

**PALM BEACH COUNTY
BOARD of COUNTY COMMISSIONERS
BOARD APPOINTMENT SUMMARY**

Meeting Date: January 23, 2018
 Department: Internal Auditor's Office
 Advisory Board: Internal Audit Committee

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to appoint the following individuals to the Internal Audit Committee:

Seat #	Nominee	Seat Requirement	Term
1	Raquel Batista Sjomeling	Not seat specific	Expires 9/30/2019
Alternate	Rhonda Rogers	Not seat specific	Expires 9/30/2020

All members of the Internal Audit Committee are required to be citizens of the County, independent of County operations and officials, with experience in business or finance; government accounting, auditing, operations or financial management; or other relevant experience.

Summary: Ms. Sjomeling will serve out the balance of the term for Seat 1 ending on September 30, 2019. Ms. Rogers will serve the balance of a three-year term ending September 30, 2020. The Internal Audit Committee unanimously recommended these appointments at its December 20, 2017 meeting. The audit committee has 6 seats (including one alternate), 4 seats are currently filled. Diversity count of Caucasian: 3 (75%), Asian American: 1 (33%). The gender ratio (male: female) is 4:0. One nominee is a Hispanic female; the other nominee is an African American female. Countywide (DB)

Background and Justification: The Audit Committee was established in August 1987 by resolution R-87-1226. Ordinance 2010-006, adopted March 23, 2010 established a new five-member audit committee consisting of individuals who are independent of the County organization and have experience in business or finance; government accounting, auditing, operations or financial management; or other relevant experience. An alternate member was added in November 2013 by Ordinance 2013-030.

As set forth in Chapter 2, Article V, Division 9 of the Palm Beach County Code, the purpose of the Audit Committee is to assist the Board in fulfilling its oversight and governance responsibilities of County operations and providing advice and recommendations to the County Internal Auditor.

After these appointments, the Committee will have all of its authorized seats filled.

Attachments:

Audit committee background and current membership list, attendance records, and candidate application forms.

Recommended by: Joseph Bergeron 1-4-18
 County Internal Auditor Date

Recommended by: R.C.W. 1/8/18
 Assistant County Attorney Date

PALM BEACH COUNTY INTERNAL AUDIT COMMITTEE

BOARD APPOINTMENT APPLICATION BACKGROUND INFORMATION

The Committee was established by Ordinance 2010-006 adopted March 23, 2010 and revised by Ordinance 2012-011 adopted June 19, 2012 and Ordinance 2013-030 adopted November 19, 2013.

Section 4 – Composition of the Ordinance establishes the membership requirements and composition of the Committee. The Section reads as follows:

- A. The Internal Audit Committee shall be composed of five members and one alternate member appointed by the BCC and shall not include any county commissioners as members. The alternate member may only vote when another member is absent.
- B. All members shall be citizens of Palm Beach County, independent of elected and appointed county officials and employees, and not employed in any capacity by the BCC or by an entity subject to audit by the County Internal Auditor.
- C. Membership of the Internal Audit Committee will be to the greatest extent possible representative of the community-at-large and reflect the racial, gender and ethnic make-up of the community.
- D. The members' terms shall be three years and staggered so that the Internal Audit Committee annually includes a new member and members with one and two years of service. Members terms will begin on October 1 and end on September 30.
- E. Each member shall serve no more than three consecutive full terms.
- F. Committee members shall have experience in business or finance; government accounting, auditing, operations or financial management; or other relevant experience.
- G. The chair of the Internal Audit Committee will be elected by the members of the Internal Audit Committee to serve a single two year term.
- H. The committee is subject to the uniform policies and procedures established by the BCC as set forth in Resolution R-2013-0193 and amendments thereto (if any).

