

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS

BOARD APPOINTMENT SUMMARY

Meeting Date: June 7, 2016

Department
Submitted By: Community Services
Advisory Board: Community Action Advisory Board

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to approve: appointments and reappointments of the following representatives to the Community Action Advisory Board effective June 7, 2016.

| <u>Seat No.</u> | <u>Appointment</u> | <u>Seat Requirement</u> | <u>Term Ending</u> | <u>Nominated By</u> |
|-----------------|----------------------|----------------------------------|--------------------|--|
| 6 | Dina Hill | Private Sector Representative | 09/30/2019 | CAAB |
| 8 | Elvin Lanier | Private Sector Representative | 09/30//2019 | CAAB |
| 10 | Dr. Florenzia Davis | Private Sector Representative | 09/30/2019 | CAAB |
| 15 | Ella Dean | Representative of the Low-Income | 09/30/2018 | Democratically selected in Riviera Beach |
| <u>Seat No.</u> | <u>Reappointment</u> | <u>Seat Requirement</u> | <u>Term Ending</u> | <u>Nominated By</u> |
| 7 | Martina Walker | Private Sector Representative | 09/30/2018 | CAAB |
| 14 | Retha Lowe | Representative of the Low-Income | 09/30/2018 | Democratically selected in Lake Worth |

Summary: The total membership for the Community Action Advisory Board (CAAB) shall be no more than 15 members, per Resolution No. R-2014-0588, comprised of one-third elected public officials or their representatives, one-third private sector members recommended by the CAAB and one-third low-income representatives selected by a democratic process in the target neighborhoods served. Members will fully participate in the planning, implementation and evaluation of the Community Services Block Grant program to serve low-income communities. The appointments and reappointments meet all applicable guidelines and requirements outlined in the Resolution adopted by the Board of County Commissioners (BCC) on May 6, 2014. Ms. Hill will complete the term of Tamara Price, which expires on September 30, 2016 and Dr. Davis will complete the term of Jonel Etienne, which expires on September 30, 2016. Both Ms. Hill and Dr. Davis will serve additional terms which will expire on September 30, 2019. Ms. Hill has disclosed that she is employed by CareerSource Palm Beach County, Inc. that contracts with the County for services. The CAAB provides no regulation, oversight, management, or policy-setting recommendations regarding contracts. Disclosure of this contractual relationship is being provided in accordance with the provisions of Sect. 2-443, of the Palm Beach County Code of Ethics. Including the current appointments/reappointments, the Board is comprised of seven (7) Black females, one (1) Black male. (Community Action) Countywide (HH)

Background and Justification: (On page 3)

- Attachments:
- 1. Boards/Committees Application
 - 2. Proposed Inventory of Seats List
 - 3. Resolution No. R2014-0588

Recommended By: Chad Williams 5/24/16
Department Director Date
Legal Sufficiency: Debra C. Hargis 5-24-16
Assistant County Attorney Date

II. REVIEW COMMENTS

A. Other Department Review:

Department Director

Background and Justification: The Board of County Commissioners first created a Community Action Council Advisory Board (Board) in 1974. This was done to qualify Palm Beach County to receive Community Services Block Grant funds. The Community Services Block Grant contract requires the establishment of a Community Action Advisory Board and that the Board fully participates in the planning, implementation and evaluation of the Community Services Block Grant program to serve low-income communities.

**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: Community Action Advisory Board Advisory ☒ Not Advisory ☐
☒ At Large Appointment or ☐ District Appointment /District #: _____
Term of Appointment: N/A Years. From: June 7, 2016 To: See below
Seat Requirement: Private Sector Representative Seat #: 6
☐ *Reappointment or ☒ New Appointment
or ☐ to complete the term of Tamara Akins Price Due to: ☒ resignation ☐ other
9/30/16; plus additional 3 years for a term
Completion of term to expire on: date of 10/01/16 – 09/30/19

***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: HILL DINA
Last First Middle
Occupation/Affiliation: CAREERSOURCE PALM BEACH COUNTY
Owner ☐ Employee ☒ Officer ☐

Business Name: CAREERSOURCE PALM BEACH COUNTY
Business Address: 3400 BELVEDERE RD.
City & State WEST PALM BEACH, FL Zip Code: 33401

Residence Address: 235 COURTNEY LAKES CIRCLE 203
City & State WEST PALM BEACH, FL Zip Code: 33401
Home Phone: () Business Phone: (561) 340-1060 Ext. 2322
Cell Phone: () Fax: ()
Email Address: dhill@careersourcepbc.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>R2013-0534</u> | <u>Palm Beach Airport</u> | <u>Lease 3400 Belvedere Rd. WPB</u> | <u>1/1/14-12/31/23</u> |
| <u>R2014-1894</u> | <u>Administration</u> | <u>Administer Grant Funds</u> | <u>7/1/15-6/30/16</u> |
| <u>R2012-1430</u> | <u>PBC ISS</u> | <u>ISS Services</u> | <u>10/2/15-10/1/16</u> |
| <u>R2014-0135</u> | <u>PBC Surplus Property</u> | <u>Thrift Store Surplus</u> | <u>2/4/16-2/3/17</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-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 5/16/2016
☐ 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: Dina Hill Date: 5/16/16

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) 355-1915.

Return this FORM to:

{Insert Liaison Name Here}, {Insert Department/Division Here}
{Insert Address Here}

Section III (Commissioner, if applicable):

Appointment to be made at BCC Meeting on: _____

Commissioner's Signature: _____ Date: _____

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

Revised 02/01/2016

Dina M. Hill, MS, GCDF

West Palm Beach, FL

860-334-2727

Dmarie5512@hotmail.com

Highlights of Qualifications

- Able to communicate and interact effectively with individuals of all levels.
- Effectively establish positive working relationships with co-workers and other affiliated individuals to promote awareness of organization.
- Ability to handle multiple tasks simultaneously and ensure that all aspects of procedures are carried out efficiently and professionally to produce a successful outcome.
- Possess strong organizational, administrative, customer service, and communication skills.
- Dependable, reliable and highly motivated to achieve individual and organization goals.

