

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
BOARD APPOINTMENT SUMMARY

Meeting Date: May 15, 2018
Department: Planning, Zoning & Building
Submitted By: Contractors Certification Division
Advisory Board Name: Construction Industry Licensing Board

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to approve: Appointment of one new member to the Construction Industry Licensing Board (CILB).

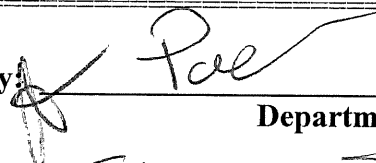
<u>Appoint</u>	<u>Seat #</u>	<u>Requirement</u>	<u>Term</u>	<u>Nominated by</u>
Cortena Williams	14	Consumer Representative	5/15/2018-9/30/2021	Mayor McKinlay Vice Mayor Bernard Commissioner Abrams Commissioner Burdick

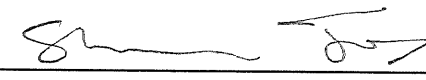
Summary: The CILB was established by Special Act, Laws of Florida, Chapter 67-1876, as amended. The Special Act and, subsequently, Section 489.131, Florida Statutes (F.S.) sets forth the membership of the Board, which consists of fifteen members. The nomination for appointment of a new member is Mrs. Cortena Williams who was nominated by the National Association of Black Women in Construction, Inc. (NABWIC) to complete the unexpired term of Dave Santana who resigned due to business obligations. Upon completion of the term Mrs. Williams will then serve her first 3-year term as the Consumer Representative cited in the Special Act, and F.S. establishing the CILB. Memorandums for appointments and endorsements were sent to the Board of County Commissioners (BCC) on March 19, 2018. No other nominations were received. The CILB has fourteen seats currently filled and a diversity count of Caucasian: 9 (65%), Hispanic-American: 4 (28%) and Native-American: 1 (7%). The gender ratio (female: male) is 1:13. Mrs. Williams is an African American female. Countywide (SF)

Background and Justification: The membership of the Board consists of two general contractors, and one member of the following categories: building, residential, electrical, plumbing, HARV (Heating, Air Conditioning, Refrigeration and Ventilation), roofing, swimming pool, architect, engineer, and building official. In addition, Section 489.131, F.S. requires that we have three Consumer Representatives. The Board establishes qualifications and competency of contractors that work within the County. The Board also provides for the testing and licensing of these contractors, and is empowered to discipline licenses.

Attachments:

1. Boards/Committees Applications
2. Resume for Cortena Williams
3. Recommendation letter from the National Association of Black Women in Construction, Inc. (NABWIC)
4. Memorandum to the Board of County Commissioners, March 19, 2018
5. Special Act (excerpt regarding membership composition)

Recommended by:  _____ **4-18-18**
Department Director **Date**

Legal Sufficiency:  _____
Assistant County Attorney **Date**

II. REVIEW COMMENTS

A. Other Department Review:

Department Director

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
BOARDS/COMMITTEES APPLICATION

Attachment 2

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: Construction Industry Licensing Board of Palm Beach County Advisory Not Advisory
 At Large Appointment or District Appointment /District #: _____
Term of Appointment: 3.4 Years. From: 5/15/2018 To: 9/30/2021
Seat Requirement: Consumer Member Seat #: 14
 *Reappointment or New Appointment
or to complete the term of Dave Santana Due to: resignation other
Completion of term to expire on: 9/30/2018

*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: 0

Section II (Applicant): (Please Print)

APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT

Name: Williams Cortena
Last First Middle
Occupation/Affiliation: Water Restoration
Owner Employee Officer
Business Name: Williams Professional Water Restoration Service LLC
Business Address: 20423 SR7, Ste. F6-359
City & State: Boca Raton, FL Zip Code: 33498
Residence Address: 22584 Lanyard Street
City & State: Boca Raton, FL Zip Code: 33428
Home Phone: () Business Phone: ()866-491-4324Ext. 2
Cell Phone: ()561-213-1433 Fax: ()561-372-9029
Email Address: wpwrs1965@gmail.com

Mailing Address Preference: Business Residence

Have you ever been convicted of a felony: Yes No

If Yes, state the court, nature of offense, disposition of case and date: _____

Minority Identification Code: Male Female
 Native-American Hispanic-American Asian-American African-American Caucasian

