

3A4

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS

BOARD APPOINTMENT SUMMARY

Meeting Date: July 11, 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 Carole Hart to the Small Business Assistance (SBA) Advisory Committee to complete the term of Vincent Nolan, Seat No. 12, who has resigned, for the term of July 11, 2017 to September 30, 2018.

<u>NOMINEE</u>	<u>SEAT</u>	<u>DESIGNATION</u>	<u>TERM</u>	<u>NOMINATED BY</u>
Appoint				
Carole Hart	12	Small Business Development Center	7/11/2017 to 09/30/2018	Mayor Burdick Commissioner Abrams

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 nomination and a memo was sent to the Board of County Commissioners on June 21, 2017, requesting approval of the recommendation. No other nominations were received.

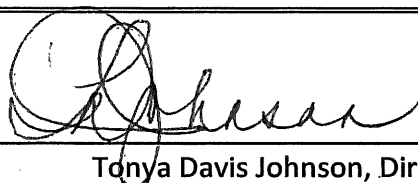
The SBA Advisory Committee consists of fifteen (15) members and the terms of the seats are for three (3) years. The SBA Advisory Committee reviews and evaluates the effectiveness of small business programs within County Government. The Committee currently consists of fourteen (14) members. The current diversity count is: Caucasian: 7 (50%), African American: 5 (35.7%), and Hispanic: 2 (14.2%). The gender ratio (female:male) is: 6:7. The nominee for appointment to seat 12 is a Caucasian 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:

1. Boards/Committees Application
2. Resume of Nominee
3. Current List of Board Members

Recommended By:

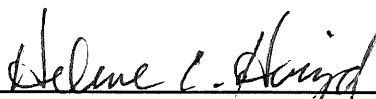


Tonya Davis Johnson, Director

7/6/17

Date

Legal Sufficiency:



Helene Hvizd, Senior Assistant County Attorney

Date

II. REVIEW COMMENTS

A. Other Department Review:

Department Director

BOARDS/COMMITTEES APPLICATIONS

ATTACHMENT 1

*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.***

Board Name: Small Business Advisory Committee **Advisory** ☒ **Not Advisory** ☐

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

Term of Appointment: 1.1 Years. From: 07/11/2017 To: 09/30/2018

Seat Requirement: Small Business Development Center Seat #: 12

☐ *Reappointment **or** ☒ New Appointment

or ☒ to complete the term of Vincent Nolan Due to: ☒ resignation ☐ other

Completion of term to expire on: 09/30/2018

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

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: _____

Page 1 of 2

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 June 13, 2017
☐ 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: Carole Hart Printed Name: Carole Hart Date: June 13, 2017

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: Paul H. Burdick Date:

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

Revised 02/01/2016

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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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: S. Abrams  Date: 6/29/17

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

Revised 02/01/2016

RESUME OF NOMINEE

ATTACHMENT 2

Carole Hart, Regional Program Manager, Government Contracts Consultant with the Palm Beach State College SBDC has twenty-five(25) years of experience in the private sector, working in the aerospace procurement industry and as a Subcontracts Manager, worked with commercial airline suppliers and major subcontractors for commercial and federally let contracts.

She holds a Bachelor's degree in Business Administration from Barry University and a Master's degree in Counseling from New York Institute of Technology.

Additionally she holds a Department of Veteran Affairs Certification as a Veteran's Certification and Verification Program counselor.

Hart;who specializes in government procurement, contracting and certifications, is currently responsible for training and one-on-one consulting at the Palm Beach State College Small Business Development Center.

Carole has worked in the Small Business Development Center/Government Contract Services Program for sixteen (16) years.

