

**PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS**

BOARD APPOINTMENT SUMMARY

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Meeting Date: **March 13, 2018**
Department: **Palm Tran**
Advisory Board: **Palm Tran Service Board**
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I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to approve: Four (4) New Appointments as At-Large members to the Palm Tran Service Board (PTSB) for the following terms:


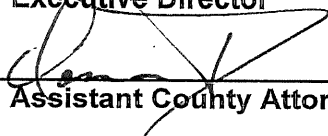
<u>Nominee Appointment</u>	<u>Category, Seat Number</u>	<u>Term to Expire</u>	<u>Nominated By</u>
Selva Selvendran	Environmental Advocate Seat 3	Sept. 30, 2021	Commissioner Burdick Commissioner Kerner Mayor McKinlay Vice Mayor Bernard
Danielle Jackson	Rep w/ Multicultural Experience Seat 6	Sept. 30, 2019	Commissioner Burdick Commissioner Kerner Mayor McKinlay Vice Mayor Bernard
Carmencita Mitchell	Fixed Route Bus Rider Seat 9	Sept. 30, 2019	Commissioner Burdick Commissioner Kerner Mayor McKinlay Vice Mayor Bernard
Allen Boyd II	Citizen at Large Seat 11	Sept. 30, 2021	Commissioner Burdick Commissioner Kerner Mayor McKinlay Vice Mayor Bernard

Summary: The Palm Tran Service Board is composed of 13 At-Large members with specific seat categories. There are currently five (5) vacancies on the Board and four (4) candidates requesting appointments. A memo dated February 5, 2018 was circulated to the Board of County Commissioners (BCC) requesting support of the four (4) candidates. No additional nominations were received. Including the four (4) candidates the ethnic and gender composition of the existing 12 members include: Caucasian: 6 (50%), African-American: 3 (25%), Multicultural: 3 (25%), Gender ratio (male: female) 9:3. For the one (1) remaining vacancy, Palm Tran will conduct targeted outreach in an effort to proffer candidates for appointment that will improve the diversity composition of the Board. Countywide (DR)

Background and Justification: Agenda Summary R2015-0893 delegated to the Palm Tran Service Board (PTSB) the authority to approve fixed route service adjustments and to serve only as an advisory board in all other aspects of the County's public transportation system.

Attachments:

1. Board Appointment Information Form and Resume
2. Resolution R2015-0893
3. Current Membership List

=====
Recommended By: _____  _____ **2/27/18**
Executive Director Date
Approved By: _____  _____ **3/1/18**
Assistant County Attorney Date
=====

**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 Tran Service Board Advisory Not Advisory

At Large Appointment or District Appointment /District #: _____

Term of Appointment: _____ Years. From: _____ To: _____

Seat Requirement: Environmental Advocate Seat #: 3

*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: N/A

Section II (Applicant): (Please Print)

APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT

Name: SELVENDRAN SELVA S.
Last First Middle

Occupation/Affiliation: RETIRED ENVIRONMENTAL MANAGER, CONTINUE TO VOLUNTEER
Owner Employee Officer

Business Name: FLORIDA DEPARTMENT OF HEALTH PALM BEACH COUNTY

Business Address: 800 CLEMENS STREET

City & State: WEST PALM BEACH Zip Code: 33401

Residence Address: 6144 WINDLASS CIRCLE

City & State: BOYNTON BEACH Zip Code: 33472

Home Phone: (561) 369-1195 Business Phone: () Ext. _____

Cell Phone: (561) 376-1146 Fax: ()

Email Address: sselvendran@yahoo.com

Mailing Address Preference: Business Residence

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

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>
<u>VOLUNTEER</u>	<u>FL DEPT. OF HEALTH</u>	<u>ENVIRONMENTAL</u>	<u>09/30/2016 TO DATE</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 5-9 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: Selva Selvendran Printed Name: SELVA SELVENDRAN Date: 05/09/2017

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:
RoseAnn LaBella Voils, Palm Tran, Marketing
3201 Electronics Way West Palm Beach, FL 33407

Section III (Commissioner, if applicable):

Appointment to be made at BCC Meeting on: _____

Commissioner's Signature: Paulette Burdick Date: 2-12-2018

Section II Continued:

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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: SELVA SEWENSON Date: 05/09/2017

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Section III (Commissioner, if applicable):

Appointment to be made at BCC Meeting on: _____

Commissioner's Signature: [Signature] Date: 02/12/18

Section II Continued:

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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: SELVA SEWENSPAN Date: 05/09/2017

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3201 Electronics Way West Palm Beach, FL 33407

Section III (Commissioner, if applicable):

Appointment to be made at BCC Meeting on: _____

Commissioner's Signature: [Signature] Date: 2/13/16

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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Section III (Commissioner, if applicable):

Appointment to be made at BCC Meeting on: _____

Commissioner's Signature: [Signature] Date: 2/20/2018

Selva Selvendran

6144 Windlass Circle, Boynton Beach, FL 33472 • Cell: 561 376 1146
• Home: 561 369 1195 • Email: sselvendran@yahoo.com

Environmental Advocate

Summary of qualifications

- Over 20 years of senior managerial experience in supervising county level air quality, mobile sources, waste disposal, training and pollution prevention.
- Experience working with other county agencies to formulate new regulations, strategize and solve problems.
- Ability to relate to officials of various levels of government including county commissioners and state representatives.
- Experience and knowledge to facilitate training and other educational programs intended to advance sound environmental practices.

Professional Strengths

- Extensive experience coordinating between government agencies, academia, industry and the public on a variety of projects.
- Considerable knowledge in understanding the inner workings of a multitude of governmental departments including the County.
- Managed the Planning and Zoning section of the Department of Health Palm Beach County.
- Implementation of directives from the secretary of the EPA among public and private sector.
- Intimate knowledge of EPA's office of mobile sources, air quality planning and standards, innovative programs and outreach.
- Experience in coordinating cross office and cross agency programs to meet federal and state requirements
- Organized the Pollution Prevention Coalition of Palm Beach County in 1994 immediately after the directive of Secretary of EPA. This is a partnership between government agencies, academia and industries to address pollution prevention in the County.
- Worked closely with Palm Tran in promoting their activities and in outreach
- Ex member of the MPO advisory board
- Manager of the mobile source program which included transportation and its environmental impacts

- Have embraced all professional development opportunities in order to be apprised of the latest directives in the field
- Have organized training for employees in air pollution programs for the three counties in South East Florida, namely, Palm Beach, Broward and Miami Dade in various subjects such as enforcement, training, annual operating reports and permitting.