Current composition of the Committee is:

- | | |
|------------|---|
| Seat 1: | Vacant |
| Seat 2: | Mark Feldmesser, CPA, Caucasian, male, term expires 9/30/19. |
| Seat 3: | Roger Strout, Caucasian, Chair, male, term expires 9/30/18. |
| Seat 4: | Nam Nguyen, CPA, Vice-Chair, Asian-American, male, term expires 9/30/18 |
| Seat 5: | Marc Cohn, Caucasian, male, term expires 9/30/20. |
| Alternate: | Vacant |

Committee meeting schedule:

The Ordinance requires the Committee to meet at least quarterly.

The Committee currently meets on the third Wednesday of March, June, and September.

The December meeting is the second Wednesday of the month. Additional meetings are scheduled as necessary.

Conflict Memoranda:

None have been filed by any member since establishment of the Committee in August 2010.

Palm Beach County Internal Audit Committee Attendance Record

Seat	Member	Dec-17	Oct-17	Aug-17	Jun-17	Mar-17	Dec-16	Sep-16	Special	Jun-16	Mar-16	Dec-15	Oct-15	Sep-15	Jun-15	May-15
1	Vacant															
2	Mark Feldmesser	P	P	P	P	A	P									
3	Roger Strout	P	P	P	P	P	P	P	P	P	P	P	P			
4	Nam Nguyen	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
5	L. Marc Cohn	P	P*	P	P	P	P	A	P	P	P	P	P	P	P	P
Alternate	Vacant															

P = present A - absent P * = term expired but attended meeting
Resolution R2013-193 (3/1/13) established uniform terms for all committees at three years with a limit of 3 consecutive 3 year terms
The resolution also eliminated excused absences and established attendance requirements as follows:
Must attend more than one-half of the scheduled meetings in a calendar year
Must not miss three consecutive meetings.

Seat History	Members are limited to three full three year terms. All terms end September 30 of the indicated year.						
Seat #	Appointee	Appointed	Term	Re-appointed	Term	Re-appointed	Term
1	Vacant		2016-2019				
2	Mark Feldmesser	Nov-16	2016-2019				
3	Roger Strout	Oct-15	2015-2018				Term as Chair ends 9/30/18
4	Nam Nguyen	Aug-10	2010-2012	Aug-12	2012-2015	Oct-15	2015-2018 Term as Vice Chair ends 9/30/18
5	Marc Cohn	Oct-14	2014-2017	Nov-17	2017-2020		
Alternate	Vacant						

**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: Internal Audit Committee Advisory Not Advisory

At Large Appointment or District Appointment /District #: _____

Term of Appointment: 3 Years. From: 10/1/2017 To: 9/30/2020

Seat Requirement: Citizen of Palm Beach County familiar with business or auditing Seat #: 1

*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: Sjomeling Raquel Batista
Last First Middle

Occupation/Affiliation: _____

Owner Employee Officer

Business Name: ADT

Business Address: 1501 YAMATO RD

City & State BOCA RATON, FL Zip Code: 33487

Residence Address: 4310 S Ocean Blvd Unit A

City & State Boca Raton, FL Zip Code: 33487 Home Phone: () Business

Phone: () Ext. _____ Cell Phone: 904-982-7444 Fax: ()

Email Address: raquelebatista@gmail.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 Oct. 23 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: _____ Printed Name: Raquel Batista Sjomeling Date: Oct. 23, 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:

{Insert Liaison Name Here}, {Insert Department/Division Here}
{Insert Address Here}

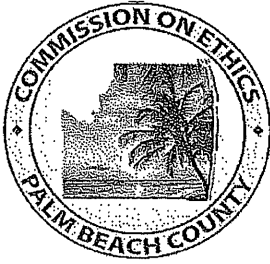
Section III (Commissioner, if applicable):

Appointment to be made at BCC Meeting on: _____

Commissioner's Signature: _____ Date: _____

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

Revised 02/01/2016



Honesty - Integrity - Character

**PALM BEACH COUNTY
CODE OF ETHICS
TRAINING ACKNOWLEDGEMENT**

Legal Name: Raquel Batista Sjomeling (Please print clearly)

Employee Identification Number: _____

Agency/Municipality: _____ Dept/Board: Audit Committee

By signing this acknowledgement, I am attesting that I have done the following:

- Read the Palm Beach County Code of Ethics Ordinance (Ctrl+Click to follow link)

AND

Have completed additional training by viewing one of the following:

- The Code of Ethics Training Program on the Intranet/Internet. (Ctrl+Click to follow link)
 The Code of Ethics Training Program on YouTube. (Ctrl+Click to follow link)
 The Code of Ethics Training Program on DVD.
 A live presentation given on _____, 20__.

