

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS

BOARD APPOINTMENT SUMMARY

Meeting Date: September 27, 2016

Department

Submitted By: Community Services

Advisory Board: Farmworker Program Advisory Board

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to approve: appointment and reappointments to the Farmworker Program Advisory Board, effective October 1, 2016:

<u>Seat No.</u>	<u>Appointment</u>	<u>Seat Requirement</u>	<u>Term Ending</u>	<u>Nominated By</u>
9	Julia Hernandez	Education/Local	09/30/2018	Comm. McKinlay Comm. Taylor
<u>Seat No.</u>	<u>Reappointment</u>	<u>Seat Requirement</u>	<u>Term Ending</u>	<u>Nominated By</u>
2	Annie L. Monroe	Farmworker Family Advocate	09/30/2018	Comm. McKinlay Comm. Taylor
3	Mae Campbell-Harrison	Farmworker Family Advocate	09/30/2018	Comm. McKinlay Comm. Taylor
6	Mary R. Wilkerson	Business Community Representative	09/30/2018	Comm. McKinlay Comm. Taylor

Summary: The total membership for the Farmworker Career Development Program (FCDP) Farmworker Program Advisory Board shall be no more than nine (9) at-large 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. The appointment and reappointments meet all applicable guidelines and requirements outlined in the Resolution adopted by the Board of County Commissioners on April 1, 2014. Ms. Hernandez has disclosed that she is employed by CareerSource Palm Beach County, Inc., Ms. Campbell-Harrison has disclosed that she is employed by Farmworker Coordinating Council of Palm Beach County, Inc. and Ms. Wilkerson has disclosed that she is employed by Data Abuse Treatment Association, Inc. These agencies contract with the County for services. The Farmworker Advisory Board provides no regulation, oversight, management, or policy-setting recommendations regarding contracts. Disclosure of these contractual relationships is being provided in accordance with the provisions of Section 2-443, of the Palm Beach County Code of Ethics. The FCDP Program Coordinator and staff have recommended these appointments. The Board has 9 seats, 9 seats are currently filled and diversity count of Caucasian: 1 (11%), African American: 6 (67%) and Hispanic: 2 (22%). The gender ratio (female:male) is 8:1. Three (3) of the nominees are African American females and one (1) is a Hispanic American female. As of October 1, 2016, there will be four (4) remaining vacancies, FCDP Program Coordinator and staff will conduct targeted outreach in an effort to proffer candidates for appointments that will improve the diversity composition of the Board. (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: Gary 9/13/16
Department Director Date
Legal Sufficiency: Shelene C. Dwyer 9/13/16
Assistant County Attorney Date

II. REVIEW COMMENTS

A. Other Department Review:

Department Director

*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: Palm Beach County Farmworker Program Advisory Board **Advisory** ☒ **Not Advisory** ☐

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

Term of Appointment: 2 Years. From: 10/01/2016 To: 09/30/2018

Seat Requirement: Education/Local Seat #: 09

☐ *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: Hernandez Julia

Last First Middle

Occupation/Affiliation: MSFW Outreach Worker

Owner [] Employee [X] Officer []

Business Name: CareerSource of Palm Beach County

Business Address: 1085 S. Main Street

City & State Belle Glade, FL Zip Code: 33430

Residence Address: 309 Sandpiper Ave.

City & State Royal Palm Beach, FL Zip Code: 33411

Home Phone: _____ Business Phone: (561)829-2040 Ext. 2118

Cell Phone: (561)578-1564 Fax: (561)829-2041

Email Address: jhernandez@careersourcepbc.com

Mailing Address Preference: [X] 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>R2016-0751</u>	<u>Community Services</u> (Attach Additional Sheet(s), if necessary)	<u>Client Services</u>	<u>3/21/16 -7/31/2019</u>
OR			
NONE <input type="checkbox"/>		NOT APPLICABLE/ (Governmental Entity) <input type="checkbox"/>	

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

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

☒ By watching the training program on the Web, DVD or VHS on 7/21 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: Julia Hernandez Printed Name: Julia Hernandez Date: 06-22-2016