Professional Experience

2003 Feb – September 30th, 2016: Palm Beach County Health Department

Environmental Manager

- Management of the mobile sources (including transportation, motor vehicle emissions, coordination with EPA) indoor air quality program, air pollution and outreach program and energy management
- Coordinate with the county in formulating new regulations including for pain medication, livestock waste, waste water treatment and many others
- Coordinating pollution prevention.
- Responsible for the training of employees in environmental health and engineering.
- Coordinate Masters in engineering distance learning program
- Managed a variety of programs including modeling for mobile source and air quality for stationary sources, the indoor air quality program, childhood lead poisoning prevention program, radon program amongst others.
- Managed a protocol for assistance in environmental health

1994-2003 February: Palm Beach County Health Department

Engineer

- Responsible for the issuance of air permits for stationary sources.
- Responsible for annual operating reports for air pollution sources.
- Responsible for the training of employees in environmental health and engineering.
- Responsible for inspection of complex air pollution sources

1990–1994: Palm Beach County Health Department

Environmental Specialist II

- Responsible for compliance inspection of the hazardous waste facilities in Palm Beach County.
- Responsible for enforcement activities on the hazardous waste program and illegal dumping program.
- Responsible for sampling soil, water and other sources leading to potential violations.

- Perform advanced studies and research on environmental matters.
- Serve as an expert witness for the criminal justice program.

1988–1990: Palm Beach County Health Department Environmental Health Specialist

- Responsible for the compliance inspection of food service, food outlets and food processing facilities.
- Responsible to carry out enforcement actions against violators.
- Responsible for complaint investigation
- Preparation of technical reports

1984–1988: Michael's Nurseries and Farms, Inc. Asst. Production Manager

- Planning, programming and implementation of production operations.
- Maintaining quality control.
- Responsible for engineering designs and construction.
- Supervised 34 employees.

Education

University of Peradeniya, Sri Lanka

- B.S., Agriculture

Obihiro University of Agriculture and Veterinary Medicine, Japan

- M.S., Agriculture

Florida Atlantic University

- M. Eng. In Civil and Environmental Engineering

Professional Activities

- Executive Secretary, pollution prevention coalition of Palm Beach County

References

Laxmana Tallam, Environmental Administrator, Air Pollution Control Program,
Florida Department of Health Palm Beach County

Email: laxmana.Tallam@flhealth.gov

Tel.: 561-837-5978

James Stormer, Retired Environmental Administrator, Air Pollution Control
Program, Florida Department of Health Palm Beach County

Email: jstor5@bellsouth.net

Tel.: 561-906-6011

**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 Tran Service Board Advisory Not Advisory

At Large Appointment or District Appointment /District #: _____

Term of Appointment: 3 Years. From: _____ To: _____

Seat Requirement: Rep. with Multicultural Experience Seat #: 6

*Reappointment or New Appointment

or to complete the term of Viola Walden Due to: resignation other

Completion of term to expire on: 9-30-2019

*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: N/A

Section II (Applicant): (Please Print)

APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT

Name: Jackson Danielle Wyetta
Last First Middle

Occupation/Affiliation: Mental Health Therapist

Owner Employee Officer

Business Name: Sequel Youth Services

Business Address: 9680 Wiseman way

City & State: West Palm Beach Zip Code: 33411

Residence Address: 6924 69th way

City & State: West palm Beach Zip Code: 33409

Home Phone: (678) 989-9298 Business Phone: () Ext. _____

Cell Phone: () Fax: ()

Email Address: Daniej9@bellsouth.net

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
 Multicultural

Section II Continued:

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Example: (R#XX-XX/PO XX)	Parks & Recreation	General Maintenance	10/01/00-09/30/2100
_____	_____	_____	_____
_____	_____	_____	_____

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

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NOT APPLICABLE/
(Governmental Entity)



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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: Danielle Jackson Printed Name: Danielle Jackson
 Date: 02/05/18

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Return this FORM to:
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Section III (Commissioner, if applicable):

Appointment to be made at BCC Meeting on: _____

Commissioner's Signature: Paulette Burdick Date: 2-12-2018

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Revised 02/01/2016

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*Applicant's Signature: Danielle Jackson Printed Name: Danielle Jackson
Date: 02/05/18

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Commissioner's Signature: [Signature] Date: 02/12/18

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_____	_____	_____	_____
_____	_____	_____	_____

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

NONE

NOT APPLICABLE/
(Governmental Entity)

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x_ By watching the training program on the Web, DVD or VHS on February 2018 5th
 ___ 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: Danielle Jackson Printed Name: Danielle Jackson
 Date: 02/05/18

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Return this FORM to:
 RoseAnn LaBella Voils, Palm Tran, Marketing
 3201 Electronics Way West Palm Beach, FL 33407

Section III (Commissioner, if applicable):

Appointment to be made at BCC Meeting on: _____

Commissioner's Signature: Melissa McKeely Date: 2/13/18

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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<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

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NOT APPLICABLE/
(Governmental Entity)



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Section III (Commissioner, if applicable):

Appointment to be made at BCC Meeting on: _____

Commissioner's Signature: Mackenzie Bent Date: 2/20/2018

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Revised 02/01/2016

Danielle Jackson

5510 55th Way, West Palm Beach, FL 33409 Phone: 678-989-9298 Email:
Daniej9@bellsouth.net

Education

Masters of Science- Forensic Psychology -**Argosy University-** December 2014
Bachelors of Science - Criminal Justice Minor- Human Services- **Lincoln University -**May 1991
Skills: MS Word, Access, PowerPoint, Excel, SAP Programs

Experience Highlights

Sequel Care Youth Services

Mental Health Therapist

West Palm Beach, Florida

March 2017 –Present

Coordinated various programmatic treatment interventions to youth based upon their strengths and needs identified in a treatment plan. Therapist Performed individual, group, and family counseling interventions. Acted as a liaison with sponsoring agencies, including utilization review, progress review, and discharge planning. Prepared accurate documentation of services delivered within set time frames dictated by licensing agencies and state and federal guidelines. Therapist provided treatment using professionally prescribed methods and techniques

Boys Town

Care Coordinating Consultant

West Palm Beach, Fla

August 2015- February 2017

Provided assistance to at risk youth and their families. Assisted families in identifying needs for healthy living. Connected families of at risk youth with services necessary to help youth stay in the home. Counseled and directed families toward self-sufficiency. Monitored services provided to families. Conducted school and home visits several time a month. Advocate for youth and family's best interest.

