

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
BOARD APPOINTMENT SUMMARY

Meeting Date: June 21, 2016

Department
Submitted By: Community Services
Advisory Board: Farmworker Program Advisory Board

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to approve: appointment to the Farmworker Program Advisory Board, effective June 21, 2016:

<u>Seat No.</u>	<u>Appointment</u>	<u>Seat Requirement</u>	<u>Term Ending</u>
7	Katherine Bonner	Workforce Alliance of Palm Beach County Representative (n/k/a CareerSource Palm Beach County, Inc.)	09/30/2018

Summary: The total membership for the Farmworker Career Development Program (FCDP) Farmworker Program Advisory Board shall be no more than nine (9) members, per Resolution No.R-2014-0402, comprised of students, representatives of business, education, agencies, and farmworker representatives. Members shall be concerned citizens who understand the problems encountered by farmworkers and are willing to be advocates for them. At least one (1) member shall represent the regional workforce agency. Ms. Bonner represents CareerSource Palm Beach County, Inc. and meets all applicable guidelines and requirements outlined in the Resolution adopted by the Board of County Commissioners on April 1, 2014. Ms. Bonner has disclosed that she is employed by CareerSource Palm Beach County, Inc., which contracts with the County for services. The Farmworker Advisory Board 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. The FCDP Program Coordinator and staff have recommended this appointment. Including the current request for appointment, the board makeup will consist of five (5) African American females, three (2) Hispanic females, one (1) White female, and one (1) African American male. (Farmworker Career Development Program) Countywide (HH)

Background and Justification: Since 1977, Palm Beach County has received a grant from the Florida Department of Education to operate the Farmworker Career Development Program to provide education and job training to seasonal and migrant farm workers. As part of the grant agreement, the Farmworker Program is mandated to maintain a local advisory board. The purpose of this board shall be to advise, assist and support and advocate for the Farmworker Career Development Program on matters that will strengthen employment opportunities for clients served by our agency.

- Attachments:**
- 1. Board/Committee Application
 - 2. Proposed Inventory of Seats List
 - 3. Resolution No. R-2014-0402

Recommended By: Chad White Date 6/1/16
Department Director
Legal Sufficiency: Helene C. Shrigel Date 6/3/16
Assistant County Attorney

II. REVIEW COMMENTS

A. Other Department Review:

Department Director

**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: Farmworker Program Advisory Board Advisory ☒ Not Advisory ☐

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

Term of Appointment: 2.3 Years. From: June 21, 2016 To: September 30, 2018

Seat Requirement: Workforce Alliance of Palm Beach County Rep. Seat #: 7
n/k/a CareerSource Palm Beach County, Inc.

☐ *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: Bonner Katherine Michele
Last First Middle

Occupation/Affiliation: Director Client Programs WIOA (Workforce Innovation & Opportunity Act)

Owner ☐ Employee ☒ Officer ☐

Business Name: CareerSource Palm Beach County

Business Address: 3400 Belvedere Road

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

Residence Address: 6300 Lansdowne Circle

City & State Boynton Beach, FL Zip Code: 33472

Home Phone: (561)738-7735 Business Phone: (561)340-1060 Ext. 2645

Cell Phone: (561)568-9404 Fax: ()

Email Address: kbonner@careersourcepbc.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>
<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>10/2/15-101/16</u>
<u>R2014-0135</u>	<u>PBC Surplus Property Thrift Store</u>	<u>Surplus Property Thrift Store</u>	<u>2/4/16-2/3/17</u>
<u>R2013-0534</u>	<u>Palm Beach Airport</u>	<u>Lease 3400 Belvedere Road, West Palm Beach, Florida 33406</u>	<u>1/1/14-12/31/23</u>

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

NONE

☐

NOT APPLICABLE/
(Governmental Entity)

☐

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

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

X By watching the training program on the Web, DVD or VHS on May 10, 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: Katherine M. Bonner Printed Name: Katherine M. Bonner Date: 5/10, 2016

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:

Cynthia R. McMillan, Community Services Department/Farmworker Program
607 S. Main Street, Ste. 103 Belle Glade, FL 33430

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.

Katherine M. Bonner

EDUCATION:

Biscayne College / St. Thomas University, Miami, Florida
B.A. Public Administration
Broward Community College, Ft. Lauderdale, Florida
Courses in: Grant Writing (non-profit and for profit) and Various Microsoft Office programs.

