Agenda Item No: **3A-3**

PALM BEACH COUNTY BOARD OF COUNTY COMMISSIONERS REVISED

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:

NOMINEE STATES Thais Sullivan

<u>SEAT</u> 14

T <u>DESIGNATION</u>

Black Chamber of Commerce

TERM

10/06/2015 - 9/30/18

NOMINATED BY

Commissioner Abrams Commissioner Taylor

RE-APPOINT:

NOMINEE SEA

SEAT DESIGNATION

National Association of

Women in Construction (NAWIC)

TERM

10/6/2015 - 10/5/2018

NOMINATED BY

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:	Josep Laxis Desan	9/28/2015
,	Tønya Davis Johnson, Director	Date
Legal Sufficiency:	Delene C. Wind	10/2/2015
	Helene Hvizd, Senior Assistant County Attorney	Date

BOARDS/COMMITTEES APPLICATIONS

ATTACHMENT 1

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 1 (De	partment):	(Please Prin	ij								
Board Name:	Small	Business Ad	visory Committee			74 F		Advisor	y [X]	No	ot Advisory [
[] A	at Large Ap	pointment	or		[] Dist	rict Ap	pointm	ent /Dis	trict #:		
Term of Appo	intment:	3	Years.	From:	October 6	, 2015		To: _5	Septem	ber 30,	2018
Seat Requiren	nent:	Black Chamb	er of Commerce Pa	lm Beach	County			Seat #:	14		
[]*R	eappointme	ent	or		[] New	Appoi	intmen	t			
or [x] t	to complete	the term of	Kenyatta Brooks		Due t	to: [1	resignat	ion	[x]	other
Completion of	f term to exp	pire on:	09/30/2018		•		_				
Section II (Ap A <i>PPLICANT,</i> Name:	oplicant): UNLESS I Sullivar	EXEMPTED	, MUST BE A COU	<i>UNTY RE</i> Thais	SIDENT						
vanic.	Last	1		First				Midd	le		~
Occupation/Af	filiation:								. •		
		Owner	<u> </u>	Eı	mployee [X]		C	fficer	[]	
Business Nam	e:										
Business Addı	ress:										
City & State		•				Zip C	ode:				
Residence Ado	dress:	902 Ora	ange Drive								
City & State		Lake Pa	ırk, FL			Zip C	ode:	_3:	3403		
Home Phone:		(561) 841-46	72	Busir	ness Phone:	_(561)	Ext.			
Cell Phone:		(561) 685-6	881	Fax:		_(:	561)				
mail Address:	:	TSull11219@	<u>aol.com</u>								
Mailing Addre	ss Preferenc	ce: []Busin	ess [X]Residen	ice							
łave you ever f Yes, state the			ny: Yese, disposition of case	No <u>X</u> e and date	:						
Minority Iden [] Na	tification C		Male Hispanic-American		Female Asian-Americ	ean	[X]A	.frican-A	merica	n []] Caucasian

board members are prohibited fr Exceptions to this prohibition inc transactions that do not exceed \$ apply when the advisory board r regarding the subject contract or Commissioners. To determine all contractual relationships bet employer or business. This info	om entering into any contract of lude awards made under sealed 500 per year in aggregate. The nember's board provides no reptransaction and the contract or compliance with this provision ween Palm Beach County governation should be provided in ff will review this information a	III, Sec. 2-443 of the Palm Beach Co- or other transaction for goods or servi- dicompetitive bids, certain emergency a ese exemptions are described in the Co- gulation, oversight, management, or pu- transaction is disclosed at a public man, it is necessary that you, as a board overnment and you as an individual, of the space below. If there are no cont and determine if you are eligible to servi-	ces with Palm Beach County. and sole source purchases, and ode. This prohibition does not blicy-setting recommendations eeting of the Board of County in member applicant, identify lirectly or indirectly, or your tracts or transactions to report		
Contract/Transaction No.	Department/Division	Description of Services	<u>Term</u>		
Example: (R#XX-XX/PO XX)	Parks & Recreation	General Maintenance	<u>10/01/00-09/30/2100</u>		
	(Attach Additiona	I Sheet(s), if necessary) OR			
NONE		NOT APPLICABLE/ (Governmental Entity)			
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 2 20 5 By attending a live presentation given on					
	AND				
Amenument & State of Fi	orida Code of Ethics:	understand and agree to abide by d Name: <i>Thous R. Sulliva</i>			
Any questions and/or concerns reg	arding Article XIII, the Palm B	each County Code of Ethics, please vis	sit the Commission on Ethics		
	Stacey L. English, A Office of Small I 50 S. Military	nis FORM to: dministrative Secretary Business Assistance y Trail, Suite 202 leach, FL 33415			
Section III (Commissioner, if ap		10/1			
Appointment to be made	at BCC Meeting on:	10/4/2018)		
Commissioner's Signature:		Date:			

