Agenda Item No: 3A-1

PALM BEACH COUNTY BOARD OF COUNTY COMMISSIONERS

BOARD APPOINTMENT SUMMARY

	The second second		:				
Meeting Date: June 5, 2018		[X] Consent	I	[] Regular		
			[] Ordinand	e	[] Public Hearing	٠
Department:		Office of S	mall Business Assi	stance			
Advisory Board:		Small Busi	ness Advisory Con	nmittee			
			EXECUTIVE	BRIEF			
Motion and Title Business Assistar	: Staff ronce (SBA)	ecommends mo Committee for	otion to approve: the seat and term	appointr indicate	me ed	ent of the following below.	individual to the Small
NOMINEE	SEAT	DESIGNATION		TER	<u>RM</u>		NOMINATED BY
Appoint							
Lorna Anderson	15	Professional Orga	anization	06/	/05/	/2018 to 09/11/2018	Mayor McKinlay Vice Mayor Bernard Commissioner Valache Commissioner Burdick
white male busined Palm Beach Counting Hispanic business one (1) represent representative of Development Cerepresentative of organization. The Commissioners of received.	ness own nty; one s organiz tative of the Asso nter; or f the Bla te SBA C on May 8	er certified as (1) representa ation; one (1) re de la Women's Experiente (1) representa Chamber o committee supp (1) reques (2) req	a small business to tive of a business representative of to Business Organizated I Contractors of Al tative of a financial of Commerce; and ports the nominated sting approval of to	by the Co incubation; one merica; one al institu one (1) ion and the recor	our ona e (; one utio a i mn	nty; one (1) busine program; one (1) al Association of Woll (1) certified minorite (1) representative on that assists small epresentative of a memo was sent to nendation. No other	by the County; one (1) as owner domiciled in representative of the omen in Construction; by contractor; one (1) of the Small Business all businesses; one (1) professional services the Board of County her nominations were ree (3) years. The SBA
Committee review Committee curre African American	ws and every the second with the second the	valuates the efforitee sists of fourtee %), and Hispani	ectiveness of smal n (14) members.	l busines: The curre gender r	s p ent rati	rograms within Cou t diversity count is: o (female:male) is:	ree (3) years. The SBA inty Government. The Caucasian: 6 (42.8%), 8:6. The nominee for
Background and appointments to	Justifica be made	tion: Section from specific of	2.80.32, as amend organizations and r	ded, of t	the tat	Palm Beach Counties	ty Code, provided for siness community.
Attachments: 1. Board/Coi 2. Resume o	mmittee f Nomine	Application					
Recommended By	y:	J.	Dansan				5/22/18
		Ton	ya Davis Johnson,	Director	******		Date
Legal Sufficiency:		λ		(,

Helene Hvizd, Senior Assistant County Attorney

Date

II. REVIEW COMMENTS

Department Director		

Other Department Review:

A.

BOARD/COMMITTEE APPLICATION

ATTACHMENT 1

PALM BEACH COUNTY BOARD OF COUNTY COMMISSIONERS BOARDS/COMMITTEES APPLICATION

The information provided on this form will be used in considering your nomination. Please COMPLETE SECTION II IN FULL. Answer "none" or "not applicable" where appropriate. Please attach a biography or résumé to this form.

Board Name: Small Business Advisory Committee _ Advisory [X] Not Advisory [] [X] At Large Appointment or [] District Appointment /District #: _ Term of Appointment: 3 Years. From: _06/052018 To: 09/11/2020 **Professional Services Organization** Seat Requirement: Seat #: 15 []*Reappointment or [X] New Appointment to complete the term of Gabriel Goldstein Due to: [] resignation [X] other Completion of term to expire on: 09/11/2020 Termination due to absence *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: Anderson Lorna Last Middle First Occupation/Affiliation: Program/Project Management Owner [X] Employee [] Officer [] **Business Name: Greywood Consulting Corp Business Address:** 3300 South Dixie Highway, Suite 1-138 City & State West Palm Beach, FL Zip Code: 33405 Residence Address: 2365 Pigeon Cay City & State West Palm Beach, FL Zip Code: 33405 Home Phone: Business Phone: (561) 323-2585 Cell Phone: (678) 612-2446 Fax: Email Address: Lorna.anderson@greywood.us Mailing Address Preference: [X] 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 [X] Female [] Native-American [] Hispanic-American [] Asian-American [X] African-American [] Caucasian

Page 1 of 2

Section I (Department): (Please Print)

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.

