

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS

BOARD APPOINTMENT SUMMARY

Meeting Date: June 20, 2017
Department: Office of Small Business Assistance
Advisory Board: Small Business Advisory Committee

EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to approve: appointment of the following individual to the Small Business Assistance (SBA) Advisory Committee for the seat and term indicated below.

<u>NOMINEE</u>	<u>SEAT</u>	<u>DESIGNATION</u>	<u>TERM</u>	<u>NOMINATED BY</u>
Denise C. Albritton	9	Women's Business Organization	06/20/2017 to 09/30/2018	Mayor Burdick Vice Mayor McKinlay Commissioner Valeche

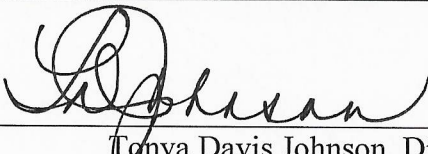
Summary: The SBA Advisory Committee is established pursuant to Section 2.80.32, of the Palm Beach County Code as amended on March 12, 2013. The committee consists of fifteen (15) members representing one (1) black business owner certified as a small business by the County; one (1) Hispanic business owner certified as a small business by the County; one (1) woman business owner certified as a small business by the County; one (1) white male business owner certified as a small business by the County; one (1) business owner domiciled in Palm Beach County; one (1) representative of a business incubator program; one (1) representative of the Hispanic business organization; one (1) representative of the National Association of Women in Construction; one (1) representative of a Women's Business Organization; one (1) certified minority contractor; one (1) representative of the Associated General Contractors of America; one (1) representative of the Small Business Development Center; one (1) representative of a financial institution that assists small businesses; one (1) representative of the Black Chamber of Commerce; and one (1) representative of a professional services organization. The SBA Advisory Committee supports the nominations and a memo was sent to the Board of County Commissioners on April 28, 2017, requesting approval of the recommendation. No other nominations were received.

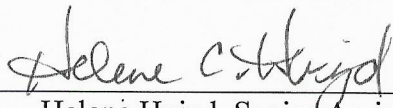
The SBA Advisory Committee consists of fifteen (15) members and the terms of the seats are for three (3) years. The SBA Advisory Committee reviews and evaluates the effectiveness of small business programs within County Government. The Committee currently consists of fourteen (14) members. The current diversity count is: Caucasian: 7 (50%), African American: 5 (35.7%), and Hispanic: 2 (14.2%). The gender ratio (female:male) is: 7:7. The nominee for appointment to seat 9 is an African American female. **Countywide** (HH).

Background and Justification: Section 2.80.32, as amended, of the Palm Beach County Code, provided for appointments to be made from specific organizations and representative of the small business community.

Attachments:

- Boards/Committees Application
- Resume of Nominee
- Current List of Board Members

Recommended By: 
 Tonya Davis Johnson, Director 5/31/17
Date

Legal Sufficiency: 
 Helene Hvizd, Senior Assistant County Attorney Received on
June 7, 2017
Date

II. REVIEW COMMENTS

A. Other Department Review:

Department Director

**BOARDS/COMMITTEES
APPLICATIONS**

ATTACHMENT 1

**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: Small Business Advisory Committee Advisory Not Advisory
 At Large Appointment or District Appointment /District #: _____
Term of Appointment: 1.1 Years. From: 06/06/2017 To: 09/30/2018
Seat Requirement: Woman's Business Organization Seat #: 9
 *Reappointment or New Appointment
or to complete the term of Jane Bloom Due to: resignation other
Completion of term to expire on: 09/30/2018

*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: Albritton Denise C.
Last First Middle
Occupation/Affiliation: President/CFO
Owner Employee Officer
Business Name: Bus One, LLC
Business Address: 8117 Bautista Way
City & State Palm Beach Gardens, FL Zip Code: 33418
Residence Address: 8117 Bautista Way
City & State Palm Beach Gardens, FL Zip Code: 33418
Home Phone: _____ Business Phone: (561)758-7377 x3
Cell Phone: (561) 214-3559 Fax: (561) 244-4116
Email Address: denise@bus-one.com

Mailing Address Preference: Business Residence

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

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

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

Section II Continued:

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

<u>Contract/Transaction No.</u>	<u>Department/Division</u>	<u>Description of Services</u>	<u>Term</u>
<u>Example: (R#XX-XX/PO XX)</u>	<u>Parks & Recreation</u>	<u>General Maintenance</u>	<u>10/01/00-09/30/2100</u>

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

NONE

NOT APPLICABLE/
(Governmental Entity)

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

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

- By watching the training program on the Web, DVD or VHS on 4/29/17
- 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: Denise Albritton Printed Name: Denise C. Albritton Date: 4/29/17