__ Date: __

Revised 01/14/2014

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

Contract/Transaction No.	Department/Division	Description of Services	<u>Term</u>
Example: (R#XX-XX/PO XX)	Parks & Recreation	General Maintenance	10/01/00-09/30/2100
	-		
	(Attach Addition	al Sheet(s), if necessary) OR	
NONE		NOT APPLICABLE/ (Governmental Entity)	
of Ethics, and read the State Gu	ide to the Sunshine Amendmen countyethics.com/training.htm	i and complete training on Article XII at. Article XIII, and the training req m. Ethics training is on-going, and	uirement can be found on the
By signing below I acknowledge County Code of Ethics, a	nowledge that I have read, u and I have received the requir	inderstand, and agree to abide by a ed Ethics training (in the manner ch	Article XIII, the Palm Beach ecked below):
By wa	atching the training program on ending a live presentation giver	the Web, DVD or VHS on, 20	20
	AND		
Amendment & State of I	lorida Code of Ethics:	understand and agree to abide by sed Name: Thors R. Sulla	
Any questions and/or concerns re	garding Article XIII, the Palm	Beach County Code of Ethics, please value at ethics@palmbeachcountyethics.co	risit the Commission on Ethics
	Stacey L. English, A Office of Small 50 S. Militar	this FORM to: Administrative Secretary I Business Assistance ry Trail, Suite 202 Beach, FL 33415	
Section III (Commissioner, if a Appointment to be made	pplicable): at BCC Meeting on:	August 18, 2015 10 6 2	2015
Commissioner's Signature:	S. Abrans	b Date: 964	15
Pursuant to Florida's Public Records Law			Revised 01/14/2014

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 (Depa	rtment): (Ple	ease Print)						
Board Name:	Small Bus	iness Advisory Commi	ttee			Adv	isory [X]	Not Advisory []
[] At I	Large Appoin	tment	or	[] Dist	rict Appo	intment	/District #:	
Term of Appoin	tment: 3	Years.	From:	October 6	, 2015	To:	Septemb	per 30, 2018
Seat Requirement	nt: Black	k Chamber of Commerc	ce Palm Beach	County		Sea	ut#: <u>14</u>	
[]*Rea	ppointment		or	[] New	Appoint	ment		
or [x] to	complete the	term of Kenyatta Bro	ooks	Due t	to: [] resi	gnation	[x] other
Completion of te	erm to expire	on: 09/30/2018	WELLOW THE					
section II (Appl	nsidered by	the Board of County (Commissioners	: <u>-0-</u>				ts during the previous
Transfer of the second	Last		First			N	/liddle	
Occupation/Affil	iation:							
		Owner []	Eı	nployee [X]		Officer	[]
Business Name:								
Business Addres	ss:		***	····				
City & State			·		Zip Coo	le:		
Residence Addr	ess:	902 Orange Drive						
City & State		Lake Park, FL			Zip Coo	łe:	33403	
Home Phone:	_(561) 841-4672	Busin	ess Phone:	(50	61) Ex	xt.	
Cell Phone:	(561) 685-6881	Fax:		(56	1)		
Email Address:	<u>TSu</u>	ll11219@aol.com	•					
Mailing Address	Preference:	[]Business [X]Re	sidence					
		of a felony: Yesof offense, disposition of	No X of case and date	:				
Minority Identii	fication Code	e: [] Male [] Hispanic-Ame		Female Asian-Ameri	can []	X] Afric	an-America	n []Caucasian
Page 1 of 2								

Dectivit at Continues.