Any questions and/or concerns regarding Article XIII, the Palm Beach County Code of Ethics, please visit the Commission on Ethics website www.palmbeachcountvethics.com or contact us via email at ethics@palmbeachcountvethics.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: Melissa McKeely Date: 8/10/16

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

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<u>(Attach Additional Sheet(s), if necessary)</u>			
<u>OR</u>			
<u>NONE</u> <input type="checkbox"/>		<u>NOT APPLICABLE/</u> <input type="checkbox"/> <u>(Governmental Entity)</u>	

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{Insert Address Here}

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Appointment to be made at BCC Meeting on:

Commissioner's Signature: [Signature] Date: 8/16/16

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

Revised 02/01/2016

JULIA F. HERNANDEZ

P. O. Box 428
Pahokee, FL 33430
561-578-1564

SUMMARY OF QUALIFICATIONS

- Farming Community Outreach
- Liaison between Migrant Seasonal Farm Workers and CareerSource Center
- Food Safety & Compliance
- Over 7 years experience in Farm Labor/Child Labor Law
- Compliance Enforcement and Investigations
- Two years experience in Farm Labor Contractor Testing & Registration
- Over 15 years experience in auditing and adjudication of unemployment claims
- Fraud investigation
- Employment Eligibility Verification
- Excellent Communication Skills
- Fluent in English and Spanish
- WPS Certification – Pesticide
- Notary Public

EMPLOYMENT

Migrant Seasonal Farmworker Outreach Representative CareerSource Palm Beach County	Belle Glade, FL	March 2015 – Present
Employment Security Representative I (Claims & Adjudication) State of Florida	Ft. Lauderdale, FL	2010 – 2014
Fraud Investigator Agency for Workforce Innovation	Tallahassee, FL	2009 – 2010
Employment Security Representative II (Adjudication) State of Florida	Ft. Lauderdale, FL	2007 – 2009
State Investigator State of Florida	West Palm Beach, FL	2006 – 2007
Employment Security Representative I & II (Claims & Adjudication) State of Florida	Ft. Lauderdale, FL	2005 – 2006
Compliance & Safety Pero Farms	Delray Beach, FL	2004
Director of Food Safety & Compliance/Workers' Compensation TKM Farms	Belle Glade, FL	2003 – 2004
Farm Labor Investigator State of Florida Farm & Child Labor Section	Belle Glade, FL	1997 – 2003
Unemployment Adjudicator/Employment Counselor State of Florida Department of Labor	Belle Glade, FL	1988 – 1997
Claims Taker State of Florida Department of Labor	Belle Glade, FL	1987 – 1988

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

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Section I (Department): (Please Print)

Board Name: Palm Beach County Farmworker Program Advisory Board Advisory ☒ Not Advisory ☐

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

Term of Appointment: 2 Years. From: 10/01/2016 To: 09/30/2018

Seat Requirement: Farmworker Family Advocate Seat #: 02

[X] * Reappointment or [] New Appointment

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

Completion of term to expire on: _____

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Section II (Applicant): (Please Print)

APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT

Name:	Monroe	Annie	Lois
	Last	First	Middle

Occupation/Affiliation: Branch Director

Owner [] Employee [X] Officer []

Business Name: Farmworker Coordinating Council

Business Address: 233 W. Ave. A Suite - D

City & State Belle Glade, FL Zip Code: 33430

Residence Address: 932 S.W. Ave. J

City & State Belle Glade, FL Zip Code: 33430

Home Phone: (561)993-8461 Business Phone: (561)992-0603 Ext. 107

Cell Phone: (561) 985-4291 Fax: (561) 992-8618

Email Address: lmonroe@farmworkercouncil.org

Mailing Address Preference: ☒ Business ☐ Residence

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

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

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

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- ☐ By attending a live presentation given on _____, 20____

AND

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

*Applicant's Signature: Annie Monroe Printed Name: Annie Monroe Date: 7/18/16

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Return this FORM to:
Cynthia McMillan, Community Services/Farmworker Program}
607 S. Main Street, Suite 103, Belle Glade, FL 33430

Section III (Commissioner, if applicable):

Appointment to be made at BCC Meeting on: _____

Commissioner's Signature: Melesse McKieley Date: 8/10/16

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.