I understand that I am responsible for understanding and abiding by the Palm Beach County Code of Ethics as I conduct my assigned duties during my term of employment. I also understand that the information in this policy is subject to change. Policy changes will be communicated to me by my supervisor or through official notices.

(Legal Signature)

October 23, 2017
(Date)

~~Officials and Employees: Submit signed forms according to your agency's policy~~
~~Advisory Board Members: Submit signed forms to Appropriate Advisory Board Representative~~

**PLEASE SUBMIT THIS FORM TO APROPRIATE PARTY AS HIGHLIGHTED ABOVE
PLEASE DO NOT SUBMIT THIS FORM TO THE COMMISSION ON ETHICS**

300 North Dixie Highway, Suite 450, West Palm Beach, FL 33401
PHONE: 561.355-1915 FAX: 561.355-1904
Hotline: 877.766.5920 E-mail: ethics@palmbeachcountyethics.com
Website: www.palmbeachcountyethics.com

Rev. 01/2017

Raquel Batista Sjomeling, CPA CIA MBA

Director of Internal Audit at ADT

Summary

Strategic and hands-on finance leader with public and private company experience in U.S. and global businesses.

- Certified Public Accountant, Certified Internal Auditor and MBA with 15 years of accounting, internal audit, treasury, and compliance experience, mostly in leadership roles
 - Experienced with M&A, shared services integration, finance transformation, SOX implementation and expansion
 - Proven track record of driving process improvements and cost savings in diverse industries and complex corporate structures
 - Effective communicator and relationship builder at all organizational levels
 - Experienced with English/Spanish verbal and written communication at a professional level
-

Experience

Director of Internal Audit at ADT

September 2016 - Present

Assurance and consulting services at \$4.5 billion revenue company, including integration controls oversight, forensic investigations, process improvements and revenue standard implementation.

Senior Manager, Accounting Processes and Projects at ADT

August 2014 - September 2016 (2 years 2 months)

Market leading, publicly traded home security and automation company with \$3 billion in revenues in the U.S. and Canada.

High visibility leadership role championing process improvements and data quality with significant financial impact, in partnership with IT, Finance and Customer Care organizations. Frequent interaction with C-level and other senior management across organization. Effort encompasses business process re-engineering and integrated IT platforms transacting financial activity for 6 million customers (\$3 billion Revenue, A/R, Cash, Inventory, \$5 billion Subscriber Assets, and Dealer Intangible Assets). Support finance transformation and integration of \$500 million acquisition into IT platforms impacting financial statements. Prepare to implement new accounting revenue standard. Lead financial modeling improvements around significant estimates. Advise on compliance matters and influence audit coordination and efficiency.

Accounting Manager at Kemper Corporation

September 2010 - August 2014 (4 years)

Publicly traded insurance group with \$2 billion in revenues, serving 50 U.S. States through diversified marketing channels, five business units, and 40+ insurance companies and agencies.

High visibility, fast-paced position leading financial reporting team of 8 and partnering with C-level and senior executives/managers across organization. Key player in all major finance developments, including shared services transition, cost allocation redesign and implementation in Oracle, M&A (\$270 million) and sales, and outsourcing. Responsible for statutory accounting and reporting for 21 property and casualty insurance legal entities across three business units and consolidated P&C group, including MD&A, technical accounting memos, accounting standard changes, statutory audited financial statements, regulatory audits (6 states of domicile), 2,000+ state filings, minimum capital monitoring, rating agency filings and financial modeling support. Provided support for 10-K and 10-Q. Directed enhancement of controls, documentation, and employee development. Accelerated monthly close schedule through automation (Oracle mass allocations), repurposed headcount to support corporate strategic initiatives and boosted employee retention.