Contract/Transaction No.	Department/Division	Description of Services	Term
Example: (R#XX-XX/PO XX)	Parks & Recreation	General Maintenance	10/01/00-69/30/2100
Andrew-ver-vermous Art trade to accommodate	***************************************		
	(Attach Additions	ol Sheet(s), if necessary) OR	·
NONE		NOT APPLICABLE/ (Governmental Entity)	
of Bthics, and read the State Gi web at: http://www.palmbeac required before appointment,	ilde to the Sunshine Amendment hcountyethics.com/training.htm and upon reappointment.	and complete training on Article XIII, Article XIII, and the training req a. Ethics training is on-going, and a nderstand, and agree to abide by	ufrement can be found on the pursuant to PPM CW-P-79 is
County Code of Ethics,	and I have received the require	ed Ethics training (in the manner ch	ecked below):
By w By at	atching the training program on t tending a live presentation given	the Web, DVD or VHS on, 20	20
	AND		
Amendment & State of	Florida Code of Ethics: 🧳 🔻	understand and agree to abide by	
*Applicant's Signature:	Alik, Ollhan Print	ed Name: Thors R. Sulli	land Date:
Any questions and/or concerns r website <u>www.palmbeachcounty</u>	egarding Article XIII, the Palm I ethics.com or contact us via ema	Beach County Code of Ethics, please value of Ethics, please value of Ethics@palmbeachcountyethics, co	risit the Commission on Ethics om or (561) 233-0724.
	Stacey L. English, A Office of Small 50 S. Militar	his FORM to: Administrative Secretary Business Assistance ry Trail, Suite 202 Beach, FL 33415	
Section III (Commissioner, if a	applicable): le af BCC Meeting on;	10/4/20	15
Commissioner's Signature;	Thomas ?	V. Lagilar	
Pursuant to Florida's Public Records La	w, this document may be reviewed and p	photocopied by members of the public.	Revised 01/14/2014
Page 2 of 2		•	

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.

Board Name: Sm	all Business Advisory Commi	ittaa	
		uee	Advisory [X] Not Advisory
[X] At Large	Appointment	or	[] District Appointment /District #:
Term of Appointment:	_3 Years.	From: October	6, 2015 To: October 5, 2018
Seat Requirement:	National Association of Wo	men in Construction	Seat #: 8
[X]*Reappoi	ntment	or [] Ne	ew Appointment
or [] to comple	te the term of	Due Due	e to: [] resignation [] other
Completion of term to o	exnire on		
_	S EXEMPTED, MUST BE A		
Vood Last		Rachelle First	VC: 111
occupation/Affiliation:		THSt	Middle
	Owner [X]	Employee [] Officer []
usiness Name:	Dolphin Sheet Metal,	Inc.	
usiness Address:	142 Jupiter Street		
ity & State	Jupiter, FL		Zip Code: 33458
esidence Address:	_10971 North Dogwood	d Trail	
ity & State	Jupiter, FL		Zip Code: 33478
ome Phone:		Business Phone:	
ell Phone:	(561) 262-4220	Fax:	(561) 744-4387
mail Address:	Schelle@dolphinsheetmetal	.com	
ailing Address Preferen	nce: [X] Business [] Resi	idence	
ive you ever been conv Yes, state the court, na	ricted of a felony: Yesture of offense, disposition of	No X Case and date:	
inority Identification [] Native-Amer	Code: [] Male ican [] Hispanic-Amer	[X] Female rican [] Asian-Ameri	ican [] African-American [X] Caucasian

Section II Continued:

Contract/Transaction No.	Department/Division	Description of Services	<u>Term</u>
Example: (R#XX-XX/PO XX)	Parks & Recreation	General Maintenance	10/01/00-09/30/2100
			·
	(Attach Addition	nal Sheet(s), if necessary) OR	
NONE		NOT APPLICABLE/ (Governmental Entity)	
or manes, and read the blate of	acountyethics.com/training.htm	d and complete training on Article XIII nt_ Article XIII, and the training requ m. Ethics training is on-going, and p	
By signing below I ack County Code of Ethics, a	nowledge that I have read, und I have received the requir	understand, and agree to abide by A red Ethics training (in the manner che	article XIII, the Palm Beach
		the Web, DVD or VHS on 9/2/	
	AND		
Applicant's Signature:	Printegarding Article XIII. the Palm I	understand and agree to abide by red Name: Rachelle Work. Beach County Code of Ethics, please viril at ethics@palmbeachcountyethics.com	Date: 9/21/15
	Stacey L. English, A Office of Small 50 S. Militar	his FORM to: Administrative Secretary Business Assistance y Trail, Suite 202 Beach, FL 33415	
Appointment to be made Commissioner's Signature:	at BCC Meeting on:	October 6, 2015 Date: 7 - 24 -	15
ursuant to Florida's Public Records Law,	this document may be reviewed and pl	hotocopied by members of the public.	Revised 01/14/2014
age 2 of 2			