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AND

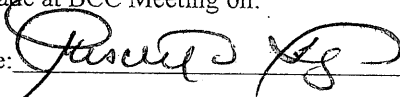
By signing below I acknowledge that I have read, understand and agree to abide by the Guide to the Sunshine Amendment & State of Florida Code of Ethics:

*Applicant's Signature  Printed Name: Annie Monroe Date: 7/18/16
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:
Cynthia McMillan, Community Services/Farmworker Program}
607 S. Main Street, Suite 103, Belle Glade, FL 33430

Section III (Commissioner, if applicable):

Appointment to be made at BCC Meeting on:

Commissioner's Signature:  Date: 8/7/16

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Annie L. Monroe
932 SW Ave J, Belle Glade, FL 33430
Cell: (561) 985-4291
Work: (561) 992-0603
Job ID: 8491

Objective

To obtain a challenging position with your agency in a capacity in which my experience and skills will be utilized.

Education

Palm Beach Atlantic University Bachelor of Arts Organizational Management	2006
Palm Beach Community College Associates of Arts Degree	2004

Experience

Farm Worker Coordinating Council

Branch Director

2000 - Present

Coordinates and supervises the application of services to clients. Identifies and verifies the eligibility of clients for emergency assistance; Assistance for Housing Opportunities to Promote Employment (A-HOPE), Community Service Block Grant (CSBG), and Emergency Services Grant Program (ESGP). Educates and counsels clients informally within the office and during in-home visitations. Disseminates information about; educational resources, English for Speakers of Other Languages (ESOL), literacy, and Vocational Rehabilitation services. Ensures that all client files and program documentation is completed and maintained in an organized manner. Compiles and generates monthly reports indicating client's progress towards achieving economic self-sufficiency. Attends and schedules community workshops in order to provide better services to clients. Supervises case managers and outreach workers.

East Coast Migrant Head Start Project

Center Director

1997 - 1999

Managed and supervised all aspects of the Head Start project. Maintained staff files and ensured completeness of training records. Developed and implemented a monthly checks and balances process to promote fiscal accountability. Attended and scheduled training workshops to enhance center readiness to meet the needs of community. Recruited and trained parents for becoming members of the Policy Council that advised the local organization in meeting the needs of both children and their families.

Assistant Director

1996 - 1997

Accounted and managed the application for funds from the United States Department of Agriculture (USDA). Established and initiated guidelines that aided in the passing of health inspections. Trained and supervised kitchen staff in the procedures of proper sanitation disposal. Interviewed and assisted in the recruitment of tutors for the ESOL program.

Health Disability Coordinator/Family Service Coordinator

1987 - 1996

Actively maintained and verified children files for current immunization and dental screenings. Developed and updated Individual Educational Plans (IEP's) and Individual Family Service Plans (IFSP's) for children requiring special needs. Provided training to parents and staff on health issues and special needs assessments. Completed referrals and located agencies that could assist families in need of healthcare, food, clothing, etc. Conducted home visits and documented progress for all children with disabilities.

References available upon request

1/27/16

PALM BEACH COUNTY FARMWORKER CAREER

DEVELOPMENT PROGRAM

ADVISORY COUNCILS SIGN IN SHEET

Name	Phone Number
1. Cynthia R McMillan	561-992-7406
2. Julia Hernandez	561-313-7447
3. Mae Campbell-Harrison	561-914-0625
4. Alma L. Rios	561 992 15 25
5. Lois Monroe	(561) 992-0603 985-4291
6. Eugenia S. Elijah	(561) 992-7405
7. Diane N. Walker	561 692 1290
8. Latrice Richardson	561 992-7405
9.	
10.	
11.	
12.	
13.	
14.	
15.	

ADVISORY BOARD MEETING

April 27, 2016

1.

Annex R Mon

2.

Mary Rose Wilkins

3.