Gwinnett county Schools

Substitute Teacher

Lawrenceville, Ga

January 2013 June-2015

Perform tasks and responsibilities related to functions of specific job assignment and perform additional duties as assigned by supervisor. Perform tasks as assigned and/or in accordance with an assigned work schedule. Demonstrate quality work performance and an interest to improve job skills. Attend job-related classes, workshops, in-service and staff meetings as needed or required. Assist others willingly in completing daily tasks/responsibilities. Offer and present a better way to accomplish tasks as encouraged. Show respect for authority. Demonstrate dependability. Portray job interest and professional pride. Maintain regular attendance and demonstrate punctuality.

Gwinnett County Schools

Special Education Professional

Lawrenceville Ga

January 2012- May 2013

Adapt classroom activities, assignments, and/or materials under the direction of the supervising teacher (i.e. reinforcement of IEP goals and objectives, etc.) Administer tests, homework, and make-up work for the purpose of supporting teachers in the classroom. Assist medically fragile or physically disabled students for the purpose of maintaining students' personal hygiene. Assist physically and mentally challenged students with grooming, community accessibility, and other appropriate areas as assigned by teacher (i.e. feed, brush teeth, toileting, diapering, transferring to bus from wheelchairs, etc.) for the purpose of

assisting students with their daily needs. Attend meetings and in-service presentations.

Gwinnett County Department of Family and Children Services

Investigator

Lawrenceville, GA

July 2000-February 2002

Investigate allegations of child abuse and endangerment. Directed families to necessary community services in effort to maintain family unit. Represent agency in court of Law. Assist families' need for assistance. Remove Children from unsafe environments. Transported children to safe environment until investigation of home is complete and safety is assessed.

DeKalb Community Service Board

Social Service Principal, Program Manager of Intensive Treatment Residence

DeKalb County GA

July 1999- December 2000

Manage 10 Social Service Technicians, trained staff in disease awareness, nutrition guidelines, and money mtg. Maintain Consumer living skills, money management, and recreation. Create staff schedule and conduct supervisions. Write treatment plans for consumers, discussed consumers treatment needs with treatment team. Write proposals for residential program. Schedule routine maintain for house repairs. Maintain monthly and yearly safety inspections. Allocate funds for housing budget.

Richmond Juvenile Detention Center

Child Counselor

Richmond, VA

July 1996 - June 1999

Provide direct care to delinquent youth. Maintain security of youth while providing individual counseling. Monitor daily routine of youth maintained health and safety regulations. Utilize crisis intervention as needed. Conduct community groups as well as assist youth in age appropriate activities, counseled youth on health and safety issues. Transitioned youth into detention.

Bon Air Juvenile Correctional Center

Correctional Officer

Richmond, VA

February 1995-November 1997

Maintain security of youth (ages 12-18). Provide direct care for youth while incarcerated. Maintain daily routine of youth while providing a safe environment. Utilize crisis intervention as needed; provide secure transportation.

Pines Psychiatric Treatment Center,

Residential Counselor

Portsmouth, VA

August 1993 - February 1995

Provided direct patient care to children hospitalized emotional or psychiatric disorders. Participate in treatment planning by identifying patient's problems, needs and strengths. Report needs of client for modification of treatment plan based on observation of patients. Direct youth daily routine ensuring age appropriate activities and interactions. Directed youth in independent living skills.

**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 Tran Service Board Advisory Not Advisory

At Large Appointment or District Appointment / District #: _____

Term of Appointment: 3 Years. From: _____ To: _____

Seat Requirement: Fixed Route Bus Rider Seat #: 9

*Reappointment or New Appointment

or to complete the term of Shelly Yarbrough Due to: resignation other

Completion of term to expire on: 9/30/2019

*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: N/A

Section II (Applicant): (Please Print)

APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT

Name: Mitchell Carmencita
Last First Middle

Occupation/Affiliation: Volunteer

Owner Employee Officer

Business Name: Lighthouse for the Blind of the Palm Beaches

Business Address: 1710 Tiffany Drive East

City & State: West Palm Beach, FL Zip Code: 33407

Residence Address: 325 Executive Center Drive Apt. A 204

City & State: West Palm Beach, FL Zip Code: 33401

Home Phone: (561)929-1656 Business Phone: (561) 586-5600 Ext. _____

Cell Phone: (561)703-8777 Fax: ()

Email Address: Carmencita.mitchell@yahoo.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
 Multicultural

Section II Continued:

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OR

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(Governmental Entity)


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 By attending a live presentation given on _____, 20____

AND

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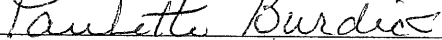
*Applicant's Signature:  Printed Name: Carmencita Mitchell Date: 1/26/17

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:
RoseAnn LaBella Voils, Palm Tran, Marketing
3201 Electronics Way West Palm Beach, FL 33407

Section III (Commissioner, if applicable):

Appointment to be made at BCC Meeting on: _____

Commissioner's Signature:  Date: 2-12-2018

Section II Continued:

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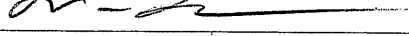
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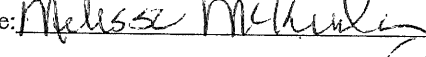
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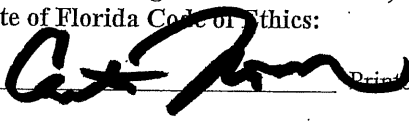
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Commissioner's Signature:  Date: 2/20/17

Carmencita Mitchell

Education

Lynn University, Boca Raton, FL expected
Master of Education in Education Leadership Feb. 2017

- Concentration in Higher Education Administration

St. John's University, Jamaica, NY June 2001
Master of Arts in English

- Concentration in American Literature and Cultural studies

New York University, New York, NY January 1998
Bachelor of Arts in Humanities

- dual concentration in Literature and Creative writing

Experience

American University of Nigeria August 2008—May 2011
Yola, Adamawa State, Nigeria

- Writing Center Director/Instructor of Writing and Literature

Overseeing all aspects of the university writing center including staffing, and scheduling, programming, working to establish campus-wide support for WAC, developing and grading the placement exam, outcomes and assessment as well as teaching courses in composition, literature, business writing, in addition to advising students, serving on the student judicial affairs committee, curriculum design/development, assessment, living and learning communities, orientation, service-learning, and other relevant committee work.