CareerSource Palm Beach County

Director of Client Services

Responsible for oversight and coordination of the following programs: TANF and SNAP. Maintain report on, oversee and administer a specified program including development of policies and procedures (SOP's) to ensure State and Federal guidelines are adhered to. Track and monitor performance weekly and monthly to ensure goals are met and prepare reports for management. Stay abreast of changes to programs by attending trainings, seminars, state communicate's and reviewing state administrative guidance such as guidance papers and memorandums and communicate as appropriate to staff. Work closely across departmental boundaries to develop strategies to ensure success. Manage budget for specific program making recommendations on funding as necessary. May oversee outreach to community organizations that provide services for a specific program. Assist in developing contracts and/or MOU's for one or more of the following: training providers, employers, community organizations and/or community service/work experience partnerships. Builds, develops and manages a team capable of meeting program performance goals and organizational initiatives. Identify and analyze information to give early warnings of potential problems and present suggestions for consideration. Continuously investigate and introduce process improvement measures and present suggestions for consideration.

West Palm Beach, FL

2013-present

Easter Seals Goodwill Industries

Director of Individual Employment Services

Responsible for the supervision, coordination and development of effective workforce development and employment services for individuals with criminal histories, behavioral health/substance abuse disorders, intellectual, developmental disabilities and other barriers to employment. Development of all services to meet the employment and support needs of each individual, maximizing their participation in the planning process, to achieve successful employment results. Perform diversified duties to oversee services, build and participate in community collaborations that support the development and implementation of evidence-based skill development, employment and retention services.

New Haven, CT

2012-2013

Human Resources Agency of New Britain, Inc.

New Haven, CT

One Stop Career Center/ CT Works***Manager of Intensive Services***

2008-2012

Manage 2 programs (Jobs First Employment Services /Workforce Investment Act) and 3 units, supervise 17 staff members

Assistant to the Regional Director

Responsible for administrative functions of the One Stop Career Center

Quality assurance, planning, developing and implementing new processes

Generate and analyze reports to ensure agency was in compliance with federal and state policies and regulations

Collaboration/Partnership with Connecticut Community Colleges, Department of Social Services and the CT Department of Labor

Intake/Training Coordinator

2006-2008

Train and manage all new hires, and achieved significant improvements in their productivity.

Supervise four verification specialists, schedule work hours, resolve conflicts, determined salaries, recruit, interview and select employees to fill vacant positions. Planned and conducted new employee orientation to foster positive attitude toward company goals, prepared and recommended procedures to reduce absenteeism and turnover.

Intake Specialist

2004-2006

Interviewed applicants and recipients to determine eligibility for public assistance, explained rules governing eligibility, grants, methods of payment and legal rights to applicants and recipients. Identified need for social services and made referrals to various agencies and community resources available. Also prepared and kept records of assigned cases.

Education**Springfield College****Manchester, NH*****M.S. Human Services******Concentration: Community Psychology*****Eastern Connecticut State University****Willimantic, CT*****B.A. Major- Sociology, Minor- Anthropology*****Other**

Certified National Workforce Development Professional (NAWDP)

Human Resources Management Certification

Global Career Development Facilitator

Sexual Harassment Certificate

PPMT certificate

CPR/First-Aid

Notary

PALM BEACH COUNTY
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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: Community Action Advisory Board Advisory ☒ Not Advisory ☐

☒ At Large Appointment or ☐ District Appointment /District #: _____

Term of Appointment: 3.3 Years. From: 6/7/16 To: 9/30/19

Seat Requirement: Private Sector Representative Seat # 8

☐ *Reappointment or ☒ New Appointment

or ☐ to complete the term of _____ Due to: ☐ resignation ☐ other

Completion of term to expire on: _____

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

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

Name: Lanier Elvin Donovan
 Last First Middle

Occupation/Affiliation: First Choice Credit Union

 Owner ☐ Employee ☒ Officer ☐

Business Name: First Choice Credit Union

Business Address: 1055 S. Congress Avenue

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

Residence Address: 13046 49th Street North

City & State Royal Palm Beach, FL Zip Code 33411

Home Phone: 561-371-2284 Business Phone: 561-649-7128

Cell Phone: 561-371-2284 Fax: _____

Email Address: elvinlanier@firstchoicecu.org

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> |
|---------------------------------|----------------------------|--------------------------------|---------------------|
| 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 watching the training program on the Web, DVD or VHS on 8-7- 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: [Signature] Printed Name: Elvin Lannic Date: 8-7-15

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 or contact us via email at ethics@palmbeachcountyethics.com or (561) 233-0724.

Return this FORM to:

Anita Murphy-Moore or Program Coordinator, Kelvin Bledsoe at Community Action Program/Community Services
810 Datura Street, West Palm Beach, FL 33401

Section III (Commissioner, if applicable):

Appointment to be made at BCC Meeting on: _____

Commissioner's Signature: _____ Date: _____

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

Revised 01/14/2014

Elvin Lanier

13046 49th Street North West Palm Beach Florida 33411

Phone 561-784-3869 E-mail elvinlanier@firstchoicecu.org

Experience

3/1996-11/1997 **First Choice Credit Union** **West Palm Bch, FL**

Teller

- Cash handling
- Teller transactions
- Vault balancing

11/1997-12/2001 **First Choice Credit Union** **West Palm Bch, FL**

Member Service Rep/Collection assistant

- Open accounts
- Loan Processing
- Process payment collection payments, make calls and process notices, and attend court hearings

12/2001 – 1/2012 **First Choice Credit Union** **West Palm Bch, FL**

Loan Officer

- Underwrite Loans
- Process Loans
- Loan Closings

1/2012/Current **First Choice Credit Union** **West Palm Beach, FL**

Branch Manager

- Oversee Branch Duties and Staff
- Underwrite Loans
- Oversee Branch audits and polices

Education

1992-1995 **Oak Ridge H.S.** **Orlando, FL**

High School Diploma

- Certified in Loan Underwriting & Collections

References

References are available on request.