Beatriz Solis

4.

Diana Solunga

5.

Alma L. Priot

6.

Capitan R. Moller

7.

Patricia Pacheco

8.

9.

10.

Julia Holz

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

Name: Campbell-Harrison Mae D.
Last First Middle

Occupation/Affiliation: Child Care Director
Owner ☐ Employee ☒ Officer ☐

Business Name: East Coast Migrant Head Start Project

Business Address: 475 US Highway 27 N

City & State South Bay, FL Zip Code: 33493

Residence Address: 340 Noah Court

City & State Belle Glade, FL Zip Code: 33493

Home Phone: (561)996-0273 Business Phone: (561)996-2939

Cell Phone: (561) 914-0625 Fax: (561)

Email Address: mharrison@ecmhsp.org

Mailing Address Preference: ☐ Business ☒ Residence

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

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

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

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AND

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

*Applicant's Signature: Mae D Campbell-Harrison Printed Name: Mae D Campbell-Harrison Date: 7-25-16

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:
Cynthia McMillan, Community Services/Farmworker Program}
607 S. Main Street, Suite 103, Belle Glade, FL 33430

Section III (Commissioner, if applicable):

Appointment to be made at BCC Meeting on: _____

Commissioner's Signature: Melissa McKeely Date: 8/10/16

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>
<hr/>			
<p>(Attach Additional Sheet(s), if necessary) OR</p>			
<p>NONE <input checked="" type="checkbox"/></p>		<p>NOT APPLICABLE/ (Governmental Entity) <input type="checkbox"/></p>	


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 07/25/2016
☐ 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:

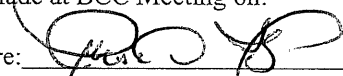
*Applicant's Signature:  Printed Name: Mae D Campbell-Harrison Date: 7-25-16

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:
Cynthia McMillan, Community Services/Farmworker Program}
607 S. Main Street, Suite 103, Belle Glade, FL 33430

Section III (Commissioner, if applicable):

Appointment to be made at BCC Meeting on:

Commissioner's Signature:  Date: 8/6/16

Mae D. Campbell

Objective

To be considered for a position of Board Member for the Farm worker Jobs and Education Program.

Experience

March 28, 2005 - Present East Coast Migrant Head Start Project South Bay, Florida

Center Director

- Over site of the day to day operations of the center including budget and food services
- Take lead in ensuring that staff and parent training plans are implemented per agency requirements.
- To ensure that National Accreditation and County's Five Star rating is maintained.

2005-2007 Palm Beach Community College Belle Glade, Fl.

Adjunct Instructor

- Teaching Early Childhood Education classes

1972-1989 Wee Care, Inc Belle Glade, Fl.

Classroom Teacher/Clerical

- Providing a safe, healthy, learning environment for children ages 2 to 5 years.
- Providing developmentally appropriate learning activities for children during the hours of operations
- Basic Clerical duties including bookkeeping and recording keeping for the USDA Food Program

1989-2004

Executive Director

- Responsible for the overall operations of the child care center which included but not limited to fiscal management, staff training and development, contract management, parent involvement, staff screening, food services, purchasing and program assessment.
- Preparation of reports for Board of Directors and funding agencies.

2005-Present East Coast Migrant Head Start Project South Bay, Fl

Center Director

- Responsible for the day to day operations of the head start center which includes but not limited to center level budget management, hiring and supervision of staff, implementation of recruitment plan to ensure that migrant and seasonal families are served based on the selection criteria.
- Implementation of Center Level Training Plans for staff and parents
- Work closely with the Head Start Administrator in the areas of planning and reporting.
- To ensure that the Head Start Performance Standards are met and maintained throughout the center at all times.

Mae D. Campbell

- Maintains center’s licensing, National Accreditation and Five Star rating.
- Maintain collaborative agreements as well as community partnerships.

