Brooks (B)	Black Chamber of Commerce
15	Darrell Searcy (B)	Professional Services Organization