- **Courses taught:**
- WRI 101 English Composition I
- WRI 102 English Composition II
- WRI 321 Business Writing
- ENG 201 Introduction to American Literature
- ENG 211 Introduction to British Literature
- ENG 401 Advanced American Literature

Courses Developed and Taught:

- ENG 441 Special Topics In Literature

Keiser University, West Palm Beach FL June 2008—August 2008

- Adjunct Instructor of English

Teaching 4-week intensive courses in Basic English, Composition, and Literature

South University, West Palm Beach FL August 2006—August 2007

- Adjunct Instructor of English and Speech—Department of General Studies

Teaching courses in composition, world literature, and public speaking.

Lynn University, Boca Raton, FL September, 2005—June 2008

- Adjunct Instructor of English—College of Arts & Sciences

Teaching courses in Composition, literature and developmental writing.

Florida Atlantic University, Boca Raton, FL August 2003-Dec. 2004

- Instructor of English—Dorothy F. Schmidt College of Arts & Letters

Teaching courses in Freshman Composition: **ENC 1101/1102** and business and technical writing: **ENC 3213-Writing for Management**

St. John's University, Jamaica, NY January 2002-May 2003

- Instructor of English—St. John's College of Arts and Sciences
Instructor of Speech—College of Professional Studies

Teaching courses in English literature and speech as well as student advising/counseling. Courses taught:

English 2060-The Study of American Literature a required intermediate course for students in the major. **English 1040-Writing for Business** examines the rudiments of expository writing in the professional arena. Students focus on correspondence in the financial world while adhering to the rules of composition. **English 1100C-Literature in the Global Context** a required course for students in the major examines multicultural literature,

art and film parallel to works of the “traditional” Western canon. **Speech 1000C-Public Speaking for College Students** explores the essential methods and practice of public speaking in and out of the classroom while emphasizing the value of both written as well as oral communication.

Hofstra University, Hempstead, NY, September 2001-May 2003

- Instructor of English

Teaching courses in English composition, preparation and administration of departmental proficiency exam, holding regular office hours for student counseling and advisement, other relevant committee work. Courses taught:

English 1(FYP) is a one-semester course in the Freshman Year Program that engages advanced first year students in a tri-cluster sequence of English Composition, Spanish Literature in Translation, and History. Course themes and readings are taught in cohort while the Composition class also emphasizes heavy revision in preparation for the departmental Writing Proficiency Exam. **English 2** continues the study of composition, as well as an introduction to literary terms, analysis, and the research paper. **English 2A**, (taken concurrently with English 2), is a writing intensive course in small groups for those students who failed the departmental Proficiency Exam. **Write-Start tutorials** are developmental sections for students whose SAT scores and entrance exams merit remedial coursework.

St. John’s University, Jamaica, NY, September 1999-June 2001

- Graduate teaching/Research Assistant

Teaching undergraduate courses in literature and expository writing, writing assessment and tutoring, exam proctoring, and assisting faculty in all phases of research and book/journal production. Attending departmental colloquia to evaluate prospective new hires in the graduate program.

Honors and Awards

IWCA—International Writing Center Associations Summer Institute

Scholarship Recipient August 2007

Profiled in “Who’s Who in the World” 2008 26th Anniversary Edition

Profiled in Marquis “Who’s Who in American Women” 2006 25th Anniversary Edition and 26th Edition 2006

National Women’s Studies Association Travel Award, June 2004

Teaching Assistantship, St. John’s University, Fall 1999-Spring 2001

Shimkin Scholars Award Recipient, New York University, 1994-1997

**Papers/
Presentations**

Panel Chair-[g]bonics: Language in African-America and American-Africa, **Presenter-**"Watch Yo Language N...:Hooked on Ebonics"
41st Annual College English Association Conference "Voices"
San Antonio, Texas March 26, 2010

"Black to the Future: Mayor Dinkins, President Obama, and the would be 'dark' ages of American Politics" Barry University Africana Studies Symposium, "Race, Gender, and Politics in the Twenty-First Century" Miami Shores, FL April 17, 2009, (publication forthcoming)

"Women of Color and Higher Education," "Empowering the Community", A panel discussion sponsored by BSU (Black Student Union), Lynn University , Boca Raton, FL April 20, 2007

"Fashioning the Franco Intello: Salonniere Germaine de Stael and haute culture" 15th Annual British Women Writer's Conference, "Speaking with Authority" Lexington, Kentucky, April 12-15, 2007.

"Library concerns for the disabled community," a panel discussion, Service to Diverse Populations" South East Florid Library Information Network (SEFLIN) annual conference, Miami, FL, June 27 2006.

"Fashioning the Franco Intello: Salonniere Germaine de Stael and haute culture" Aphra Behn Society for Women in the Arts, 1660-1830, fifteenth Annual Conference (Invitation), "The Sign of Angelica: Writing Women. Subversive Texts," Daytona Beach, FL, October 28-30, 2005.

"Faux Pas de Deux: the Liminal Movement of Michael Jackson" Conference Invitation "Regarding Michael Jackson: Performing Racial, Gender and Sexual Difference" Yale University New Haven, CT. September 23-24 2004.

"Double Exposure: Cataloguing [Sub]liminal Representations of the Female Body. A roundtable discussion titled "the Pornography of Everyday Life" Dr. Jane Caputi, Chair—National Women's Studies Association 25th Annual Conference, "Women in the Middle: Borders, Barriers, Intersections" Milwaukee, WI, June 19,2004

"On Rose Island," "The Rations of Salvation," "The Genesis of Symbols" In "What's Your Anthem": Hofstra University English Faculty Poetry Page, Issue 4 (Fall/Spring 2002).

"Ellison and the Lyrical Quest for Individuality within the Sphere of Liminality," Tufts University Graduate Student Conference, "liminal spaces, liminal places, liminal traces," October 18, 2002.

"When escape means just another prison: traveling between public housing, jail, dormitory, and the classroom," Conference on College

Composition and Communication, Spring 2002 conference invitation.

"Through the looking glass: Invisible Man seeing Caliban," Senior Thesis, New York University, Spring 1997.

Relevant Experience

9th grade English teacher AUN Charter School Yola, Nigeria

AUN Thespian and Literary Club—Academic Advisor
American University of Nigeria Fall 2009-Spring 2011

6th grade Catechist, St. Luke's Catholic Church Palm Springs, FL
Fall 2007—Spring 2008

IWCA (International Writing Center Association) Summer Institute Participant

A week long institute featuring presentations, workshops, discussion, and mentoring for those working in, directing, or planning new writing centers.