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

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Seat Requirement: Private Sector Representative Seat # 10
☐ *Reappointment or ☒ New Appointment
or ☐ to complete the term of Jonel Etienne Due to: ☒ resignation ☐ other
9/30/16; plus additional 3 years for a term
Completion of term to expire on: date of 10/01/16 – 09/30/19

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Section II (Applicant): (Please Print)

APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT

Name: Davis Florenzia Watson
Last First Middle
Occupation/Affiliation: Dietitian/Nutritionist
Owner ☒ Employee ☐ Officer ☐
Business Name: Holistic Wellness Integrations, Inc.
Business Address: 2772 Ravella Way
City & State Palm Beach Gardens, FL Zip Code 33410
Residence Address: 2772 Ravella Way
City & State Palm Beach Gardens, FL Zip Code 33410
Home Phone: 561-282-6689 Business Phone: 410-624-6670
Cell Phone: 410-624-6670 Fax: _____
Email Address: drdavisfw@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:

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| <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"/> |

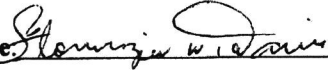
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☒ By watching the training program on the Web, DVD or VHS on 05/16 2016
☐ By attending a live presentation given on _____, 20____

AND

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

*Applicant's Signature:  Printed Name: Florenzia Watson Davis Date: 5/16/16

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) 355-1915.

Return this FORM to:
{Insert Liaison Name Here}, {Insert Department/Division Here}
{Insert Address Here}

Section III (Commissioner, if applicable):

Appointment to be made at BCC Meeting on: _____

Commissioner's Signature: _____ Date: _____

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

FLORENZIA WATSON DAVIS

2772 Ravella Way
Palm Beach Gardens, FL 33410
Home 561-282-6689 • Cell: 410-624-6670 • Fax: 561-282-6689
Email: drdavisfw@aol.com

EDUCATION AND TRAINING

- Doctor of Philosophy, Howard University Washington, DC, May 2002
Major - Nutritional Sciences
Area of Concentration - Community Nutrition

Dissertation Title: Selected Risk Factors and Dietary Intake Differences in Postmenopausal African American and Caucasian Women with and without Coronary Heart Disease
- Master of Science, Morgan State University, Baltimore, MD, May 1975
Major - General Sciences

Thesis Title: Medicinal Herbs
- Bachelor of Arts, Bennett College, Greensboro, NC, May 1972
Major - Pre-Medicine
- Certificate of Training in Childhood and Adolescent Weight Management, American Dietetic Association, 2004
- Certificate of Training in Adult Weight Management, American Dietetic Association, 2003

PROFESSIONAL DESIGNATION

- Registered Dietitian, Commission on Dietetic Registration
- Licensed Dietitian/Nutritionist, State of Florida, Department of Health, Division of Medical Quality Assurance
- Licensed Dietitian/Nutritionist, State of Maryland, Department of Health

WORK EXPERIENCE

- President/Director, Dr. Florenzia Davis' Holistic Wellness Integrations, Palm Beach Gardens, FL, 2014-Present
- Senior Public Health Nutritionist/Community Health and Regional Dietetic Internship Coordinator, WIC/Nutrition Program, Community Health Division, Palm Beach County Health Department, 2004-2014
- Proprietor/Nutritionist, Medical Nutrition Plus, Inc., Ellicott City, MD, 2003-2004

RESEARCH INTERESTS

- Worksite and Community Wellness
- Overweight and Obesity Prevention
- Weight Management

PUBLICATIONS

- Davis, F.W. & Cooper, J. (2006). First Grade Nutrition and Fitness Curriculum. WIC/Nutrition Program, Community Health Division, Palm Beach County Health Department.
- Davis, F.W. (2002). Selected Risk Factors and Dietary Intake Differences in Postmenopausal African American and Caucasian Women with and without Coronary Heart Disease. *ProQuest*.

PRESENTATIONS

- Davis, F.W. (2011). Taming the Obesity Epidemic Panel, The Future of Medicine Creating a Roadmap to Where Healthcare Should Be, Palm Beach County Medical Society Services, West Palm Beach, FL.
- Davis, F.W. (2010). Influence of Nutrition in Sickle Disease. Sickle Cell Foundation of Palm Beach County and Treasure Coast, Inc. West Palm Beach, FL.
- Davis, F.W. (2010). For the Health of It: Back to Basics. Lake Ida Church of Christ, Del Ray Beach, FL.
- Davis, F.W. (2009). Search Your Heart. Tabernacle Missionary Baptist Church, West Palm Beach, FL.
- Davis, F.W. (2009). A Healthy Start: Healthy Mother, Healthy Pregnancy, Healthy Baby. West Palm Beach Chapter, National Coalition of 100 Black Women. Community Baby Shower, West Palm Beach, FL.
- Davis, F.W. (2009). Maximizing Your Power: Mind, Body and Spirit. Lake Ida Church of Christ, Del Ray Beach, FL.
- Davis, F.W. (2008). A Healthy Start: Healthy Mother, Healthy Pregnancy, Healthy Baby. West Palm Beach Chapter, National Coalition of 100 Black Women. Community Baby Shower, West Palm Beach, FL.
- Davis, F. W. (2008). Maximizing Your Power: Mind, Body and Spirit. Greater Palm Beaches Business & Professional Women's Club, Inc., West Palm Beach, FL.
- Davis, F.W. (2007). Healthy Eating Workshop. Lake Ida Church of Christ, Del Rey Beach, FL.
- Davis, F.W. (2007). Getting Your Grub On: Healthy Eating Habits. Living Water Christian Fellowship International Church, Boca Raton, FL.
- Davis, F.W. (2007). Men's Health. Men's Ministry, Tabernacle Missionary Baptist Church, West Palm Beach, FL.
- Davis, F.W. (2006). Food, Fitness and Fun: Nutrition and Physical Activity Curriculum. Prime Time: An Out of School Program. West Palm Beach, FL.
- Bartosek, C. & Davis, F.W. (2005). A Comprehensive Look at Obesity, Public Health Seminar, Palm Beach County Health Department, West Palm Beach, FL.
- Davis, F.W. (2005). Tips for Choosing Nutritious Foods and Beverages for Before and After Play. The City of Boynton Beach, Recreation & Park Department, Boynton Beach, FL.