Controls Manager at Kemper Corporation

November 2012 - June 2013 (8 months)

Dual role along with leading financial reporting group of 8. Formalized audit coordination between process owners, internal and external auditors. Implemented automated controls confirmation process supported by SOX Control Analyst, including computerized approvals and tracking. Advised Corporate Controller on control adequacy and risk assessment. Directed Effective Control Monitoring Program, including continuous monitoring oversight across three business units and multiple office locations. Inspired a culture of continuous improvement, quality control and procedure documentation. Championed the monitoring of process improvements and corrective actions.

Senior Statutory Accountant at Kemper Corporation

September 2009 - September 2010 (1 year 1 month)

Statutory Accountant at Kemper Corporation

November 2008 - September 2009 (11 months)

Internal Auditor at Kemper Corporation

August 2007 - November 2008 (1 year 4 months)

Conducted SOX, operational and compliance audit engagements for four business units with distinct management, control environments, and IT and operations platforms with varying degrees of sophistication. Included 20+ insurance companies and agencies and 30% travel. 'No surprises' approach, communicating interim progress to process owners and management. Communicated opportunities for process improvement and recommended continuous monitoring reports in ACL over insurance claims (+\$1.5 billion per year). Performed due diligence reviews in connection with business acquisitions, special investigations and operational reviews requested by upper management.

Special Projects Treasury Analyst at UPS

February 2007 - August 2007 (7 months)

World's largest package delivery company and leading global provider of specialized transportation and logistics services in 200 countries and territories. Global revenue over \$50 billion.

Performed treasury and compliance functions in complex operational environment in 42 countries in Latin America and the Caribbean, three business units (UPS Store, Air Cargo and Supply Chain Solutions), up to three legal entities per country, and hundreds of bank accounts in the LatAm region.

Led Mexico Request for Proposal initiative to reduce bank fees on operations by hundreds of thousands of dollars, by consolidating bank activity from 4 banks to one, and 26 bank accounts to four. Effort included financial modeling, daily written/verbal communication in Spanish with accountants and bankers, and report of findings and recommendations to global headquarters.

Staff Accountant

March 2005 - February 2007 (2 years)

Suntan lotion and beauty products manufacturer and distributor to large and midsize retail customers in the U.S., Europe and Latin America, including world's largest retailer. Annual revenue about \$24 million.

Responsible for inventory control, quarterly sales forecast vs. actual comparison, and royalty accounting.

Maintained relationship with international distributors. Expanded and documented SOX controls and process flows over A/R, A/P, Commissions, Royalties, and Inventory.

Accounting Manager

May 2004 - January 2005 (9 months)

Electrical circuit breaker assembler and distributor to U.S. and Latin American electrical companies and residential customers. Annual revenue about \$3 million.

Managed A/R, A/P, Inventory, Payroll and Cash. Improved procedures to manage working capital. Reduced overdue A/R balances by 30 days. Strengthened customer credit verification and approval activities at point of sale. Improved inventory control activities, monitored corrective actions, and communicated progress to upper management. Implemented procedure documentations. International customer and vendor relationships in English and Spanish.

Accounts Receivable and Inventory Control

November 2003 - May 2004 (7 months)

Accounting Assistant

July 2003 - November 2003 (5 months)

Accounting, tax and consulting services for mid-size and small businesses, including manufacturing and distribution.

Researched tax issues raised by IRS and Florida Dept. of Revenue audits. Prepared monthly financial statements and account reconciliations for 30 clients in Quickbooks and Creative Solutions; individual, payroll, and sales tax returns. Established new manufacturing client on Quickbooks with accounting of parts and finished inventory, and automated reports to enhance client's control activities. English/Spanish service to clients.

Night Auditor

2002 - 2003 (2 years)

Luxury condo-hotel regularly hosting multinational corporate executives and Latin American tourists.