Education

1970 Lake Shore Jr.-Sr. High School Belle Glade, Fl.

High School Diploma

1999 Palm Beach Atlantic University West Palm Beach, Fl

Bachelor of Science (Organizational Management)

Other Certificates and Achievements

State of Florida Child Care Director’s Credential (Advance Level)
Palm Beach County Train the Trainers Certificate
Child Development Associate/ National Association for the Education of Young Children
National Food Safety Manager Certification
CNA Certified Nursing Assistant
Palm Beach Community College Women’s of Accomplishment Award in Child Care (2002)
Notary State of Florida

Affiliations

Delta Sigma Theta Sorority
National Head Start Association
NAEYC-National Association for the Education of Young Children
SECA-Southern Early Childhood Association
Mt. Zion African Methodist Episcopal Church-Belle Glade

References

References are available on request.

1/27/16

PALM BEACH COUNTY FARMWORKER CAREER

DEVELOPMENT PROGRAM

ADVISORY COUNCILS SIGN IN SHEET

Name	Phone Number
1. Cynthia R McMillan	561-992-7406
2. Julia Hernandez	561-313-7447
3. Mae Campbell-Harrison	561-914-0625
4. Alma L. Rios	561 992 15 25
5. Lois Monroe	(561) 992-0603 985-4291
6. Eugenia S. Elijah	(561) 992-7405
7. Diane L. Walker	561 692 12 90
8. Latrice Richardson	561 992-7405
9.	
10.	
11.	
12.	
13.	
14.	
15.	

ADVISORY BOARD MEETING

April 27, 2016

1. *Ann R. Mon*
2. *Mary Rose Williams*
3. *Beatriz Soto*
4. *Diana Solunga*
5. *Alma L. Lister*
6. *Capitla R. Miller*
7. *Robert Richardson*
8. _____
9. _____
10. *Julia Holz*

**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: Palm Beach County Farmworker Program Advisory Board Advisory ☒ Not Advisory ☐

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

Term of Appointment: 2 Years. From: 10/01/2016 To: 09/30/2018

Seat Requirement: Business Community Representative Seat #: 06

☐ 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:	Wilkerson	Mary	R.
	Last	First	Middle

Occupation/Affiliation: Counselor

Owner [] Employee [X] Officer []

Business Name: Drug Abuse Treatment Association (DATA)

Business Address: 1720 E. Tiffany Drive

City & State Mangolia Park, FL Zip Code: 33407

Residence Address: 617 NW 14th Street

City & State Belle Glade, FL Zip Code: 33430

Home Phone: _____ Business Phone: (561) 972-1447

Cell Phone: (561) 248-4026 Fax: (561)

Email Address: Zeta97@att.net

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>R2015-1230</u>	<u>Community Services</u>	<u>Client Services</u>	<u>10/01/15 -9/30/2016</u>
(Attach Additional Sheet(s), if necessary)			
OR			
NONE	<input type="checkbox"/>	NOT APPLICABLE/ (Governmental Entity)	<input type="checkbox"/>

ETHICS TRAINING: All board members are required to read and complete training on Article XIII, the Palm Beach County Code of Ethics, and read the State Guide to the Sunshine Amendment. **Article XIII, and the training requirement can be found on the web at: <http://www.palmbeachcountyethics.com/training.htm>.** Ethics training is on-going, and pursuant to PPM CW-P-79 is required before appointment, and upon reappointment.

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- ☒ By watching the training program on the Web, DVD or VHS on 06/02/2016
- ☐ 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: Mary Ross Wilkerson Printed Name: Mary Ross Wilkerson Date: 06/02/16

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:
Cynthia McMillan, Community Services/Farmworker Program}
607 S. Main Street, Suite 103, Belle Glade, FL 33430

Section III (Commissioner, if applicable):

Appointment to be made at BCC Meeting on: _____

Commissioner's Signature: Melissa McMillan Date: 8/10/16

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.