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 [X] Not Advisory [] [X] At Large Appointment or [] District Appointment /District #: Term of Appointment: Years. From: October 6, 2015 To: October 5, 2018 Seat Requirement: National Association of Women in Construction Seat #: 8 [X]*Reappointment [] New Appointment 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: Wood Rachelle Last First Middle Occupation/Affiliation: Owner [X] Employee [] Officer [] **Business Name:** Dolphin Sheet Metal, Inc. **Business Address:** 142 Jupiter Street City & State Jupiter, FL Zip Code: 3345<u>8</u> 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: [X] Business [] Residence Have you ever been convicted of a felony: Yes If Yes, state the court, nature of offense, disposition of case and date: **Minority Identification Code:** [] Male [X] Female [] Native-American [] Hispanic-American [] Asian-American [] African-American [X] Caucasian

Section II Continued:

Contract/Transaction No.	Department/Division	Decement of Court	_	
Example: (R#XX-XX/PO XX)	Parks & Recreation	Description of Services	<u>Term</u>	
		General Maintenance	<u>10/01/00-09/30/2100</u>	
	(Attach Additio	onal Sheet(s), if necessary) OR		
NONE		NOT APPLICABLE/ (Governmental Entity)		
web at: http://www.palmbeachco required before appointment, an By signing below I ackno	ountvethics.com/training.h d upon reappointment. wledge that I have read	ad and complete training on Article X ent. Article XIII, and the training retm. Ethics training is on-going, and understand, and agree to abide by red Ethics training (in the manner contents)	quirement can be found on the pursuant to PPM CW-P-79 is	
∑ By water	hing the training program or	n the Web, DVD or VHS on 9/2/ en on, 20		
	AND			
*Applicant's Signature: Any questions and/or concerns rega	Prin	nted Name: Reach County Code of Ethics, please all at ethics@palmbeachcountyethics.co	Date: 9/21/15	
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 appl Appointment to be made at Commissioner's Signature:	icable): BCC Meeting on:	October 6, 2015) Date:	Playfis	
Pursuant to Florida's Public Records Law, th	is document may be reviewed and p	photocopied by members of the public.	Revised 01/14/2014	
Page 2 of 2				

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Section I (Department	ent): (Please Print)	
Board Name: Sm	mall Business Advisory Committee	Advisory [X] Not Advisory []
[X] At Large	e Appointment or	District Appointment /District #:
Term of Appointment:		
Seat Requirement:	National Association of Women in Construction	Seat #: 8
[X]*Reappo	ointment or [] New Ap	
or [] to comple	lete the term of Due to:	[] resignation [] other
Completion of term to	expire on:	[] Oma
Section II (Applicant)	eing considered for reappointment, the number of previous red by the Board of County Commissioners: <u>-0-</u> (Please Print) SS EXEMPTED, MUST BE A COUNTY RESIDENT	disclosed voting conflicts during the previous
Name: Wood		
Last Occupation/Affiliation:	LIISI	Middle
	Owner [X] 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 Prefere	ence: [X] Business [] Residence	
lave you ever been conv f Yes, state the court, na	avicted of a felony: Yes NoX	
Ainority Identification [] Native-Ame		[] African-American [X] Caucasian

Section II Continued:

Contract/Transaction No.	Department/Division	Description of Services	<u>Term</u>	
Example: (R#XX-XX/PO XX)	Parks & Recreation	General Maintenance	10/01/00-09/30/2100	
	(Attach Additiona	l Sheet(s), if necessary) OR		
NONE		NOT APPLICABLE/ (Governmental Entity)		
or sunce, and read the state Guit	countyethics.com/training.htm	and complete training on Article XIII Article XIII, and the training request. Ethics training is on-going, and p	rimomont I - F Y .x	
By signing below I acknow County Code of Ethics, and	owledge that I have read, un ad I have received the required	derstand, and agree to abide by A d Ethics training (in the manner che	crticle XIII, the Palm Beach	
_		ne Web, DVD or VHS on 9/21		
	AND			
		inderstand and agree to abide by il Name: <u>RACHULL WOA</u>		
Any questions and/or concerns reg website www.palmbeachcountyeth	arding Article XIII, the Palm Boics.com or contact us via email	each County Code of Ethics, please vi at ethics@palmbeachcountyethics.com	sit the Commission on Ethics n 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 app Appointment to be made a	t BCC Meeting on:	October 6, 2015		
outside of organismo.	telesse Melhenly	Date: 10/1/15		
Pursuant to Florida's Public Records Law, t	his document may be reviewed and pho	tocopied by members of the public.	Revised 01/14/2014	

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 Anguan 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@dolphinsheetmetal.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 contact 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-contact 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-contact 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>	Seat Requirement
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

ATTACHMENT 3