Topics included: Pedagogical models, Staffing, ESL, Diversity, On-line Writing Centers, Budgeting, Planning, Assessment, Tutoring, WAC, WID, Leadership etc.

BSU (Black Student Union) Academic Advisor—Lynn University, Fall 2006-present. Coordinator "Empowering the Community" a Panel Discussion, April 20, 2007.

Grant Writing Workshop-Florida Atlantic University, Boca Raton, April 2004

- A three-part nine hour course in grant planning, writing and management with **Bess DeFarber**, Principal of ASK Associates and **Dr. Jay Mendel**, Florida Atlantic University
- Topics Included: Foundations, government and corporate sponsorships, review process, assessment for readiness, evaluation of needs, researching grants on the Internet, proposals, planning, packaging, reporting, and finance.

Publishing Workshop-Florida Atlantic University, Boca Raton, March 2004

- A two hour workshop on the fundamentals of Academic and Commercial Publishing with **Dr. Paul Bove**, University of Pittsburgh, Editor Boundary 2

Grammar Workshop-Florida Atlantic University, Boca Raton, January 2004

- A six-hour workshop with **Dr. Stanley Fish**, introducing his pedagogical approach to freshman composition.

Admissions Clerk/Receptionist Office of Facilities Management

New York University New York, NY, September 1996-September 1999

- Responsible for front office and telephone admissions and registration information to students, faculty and administrators. Providing admissions and financial aid counseling as well as distribution of application materials to prospective students of the adult degree program. Coordinating of interdepartmental conferences, seminars and banquets. Audiovisual support and inventory control of academic instructional materials
- Tutor, Hofstra University, Writing Center, September 2001-May 2003
- Free-Lance ESL tutoring September 2000-present
- NYU in London Study Abroad, University College London, UK

Six-week courses in Victorian Literature and Shakespeare, Summer, 1996.

**Computer Skills/
Languages**

MS Word, Outlook, PowerPoint, Banner degree audit system, Jenzebar, Blackboard, Moodle, (SIS) Student Information Systems, C2K
Reading Knowledge of French

Affiliations

College English Association
Council of Catholic Women—St. Luke's Church Palm Beach County, FL
British Women Writers Association
Aphra Behn Society for Women in the Arts, 1660-1830
National Women's Studies Association

Furnished Upon Request

References

**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 resumé to this form.

Section I (Department): (Please Print)

Board Name: Palm Tran Service Board Advisory Not Advisory

At Large Appointment or District Appointment / District #: _____

Term of Appointment: 3 Years. From: _____ To: _____

Seat Requirement: Citizen at Large Seat #: 11

*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: N/A

Section II (Applicant): (Please Print)

APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT

Name: BOYD, II Allen Troy
Last First Middle

Occupation/Affiliation: Analyst / workers compensation insurance
Owner Employee Officer

Business Name: National Council on Compensation Insurance

Business Address: 901 Peninsula Corporate Cir

City & State: Boca Raton, FL Zip Code: 33487

Residence Address: 113 Canterbury PL

City & State: Royal Palm Beach, FL Zip Code: 33414

Home Phone: () N/A Business Phone: () N/A Ext. _____

Cell Phone: (954) 942-0142 Fax: () N/A

Email Address: aboyn0810@gmail.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
 Multicultural

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 November 2, 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: *Allen Boyd, II* Printed Name: Allen Boyd, II Date: 11/2/2017

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:
 RoseAnn LaBella Voils, Palm Tran, Marketing
 3201 Electronics Way West Palm Beach, FL 33407

Section III (Commissioner, if applicable):

Appointment to be made at BCC Meeting on: _____

Commissioner's Signature: *Paulette Burdick* Date: 2-12-2018

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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_____	_____	_____	_____
_____	_____	_____	_____

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

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*Applicant's Signature: [Signature] Printed Name: Allen Boyd, II Date: 11/2/2017

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Return this FORM to:
RoseAnn LaBella Voils, Palm Tran, Marketing
3201 Electronics Way West Palm Beach, FL 33407

Section III (Commissioner, if applicable):

Appointment to be made at BCC Meeting on: _____

Commissioner's Signature: [Signature] Date: 02/02/18

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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Example: (R#XX-XX/PO XX)	Parks & Recreation	General Maintenance	10/01/00-09/30/2100
_____	_____	_____	_____
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(Attach Additional Sheet(s), if necessary)
OR

NONE



NOT APPLICABLE/
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 By attending a live presentation given on _____, 20____

AND

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*Applicant's Signature: [Signature] Printed Name: Allen Boyd, II Date: 10/2/2017

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 RoseAnn LaBella Voils, Palm Tran, Marketing
 3201 Electronics Way West Palm Beach, FL 33407

Section III (Commissioner, if applicable):

Appointment to be made at BCC Meeting on: _____

Commissioner's Signature: [Signature] Date: 2/13/18

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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 RoseAnn LaBella Voils, Palm Tran, Marketing
 3201 Electronics Way West Palm Beach, FL 33407

Section III (Commissioner, if applicable):

Appointment to be made at BCC Meeting on: _____

Commissioner's Signature: [Signature] Date: 2/20/2018

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

Revised 02/01/2016

EDUCATION:**HARVARD UNIVERSITY**

John F. Kennedy School of Government: Master in Public Policy (MPP)

Cambridge, MA

August 2013 – May 2015

Policy Analysis Exercise (PAE): "iLovePBC: A Talent Retention and Entrepreneurship Project for Palm Beach County

*Concentration: Business and Government Policy***XAVIER UNIVERSITY**B.A. in Political Science; Gender and Diversity Studies Minor, *Cum Laude*

Cincinnati, OH

August 2007 – May 2011

University Sponsored Projects:

- **Thesis:** Work-First vs. Education: Which Approach is More Effective at Helping Lower Income Citizens Escape Poverty?
- **San Salvador, El Salvador:** member of a Xavier University delegation that studied government reform programs May 2009
- **Paris, France:** studied a course on French and American politics at the *Fondation des Etats-Unis* Summer 2008
- **Brussels, Belgium:** member of a Xavier University delegation sent to the European Union Headquarters Summer 2008
- **Kiev, Ukraine:** member of a Xavier University outreach team that served orphans who lived in 2nd world poverty March 2008

PROFESSIONAL EXPERIENCE:**National Council on Compensation Insurance – Regulatory Analyst**