- Davis, F.W. (2005). Smart Choices. Take Stock in Children Mentor Program, West Palm Beach, FL.
- Davis, F.W. & Cooper, J. (2005). Childhood Nutrition and Activity, Parents' Associations, School District of Palm Beach County, FL.

GRANTS

- *Media Smart Youth: Eat, Think and Be Active!*, Allegany Franciscan Ministries Palm Beach Regional Tau Grant., West Palm Beach, FL, 2009; \$5,000
- *The Heart Truth Campaign*, American Heart Association and Department of Health and Human Services, 2009; \$2,500
- *Worksite Wellness Mini-Grant*, Florida Department of Health, 2008; \$1,700

MEMBERSHIP IN PROFESSIONAL ORGANIZATIONS

- American Dietetic Association
- Florida Dietetic Association
- Palm Beach Dietetic Association
- Alpha Kappa Alpha Sorority

HONORS AND AWARDS

- Mildred Koffman Award for Outstanding Performance in Community Nutrition, Florida Department of Health in Pasco County Dietetic Internship Program, 2014
- Path Award for Dietetics and Nutrition, Florida International University, Robert Stempel College of Public Health and Social Work, 2011
- Employee of the Year, Palm Beach County Health Department, 2007
- Employee of the Quarter, Community Health Division, Palm Beach County Health Department, 2006
- Certificate of Recognition, Howard University Graduate School Research Symposium, 2002
- Certificate of Achievement for Outstanding Performance in Dietetics, Howard University, 1997
- Tuition Remission, Graduate School, Howard University, 1997

COMMUNITY SERVICES

- Member, Steering Committee, Health & Wellness Model for Faith Based Communities, Northwest Community Consortium, Inc., West Palm Beach, FL. March 2016 – Present
- Member, Palm Beach County Immunization Coalition, West Palm Beach, FL, February 2016 - Present
- Volunteer, Adopt A School Program, UB Kinsey/Palmview Elementary School and Tabernacle Missionary Baptist Church Partnership, 2015 - Present
- Member, Pasco County Dietetic Internship Advisory Council, New Port Richey, FL, 2015-Present
- Volunteer Nutritionist, Community Health Clinic, West Palm Beach, FL, 2014 - Present

- Advisory Board Member, Palm Beach County Community Action Program, West Palm Beach, FL, 2013-Present
- Co-Chair, Fund Raising Committee, Palm Beach Dietetic Association, West Palm Beach, FL, 2013-2014.
- Member, Diabetes Prevention and Management Panel, Palm Healthcare Foundation, Inc., West Palm Beach, Florida, 2012-2013
- Member, Community Health Walk Committee, Northwest Community Coalition, Inc., West Palm Beach, FL, 2012-Present
- Chairperson, Nominating Committee, Palm Beach Dietetic Association, West Palm Beach, FL, 2010-2011
- Mentor, Girls in the Spirit Sorority, Tabernacle Missionary Baptist Church, West Palm Beach, FL, 2009-Present
- Member, Social Justice Ministry, Tabernacle Missionary Baptist Church, West Palm Beach, FL, 2009-Present
- Facilitator, Diabetes Conversation Maps, 2008-Present
- Member, Interfaith Council, West Palm Beach, FL, 2009-2010
- Ambassador/Presenter, American Heart Association – Search Your Heart and Power to End Stroke Programs, 2007-Present
- Trainer, The Happy Kitchen (La Cocina Alegre), 2007-2014
- Presenter, Bridges Out of Poverty, 2007-2009
- Coordinator, Tabernacle Missionary Baptist Church Health Ministry, West Palm Beach, FL, 2006-Present
- Member, Palm Beach Food Alliance, Palm Beach County, FL, 2006-2014
- Local School Wellness Policy Task Force, Palm Beach County School District, Palm Beach County, FL, 2005-Present
- School Health Advisory Committee, Palm Beach County, FL, 2004-2014
- Nutrition and Fitness Committee/Subcommittee of School Health Advisory Committee, 2004-2005
- Planning Board of Howard County, Maryland, 1999-2004
- Chair, Health Ministry of First Baptist Church of Guilford, Columbia, MD, 2003-2004
- Board of Visitors, Bennett College, Greensboro, NC 1989-2004
- Co-Chair, Entrepreneur & Investment Committee, Alpha Kappa Alpha Sorority, Iota Lambda Omega Chapter, 1984-1986
- Educational Advisory Committee, Maryland State Board of Realtors, 1981-1982

CONTINUING EDUCATION

- Continuing Education in compliance with the State of Florida Licensure, 2015 -2017
- Continuing Education in compliance with the Commission on Dietetic Registration, 2013 - 2018

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: COMMUNITY ACTION ADVISORY BOARD Advisory ☒ Not Advisory ☐

☒ At Large Appointment or ☐ District Appointment /District #: _____

Term of Appointment: 2.3 Years. From: JUNE 7, 2016 To: SEPTEMBER 30, 2018

Seat Requirement: REPRESENTATIVE OF THE LOW INCOME Seat #: 15

☐ *Reappointment or ☒ New Appointment

or ☐ to complete the term of _____ Due to: ☐ resignation ☐ other

Completion of term to expire on: _____

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

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

Name: DEAN ELLA _____
 Last First Middle

Occupation/Affiliation: REDEEMING THE TIME PRAYER, INC.