Section II Continued:

CONTRACTUAL RELATIONSHIPS: Pursuant to Article XIII, Sec. 2-443 of the Palm Beach County Code of Ethics, advisory board members are prohibited from entering into any contract or other transaction for goods or services with Palm Beach County. Exceptions to this prohibition include awards made under sealed competitive bids, certain emergency and sole source purchases, and transactions that do not exceed \$500 per year in aggregate. These exemptions are described in the Code. This prohibition does not apply when the advisory board member's board provides no regulation, oversight, management, or policy-setting recommendations regarding the subject contract or transaction and the contract or transaction is disclosed at a public meeting of the Board of County Commissioners. **To determine compliance with this provision, it is necessary that you, as a board member applicant, identify all contractual relationships between Palm Beach County government and you as an individual, directly or indirectly, or your employer or business.** This information should be provided in the space below. If there are no contracts or transactions to report, please verify that none exist. Staff will review this information and determine if you are eligible to serve or if you may be eligible for an exception or waiver pursuant to the code.

<u>Contract/Transaction No.</u>	<u>Department/Division</u>	<u>Description of Services</u>	<u>Term</u>
<u>Example: (R#XX-XX/PO XX)</u>	<u>Parks & Recreation</u>	<u>General Maintenance</u>	<u>10/01/00-09/30/2100</u>
_____	_____	_____	_____
_____	_____	_____	_____

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

NONE

NOT APPLICABLE/
(Governmental Entity)

ETHICS TRAINING: All board members are required to read and complete training on Article XIII, the Palm Beach County Code of Ethics, and read the State Guide to the Sunshine Amendment, **Article XIII**, and the training requirement can be found on the web at: <http://www.palmbeachcountyethics.com/training.htm>. Ethics training is on-going, and pursuant to PPM CW-P-79 is required before appointment, and upon reappointment.

By signing below I acknowledge that I have read, understand, and agree to abide by Article XIII, the Palm Beach County Code of Ethics, and I have received the required Ethics training (in the manner checked below):

By watching the training program on the Web, DVD or VHS on March 11, 2018
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: *Cortena Williams* Printed Name: Cortena Williams Date: 3/11/18

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:
Janeth Cervera Fontecha, Contractors Certification Division
2300 N. Jog Rd, 2nd Floor, Suite 2W-61, West Palm Beach, FL 33411

Section III (Commissioner, if applicable):

Appointment to be made at BCC Meeting on: _____

Commissioner's Signature: *Melissa McKenley* Date: 4/2/18

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

Revised 02/01/2016

PALM BEACH COUNTY
 BOARD OF COUNTY COMMISSIONERS
 BOARDS/COMMITTEES APPLICATION

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APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT

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Residence Address: 22584 Lanyard Street
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 Home Phone: () _____ Business Phone: () 866-491-4324 Ext. 2
 Cell Phone: () 561-213-1433 Fax: () 561-372-9029
 Email Address: wpwrs1965@gmail.com

Mailing Address Preference: Business Residence

Have you ever been convicted of a felony: Yes No
 If Yes, state the court, nature of offense, disposition of case and date: _____

Minority Identification Code: Male Female
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Section II Continued:

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_____	_____	_____	_____
_____	_____	_____	_____
(Attach Additional Sheet(s), if necessary) OR			
NONE	<input checked="" type="checkbox"/>	NOT APPLICABLE/ (Governmental Entity)	<input type="checkbox"/>

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2300 N. Jog Rd, 2nd Floor, Suite 2W-61, West Palm Beach, FL 33411

Section III (Commissioner, if applicable):

Appointment to be made at BCC Meeting on: _____

Commissioner's Signature: *Mack Be...* Date: 4/2/18

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Revised 02/01/2016

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Commissioner's Signature: *S. Abrams* (16) Date: 3/22/18

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Revised 02/01/2016

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Section III (Commissioner, if applicable):

Appointment to be made at BCC Meeting on: _____

Commissioner's Signature: *Paullette Burdick* Date: 3-28-2018

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

Revised 02/01/2016

Cortena Williams
20423 SR 7, Ste F6-359
Boca Raton, FL 33498
E-mail: WPWRS1965@GMAIL.COM

Career

Objective:

To build a career as a Professional and/or Entrepreneur which will allow me to utilize my skills and experience to make a significant contribution to the growth of the company. I am a very hard worker who knows and understands the value of a work. I am flexible and adapts quickly to change. I work well independently as well as a team player.