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<u>R2015-1230</u>	<u>Community Services</u>	<u>Client Services</u>	<u>10/01/15 -9/30/2016</u>
(Attach Additional Sheet(s), if necessary)			
OR			
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*Applicant's Signature: Mary Ross Wilkerson Printed Name: Mary Ross Wilkerson Date: 06/02/16

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:
Cynthia McMillan, Community Services/Farmworker Program}
607 S. Main Street, Suite 103, Belle Glade, FL 33430

Section III (Commissioner, if applicable):

Appointment to be made at BCC Meeting on:

Commissioner's Signature: [Signature] Date: 8/12/16

Mary Ross Wilkerson
617 N.W. 14th Street
Belle Glade, FL 33430
(561) 996-4145

e-mail- zeta97@att.net

EDUCATION

St. Thomas University – 1989
Miami, Florida
Major: Human Resource with emphasis in Psychology

New England Tech of Palm Beach County – 1986
West Palm Beach, Florida
Major: Data Entry minor in Computer Programming
Associate of Applied Science Degree

PROFESSIONAL EXPERIENCE

City Commissioner
City of Belle Glade
2009-Present

On-Site Counselor
Drug Abuse Treatment Association, Inc.
2007-Present

Screen all clients within the assigned agency and to identify those with substance abuse problems. Implement appropriate substances abuse services in conjunction with Belle Glade Team and, as needed, provide group and/or individual outreach as well as intervention services. Work closely with Prevention Belle Glade Staff, and others who provide ancillary services, drug education and urinalysis screening may also be required, facilitate crisis intervention services as needed, establish collaborative relationships with community providers, link clients to social services as needed, facilitate drug and anger management education individual and/or group sessions, while attending daily court proceedings, advocate for appropriate individuals to receive outreach intervention services.

Migrant Advocate
School District of Palm Beach County
2004-2007 Retired

Advocate for migrant students with parents, school staff, employers and the public in a manner which is effective and sensitive to language and cultural differences. Ability to gain rapport with migrant students and motivate them. Assist migrant 6-12 grade students toward graduation. Serves as a liaison between teachers, counselors, parents and students. Provides motivation and support for attendance, participation in school and migrant activities, and academic excellence.

Client Services Unit Leader
School District of Palm Beach County
2001-2004

Serves as project S.A.V.E. (See and Valuing Education) coordinator which includes recruiting students that are socio-economic disadvantage to encourage them to attend school and to improve in all areas of learning. Some students attended Sylvan Learning Center, after school tutorial and

Leadership Training Seminars. My duties include making numerous home and school visits. This is a two-year grant which I generated \$80,205.00.

Social Service Facilitator

School District of Palm Beach County
1989-2000

Serve as a Team leader for a group of Community Resource People (CRP's); review CRP's Weekly Planners, mileage forms and identification forms. Providing vital information for resource. Implements all support services activities for a cluster of schools; identifies and recruits migratory children. Assist the Community Resource Specialist with social services for migrant students. Codes health information on appropriate forms; assists the Migrant Secondary Program, Early Childhood Program, Language Arts program, and Parental Involvement Program. Submits weekly and monthly summary reports of activities and SRP reports. Assists the Department of Federal Program's administrative staff as needed. Trouble shooter for personnel differences that may arise during Supervisor's absence.

Life Skills Instructor

South Bay Correctional Facility/Wackenhut
5/1997-5/2003

Instruct male inmates in areas of pre-release preparations, household planning, re-entry into society, budgeting skills, parenting skills, improving interpersonal skills, stress and anger management skills.

City Commissioner

City of Belle Glade
1998-2000

Crisis Unit Technician

Western Palm Beach County Mental Health Center
1989-1996

Conducted counseling sessions for rehabilitating alcohol, drug and mental health clients. Complete detailed admissions' packets for every admittance; conduct one-on-one counseling sessions for clients unable to participate in group sessions. Maintain accurate records of supplies and clients needs; plan and prepare meals for clients.

PROFESSIONAL EXPERIENCE

Office Assistant/Data Entry Clerk

School District of Palm Beach County – Pahokee Elementary
1986-1989

Organize enrollment registration for school; input, retrieve and update information on each student; compile and classify data obtained; complete request for information forms and mail to parents and/or guardians for students; assist in various office duties.

Instructional Aide

School District of Palm Beach County
1980-1986

Tutor school students utilizing teacher directed instructions; assist teacher in maintaining accurate records; complete appropriate forms as instructed; assist teacher in various classroom responsibilities.