 Owner ☐ Employee ☒ Officer ☐

Business Name: _____

Business Address: _____

City & State _____ Zip Code: _____

Residence Address: 401 W. 32nd STREET

City & State RIVIERA BEACH, FL Zip Code: 33404

Home Phone: _____ Business Phone: () **Ext.** _____

Cell Phone: (561) 598-4746 Fax: ()

Email Address: Ellandean@aol.com

Mailing Address Preference: ☐ Business ☒ Residence

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

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

Minority Identification Code: ☐ Male ☒ Female

☐ Native-American ☐ Hispanic-American ☐ Asian-American ☒ African-American ☐ Caucasian

Section II Continued:

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

| <u>Contract/Transaction No.</u> | <u>Department/Division</u> | <u>Description of Services</u> | <u>Term</u> |
|---------------------------------|-------------------------------|--------------------------------|----------------------------|
| <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 ☒ 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.palmbeachcountyetethics.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):

 X By watching the training program on the Web, DVD or VHS on 8/7 20 15
 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: *Ella Dean* Printed Name: ELLA DEAN Date: 5/17-16

Any questions and/or concerns regarding Article XIII, the Palm Beach County Code of Ethics, please visit the Commission on Ethics website www.palmbeachcountyetethics.com or contact us via email at ethics@palmbeachcountyetethics.com or (561) 355-1915.

Return this FORM to:
{Insert Liaison Name Here}, {Insert Department/Division Here}
{Insert Address Here}

Section III (Commissioner, if applicable):

Appointment to be made at BCC Meeting on: _____

Commissioner's Signature: _____ Date: _____

Ella W. Dean

401 W. 32nd Street * Riviera Beach, FL 33404 * 561-598-4746
ellandean@ aol.com

EXPERIENCE

Health Care
Medical Assistant 1984 to 1987

Provide clinical and administrative assistance to the doctor, performing basic laboratory tests, preparing patients charts for the doctor preparing and administering medication as directed by doctor. Taking medical history, explaining and preparing patients for examination, coding patients' medical records for billing purposes.

Department of Corrections/Probation & Parole Services
Word Processor 1987 to 2003

Type correspondence, reports, text and other written material from rough drafts, voice recordings and dictation.
Check completed work for spelling, grammar, punctuation and format.
File and store complete documents on computer hard drive or disk, and or maintain a computer filing system to store, retrieve, update and delete documents.
Perform other clerical duties, such as answering telephone, sorting and distributing mail, sending faxes.

World Mortgage
Loan Processor/Office Manager 2005 to 2008

Verifies, compiles and type application information for mortgage loans.
Reviews loan application.
Check with credit bureau and employment for verification of accuracy of information.
Submit mortgage application to underwriter.
Check for property abstracts survey, appraisal.
Office Manager

Church of God
Clergy 1987 to Present

Leadership, moral virtues: love, caring, grace, humility, strength of character

EDUCATION

| | |
|--------------------------|-------------|
| High School | Diploma |
| Business Management | Certificate |
| Medical Assistant | Certified |
| Minister | Licensed |
| Diabetes Lifestyle Coach | Certified |

SKILLS & HOBBIES

| | | | |
|---------------------|-------------|---------------|--------|
| Computer experience | Facilitator | Arts & Crafts | Mentor |
|---------------------|-------------|---------------|--------|

Type 90+ WPM
Organizational skills
World Traveler

Management
Volunteering
Certified Lifestyle Coach

Fishing
Reading
Motivator

REFERENCES UPON REQUEST

**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: Community Action Advisory Board **Advisory** ☒ **Not Advisory** ☐

☒ At Large Appointment or ☐ District Appointment /District #: _____

Term of Appointment: 2.3 Years. From: June 7, 2016 To: September 30, 2018

Seat Requirement: Private Sector Representative Seat #: 7

☒ *Reappointment or ☐ New Appointment

or ☐ to complete the term of _____ Due to: ☐ resignation ☐ other

Completion of term to expire on: _____

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

Section II (Applicant): (Please Print)

APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT

Name: WALKER MARTINA
 Last First Middle

Occupation/Affiliation: PASTOR

 Owner ☒ Employee ☐ Officer ☐

Business Name: OMNIPOTENT OUTREACH MINISTRY

Business Address: _____

City & State _____ Zip Code: _____

Residence Address: 514 20TH STREET

City & State WEST PALM BEACH, FL Zip Code: 33407

Home Phone: () Business Phone: (561) 379-4782 Ext. _____

Cell Phone: () 561) 379-4782 Fax: ()

Email Address: Omnipotent1948@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: _____

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 ☒ 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-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):

- X By watching the training program on the Web, DVD or VHS on 8/7/15
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: *Martina Walker* Printed Name: Martina Walker Date: 5/17/16

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) 355-1915.

Return this FORM to:
{Insert Liaison Name Here}, {Insert Department/Division Here}
{Insert Address Here}

Section III (Commissioner, if applicable):

Appointment to be made at BCC Meeting on: _____

Commissioner's Signature: _____ Date: _____

Pursuant to Florida's Public Records Law, this document may be reviewed and photocopied by members of the public. Revised 02/01/2016



2636 Westgate Avenue
West Palm Beach, FL 33409

Phone 561-471-7168
Cell: 561-379-4782
Fax 561-471-7195
E-mail
omnipotent1948@yahoo.com
www.omnipotentoutreachfl.com

Pastor Martina Walker

Objective

Called appointed and anointed by God as an Evangelist to Preach and teach the Gospel of Jesus Christ (Yeshua)

To help and lead the Community, physically and spiritually, by the help and support of other Community Leaders and Organizations, Proceeding to have Summer Camps, and Learning Development Center for the Children