EMPLOYMENT:

6/22/2009 – Present CareerSource Palm Beach County, West Palm Beach, Florida

Director Client Programs, WIOA Adult & Dislocated Worker

Manager Career Development

Business Service Manager

Project Funding Manager

7/29/2008 to 6/19/2009 Republic Tower & Hoist/General Crane, Pompano Beach, Florida

Construction Notice Coordinator

Duties and responsibilities include accounts receivable, process liens, and research and issue Notice to Owners (NTO), general ledger and customer service for a nationwide construction support company.

7/1/1997 to 1/6/2007 Broward Community College, Pembroke Pines, Florida

Interim Director, Industry Based Training

Directed and oversaw the design and development of federally funded, Workforce Investment Act and Welfare Transition programs multi-component, employer specific, competency based training. Liaison to funding agent (Workforce One), governmental agencies (Broward County Economic Development Office, Broward Alliance) and the employment community. Maintained statistical data and reports for college and funding agent; prepared and monitored budget; direct supervision and evaluation of 7 person staff. Developed and maintained a strong professional relationship within the employer community to ensure customer satisfaction.

9/1996 to 6/30/1997 Broward Employment & Training Administration (BETA), Ft Lauderdale, Florida

Industry Based Training Job Developer

Facilitated On- the-Job Training (OJT) contracts as well as customized training agreements for funding agent. Developed training plans, work statements and employer profiles for the recruitment and placement of appropriate candidates. Created and coordinated recruitment efforts through paid advertising. Work within budget and program restraints for paid advertising and OJT reimbursements. Presented no-cost training programs to various businesses, city and county organizations and their membership.

5/1993 – 9/27/1996 Boynton Botanicals, Boynton Beach, Florida

Office Manager

Responsible for the day-to-day general office operation of a wholesale plant nursery. Duties included: human resources, purchasing, accounts payable, accounts receivable, payroll, and general ledger.

REFERENCES:

Bruce Hoffman, Sergeant City of Atlantis Police Department 561-752-6184
Victoria Fields, Business Owner (Insurance) Retired 561-251-3764
Barbara Cipriano Public Safety Associate Dean, Palm Beach State College 561-868-3633
Tracy Spier, Systems Analyst, Broward Health Care District 561-416-9271



**Palm Beach County
Farmworker Career Development Program
Advisory Board**

Committee Names, Sectors and Terms of Appointment

Seat	NAME	SECTOR	App. Date	Exp. Date
1	Connie Harriage	Student Rep. Prog. Participant	10/07/2014	09/30/2016
2	Annie L. Monroe	Non for Profit – Farmworker Rep. Farmworker Coordinating Council	10/07/2014	09/30/2016
3	Mae D. Campbell	Private Sector – Farmworker Rep. East Coats Migrant Head Start	10/07/2014	09/30/2016
4	Beatriz Solis	Education – School District Title I Migrant Prog.	10/07/2014	09/30/2016
5	Diane L. Walker	Public Sector Pahokee	10/07/2014	09/30/2016
6	Mary Ross Wilkerson	Public Sector – Belle Glade	10/07/2014	09/30/2016
7	Katherine Bonner	Regional Workforce Board – West Career Center	06/21/2016	09/30/2018
8	Lazara G. Gutierrez	Private Sector/Employer Okeelanta Corporation	10/07/2014	09/30/2016
9	Berkley Finley	Education- Palm Beach State College	10/07/2014	09/30/2016

RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF PALM BEACH COUNTY, FLORIDA, ESTABLISHING THE FARMWORKER PROGRAM ADVISORY BOARD; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Board of County Commissioners of Palm Beach County, Florida, is served by a number of advisory boards, committees, commissions, task forces, and authorities which have been established by the Board of County Commissioners from time to time; and

WHEREAS, the Florida Department of Education requires all Farmworker Program grant recipients to establish a local advisory board comprised of students, farmworker representatives, representatives from business, education, and community agencies; and

WHEREAS, the Board of County Commissioners is a Farmworker Grant Program recipient; and

WHEREAS, the active counsel of those interested in the welfare of farmworkers is important to the effective management and productivity of the Farmworker Program; and

WHEREAS, an advisory board is expected to offer recommendations for program improvement and will provide information relevant to policies which impact the Farmworker Jobs and Education Program (FJEP) students, program and employment opportunities within the community; and

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

Section 1: Creation

The Farmworker Program Advisory Board (Advisory Board) is hereby created to serve in an advisory capacity to the Board of County Commissioners.

Section 2: Purpose

The Advisory Board's purpose is to strengthen the FJEP and to advise, assist, support and advocate on matters that will strengthen employment opportunities for clients served by the program.

