



## 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: Palm Beach County Farmworker Program Advisory Board Advisory  Not Advisory  At Large Appointment or  District Appointment / District #: \_\_\_\_\_Term of Appointment: 1.9 Years. From: ~~11/22/16~~ 12/6/14 To: 09/30/18Seat Requirement: Program Participant Seat #: 1 \*Reappointment or  New Appointmentor  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: Pierre Saint Clairemencia  
Last First MiddleOccupation/Affiliation: StudentOwner  Employee  Officer **Business Name:** Academy of Nursing and Health Occupations**Business Address:** 5154 Okeechobee Blvd.City & State West Palm Beach Zip Code: 33417**Residence Address:** 417 Martin Luther King, Blvd. Apt. 1City & State Belle Glade, FL Zip Code: 33430Home Phone: \_\_\_\_\_ Business Phone: ( ) Ext. \_\_\_\_\_Cell Phone: (561)633-6599 Fax: ( )Email Address: clairemencia@gmail.comMailing Address Preference:  Business  ResidenceHave 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

**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 &amp; 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-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 7/20 20 16  
 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: Clairmencia Pimental Date: 07/26/16

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](http://www.palmbeachcountyethics.com) or contact us via email at [ethics@palmbeachcountyethics.com](mailto:ethics@palmbeachcountyethics.com) or (561) 233-0724.

**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: 10-11-2014

**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)

**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):

By watching the training program on the Web, DVD or VHS on 7/20 20 16  
 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: Clairemencia Pimpas Date: 07/20/16

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](http://www.palmbeachcountyethics.com) or contact us via email at [ethics@palmbeachcountyethics.com](mailto:ethics@palmbeachcountyethics.com) or (561) 233-0724.

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: S. Abrams

Date: 10/11/16

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

Revised 01/14/2014

**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 &amp; 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-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 7/20 20 16  
 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: Clairmencia Pimental Date: 07/20/16

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](http://www.palmbeachcountyethics.com) or contact us via email at [ethics@palmbeachcountyethics.com](mailto:ethics@palmbeachcountyethics.com) or (561) 233-0724.

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: 10/4/16

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

Revised 01/14/2014

**CLAIREMENCIA PIERRE SAINT**

417 Martin Luther King Blvd Apt 1  
Belle Glade, FL 33430  
561-633-6599  
clairemencia@gmail.com

**CERTIFIED NURSING ASSISTANT**  
RELIABLE, DEPENDABLE AND RESPONSIBLE  
**BILANGUAL ENGLISH, CREOLE**

**ABILITIES SUMMARY**

- Home Health Aide, CNA
- Excellent customer service skills
- Leadership, team member
- Motivated, Success Driven, Dependable
- Knowledgeable of Microsoft Office Suite
- Written, oral expression
- Adhere to Safety Guidelines
- Adaptable, Fast Learner
- Demonstrate time management
- Active Listening, interpersonal skills
- Reliable, Accountable, Calm Tactful
- HIPPA privacy rule, CPR, OSHA/HIV
- Medical error, Domestic violence
- Alzheimer's disease, related disorders
- Effective organizational skills
- Quick, accurate cashiering
- Good phone etiquette

**EMPLOYMENT HISTORY**

FAMILY DOLLAR, Belle Glade, FL 2014 – PRESENT

**Cashier**

- Greeted patrons and provided superior customer service at high volume grocery store
- Performed fast and accurate check-out at front registers
- Built and maintained positive customer relationships
- Assisted customers by providing information, answering questions, and resolving complaints
- Cleaned, organized and stocked shelves, removing expired items
- Used electronic scanners, cash registers, or related equipment
- Processed credit or debit card transactions and validated checks

CRESTHAVEN EAST, West Palm Beach, FL 2015 – 2015

**Certified Nursing Assistant**

- Reported, documented and discussed patient's observations with supervisor.
- Checked patients' pulse, temperature and respiration.
- Provided patients with help moving, meals, dressing and grooming.
- Changed bed linens, laundry and assisted with cleaning room.
- Prepared healthy meals, helped patients to adapt to disability, and illness.
- Implemented appropriate infection control practices according to health standards.

TIMELESS SERVICE T& T, Coral Springs, FL 2013 – 2014

**Interpreter/Customer Service**

- Provided oral and written interpretation services Assisted in proofreading translated materials
- Ensured that all written interpretation material is filed appropriately
- Took notes during oral interpretation and provided feedback

**EDUCATION**

LPN Program	Academy for Nursing and Health Occupations, FL	PRESENT
Certified Nurse Assistant	Academy for Nursing and Health Occupations, FL	2015
High School	Diploma, Glade Central High School, Belle Glade, FL	2015

REFERENCE AVAILABLE UPON REQUEST

**CERTIFICATIONS**

HIPPA Privacy Rules, Documentation Legal Aspects	ACADEMY FOR NURSING	2015
75 HOUR HOME HEALTH AIDE CERTIFICATION	ACADEMY FOR NURSING	2015
ASSISTING WITH SELF-AD OF MEDICATION	ACADEMY FOR NURSING	2015
FIRST AIDE AND EMERGENCY COURSE 4 HOURS	ACADEMY FOR NURSING	2015
DOMESTIC VIOLENCE	ACADEMY FOR NURSING	2015
HIV/AIDS/OSHA	ACADEMY FOR NURSING	2015
DEMENTIA CARE/ALZHEIMER	ACADEMY FOR NURSING	2015
CPR/AED	AMERICAN HEART ASSOCIATION	2015
RESIDENTS RIGHTS	ACADEMY FOR NURSING	2015

REFERENCE AVAILABLE UPON REQUEST





**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 &amp; 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-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 9/7 20 16  
 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: Beatriz E Solis Date: 9-7-16

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](http://www.palmbeachcountyethics.com) or contact us via email at [ethics@palmbeachcountyethics.com](mailto:ethics@palmbeachcountyethics.com) or (561) 233-0724.