Formal

Education:

Paul Lawrence Dunbar High School 1978-1982
U. T. Arlington 1982-1985
T.C.J.C. (South Campus) 1982-1984

Organizations:

NABWIC SOUTH FL CHAPTER-VICE PRESIDENT 3/18-Present
BNI GO TO GROUP-PBG FLORIDA -PRESIDENT 10/17-Present

Work

Experience:

**Williams Professional Water
Restoration Service LLC**

Position: Manager/Owner 09/14-Present

Duties: Clean up from water/storm damage, fire & smoke damage, and sewage system overflow, water extraction, dehumidification and drying, odor removal, mold & mildew remediation. We also do biohazard & trauma-crime scene clean up. We also have OSHA Certification. We perform thorough inspections as well as address all concerns, so that quality service is performed. We are available 24 hours a day, 7 days a week and provide emergency service calls.

BNSF Railway

Position: Terminal Trainmaster 05/12-11/13

Duties: Assist in implementing policy and the execution of the operating plan. Supervise TY&E employees and plan daily train and switching operations consistent with safety and efficiency. Conduct operations tests and safety meetings. Monitor and control costs to meet goals. Investigate accidents and injuries. Insure compliance with BNSF's equal employment policies, safety and operating rules, schedule agreements, and Government regulations.

Position: Supervisor Maintenance Planning 08/11-05/12

Duties: Schedule operating and capital maintenance work within a specific territory to maximize use of track time and ensure corrective and preventive maintenance activities are performed. Coordinate with maintenance scheduling and the transportation department to schedule maintenance work windows to maximize the productivity of maintenance forces and minimize impact to operating trains. Coordinate with first line supervisors to ensure that essential work is identified and prioritized and communicate these requirements to the transportation team. Develop and communicate best maintenance practices and standards based on review of work order history to improve work force productivity and component reliability. Monitor unplanned and reactive activities to determine trends in repetitive failures to prevent catastrophic failures and to predict maintenance requirements.

Position: Chief Dispatcher 08/08-08/11

Duties: Maintain a safe work environment and reduce safety hazards. Provide leadership on the dispatching zone by partnering with the Supt. of Corridor Operations. Opts testing, enforce rules and compliance, MOW planning and execution. Manage crews in the absence of the MCO. Maintain daily records and reports regarding dol's, service interruptions, all other exceptions as they occur. Work with many other departments and groups throughout the BNSF system.

Position: MCO 01/08-08/08

Duties: Ensure compliance with operating plan and recovery from exceptions. Coordinates TY&E crew utilization with responsible individuals. Coordinates van requirements to ensure vans are in place for timely movement of crews. Supports planning for MOW windows, assist in train planning and coordinates with locomotive utilization (MLU/AMLU representatives to ensure assets are in place for efficient train operations. Coordinates with division, crew support office and NOC representatives to achieve train performance goals.

Position: Train Dispatcher 06/98-12/07

Duties: Manage the safe movement of trains from origin to destination, manage Crews, plan work to be done online. Maintain yard tracks and power moves.

Burlington Northern Railroad

Position: Placement Center Clerk 01/98-06/98

Duties: Handle clerical movements, including clerical calling (taking lay-offs and Filing short vacancies); Managing vacations, processing displacements, etc. This was the Field Division desk, which included 59 areas and 3-time zones.