Section 3: Responsibilities

The Advisory Board shall have the following responsibilities:

- A. Help recruit students into the program;
- B. Assist in placing students at employment sites;
- C. Assist by offering job mentoring and shadowing opportunities for students;
- D. Facilitate cooperation and communication between the FJEP and the community;
- E. Offer recommendations for program improvement;
- F. Study number of workers needed by target occupation in the community and advise the FJEP staff on economic development opportunities in the community;
- G. Assist the program in setting priorities and participate in ongoing planning activities;
- H. Provide third-party endorsements, introductions, and attend community meetings when appropriate; and
- I. Support and advocate for the FJEP by helping raise the profile and visibility.

Section 4: Membership

The Advisory Board shall be comprised of nine (9) members appointed by the Board of County Commissioners. Members shall be concerned citizens who understand the problems encountered by farmworkers and are willing to be advocates for farmworkers. Members shall represent a cross-section of community leaders, stakeholders and clients served by the program. Members shall have knowledge of the career tasks and competency requirements for specific occupations. At least one (1) member shall represent the regional workforce agency and one (1) member shall be a current or former enrollee/client served by the program.

Section 5: Nominations

Program staff and the Advisory Board may provide recommendations for nominations to the Board of County Commissioners. Members of the Board of County Commissioners shall also be advised of open seats and be provided an opportunity to submit nominations in accordance with the procedures described in Countywide PPM #CW-O-023.

Section 6: Terms of Office

Terms of office for Advisory Board members shall be two (2) years commencing on October 1 and ending on September 30th. The initial appointments to the Advisory Board may be made at any time during the year, and will be effective on the date of appointment. Term ending dates for initial appointments that do not occur on October 1st shall be September 30th of the year which provides the closest calculation to a two (2) year term.

Section 7: Number of Terms Served

There shall be a limit of two (2) consecutive two (2) year terms.

Section 8: Vacancies

Vacancies occurring during a term shall be filled for the unexpired term.

Section 9: Removal without Cause

Advisory Board members serve at the pleasure of the Board of County Commissioners and may be removed without cause upon majority vote by the Board of County Commissioners.

Section 10: Removal for Lack of Attendance

Advisory Board members shall be automatically removed for lack of attendance. Lack of attendance is defined as a failure to attend three (3) consecutive meetings or a failure to attend more than one-half of the meetings scheduled during a calendar year. Participation for less than three-fourths of a meeting shall be the same as failure to attend a meeting. Members removed pursuant to this section shall not continue to serve on the board and such removal shall create a vacancy.

Section 11: Qualification as a Candidate

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

Section 12: 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 13: Residency Requirement

All Advisory Board members must be residents of Palm Beach County at the time of appointment and while serving on the board.

Section 14: Officers

The Advisory Board shall have a Chair, Vice-Chair and Recording Secretary who are elected by the membership for one (1) year terms. Elections shall be held at the first meeting of the membership year (October 1 – September 30) and shall require a simple majority of appointed members for selection. Duties of officers shall be those commonly ascribed to these offices, however, the Recording Secretary shall delegate preparation of meeting minutes and meeting notification functions to program staff and serve in an oversight capacity.

Section 15: 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 16: 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 17: State Financial Disclosure

Appointees to boards that are required to submit a Statement of Financial Interests with the State of Florida Commission on Ethics will be notified that failure to submit a Statement of Financial Interests within 30 days of appointment shall result in invalidation of the appointment.

Section 18: 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 19: Annual Narrative Report

The Advisory Board shall submit an annual narrative report to the Agenda Coordinator. The form, substance, and submittal dates for annual narrative reports are established by PPM CW-O-060.

Section 20: Conduct of Meetings

A quorum must be present for the conduct of all Advisory Board meetings. A majority of the members appointed shall constitute a quorum. All meetings shall be governed by Robert’s Rules of Order.

Section 21: Frequency of Meetings and Notice

The Advisory Board shall meet at least four (4) times a year. Written notice of upcoming meetings shall be sent to Advisory Board members at least ten (10) days prior to the meeting.

Section 22: Conflict with Federal or State Law or County Charter

Any statutory or Charter provisions in conflict with this Resolution shall prevail.

Section 23: Effective Date

The provisions of this Resolution shall be effective April 1, 2014.

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

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 Chair thereupon declared the Resolution duly passed and adopted this 1st day of April, 2014.

Palm Beach County, Florida by its
Board of County Commissioners

Sharon R. Bock, Clerk & Comptroller

BY: Nancy P. [Signature]
Deputy Clerk



Approved as to Form and
Legal Sufficiency

By: [Signature]
Chief Assistant County Attorney