Functional summary

Help in assisting the Poor and the Hungry, by donating food, clothes, shelters, Toys for tots, and with the aid of applying for Food Stamps and Cash Assistance from a Community Level. Providing Community Services Hours for a need by need basis Partnership with Youth Recreation Association Dan Calloway, Founder Partner with Family Central, Palm Beach Marine (Toys for Tots), United Way, Prime Time, Feed South Florida (PALM Beach County), Fresh Food Produce, Palm Beach County Community Service Palm Beach County School District, Palm Beach County Summer Camp Program

Employment

Palm Beach County Health Dept. for 25 years in Human Resources
United Postal Service, Miami, Florida
3.14.93 Secretary of Christian Education
• 5.14.93 Certificate of Appreciation was awarded
• Birthday: August 9, 1948

Education

M I P Graduate
• High School GED, Martin County
• Broward County Technical School 18 months (Secretarial, Accountant Courses (Certificate)

Licensure

• Exhorter Licenses, January 20, 1994
• Ordained Minister: August 9, 1999
• On the Right Path, Summer 1995 Ministerial License #42454

Spiritual Accomplishments /Work Experience

• Spiritual Birthday: October 30, 1986
• Accepted Jesus (Yeshua) as My Personal Savior at the age of 6 years old
• Founder of On the Right Path (1995) later changed to Omnipotent Outreach Ministry
• Founder/President/ Pastor of Omnipotent Outreach Ministry

Inc.

- Omnipotent Development Center June 30, 2012
- President of family training Hour 1 year,
- Assistant of President Chair 1 year,
- Choir and Usher Board,
- Sunday School Secularly/ treasurer,
- Sunday school Teacher, President Mission,
- Children Church Assistant Leader,
- Children Church teacher, Intercessor prayer President 5th Street Church of God, Intercessor Prayer,
- Distinct Mission Booster, Visit home, Hospitals (sick and Shat in),
- FPL special Consumer 2012, and Assistant family Training Hour Church of God C.T.C Counsel 5/30,
- Pastor, Evangelists and, Intercessor Teacher and Preacher, Monday night Prayer,
- Two years Ladies Ministries Chair-Person,
- Three years Assistant Ladies Ministries, Chair-Person, Vice President Of Ministries, Mustard Seed,
- Prayer Band under Mother Lewis, Ordained License Ministries, Joseph Stare House 5th street,
- Church of God-feed the hungry Saturdays/ Thursdays under Deacon Tommy Williams
- Miami Dolphins Vendor Program/Participate in Summer Football event
- Miami University Community Relation Program
- Married 37 years , eight children twenty three grandchildren one great grand

PRIVATE SECTOR

A= Absent/P= Present/E=Excused/R=Resigned/Removed/-- = Vacant/CBW=Cancelled Bad Weather/EBM=Executive Board Meeting/BR=Board Retreat

| NAME/SEAT | 7/15/14 R | 8/18/14 R | 9/16/14 R | 10/25/14 R | 11/18/14 R | 12/17/14 R | 1/20/15 R | 2/17/15 R | 3/17/15 R | 4/21/15 R | 5/19/15 R | 6/16/15 R | 7/11/15 R | 8/18/15 R | 9/15/15 R |
|--------------------------------------|--------------|--------------|--------------|---------------|---------------|---------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|-------------------------|--------------|
| Michelle Dryer Seat #6 | - | - | - | - | - | P | P | P | A | A | A | A | BR P | No Meeting Scheduled | |
| Martina Walker Seat #7 | P (EBM) | P | No Meeting | P (BR) | P | P | A | P | P | P | E | P | BR P | No Meeting Scheduled | |
| Elvin Lanier Seat #8 | -- | -- | No Meeting | P (BR) | E | E | P | A | P | P | P | E | BR E | No Meeting Scheduled | |
| Paula Yastremski Seat #9 | P (EBM) | E | No Meeting | P (BR) | P | P | E | P | A | P | A | P | BR P | No Meeting Scheduled | |
| Jonel Etienne Seat #10 | P (EBM) | P | No Meeting | A (BR) | P | P | P | E | P | P | P | P | BR E | No Meeting Scheduled | |

**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: Community Action Advisory Board **Advisory** [X] **Not Advisory** []

[X] At Large Appointment or [] District Appointment /District #: _____

Term of Appointment: 2.3 Years. From: June 7, 2016 To: September 30, 2018

| | | | |
|-------------------|----------------------------------|---------|----|
| Seat Requirement: | Representative of the Low Income | Seat #: | 14 |
|-------------------|----------------------------------|---------|----|

[X] * Reappointment **or** [] New Appointment

or ☐ to complete the term of Due to: ☐ resignation ☐ other

Completion of term to expire on:

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

Section II (Applicant): (Please Print)

APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT

| | | | |
|-------|------|-------|--------|
| Name: | LOWE | RETHA | |
| | Last | First | Middle |

Occupation/Affiliation: RETIRED FROM CITY OF LAKE WORTH

Owner [] Employee [] Officer []

Business Name: _____

Business Address:

City & State _____ Zip Code: _____

Residence Address: 1301 12TH AVENUE SOUTH

City & State LAKE WORTH, FL Zip Code: 33460

Home Phone: (561)586-7286 Business Phone: () Ext.

Cell Phone: (561)307-3564 Fax: ()

Email Address: _____

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 & 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-79 is required before appointment, and upon reappointment.

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 X By watching the training program on the Web, DVD or VHS on 8/5 20 15
 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: *Retha Lowe* Printed Name: Retha Lowe Date: 5-18-16

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) 355-1915.

Return this FORM to:
{Insert Liaison Name Here}, {Insert Department/Division Here}
{Insert Address Here}

Section III (Commissioner, if applicable):

Appointment to be made at BCC Meeting on: _____

Commissioner's Signature: _____ Date: _____

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

Revised 02/01/2016

Retha M Lowe

1301 12th Ave South, Lake Worth, FL 33460 ♦ (561) 586-7278

Objective: To secure a professional position, utilizing my background, skills, and experience in administration and government, to benefit the citizens of Palm Beach County.