March 2016 – Present

- Provide quantitative and qualitative analysis to workers compensation topics

Teach for America – Teacher

School District of Palm Beach County, Miami Dade County Public Schools

August 2015 – March 2016; June 2011 – June 2013

- Led 134 students to earn \$1,800,000 in scholarship dollars during the 2012 -2013 academic year
- Honored as the 2012 – 2013 Univision 23 "Un Maestro Especial" (Outstanding Teacher Award)

Harvard University – Proctor

June 2013 – May 2015

- Planned, managed, and administered budget for University programs under the direction of the Freshman Dean's Office (FDO)
- Advised accomplished business leaders and entrepreneurs on their projects at Harvard's Advanced Leadership Initiative (ALI)

Business Development Board of Palm Beach County – Policy Analysis Exercise Consultant (Harvard)

March 2014 – May 2015

- Collaborated with Palm Beach County's non-profits and government agencies to collect and analyze community development data
- Conducted statistical analysis on non-profit and government programs that are aligned to the County's economic development goals
- Supported the marketing efforts to promote the Palm Beach County school system to companies that express interest in opening or relocating business operations to Palm Beach County

PRESENTATIONS & PUBLICATIONS:

"Fighting a \$51M Deficit: Building the Citizens' Budget for the City of Cincinnati"

Cincinnati, OH

- Presented at the Community Building Institute, Xavier University Alumni Center

May 2010

"Free Enterprise: From a College Student's Perspective". Boyd, Allen. 2009. Northern Kentucky Business Journal, Vol.30, No.4 (December): page 3

INTERNATIONAL TRAVEL:

- Ecuador (2017), Panama (2017), Costa Rica (2017), Cuba (2017), Peru (2016), Mexico (2016), Colombia (2016), Argentina (2015), Brazil (2015), Morocco (2013), Spain (2013), Dominican Republic (2012), El Salvador (2009), France (2008), Belgium (2008), Ukraine (2008), South Korea (2004)

RESOLUTION NO. R-2015- 0893

RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF PALM BEACH COUNTY, FLORIDA, REESTABLISHING AND CONTINUING THE PALM TRAN SERVICE BOARD; ADDRESSING TERMS, POWERS AND DUTIES; INCLUDING UNIFORM POLICIES AND PROCEDURES REQUIREMENTS OF THE COUNTY FOR ADVISORY BOARDS; REPEALING RESOLUTION NOS. R-2001-2241, R-2002-0485, R-2003-1582, R-2004-0949, R-2007-0711 AND R-2008-1568; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Board of County Commissioners (Board) adopted Resolution No. R-2001-2241 which created the Palm Tran Service Board (PTSB); and

WHEREAS, the PTSB was created to act as an advisory body to the Board of County Commissioners regarding the County's provision of fixed route public transportation and paratransit services, except that it was authorized to hold public hearings and make determinations regarding adjustments to Palm Tran's fixed route public transportation services; and

WHEREAS, the Board of County Commissioners adopted Resolution No. R-2013-0193 establishing uniform policies and procedures for Palm Beach County advisory boards; and

WHEREAS, the requirements of Resolution No. R-2013-0193 may be waived upon a majority vote of the Board of County Commissioners; and

WHEREAS, the Board of County Commissioners has previously waived the requirements of Resolution No. R-2013-0193 which limit the maximum number of members that may serve on a County board and which require all board members to be residents of the County; and

WHEREAS, the Board of County Commissioners desires to repeal Resolution No. R-2001-2241, and all of its amending resolutions, and to adopt in their stead, a resolution reestablishing the Palm Tran Service Board in conformity with the requirements of Resolution No. R-2013-0193, except as such requirements have been waived by the Board of County Commissioners, and continuing the PTSB as further described herein, without lapse in its authority or effect; and

WHEREAS, the Palm Tran Service Board has been and shall continue to be a mechanism for the participation of individuals with disabilities in the continued development and assessment of public transit services to individuals with disabilities.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF PALM BEACH COUNTY, FLORIDA that:

Section 1. Repeal of Resolutions - Resolutions Nos. R-2001-2241, R-2002-0485, R-2003-1582, R2004-0949, R-2007-0711 and R-2008-1568 of the Board of County Commissioners of Palm Beach County, Florida are hereby repealed.

Section 2. Reestablishment of the Palm Tran Service Board - The Board of County Commissioners of Palm Beach County, Florida does hereby reestablish and continue the "Palm Tran Service Board" (PTSB), without lapse in its authority, effect, or membership. Its purpose, functions and actions shall be advisory in nature, except for the exercise of authority granted to it in Section 4 below.

Section 3. Purpose - The PTSB shall act as an advisory board to the Board of County Commissioners regarding Palm Tran's fixed route and paratransit programs and services, and in its performance of the duties set forth in Section 9, except when exercising the authority described in Section 4 and paragraphs a. and b. of Section 9 below. The PTSB shall provide an ongoing mechanism for the participation of individuals, with and without disabilities, in the continued development, implementation and assessment of all Palm Tran services.

Section 4. Authorization to hold Public Hearings and Meetings - The Board of County Commissioners does hereby expressly authorize the PTSB to exercise the authority vested in the Board of County Commissioners to conduct all public meetings and public hearings required to be held prior to the implementation of any adjustment to Palm Tran's fixed route public transportation services, and having solicited and considered all public comments received related to a proposed service adjustment, to approve or disapprove the implementation thereof. All route and schedule adjustments, for which there will be an increase in the cost of services, must be funded in Palm Tran's annual budget approved by the Board of County Commissioners. All authority vested in the Board of County Commissioners is retained by the Board of County Commissioners, including but not limited to, the approval of Palm Tran's capital and operating budgets, the establishment of all fares, the employment of all staff, the filing of all grant applications, the approval of all solicitations, contracts and purchases, and the establishment of all Palm Tran policies and procedures.

Section 5. Application of the County's Uniform Policies and Procedures for Palm Beach County Advisory Boards - The PTSB and its members shall be subject to the uniform policies and procedures established by the Board of County Commissioners in Resolution No. R-2013-0193, as it may be amended or replaced by action of the Board of County Commissioners from time to time, except to the extent the application of such policies has been waived by the Board of County Commissioners. As of the date of this resolution, the Board of County Commissioners has waived the limitation on the maximum number of members that may constitute a board as set forth in Section 11 of Resolution No. R-2013-0193. This waiver shall remain in effect until extinguished or removed by the Board of County Commissioners by amendment to this resolution or the adoption of a resolution or enactment of an ordinance that rescinds or extinguishes prior waivers granted by the Board of County Commissioners.

Section 6. PTSB Appointments - The PTSB and its members shall be subject to the procedure for at-large and district appointments to advisory boards established by PPM CW-O-023, as it may be amended or replaced from time to time, so as to ensure consistency with agenda submittal and review procedures.

