

BOARD APPOINTMENT SUMMARY

Department: Office of Small Business Assistance

Advisory Board: Small Business Advisory Committee

12-5-17
Date

II. REVIEW COMMENTS

A. Other Department Review:

Department Director

BOARDS/COMMITTEES APPLICATION

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: .9 Years. From: 12/19/2017 To: 09/30/2018
Seat Requirement: Woman's Business Organization Seat #: 9
☒ *Reappointment or ☐ New Appointment
or ☒ to complete the term of Denise Albritton Due to: ☐ resignation ☒ other
Completion of term to expire on: 09/30/2018 Attendance

***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: 2650 Lakeshore Drive
City & State: Riviera Beach, FL Zip Code: 33404
Residence Address: 2650 Lakeshore Drive
City & State: Riviera Beach, FL Zip Code: 33404
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 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.

Contract/Transaction No.	Department/Division	Description of Services	Term
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.palmbeachcountylethics.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 _____
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 C. Albritton Printed Name: Denise C. Albritton Date: 11/21/17

Any questions and/or concerns regarding Article XIII, the Palm Beach County Code of Ethics, please visit the Commission on Ethics website www.palmbeachcountylethics.com or contact us via email at ethics@palmbeachcountylethics.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: Joe A. Valicchio Date: 11/28/17

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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*Applicant's Signature: Denise Albritton Printed Name: Denise C. Albritton Date: 11/21/17

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: Paulette Burdick Date: 12-4-2017

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

Denise C. Albritton

Phone: 561-214-3559

E-mail: denise@bus-one.com

2650 Lake Shore Drive, Unit 606

Riviera Beach, FL 33404

PROFESSIONAL EXPERIENCE

- 2006-Present Owner Bus One LLC**
Luxury motor-coach company
Responsibilities include but not limited to: reservations, accounting, bookkeeping, proposals, public relations and marketing and quality control.
Corporate alliances: Palm Beach County Tourist & Development Council, Palm Beach County Sports Commission, Palm Beach County Conventions and Visitors Bureau, Jupiter Beach Resort, Singer Island Marriott Resort & Spa, Kravis Center for the Performing Arts, Doubletree Hotels PBG, Marriott Hotels WPB & PBG, Florida Atlantic University, Palm Beach County Schools, iHeartMedia, CBS Radio and others
- 2001-2006 General Manager, Tallahassee, FL Barnes & Noble Booksellers**
Community Relations Manager, Naples, FL Barnes & Noble Booksellers
Increased company profitability by exceeding comp store sales by +8%, goal \$8.5 million
Exceeded SPH goal by +4%
Developed institutional (non profit) sales category to create additional sales of \$350,000 annually
Developed outside corporate sales category to create additional sales of \$250,000 annually
Exceeded customer service standards by recruiting, training and developing results driven managers and sales team.
Developed effective teamwork by conducting weekly motivational sales meetings
Coordinated all in-store events which included: book-signings (in-store and off-site), workshops, discussion groups, children's programming, book drives, fundraisers, produced monthly store event calendars.
- 2000-2001 Department Manager Dillard's Department Store**
Exceeded annual sales volume of \$7 million by 12%
Visual merchandiser for all women's RTW
Coordinate in-store events
- 1997-2000 Store Manager Ann Taylor, Tallahassee, FL**
Exceeded sales volume by half million the first year in a new market
Created brand excellence through marketing and in-store event planning
Controlled Inventory Shrink at .9%
Developed effective teamwork by conducting monthly motivational sales meetings
Maintained a high level of customer service standards by recruiting, training and developing quality sales associates

EDUCATION

- | | | |
|---|---|--|
| Associate of Arts,
Bachelors of Science, | Marketing & Distribution,
Business Management, | Palm Beach State College, Lake Worth, FL
Hodges College, Naples, FL |
|---|---|--|

ORGANIZATON AFFILIATIONS

- | | | |
|----------------------------|--|-------------------------|
| Chair | Board of Directors Women's Chamber Foundation | West Palm Beach, FL |
| Member | Women's Chamber of Commerce of Palm Beach County | West Palm Beach, FL |
| Member | National Coalition of 100 Black Women, Inc. | West Palm Beach Chapter |
| Member | Palm Beach County Sports Commission | West Palm Beach, FL |
| Program Advisory Committee | Business Administration- South University | West Palm Beach, FL |
| Member | Black Chamber of Commerce Palm Beach County | West Palm Beach, FL |
| Mentor | Women of Tomorrow Program | West Palm Beach, FL |

LETTER OF COMMITMENT

ATTACHMENT 3



Bus One LLC
2650 Lake Shore Drive, Suite 606
Riviera Beach, FL 33404
Ph. (561) 758-7377 Fax: (561) 244-4116
Contact: busonepalmbeach@gmail.com

November 28, 2017

Greetings Board of County Commissioners:

Please accept this letter as my commitment to serve on the Small Business Advisory Committee. I feel that my participation on the Board can serve as a significant benefit to Palm Beach County. I am working diligently to avoid situations that would cause my absence from future advisory meetings.

Sincerely,

Denise Albritton, Owner
Bus One LLC

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	Sifredo Asencio, Jr. (H)	Hispanic Business Organization
8	Rachelle Wood (W)	Nat'l Assoc. of Women in Construction
9	VACANT	Women's Business Organization
10	Javin Walker (B)	Certified Minority Contractor
11	Scott Johnson (W)	Associated General Contractors
12	Carole Hart (W)	Small Business Development Center
13	Seabron Smith (B)	Financial Institution that assists small businesses
14	Courtney McKenzie Newell (B)	Black Chamber of Commerce
15	Gabriel Goldstein (W)	Professional Services Organization

ATTACHMENT 4