Reconciled and closed out daily hotel financial activities in computerized hotel management system.

Implemented and documented process improvements, procedures and controls. Researched variances and reported findings and recommendations to management. English/Spanish verbal and written communication with management, guests, and staff.

Education

Florida International University

Bachelor of Accounting, Accounting

Activities and Societies: Beta Alpha Psi Accounting Fraternity Honors College Member

University of North Florida

Master of Business Administration (MBA), Accounting

Honors and Awards

ADT Royal Blue Award

Raquel Batista Sjomeling, CPA CIA MBA

Director of Internal Audit at ADT



Contact Raquel Batista on LinkedIn

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

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Term of Appointment: 3 Years. From: 10/1/2017 To: 9/30/2020

Seat Requirement: Citizen of Palm Beach County familiar with business or auditing Seat #: 1

*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: Rogers Rhonda Denise
Last First Middle

Occupation/Affiliation: Executive Director

Owner Employee Officer

Business Name: Lake Worth Resident Planning Group

Business Address: 4730 Maine Street

City & State: Lake Worth, Fl. Zip Code: 33461

Residence Address: 3162 Quantum Lakes Drive

City & State: Boynton Beach, Fl. 33426 Zip Code: _____

Home Phone: () N/A Business Phone: (561) 649-9600 Ext.

Cell Phone: (561) 312-0539 Fax: (561) 649-9693

Email Address: rrogers@lakeworthwest.org

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:

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<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)



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By watching the training program on the Web, DVD or VHS on 11/15 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: Rhonda Rogers Printed Name: Rhonda Rogers Date: 11/15/17

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:
{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: _____ Date: _____

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

Revised 02/01/2016

3162 QUANTUM LAKES DRIVE, BOYNTON BEACH, FLORIDA 33426
PHONE (561)312-0539 · E-MAIL RHONDA ROGERS1@YAHOO.COM

RHONDA D. ROGERS

PROFILE

Extensive skills in developing programs that guide children and youth into successful adulthood. A proven track record in assisting agencies in implementing their mission and goals by taking an active leadership role. Dedicated to achieving positive outcomes for children and youth and the organization. A professional with experience in Early Care and Education Administration, Afterschool Program Management, Program Development and Organizational Development. A devoted advocate for children, youth and family programs.

EDUCATION

BS	Palm Beach Atlantic University	West Palm Beach, FL	2003
	B.S. in Organizational Management with a concentration in Human Resource Management.		
	Graduated Cum Laude		
AA	Palm Beach State College	Lake Worth, FL	1996
	Associate of Arts in Business Administration		

WORK EXPERIENCE

April 2017 – Present Lake Worth West Resident Planning Group
Executive Director

- Supervise staff to ensure needs of community are being met, Bridges Program and
- Parent –Child Home Program objectives are achieved
- Oversee coordination of programs and services available to the community
- Develop and coordinate strategic partnerships within Lake Worth West and surrounding areas
- Ensure that family and community outreach, family and community engagement, and navigation of families to services are being provided
- Recommends yearly budget for board of directors approval and manages organization’s resources within those budget guidelines
- Initials and approves all check requisitions before checks are written

- Ensures that all data and reports are submitted in a timely manner
- Reviews all insurance policies to ensure policies are current, updated and the best premiums contracted
- Provides editorial direction for all publications and distribution channels
- Ensures facility is clean, safe and meets all code enforcement regulations
- Ensures van (s) are maintained and in safe running condition
- Handles all personnel issues regarding staff
- Directs and coordinates staff and volunteers at special events conducted throughout the year