Section 7. Composition - The PTSB shall be composed of thirteen (13) voting members who must be residents of Palm Beach County, unless such residency requirement is waived by the Board of County Commissioners. Each member shall serve at-large and at the pleasure of the Board of County Commissioners.

Section 8. Terms -

a. The term of office for each member of the PTSB holding office at the time this Resolution is adopted shall remain in effect except that each member's term shall be modified to end on September 30th of the year in which the member's term is to expire. Thereafter, the terms of office for all members shall be three (3) years, and all terms shall begin on the 1st of October and end on the 30th of September. No member shall serve more than three (3) consecutive three (3) year terms. This limitation shall not be applied retroactively to include the terms or portions thereof served by a member appointed to the PTSB prior to the adoption of R-2013-0193, and shall not be applied so as to prevent a member from serving a maximum of three (3) consecutive terms or nine (9) additional years from the date of the adoption of R-2013-0193.

b. All members serve at the pleasure of the Board of County Commissioners and may be removed, for any reason whatsoever, with or without cause, by a majority vote of the Board of County Commissioners.

c. Notwithstanding anything contained herein, a member's appointment shall terminate and the member shall be automatically removed, with or without the action of the Board of County Commissioners, 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 (½) of the meetings scheduled during a calendar year. Participation for less than three-fourths (¾) of a meeting shall be the same as a failure to attend a meeting. Members removed pursuant to this paragraph shall not continue to serve on the PTSB and such removal shall create a vacancy.

d. To the extent deemed possible by the Board of County Commissioners, the criteria set forth below will be used in the selection and appointment of thirteen (13) members to serve on the PTSB,

except that Seat 4 must be filled by an elected municipal official. Except as to the category assigned to Seat 4, it is the goal of the Board of County Commissioners to have one (1) member appointed to the PTSB from each of the remaining categories:

- Seat 1. Transportation experience
- Seat 2. Disability advocate
- Seat 3. Environmental advocate
- Seat 4. Elected municipal official of a municipality located in Palm Beach County
- Seat 5. Business community representative
- Seat 6. Representative with multi-cultural experience
- Seat 7. Senior citizen
- Seat 8. Certified paratransit user
- Seat 9. Regular fixed route bus passenger
- Seat 10. Fixed route bus operator
- Seat 11. Citizen at-large
- Seat 12. Paratransit expertise
- Seat 13. Resident of the Glades/Lake Region of Palm Beach County

Seat 4 is designated as an *ex officio* office of the elected municipal official appointed to that seat. The duties imposed upon the member appointed to Seat 4 are and shall be deemed to be additional *ex officio* duties of his or her municipal office. The Board of County Commissioners may request the Palm Beach County League of Cities, Inc. to select and recommend to the Board of County Commissioners, an elected municipal official from a city located within Palm Beach County, to be appointed to perform the *ex officio* duties of Seat 4.

Section 9. Duties - the duties of the PTSB are limited to the following:

a. To hold all public hearings for fixed route service adjustments in those instances where twenty-five percent (25%) or more of the route miles are affected by a proposed change. Public hearings must be noticed at least ten (10) days in advance in a newspaper of general circulation in Palm Beach County. In those instances where a proposed fixed route adjustment impacts less than twenty-five (25%) of the route miles of a route, those changes shall be approved at a public meeting after public comments, but a formal public hearing need not be held.

b. To consider all public comments received regarding proposed route adjustments and to approve or reject proposed changes to fixed routes and schedules after concluding its public hearing or public meeting comment process.

c. To hold regular meetings and special meetings as convened by the Chair of the PTSB or upon the request of the Executive Director of Palm Tran.

d. To consider the input and recommendation of its standing subcommittees. All standing subcommittees shall be solely advisory bodies to the PTSB. The following standing subcommittees are established to assist the PTSB in the performance of its duties:

- 1. Paratransit
- 2. Planning

e. All standing subcommittees shall meet as frequently as deemed necessary by the PTSB, except that the Paratransit Standing Subcommittee shall meet at least six (6) times per calendar year.

f. To provide summary minutes of each meeting of the PTSB to the Board of County Commissioners.

g. To make a presentation to the Board of County Commissioners upon the request of the Executive Director of Palm Tran, the County Administrator or the Board of County Commissioners.

h. To make recommendations to the Board of County Commissioners concerning paratransit services and public transportation projects within Palm Beach County, upon the request of the Board of County Commissioners, County Administrator, or the Executive Director.

i. To make recommendations to the Board of County Commissioners regarding the activities of the South Florida Regional Transportation Authority (SFRTA) or the Palm Beach Metropolitan Planning Organization, upon the request of the Board of County Commissioners, the County Administrator, or the Executive Director.

j. To act as a mechanism for the participation of individuals, with and without disabilities, in the continued development, implementation and assessment of all Palm Tran services.

k. To approve or disapprove the recommendations for fixed route service adjustments made by the Executive Director or his or her designee. The PTSB may not change or modify the Executive Director's recommendations for fixed route service adjustment without the consent of the Executive Director or his or her designee. In the event the PTSB shall not approve a recommendation made by the Executive Director and the Executive Director determines that a change or modification suggested by the PTSB is not appropriate, the Executive Director shall take no action on the recommended adjustment but may, at any time, resubmit the matter to the PTSB, for its consideration and approval.

l. Submit an annual narrative report to the County's Agenda Coordinator in conformity with applicable procedures or policies established by the County.

m. To perform such other duties, of an advisory nature, requested by the Executive Director.

Section 10. Qualification as a Candidate - PTSB members shall not be prohibited from qualifying as a candidate for elected office.