Political/Professional Experience:

- Vice-Mayor of Lake Worth
- Vice-Mayor Pro-Team
- City Commissioner
- President of The Palm Beach League of Cities
- Member Treasure Coast Planning Council
- FL League Policy Committee
- Member of the Community Development Corp.
- Board Member of the Salvation Army
- Member of the Code Enforcement
- Management in banking

Work Experience:

| | | |
|-------------|--|----------------|
| 1968 – 1993 | Branch Manager 1 st Federal Saving and Loan/Great Western Bank | Lake Worth, FL |
| 1994 – 2008 | City Commissioner City of Lake Worth | Lake Worth, FL |

Education:

- | | |
|---|----------------|
| • Business Communication Degree Palm Beach Community College | Lake Worth, FL |
| • Certificate in Government Palm Beach Community College | Lake Worth, FL |
| • Psychology Internship | Lake Worth, FL |
| • H.S. Diploma Carver High School | Delray, FL |

ADVISORY BOARD ANNUAL PARTICIPATION MEETING DATES

LOW-INCOME SECTOR

A=Absent/P= Present/E=Excused/R=Resigned/Removed/-- = Vacant/CBW=Cancelled Bad Weather/EBM=Executive Board Meeting/BR=Board Retreat

| NAME/SEAT | 9/16/14 R | 10/25/14 R | 11/18/14 R | 12/17/14 R | 1/20/15 R | 2/17/15 R | 3/17/15 R | 4/21/15 R | 5/19/15 R | 6/16/15 R | 7/11/15 R | 8/18/15 R | 9/15/15 R | 10/20/15 R | 11/17/15 R |
|-------------------------------|---------------|---------------|---------------|---------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|----------------------------|--------------|---------------|---------------|
| Elaine Gulley Seat #11 | No Meeting | P (BR) | E | E | P | P | P | P | P | P | BR P | No Meeting Scheduled | E | P | |
| Valerie May Seat #12 | No Meeting | P (BR) | A | P | P | P | P | P | P | P | BR P | No Meeting Scheduled | A | P | |
| Theresa Jackson Seat#13 | No Meeting | P (BR) | A | E | P | P | E | P | P | P | BR P | No Meeting Scheduled | P | P | |
| Retha Lowe Seat #14 | No Meeting | P (BR) | P | E | P | P | P | P | E | P | BR P | No Meeting Scheduled | P | P | |
| Ella Dean Seat #15 | No Meeting | - | - | - | - | - | - | - | - | - | - | No Meeting Scheduled | P | P | |

Title: Annual Member Attendance Participation Record
File Location: H:/Databackup March 6/My Documents/CAP Advisory Board Forms/Annual Attendance Updated 10/26/2015

COMMUNITY ACTION ADVISORY BOARD

PROPOSED INVENTORY OF SEATS LIST

| Seat | NAME | SECTOR | App. Date | Exp. Date |
|------|----------------------|----------------------------------|------------|------------|
| 1 | VACANT | PUBLIC SECTOR REPRESENTATIVE | | |
| 2 | VACANT | PUBLIC SECTOR REPRESENTATIVE | | 09/30/2016 |
| 3 | VACANT | PUBLIC SECTOR REPRESENTATIVE | | |
| 4 | VACANT | PUBLIC SECTOR REPRESENTATIVE | | |
| 5 | * Mary R. Wilkerson | PUBLIC SECTOR REPRESENTATIVE | 12/17/2013 | 09/30/2015 |
| 6 | Dina Hill | PRIVATE SECTOR REPRESENTATIVE | 06/07/2016 | 09/30/2019 |
| 7 | Martina Walker | PRIVATE SECTOR REPRESENTATIVE | 06/07/2016 | 09/30/2018 |
| 8 | Elvin Lanier | PRIVATE SECTOR REPRESENTATIVE | 06/07/2016 | 09/30/2019 |
| 9 | * Paula Yastremski | PRIVATE SECTOR REPRESENTATIVE | 02/05/2013 | 09/30/2014 |
| 10 | Dr. Florenzia Davis | PRIVATE SECTOR REPRESENTATIVE | 06/07/2016 | 09/30/2019 |
| 11 | Elaine T. Gulley | REPRESENTATIVE OF THE LOW-INCOME | 12/17/2013 | 09/30/2016 |
| 12 | Valerie M. Mays | REPRESENTATIVE OF THE LOW-INCOME | 12/17/2013 | 09/30/2016 |
| 13 | * Theresa A. Jackson | REPRESENTATIVE OF THE LOW-INCOME | 12/20/2011 | 09/30/2014 |
| 14 | Retha Lowe | REPRESENTATIVE OF THE LOW-INCOME | 06/07/2016 | 09/30/2018 |
| 15 | Ella Dean | REPRESENTATIVE OF THE LOW-INCOME | 06/07/2016 | 09/30/2018 |

* indicates a member having an action pending

Revised: 5.24.16 by M. Jones

Attachment # 2

RESOLUTION NO. R-2014-0588

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

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

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

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

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

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

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

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

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

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

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

There is hereby established an advisory board to be known as the Community Action Advisory Board, herein referred to as the "Advisory Board." Said Advisory Board is also designated as the Community Services Block Grant Advisory Committee pursuant to the CSBG guidelines of the State of Florida Department of Economic Opportunity.