Carole Urcell Adams- Hart

Palm Beach State College 3000 St. Lucie Avenue AD 308

Boca Raton, FL 33431-6490

Telephone (561) 862-4782

Mobile: 561-901-2588

Email: hartc@palmbeachstate.edu

**Regional Program Manager, Certified Business Analyst, Certified Counselor
Veterans Certification & Verification Program -Department of Veteran's Affairs
Palm Beach State College
Small Business Development Center
Procurement Technical Assistance Center (PTAC)
January 2009-Present**

**Procurement Specialist, Certified Business Analyst
Florida Atlantic University
Small Business Development Center
Procurement Technical Assistance Center(PTAC)
June 2001-December 2008**

Provide small, medium and large business owners(women,minorities,veterans and service connected disabled veterans) training and counseling relative to government procurement including but not limited to how to write proposals and capability statements, how to obtain minority certifications at the local, state and federal level, how to obtain General Services Administration (GSA) Schedules and how to market to government agencies.

**Major Subcontracts Manager
Honeywell International Aerospace Systems
(Formerly Allied Signal)
August 1999-February 2001
Redmond, Washington**

Directed day to day improvement initiatives in a commodity team and supplier quality improvement organization.

Responsible for the IDIQ contract management program with the Air Force and program/project manager for the Raytheon/Honeywell subcontract which included all deliverables.

Worked closely with the shipment coordination groups, PCO and ACO and manufacturing cells to support the production plans.

**Purchasing Supervisor/Subcontracts Administrator
Allied Signal
February 1975-August 1999**

Fort Lauderdale, Florida

Managed and negotiated international subcontracts for autopilot, avionics and control computers.

Reviewed and wrote numerous procurement procedures in support of ISO registration and FAA regulation.

Negotiated cost savings for operating services and supplies

Managed procurement activities of \$20 million.

Employed provisional temporary staff-managing pay rates and purchase order activities.

Supervised staff of 12 permanent employees.

Small Business Liaison Officer (SBLO)

Exercised judgment and initiative in locating and mentoring small businesses which would be reliable sources of supply meeting acceptable quality, price and delivery requirements and support the Corporate Subcontracting Plan.

Compiled data in support of the SF 294 and SF 295 reports.

Corporate liaison between the federal government audit team and internal management.

Senior Buyer

Responsible for buying a wide variety of materials and supplies include but not limited to raw materials, mechanical and electrical subassemblies and components necessary in the manufacture of aerospace products.

Knowledgeable in contract management such as fixed price incentive (FPI), fixed price with predetermination provisions, (FPR) cost-plus incentive, materials contracts, corporate buying agreements, and blanket purchase orders.

Education

MA Human Relations & Counseling, Barry University August, 1999

BA Professional Studies, New York Institute of Technology May, 1989

AA Education, Broward Community College May, 1975

Professional Memberships

APTAC-Association of Procurement Technical Assistance Centers

ACA-American Counseling Association

ACCA-American Christian Counselor Association

SHRM-Society for Human Resource Management

Personal

Strongest assets are the ability to understand complex problems quickly, ascertain the requirements for a solution, generate well-conceived strategies and implement complete solutions in minimal time. Additional strength lies in building strategic alliances towards common vision and goals and supporting community outreach.

References

Available upon request

CURRENT LIST OF BOARD MEMBERS

SMALL BUSINESS ADVISORY COMMITTEE

<u>Seat</u>	<u>Incumbent</u>	<u>Seat Requirement</u>
1	John Elliott (BM)	Certified Black Business Owner
2	Aida Veronica Vidal (HF)	Certified Hispanic Business Owner
3	E. Ann McNeill (BF)	Certified Woman Business Owner
4	Robert Geoff Waite (WM)	Certified White Male Business Owner
5	Amy Angelo (WF)	Business Owner Domiciled in PBC
6	Penny Pompei (WF)	Business Incubator Program
7	Sifredo "Freddy" Ascencio, Jr. (HM)	Hispanic Business Organization
8	Rachelle Wood (WF)	Nat'l Assoc. of Women in Construction
9	Denise Albritton (BF)	Women's Business Organization
10	Javin Walker (BM)	Certified Minority Contractor
11	Scott Johnson (WM)	Associated General Contractors
12	Vincent Nolan (WM)	Small Business Development Center
13	Seabron Smith (BM)	Financial Institution that assists small businesses
14	VACANT	Black Chamber of Commerce
15	VACANT	Professional Services Organization