

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

Meeting Date: May 1, 2018
 Department: Internal Auditor's Office
 Advisory Board: Internal Audit Committee

I. EXECUTIVE BRIEF

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

Seat #	Nominee	Seat Requirement	Term
3	Rhonda Rogers	Not seat specific	Expires 9/30/2021

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. Rogers is currently serving as the alternate member on the Internal Audit Committee (Committee). At its March 21, 2018 meeting, the Committee unanimously recommended the appointment Ms. Rogers to fill the vacancy in Seat 3. If appointed, Ms. Rogers will serve the balance of the current three-year term ending September 30, 2018. The Committee also recommended Ms. Rogers serve an additional full three-year term ending September 30, 2021. The audit committee has five full member seats and one alternate member seat. Following Ms. Rogers' appointment, the five full member seats will be filled and the alternate member seat will be vacant. Diversity count will be: Caucasian: 2 (40%), Asian American: 1 (20%), African American: 1 (20%), and Hispanic: 1 (20%). The gender ratio (male: female) will be 3:2. The nominee is an African American female. Countywide (DB)

Background and Justification: The 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. Ordinance 2013-030, adopted November 19, 2013, added an alternate member.

As set forth in Chapter 2, Article V, Division 9 of the Palm Beach County Code, the purpose of the Internal 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.

Attachments:

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

Recommended by:	<u>J. Beynon</u> County Internal Auditor	<u>3-29-18</u> Date
Legal Sufficiency:	<u>D.C.W.</u> Assistant County Attorney	<u>3/30/18</u> 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, Ordinance 2013-030 adopted November 19, 2013, and Ordinance 2017-020 adopted June 20, 2017.

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 participate and 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: Raquel Batista Sjomeling, CPA, Hispanic, female, term expires 9/30/19.
- Seat 2: Mark Feldmesser, CPA, Caucasian, male, term expires 9/30/19.
- Seat 3: Vacant
- 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: Rhonda Rogers, African-American, female, term expires 9/30/20.

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	Mar-18	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
1	Raquel B. Sjomeling	P														
2	Mark Feldmesser	P	P	P	P	P	A	P								
3	Vacant															
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	P	A	P	P	P	P	P	P	P
Alternate	Rhonda Rogers	P														

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	Raquel B. Sjomeling	Jan-18	2016-2019				
2	Mark Feldmesser	Nov-16	2016-2019				
3	Roger Strout	Oct-15	2015-2018	Resigned January 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	Rhonda Rogers	Jan-18	2017-2020				

**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: 10/1/2018 To: 9/30/2021
 Seat Requirement: Citizen of Palm Beach County familiar with business or auditing Seat #: 3
 *Reappointment or New Appointment

AND to complete the term of ROGER STROUT Due to: resignation other
 Completion of term to expire on: 9/30/18

*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. Zip Code: 33426
 Home Phone: () N/A Business Phone: (561) 649-9600 Ext.
 Cell Phone: (561) 312-0539 Fax: (561) 649-9693
 Email Address: rogers@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:

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 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

R H O N D A D . R O G E R S

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	
	<p>April 2017 – Present Lake Worth West Resident Planning Group <i>Executive Director</i></p> <ul style="list-style-type: none"> • 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 coordinate 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>.
AWARDS & HONORS	
	<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