2009 – April 2017 Prime Time Palm Beach County Boynton Beach

Director of Community Engagement & Supports

- Manage and direct the Community Engagement & Supports Team.
- Direct and manage available resources through program expanded learning opportunities and the resource center to augment afterschool program quality and eliminate any duplication of efforts.
- Identify and cultivate new community partnerships to offer content-specific program expanded learning opportunities to the children and youth in afterschool programs through a detailed procurement process.
- Oversee the logistics for Prime Time Afterschool Consortium/Network events and identify appropriate venues and speakers for the monthly meetings.
- Plan, coordinate and facilitate quarterly expanded learning opportunity partner meetings.
- Conduct and document regular programmatic site visits to assess expanded learning opportunities implementation, contract compliance and fidelity.
- Conduct and document annual contract monitoring of the expanded learning opportunity provider agency in partnership with the CFO.
- Oversee the quality assurance of Prime Time's data and funder reports. .
- Review monthly-expanded learning opportunity data and surveys with the Director of Research for the purpose of continuous improvement and technical assistance.

	<p>2000 – 2008 Children’s Services Council of Palm Beach County Boynton Beach</p> <p><i>Contract Manager</i></p> <ul style="list-style-type: none"> • Develop programs and services for children and youth to enhance their developmental stages. • Analyze programs and prepare logic models and contracts to meet goals and objectives. • Monitor and evaluate all aspects of programs and provide technical assistance and make recommendations for improvements. • Provide or assist in program training of all new agencies/staff in strategic planning and capacity building. • Communicate with clients/managers to provide daily, weekly and monthly performance appraisals. • Comply with and enforce all company policies. • Develop and review Request for Proposals, Request for Qualifications and Invitations to Negotiate and make appropriate funding recommendations to the Council. • Conduct speaking engagements to agencies on issues involving children and families. • Review and approve financial reimbursements. • Assist providers with budget development and projections. • Present at National and State Conferences as an expert in Youth Development.
AFFILIATIONS	
	<p>South Palm Beach County Alumnae Chapter of Delta Sigma Theta Sorority, Inc. – Member – Financial Secretary</p> <p>National Coalition of 100 Black Women – West Palm Beach Chapter – Chapter President</p> <p>Leadership Palm Beach County – Class of 2011 Ambassador</p> <p>National Pan-Hellenic Council of Palm Beach County – President</p> <p>Women’s Chamber of Commerce of Palm Beach County– 1st Vice President</p> <p>League of Women Voters of Palm Beach County – Member</p> <p>EmpowHer of the Palm Beaches, Inc. – Leadership Academy for Girls (Co-Founder and Program Chairperson)</p>
SUMMARY OF QUALIFICATIONS	
	<ul style="list-style-type: none"> • Presented at the National AfterSchool Convention and the Florida After School Alliance State Conference on afterschool related topics. • Experience in data collecting, report writing, and evaluation techniques. • Knowledge of contract monitoring and program evaluation.

	<ul style="list-style-type: none"> • Considerable interpersonal and communication skills. • Ability to function effectively as a contributing team member. • Ability to facilitate and contribute in meetings. • Prepare and maintain accurate records and reports. • Knowledge and ability to resolve conflicts in a constructive manner. • Works well with diverse staff within a multicultural environment. • Ability to plan and coordinator activities with community based organizations. • Effective communication, presentation and facilitation skills. • Successfully manage and supervise staff and programs. • Successful program development and supervision. • Effective training skills and public speaking skills. • Trained in Building High-Performance Organizations. • Trained in the Solution Focus Approach. • Trained in Touchpoints philosophy by Dr. T. Berry Brazelton. • Interpretation of database functions, such as SAMIS (Services and Activities Management Information System) and <i>Salesforce</i>.
	<p>AWARDS & HONORS</p>
	<ul style="list-style-type: none"> • Alpha Omicron Chapter of Eta Phi Beta Sorority, Inc. – Community Service Award 2015 • Women’s Chamber of Commerce of Palm Beach County – 20th Annual Giraffe Award 2015 • Delta Chapter of Eta Phi Beta Sorority, Inc. – Amazing Women of the Palm Beaches Award 2016 • KOP Mentoring Network – Mother of the Year 2016 • Jefferson Award Winner for Community Service 2017 • Palm Beach State College – Martin Luther King Jr. Alumni Community Service Award 2017