- Position:** **Interline Received Clerk** **02/95-05/97**
Duties: Enter waybill information from revenue waybills. Maintain CBS files to Support waybilling. Work with Foreign Railroads for correct billing.
- Position:** **Operations Support Specialist** **01/93-11/93**
Duties: Arrive and Depart trains, receive and deliver interchange, release sets and bad Orders. Make sure that tags and spins destinations on inbound trains for Fort Worth and beyond are correct. Maintain the GREB book for clerk's relief.
- Position:** **Customer Service Representative** **09/92-01/93**
Duties: General clerical duties. Receive customer car orders, report and upload Orders, assign cars to customers. Keep customers informed of all moves. Handle customer inquiries and solve problems for the customers.
- Position:** **Relief Yard Clerk/PCI** **07/92-09/92**
Duties: General clerical duties. Check inbound and outbound trains, interchange. Haul crews, arrive and depart trains, print wheels and pull bills for trains. Keep GREB book for clerk's relief.
- Position:** **Customer Billing Clerk** **08/91-07/92**
Duties: Create waybills in CBS from bills of ladings, provided by Imaging via the Hub centers around the BN system. Consolidate train load list, file bills. Research and solve problems for accurate billing payment.
- Position:** **PE of Customer Billing** **08/90-08/91**
Duties: Supervise Clerks and make sure proper billing was entered CBS. Problem solving, corrections, and delegating work to clerks. New hire training, verify work, make sure time was utilized wisely. Make very important decisions, be able to work under pressure. Extensive customer contact, answer phones, monitor clerks.
- Position:** **Customer Billing Clerk** **04/90-08/90**
Duties: Create waybills in CBS from bills of ladings, provided by Imaging via the Hub centers around the BN system. Consolidate train load list, file bills. Research and solve problems for accurate billing payment.



National Association of Black
Women in Construction, Inc.

March 14, 2018

Construction Industry Licensing Board of Palm Beach County
2300 N. Jog Rd., 2nd Floor, Suite 2W-61
West Palm Beach, FL 33411

Dear Madam/Sir:

Please be advised that the Board of Directors of NABWIC, SFC, INC voted to have Cortena "Tena" Williams represent NABWIC, SFC, INC on the Construction Industry Licensing Board of Palm Beach County.

Cortena "Tena" Williams is a member of NABWIC, SFC, INC. She holds the position of Vice President in the organization.

Cortena "Tena" Williams is a resident of Palm Beach County and her business is in Palm Beach County. Therefore, meeting the requirement for residency and is more than qualified to serve on the Construction Industry Licensing Board of Palm Beach County. We believe that Cortena "Tena" Williams would be a great asset to the board.

Cortena "Tena" Williams is ready, willing and able to serve and should be allowed to do so.

Sincerely,

Shirley Everett
President
NABWIC, SFC, INC

Building lasting strategic partnerships with organizations and individuals that will provide ground-breaking and innovative solutions for black women in construction and their respective communities.



**Department of Planning,
Zoning & Building**

2300 North Jog Road
West Palm Beach, FL 33411-2741
(561) 233-5000

Planning Division 233-5300
Zoning Division 233-5200
Building Division 233-5100
Code Enforcement 233-5500
Contractors Certification 233-5525
Administration Office 233-5005
Executive Office 233-5228
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**Palm Beach County
Board of County
Commissioners**

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To: Mayor Melissa McKinlay, and
Members of the Board of County Commissioners

From: Oscar Alvarez, Director
Contractors Certification Division

Date: March 19, 2018

Re: **Appointments to the Construction Industry Licensing Board
(CILB) of Palm Beach County**

ITEM: The purpose of this memo is to request support of one (1) Consumer Member nomination to the Construction Industry Licensing Board (CILB). The nomination is for Ms. Cortena Williams to serve as the Consumer Member Seat. Ms. Williams is being nominated by the National Association of Black Women in Construction, Inc. (NABWIC). Ms. Williams is to replace Mr. Dave Santana, who resigned and could no longer meet the demands of the Board. Ms. Williams would be eligible to complete the remainder of the vacant term and commence a first 3-year term that would run from date of appointment through September 30, 2021.

BACKGROUND: The primary function of the CILB is for approval of certificate of competency construction trade licenses for Palm Beach County. The CILB consists of fifteen (15) specified construction trade members per Special Act, including three (3) consumer members that can be appointed by the BCC. The term of office of each member is three (3) years, with two consecutive year terms. The meetings are held once a month on the fourth Monday of each month. The qualification to be appointed to this board is to be actively engaged in the construction business in Palm Beach County; hold a certificate of competency under the nominee's name; engaged for a period of not less than five (5) consecutive years immediately before the date of his appointment; and be a resident of Palm Beach County. The architect and engineer member shall be licensed in the State of Florida and be a resident of Palm Beach County. The consumer representative may be any resident of the local jurisdiction who is not, and has never been, a member or practitioner of a profession regulated by the CILB or a member of any closely related profession. The CILB has fourteen (14) member seats currently filled, and a diversity count of Caucasian: 9 (65%) Native American: 1 (7 %) Hispanic-American: 4 (28 %). The gender ratio (female: male) is 1:13. Ms. Williams is an African American female.