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: Paulette Bueda Date: 10-11-2016

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

Revised 01/14/2014

**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 &amp; 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-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 9/7 20 16  
 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: Beatriz E Solis Date: 9-7-16

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](http://www.palmbeachcountyethics.com) or contact us via email at [ethics@palmbeachcountyethics.com](mailto:ethics@palmbeachcountyethics.com) or (561) 233-0724.

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: S. Abrams 16 Date: 10/11/16

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

Revised 01/14/2014





## Beatriz E. Solis

6291 Adams St Jupiter, FL, 33458 (561) 236-2044  
Beatriz.solis@palmbeachschools.org

### Objective

To be part of a 21<sup>st</sup> century team of progressive educators preparing students for the global work force providing a nurturing educational environment.

### Education

<b>Florida Atlantic University</b> West Palm Beach, FL Master of Arts in TESOL	<b>2008-Present</b>
<b>Universidad del Valle</b> Cali, Colombia Bachelor of Arts in Psychology	1984
Master of Business Administration	1999

### Certifications

Florida Professional Teaching Certificate; Exp. June 30, 2015	
Primary Grades PreK-3	Social Science 6-12
Elementary Education K-6	Spanish K-12
Middle Grades Math 5-9	Exceptional Student Education K-12
Middle Grades Integrated Curriculum	ESOL K-12
Reading Endorsement	Media Specialist K-12
Business Education	

### Work Experience

<b>Migrant Education Program</b> , Palm Beach County/ West Area	<b>2009- Present</b>
<ul style="list-style-type: none"><li>Bilingual Resource Teacher</li><li>Parent Liaison Teacher</li></ul>	

### Federal & State Program

**2010- 2012**

- Temp Teacher Addtl School  
Assisted with the review and approval of Student Learning Plans (SPLs) for students participating in the Supplemental Educational Services (SES) program. Completed monitoring visits at SES providers' tutorial sites to ensure program compliance.

### Grove Park Elementary School, Palm Beach Gardens, Florida

**2007 – 2009**

- ESOL Guidance Counselor (Long Term Substitute)
- Math Coach K-3 graders
- Assistant Paraprofessional II: One on One and small group teacher for ESE\
- Hospital/Homebound teacher for EMH 4<sup>th</sup> grader

### Beacon Cove Elementary School, Jupiter, Florida

**2008**

- Teacher: In School Suspension (Interim)

### Children's Services Council, Boynton Beach, Florida

**2004-2008**

- Parenting Educator
- Teaching bilingual classes of Life Skills in Palm Beach County Schools
- Guiding Students in development Life Skills
- Providing Parenting classes at Palm Beach County Schools and Community Centers

### Gimnasio Buenaventura, Buenaventura, Colombia

**1994-2000**

- Guidance Counselor

- Foreign Language (English) Teacher

**Presentations**

- Presenter at the Sunshine State TESOL 32<sup>nd</sup> Annual Conference 2009
- Presenter at the 5<sup>th</sup> Annual Palm Beach County Language and Culture Conference 2009
- Volunteer at El Sol Neighborhood Resources Center/Corn Maya 2006-Present

**Skills** Bilingual/biculturate/biliterate (English and Spanish); Microsoft Office (Excel, Outlook, Power Point, Publisher, Word)

**References:** Available upon request

1/27/14

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. Gros 561 992 15 25
5. Lois Monroe (561) 992-8603 985-4291
6. Eugenia S. Elyah (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.

*Annie R. Monahan*

2.

*Mary Rose Waldman*

3.

*Beatrix Solis*

4.

*Diana Colunga*

5.

*Alma L. Priest*

6.

*Cynthia R. Miller*

7.

*Kathleen Richardson*

8.

9.

10.

*Julia Holz*



**FARMWORKER PROGRAM ADVISORY BOARD  
PROPOSED INVENTORY OF SEATS LIST**

<b>Seat</b>	<b>NAME</b>	<b>SECTOR</b>	<b>App. Date</b>	<b>Exp. Date</b>
1	* Clairemencia Pierre Saint	Program Participant	12/06/2016	09/30/2018
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	*Beatrice Solis-Grueso	Farmworker Family Advocate	12/06/2016	09/30/18
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: 11.10.16 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-Q-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 1<sup>st</sup> shall be September 30<sup>th</sup> 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: [Signature]  
Deputy Clerk



Approved as to Form and  
Legal Sufficiency

By: [Signature]  
Chief Assistant County Attorney