Section 11. PTSB Actions -

a. The PTSB shall not undertake any action(s) unless a motion for such action has been approved by a majority of the members physically present casting their votes in favor of the motion.

b. Motions must be made and voted upon during the course of regular or special meetings. Within any particular meeting, the PTSB will not take any action on any matter which has not been placed on the agenda for that meeting, unless the PTSB finds special conditions or circumstances exist which require immediate action.

c. The Chair of the PTSB shall appoint all standing subcommittee members and the chairs of all standing subcommittees. All standing subcommittee chairs shall be members of the PTSB. Any citizen may be appointed to serve on a standing subcommittee. Standing subcommittees shall elect a vice-chair from among its members. All standing subcommittees shall be solely advisory bodies to the PTSB and shall serve at the pleasure of the Chair of the PTSB. All standing subcommittee members shall comply with the requirements of the Palm Beach County Code of Ethics applicable to officials of advisory boards. The attendance requirements set forth in Section 8.c. of this Resolution shall also be applicable to all standing subcommittee members. Standing subcommittee members may be automatically removed for lack of attendance, with or without action of the Chair. The Executive Director or his or her designee shall be responsible for monitoring the attendance of the members of any standing subcommittee and for notifying the PTSB and its Chair of the automatic removal of a member for lack of attendance, and for monitoring standing subcommittee members' compliance with the Palm Beach County Code of Ethics.

d. The primary purpose of the Paratransit Standing Subcommittee is to create a forum for individuals with disabilities to participate in the continued development and assessment of services to individuals with disabilities. This standing subcommittee will meet no less than six (6) times a calendar year and at least once each quarter, but may be convened more frequently to consider and provide input to the PTSB regarding proposed changes to the County's fixed route or paratransit systems or to perform any other task assigned to it by the PTSB or requested by the Executive Director. This standing subcommittee shall report directly to the PTSB and shall forward to the PTSB the comments, information, facts and opinions it has obtained or gathered.

e. The PTSB may establish temporary special subcommittees on an "ad-hoc" basis in order to enable it to more efficiently carry out its duties. The chair of the PTSB shall name the members of all

such special subcommittees and the individual who will serve as the chair of any special subcommittee. Members of the PTSB may also serve on any special subcommittee.

Section 12. Maximum Number of Boards - The maximum number of boards that an individual appointed by the Board of County Commissioners may serve on at one time shall be three (3), except that no individual may serve on more than one (1) board if doing so would violate Article II, Section 5(a) of the Florida Constitution, which prohibits dual-office holding.

Section 13. PTSB Chair - The PTSB shall elect a chair and a vice-chair from among its members. The chair and the vice-chair shall each serve for a term of one (1) year. There shall be no limit on the number of terms an individual may be elected as chair or vice-chair.

Section 14. Quorum and Meetings -

a. A quorum of the PTSB's membership must be physically present in order to hold any public hearing or meeting, to conduct any business or take any action. A quorum shall consist of a majority of the appointed members of the PTSB.

b. The PTSB shall endeavor to meet on a monthly basis and may meet more or less frequently as it deems appropriate or as requested by the Executive Director.

c. Meetings of the PTSB shall be governed by Roberts' Rules of Order. The PTSB may, however, establish its own rules of procedure for the conduct of its meetings.

Section 15. Noninterference - Members of the PTSB shall not contact Palm Tran staff, for any reason, other than the Executive Director of Palm Tran or his or her designee. Members shall not involve themselves in or interfere with the day-to-day operations of Palm Tran or the actions or activities of its employees and the employees of the Board of County Commissioners. All actions of the PTSB or of its members must be in accordance with the provisions of this resolution.

Section 16. Vacancies - Vacancies occurring during a term shall be filled for the unexpired term.

Section 17. Sunshine Law and State Code of Ethics - The PTSB and its members are subject to and shall comply with Florida's Sunshine Law and the State of Florida's Code of Ethics. Appointees to the PTSB that are required to submit a Statement of Financial Interests to the State of Florida Commission on Ethics will be notified that the failure to submit a Statement of Financial interests within thirty (30) days of appointment shall result in invalidation of the appointment. Reasonable public notice of all PTSB meetings shall be provided. All meetings of the PTSB shall be open to the public at all times and minutes shall be taken at each meeting. All meetings shall comply with the applicable requirements of Chapter 286, F.S.

Section 18. Palm Beach County Code of Ethics - PTSB members and the members of its standing subcommittees are to comply with the applicable provisions of the Palm Beach County Code of Ethics as codified in Sections 2-254 through 2-260 of the Palm Beach County Code.

Section 19. Conflict with Federal or State Law or County Law - Any Federal, State or County law in conflict with this resolution shall prevail.

Section 20. Effective Date - The provisions of this resolution shall become effective upon its approval by the Board of County Commissioners.

The foregoing resolution was offered by Commissioner Taylor who moved its adoption. The motion was seconded by Commissioner Berger and upon being put to a vote, the vote was as follows:

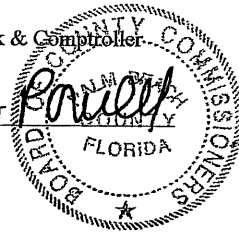
Commissioner Shelley Vana, Mayor	-	<u>Aye</u>
Commissioner Mary Lou Berger, Vice Mayor	-	<u>Aye</u>
Commissioner Hal R. Valeche	-	<u>Aye</u>
Commissioner Paulette Burdick	-	<u>Aye</u>
Commissioner Steven L. Abrams	-	<u>Aye</u>
Commissioner Melissa McKinlay	-	<u>Aye</u>
Commissioner Priscilla A. Taylor	-	<u>Aye</u>

The Mayor thereupon declared the Resolution duly passed and adopted this 7th day of July, 2015.

Palm Beach County, Florida by its Board of County Commissioners

Sharon R. Bock, Clerk & Comptroller

By: Tracy Powell
Deputy Clerk



Approved as to Form and Legal Sufficiency

By: [Signature]
County Attorney

STATE OF FLORIDA, COUNTY OF PALM BEACH
I, SHARON R. BOCK, Clerk and Comptroller
certify this to be a true and correct copy of the original
filed in my office on JUL 07 2015
dated at West Palm Beach, FL on 7-9-15
By: Tracy Powell
Deputy Clerk

Palm Tran Service Board (PTSB) Roster With Expiring Terms

1/31/2018 10:16

Seat #	Requirement	Current Member	Term Expiration Date
1	Rep. with Transportation Experience	Terry Brown	9/30/2020
2 - Vice Chair	Disability Advocate	Myra Goldick	9/30/2019
3	Environment Advocate	VACANT	
4 - Chair	Elected Municipal Official of a Municipality within PBC	Robert Weinroth	9/30/2019
5	Business Community Representative	Robert Templeton	9/30/2019
6	Representative with Multicultural Experience	VACANT	
7	Senior Citizen Rep.	Frank Stanzione	9/30/2020
8	Certified Paratransit User	Martin Rothman	9/30/2019
9	Regular Fixed-Route Bus Rider	VACANT	
10	Fixed Route Bus Operator	Dwight Mattingly	9/30/2019
11	Citizen at Large	VACANT	
12	Rep. with Extensive Paratransit Experience	Dennis Martin	9/30/2020
13	Resident of the Glades/Lake Region Area	VACANT	