DISPOSITION: Ms. Williams's application is attached for your consideration and signature in support. If you would like to nominate a different candidate, please provide us with the candidate(s) contact information for our office to process the nominations. Please return your nomination forms to Contractors Certification Division, senior secretary Janeth Cervera Fontecha by mail, fax (561) 233-5554 or email at jcerverafontecha@pbcgov.org by April 9, 2018. Staff will prepare an agenda item for the May 15, 2018 BCC meeting for final approval.

Should you have any questions regarding this appointment or nomination, please contact Janeth Cervera Fontecha at (561) 233-5540.

OA/jcf

Attachments:

- Boards/Committees Application
- Resume for Mr. Williams
- Nomination from the National Association of Black Women in Construction Inc (NABWIC)
- CILB Membership List for 2017-18.
- Meeting Schedule for 2018
- Board Member Requirements per Special Act, Chapter 67-1876, as amended.

cc: Patrick W. Rutter, Executive Director, PZ&B
Ramsay Bulkeley, Deputy Director, PZ&B
Faye W. Johnson, Assistant County Administrator
Shannon Fox, Assistant County Attorney
Edward Lynch, CILB Chair

File: CILB Appointments
Enclosures

Special Act, Laws of Florida, Chapter 67-1876, as amended

Section 3. Construction Industry Licensing Board of Palm Beach County, organization, meetings, powers, duties. --

(A) The Construction Industry Licensing Board of Palm Beach County is hereby created and composed of the following: two general contractors, one contractor who is primarily engaged in the business of furnishing those services to which a building contractor is limited, one contractor who is primarily engaged in the business of furnishing those services to which a residential contractor is limited, one electrical contractor, one plumbing contractor, one HARV contractor, one roofing contractor, one swimming pool contractor, one architect, one engineer, and one full-time building official, employed by a local government within Palm Beach County who meets the requirements of the Building Officials Association of Florida. All members of the Board shall be appointed by the Palm Beach County Board of County Commissioners.

(B) To be eligible for appointment each contractor member shall be:

(1) Actively engaged in the construction business in Palm Beach County and have held a certificate of competency in his name and have been so engaged for a period of not less than 5 consecutive years immediately before the date of his appointment, and be a resident of Palm Beach County. The architect and engineer member shall be licensed in the State of Florida and be a resident of Palm Beach County.

(2) Each member of the Board except the Building Official shall hold a valid certificate issued by this Board or the state of Florida in addition to having the qualifications required in subsection (B) (1) above.

(C) All terms of office expire on September 30 of the last year of term. As the terms of members expire, the Board of County Commissioners shall appoint a member to fill the vacancy for a term of 3 years, but no member shall serve for more than two consecutive terms but may be reappointed after a three (3) year hiatus. Vacancies in the membership of the board for any cause shall be filled by the Board of County Commissioners for the balance of the unexpired term.

F.S. § 489.131 Applicability:

(10) No municipal or county government may issue any certificate of competency or license for any contractor defined in s. 489.105(3)(a)-(o) after July 1, 1993, unless such local government exercises disciplinary control and oversight over such locally licensed contractors, including forwarding a recommended order in each action to the board as provided in subsection (7).

Each local board that licenses and disciplines contractors must have at least two consumer representatives on that board. If the board has seven or more members, at least three of those members must be consumer representatives. The consumer representative may be any resident of the local jurisdiction who is not, and has never been, a member or practitioner of a profession regulated by the board or a member of any closely related profession.
(7/1/93)

Rev. 6/30/17

BOARD MEMBER QUALIFICATIONS

Board of County Commissioners:

Urges all associations to join Palm Beach County in encouraging diversity in your Board nominations. Diverse representation in our Board appointments are a key to promoting a wider variety of perspectives and approaches on policy development, strategic planning, and regulatory implementation for our citizens. (11/5/09)

Rev. 6/30/17