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:
Vicky Cronell, Administrative Secretary
Office of Small Business Assistance
50 South Military Trail, Suite 202
West Palm Beach, FL 33415

Section III (Commissioner, if applicable):

Appointment to be made at BCC Meeting on: _____

Commissioner's Signature: Paula He Burdick Date: 5/2/17

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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 West Palm Beach, FL 33415

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Appointment to be made at BCC Meeting on: _____

Commissioner's Signature: Melissa M...ly Date: 5-2-17

Section II Continued:

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West Palm Beach, FL 33415

Section III (Commissioner, if applicable):

Appointment to be made at BCC Meeting on:

Commissioner's Signature: Paul Valecho Date: 5/1/17

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

Revised 02/01/2016

RESUMES OF NOMINEES

ATTACHMENT 2

BIO

Denise Cotman Albritton
8117 Bautista Way
Palm Beach Gardens, FL 33418
Phone: 561-214-3559
Email: ladanez09@gmail.com

Denise Cotman Albritton was born and raised in West Palm Beach, Florida. She graduated from North Shore High School and obtained an Associates of Arts Degree in Marketing from Palm Beach Junior College, Lake Worth, FL and a Bachelor's of Science Degree in Business Management from Hodges College in Naples, Florida.

Denise worked in the nonprofit sector for more than 10 years as Director of Programs for the Tallahassee Urban League in Tallahassee, FL. There she was instrumental in developing programs and community projects geared towards assisting at-risk youth in the following areas: crime prevention and intervention, first-time offenders, teen pregnancy prevention and intervention, NULITES and KEYS youth mentoring programs.

Denise grew up in a family where entrepreneurship was encouraged. Her parents owned Bob's Janitorial Services, a successful janitorial service for more than 20 years. She has always had the desire to become an entrepreneur. That desire came to fruition when she and her husband Mike Albritton decided to start Bus One, a charter bus company, in 2007. Bus One LLC is a largest locally owned and operated, minority and woman owned full service transportation provider in Palm Beach County.

Bus One LLC believes in supporting the community by providing assistance to various Title I schools and non-profit organizations.

Denise's area of great passion and she believes her gift, is to empower and provide necessary provisions for girls, young ladies and women. That they may be afforded the time, attention, love and care to be empowered to excel and succeed, achieving their dreams and goals.

Denise is the immediate past president and member of the National Coalition of 100 Black Women, Inc. West Palm Beach Chapter. She served four years as president of this organization of progressive women of color, who advocate on behalf of women and girls of color through national and local actions and strategic alliances that promotes its agenda on leadership development and gender equity in the areas of health, education, leadership and economic empowerment

Denise is the Chair of the Board of Directors for the Women's Chamber Foundation and Past President of the Board of Directors for the Women's Chamber of Commerce of Palm Beach County, Inc. The WCC is an organization of professional, diverse and likeminded business women who are dedicated to supporting the economic empowerment and advancement of women in all aspects of business by providing opportunities, financial growth, leadership and legislative resources in the marketplace.

Denise has served as a mentor for three years with the Women of Tomorrow Program for young ladies at Seminole Ridge High School. Additionally, she also serves on the PAC Committee for South University's Business Program.

Denise is married to Thomas "Mike" Albritton II, she is the bonus mother of Jeremy, Darien, Adrien "Addy", Jordan and Julian. She is the daughter of Bobby and Jacquelyn Cotman of West Palm Beach, FL.

CURRENT LIST OF BOARD MEMBERS SMALL BUSINESS ADVISORY COMMITTEE

<u>Seat</u>	<u>Incumbent</u>	<u>Seat Requirement</u>
1	John Elliott (B)	Certified Black Business Owner
2	Aida Veronica Vidal (H)	Certified Hispanic Business Owner
3	E. Ann McNeill (B)	Certified Woman Business Owner
4	Robert Geoff Waite (W)	Certified White Male Business Owner
5	Amy Angelo (W)	Business Owner Domiciled in PBC
6	Penny Pompei (W)	Business Incubator Program
7	Samuel Roman (H)	Hispanic Business Organization
8	Rachelle Wood (W)	Nat'l Assoc. of Women in Construction
9	Jane Bloom (W)	Women's Business Organization
10	Javin Walker (B)	Certified Minority Contractor
11	Scott Johnson (W)	Associated General Contractors
12	Vincent Nolan (W)	Small Business Development Center
13	Seabron Smith (B)	Financial Institution that assists small businesses
14	Thais Sullivan (B)	Black Chamber of Commerce
15	VACANT	Professional Services Organization

ATTACHMENT 3