SECTION 3: COMPOSITION

A. The Advisory Board shall be comprised of fifteen (15) members, as follows:

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

SECTION 4: APPOINTMENTS, TERMS, VACANCIES AND COMPOSITIONS

- A. All members of the Advisory Board shall be residents of Palm Beach County, Florida at the time of appointment and while serving on the Advisory Board.
- B. Terms of office for the Advisory Board members shall be three (3) year terms. An individual may serve three (3) consecutive full terms. Terms shall begin on October 1 and end on September 30.
- C. Terms shall be staggered such that one-third (1/3) of the advisory board members shall be selected each year.
- D. Nominations shall be requested by County staff upon adoption of this resolution and generally every year thereafter in a manner that will provide for appointment or reappointment prior to the term expiration. The public sector members are appointed by the Board of County Commissioners, a democratic selection process will be held to fill seats from the low-income sector, the Advisory Board will recommend individuals to fill the seats for the private sector. All nominations shall be approved by the Board of County Commissioners.
- E. A vacancy occurring during a term shall be filled for the unexpired term and in the manner prescribed above.
- F. All Advisory Board members serve at the pleasure of the Board of County Commissioners.
- G. Members appointed pursuant to Section 3.A1 will no longer be eligible to serve on the advisory Board if they, or the elected official they represent, no longer hold elected public office.

SECTION 5: AUTHORITY

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

SECTION 6: SUNSHINE LAW AND STATE CODE OF ETHICS

The Advisory Board must comply with the Sunshine Law and State Code of Ethics. Reasonable public notice of all board meetings shall be provided. All meetings of the board shall be open to the public at all times and minutes shall be taken at each meeting.

SECTION 7: PALM BEACH COUNTY CODE OF ETHICS

Advisory Board members are to comply with the applicable provisions of the Palm Beach County Code of Ethics as codified in Section 2-254 through 2-260 of the Palm Beach County Code.

SECTION 8: TRAVEL EXPENSES, REIMBURSEMENT AND APPROVAL AUTHORITY

Travel reimbursement is limited to expenses incurred only for travel outside Palm Beach County necessary to fulfill board member responsibilities when sufficient funds have been budgeted and are available as set forth in PPM CW-O-038. No other expenses are reimbursable except documented long distance phone calls to the liaison County department. Approval authority for pre-authorized board member travel is designated to the County Administrator and Deputy County Administrator and shall be in accordance with PPM CW-F-009.

SECTION 9: ELIGIBILITY TO SERVE

County employees, other than Commissioners Aides, are not eligible to serve on the Advisory Board unless the County employee is an elected official within Palm Beach County and is nominated for inclusion on the board by an entity other than the Board of County Commissioners. Employees of other units of local government may not represent their respective governments on boards, unless otherwise provided by statute or other rule of law. Former Board of County Commissioners members may not be appointed to the Advisory Board for at least two (2) years following their last day in office as a County Commissioner.

SECTION 10: QUALIFICATION AS A CANDIDATE

Advisory Board members shall not be prohibited from qualifying as a candidate for elected office.

SECTION 11: RESPONSIBILITIES

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

- A. Conduct regular assessments of the circumstances of low income individuals and families and of the resources available and needed in the community to support movement by low income persons toward greater self-sufficiency;
- B. Create a forum for citizen participation that maximizes participation of those served so as to best stimulate and take full advantage of capabilities for self-advancement and assure that programs and projects are meaningful to and widely utilized by their intended beneficiaries;
- C. Participate fully in the development and implementation of programs and projects designed to serve the poor or low income citizens of the county;
- D. Review and recommend programs and projects for the use of the CSBG funds;
- E. Foster and promote cooperation between governmental agencies, community-based non-governmental non-profit organizations and business interests in order to achieve the goals and outcomes of community action plans;
- F. Submit an annual report to the board of county commissioners on activities undertaken and accomplishments made during the preceding year;
- G. Receive reasonable advance notice of, and an opportunity to make recommendations, concerning:
 - 1) Appointment of the program coordinator;
 - 2) Determination of overall program plans and priorities;
 - 3) Approval of program proposals and budgets;
 - 4) Enforcement of compliance with all conditions of federal and state grants;
 - 5) Corrective measures to remove roadblocks affecting program implementation;
 - 6) Determination, subject to federal, state, and local regulations and policies, of rules of procedure for the advisory board;
 - 7) Any changes to this Resolution. In the event that the Advisory Board determines a public meeting is necessary to address any changes to this Resolution, said public meeting will be arranged prior to submission of any such change to the board of county commissioners.
- H. To perform such other duties as may be from time to time assigned by the Board of County Commissioners.

SECTION 12: MEETINGS

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

SECTION 13: OFFICERS

A chair, vice-chair, and secretary shall be elected by a majority vote of the administering board and shall serve for a term of one (1) year, but not to exceed two (2) consecutive terms in any one (1) office.

A. Duties of the Chair:

- 1) Call and set the agenda for Advisory Board meetings;
- 2) Preside at Advisory Board meetings;
- 3) Establish committees, appoint committee chairs and charge committees with specific tasks;
- 4) Serve as primary liaison with program staff; and
- 5) Perform other functions as the Advisory Board may assign by rule or order.

- B. The Vice Chair shall perform the duties of the Chair in the Chair's absence, and such other duties as the Chair may assign.
- C. The Secretary shall be responsible for Board record-keeping and documentation.

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

SECTION 14: REMOVAL FOR LACK OF ATTENDANCE

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

SECTION 15: EFFECTIVE DATE

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

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

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| Commissioner Priscilla A. Taylor, Mayor | <u>Aye</u> |
| Commissioner Paulette Burdick, Vice Mayor | <u>Aye</u> |
| Commissioner Hal R. Valeche | <u>Aye</u> |
| Commissioner Shelley Vana | <u>Aye</u> |
| Commissioner Steven L. Abrams | <u>Aye</u> |
| Commissioner Mary Lou Berger | <u>Aye</u> |
| Commissioner Jess R. Santamaria | <u>Aye</u> |

The Mayor thereupon declared the Resolution duly passed and adopted this 6th day of May, 2014.

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY

ATTEST:
SHARON R. BOCK,
CLERK & COMPTROLLER

BY: 
Tammy K. Fields
Sr. Assistant County Attorney

BY: 
Deputy Clerk