Teacher's Aide

School District of Palm Beach County
1977-1980

Tutor Trainable Mentally Retarded students utilizing teacher directed instructions; assisting teacher in various classroom responsibilities; assisting students with personal care.

VOLUNTEER WORK

Advisory Committee 1988-1990

Glades Central Community High School

Coordinator for "Project Graduation" 1987-1988

Glades Central Community High School

"Raider" Band Booster 1988-1990

Glades central Community High School

Youth Director 1989-1990

Mt. Zion A.M.E. Church

College Outreach Program 1996-1998

Palm Beach Community College – Glades Campus

Pre-planning Committee 1997

Palm Beach Community College – Glades Campus

Glades Youth Council 1998-2001

Zeta Phi Beta Sorority, President 2001-2003

VISION-To-Action 1996-1998

Church School Teacher

Mt. Zion A.M.E. Church

Glades Area Police Athletic League (PAL), President 2002-2004

Glades Area MLK Committee, Vice-Chair, 2001 – Present

Board Member-Community Action Council-Palm Beaches, 2009-Present

1/27/16

PALM BEACH COUNTY FARMWORKER CAREER

DEVELOPMENT PROGRAM

ADVISORY COUNCILS SIGN IN SHEET

Name	Phone Number
1. Cynthia R McMillan	561-992-7406
2. Julia Hernandez	561-313-7447
3. Mae Campbell-Harrison	561-914-0625
4. Alma L. Rios	561 992 15 25
5. Lois Monroe	(561) 992-8603 985-4291
6. Eugenia S. Elijah	(561) 992-7405
7. Diane L. Walker	561 692 1290
8. Latrice Richardson	561 992-7405
9.	
10.	
11.	
12.	
13.	
14.	
15.	

ADVISORY BOARD MEETING

April 27, 2016

1.

Anna R. Monahan

2.

Mary Rose Williams

3.

Beatriz Solis

4.

Diana Colunga

5.

Alma L. Lister

6.

Capitula R. Miller

7.

Robert Richardson

8.

9.

10.

Julia Holz

FARMWORKER PROGRAM ADVISORY BOARD PROPOSED INVENTORY OF SEATS LIST

Seat	NAME	SECTOR	App. Date	Exp. Date
1	VACANT	Program Participant		
2	*Annie L. Monroe	Farmworker Family Advocate	10/01/2016	09/30/2018
3	*Mae Campbell-Harrison	Farmworker Family Advocate	10/01/2016	09/30/2018
4	*VACANT	Farmworker Family Advocate		
5	*VACANT	Elected Official		
6	*Mary R. Wilkerson	Business Community Representative	10/01/2016	09/30/2018
7	Katherine Bonner	Workforce Alliance of Palm Beach County Rep. k/n/a CareerSource Palm Beach County, Inc.	06/21/2016	09/30/2018
8	VACANT	Local Employer		
9	*Julie Hernandez	Education/Local	10/01/2016	09/30/2018

* indicates a member having an action pending

Revised: 9.7.16 by M. Jones

Resolution No. R-2014-0402**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:

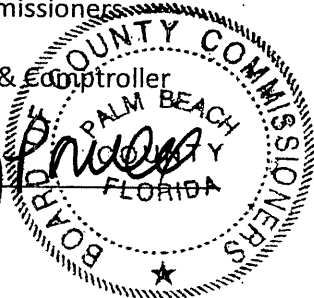
Commissioner Priscilla A. Taylor, Mayor	-	<u>Aye</u>
Commissioner Paulette Burdick, Vice Mayor	-	<u>Aye</u>
Commissioner Hal R. Valeche	-	<u>Aye</u>
Commissioner Shelley Vana	-	<u>Aye</u>
Commissioner Steven L. Abrams	-	<u>Aye</u>
Commissioner Mary Lou Berger	-	<u>Aye</u>
Commissioner Jess R. Santamaria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



Approved as to Form and
Legal Sufficiency

By: [Signature]
Chief Assistant County Attorney