Example: (R#XX-XX/PO XX) Parl	ks & Recreation	General Maintenance		
		General Maintenance		10/01/00-09/30/2100
	(Attach Additional S	heet(s), if necessary) OR		<u> </u>
NONE X		NOT APPLICABL (Governmental Ent		
ETHICS TRAINING: All board member Ethics, and read the State Guide to the State: http://www.palmbeachcountyethicrequired before appointment, and upon By signing below I acknowled County Code of Ethics, and I have	Sunshine Amendment, Artic cs.com/training.htm. Ethic on reappointment. ge that I have read, unde	le XIII, and the training es training is on-going, erstand, and agree to ab	requirement and pursua oide by Artic	t can be found on the web ant to PPM CW-P-79 is cle XIII, the Palm Beach
•	the training program on the a live presentation given on AND	O (,
By signing below I acknowled Amendment & State of Florida	Code of Ethics:	<u> </u>	•	
*Applicant's Signature:	elosan Printed N	Name:Lorna Anderson_		Date: _April 23, 2018
Any questions and/or concerns regarding website www.palmbeachcountyethics.co	g Article XIII, the Palm Bea	ch County Code of Ethics,	please visit t	he Commission on Ethics
	Return this Vicky Cronell, Admir Office of Small Bu 50 South Military West Palm Bea	nistrative Secretary siness Assistance Trail, Suite 202		
	Section III (Commiss	ioner, if applicable):		
Appointment to be made at BCo Commissioner's Signature:		Date:	5/14/18	
Pursuant to Florida's Public Records Law, this doc	•	copied by members of the public		Revised 02/01/2016

Page 2 of 2

PRO DEBR RECO

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

Contract/Transaction No.	Department/Division	Description of Services	<u>Term</u>
Example: (R#XX-XX/PO XX)	Parks & Recreation	General Maintenance	10/01/00-09/30/2100
	(Attach Additiona	ol Sheet(s), if necessary) OR	
NONE	X	NOT APPLICABLE/ (Governmental Entity)	
Ethics, and read the State Guide at: http://www.palmbeachcourrequired before appointment, a	to the Sunshine Amendment. Ar httpethics.com/training.htm. Et and upon reappointment.	nd complete training on Article XIII ticle XIII, and the training requir thics training is on-going, and p nderstand, and agree to abide by	rement can be found on the web pursuant to PPM CW-P-79 is
County Code of Ethics, a	nd I have received the require	d Ethics training (in the manner c	hecked below):
X By wa By att	tching the training program on the ending a live presentation given AND.	he Web, DVD or VHS onApri on, 20	1232018
Amendment & State of F	nowledge that I have read, i Jorida Code of Ethics:	understand and agree to abide	
*Applicant's Signature:	Underson Printe	d Name:Lorna Anderson	Date: _April 23, 2018
Any questions and/or concerns re	garding Article XIII, the Palm B	each County Code of Ethics, please at ethics@palmbeachcountyethics.	visit the Commission on Ethics
	Vicky Cronell, Adr Office of Small I 50 South Milita	nis FORM to: ministrative Secretary Business Assistance ary Trail, Suite 202 teach, FL 33415	
	Section III (Commi	ssioner, if applicable):	
Appointment to be made			
Commissioner's Signature:	" willen De	Date:	
Pursuant to Florida's Public Records Law,	this document may be reviewed and pho	otocopied by members of the public.	Revised 02/01/2016

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.

Cattach Additional Sheet(s), if necessary) OR	LE/ utity) icle XIII, the Palm Beach County Code of grequirement can be found on the web
NONE NOT APPLICAB (Governmental Engineer)	icle XIII, the Palm Beach County Code of grequirement can be found on the web
ETHICS TRAINING: All board members are required to read and complete training on Art Ethics, and read the State Guide to the Sunshine Amendment. Article XIII, and the training at: http://www.palmbeachcountyethics.com/training.htm . Ethics training is on-going required before appointment, and upon reappointment. By signing below I acknowledge that I have read, understand, and agree to a County Code of Ethics, and I have received the required Ethics training (in the management Land Land Land Land Land Land Land Land	icle XIII, the Palm Beach County Code of grequirement can be found on the web
Ethics, and read the State Guide to the Sunshine Amendment. Article XIII, and the trainin at: http://www.palmbeachcountyethics.com/training.htm . Ethics training is on-going required before appointment, and upon reappointment. By signing below I acknowledge that I have read, understand, and agree to a County Code of Ethics, and I have received the required Ethics training (in the management Land Land Land Land Land Land Land Land	g requirement can be found on the web
By signing below I acknowledge that I have read, understand and agree to Amendment & State of Florida Code of Ethics: *Applicant's Signature: Printed Name:Lorna Anderson	anner checked below):
*Applicant's Signature:	
	Date: _April 23, 2018
Any questions and/or concerns regarding Article XIII, the Palm Beach County Code of Ethics website www.palmbeachcountyethics.com or contact us via email at ethics@palmbeachcountyethics.com or contact us the contact us	, please visit the Commission on Ethics yethics.com or (561) 355-1915.
Return this FORM to: Vicky Cronell, Administrative Secretary Office of Small Business Assistance 50 South Military Trail, Suite 202 West Palm Beach, FL 33415	
Appointment to be made at BCC Meeting on: Commissioner's Signature: Date:	_/ /

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

Contract/Transaction No.	Department/Division	Description of Services	<u>Term</u>
Example: (R#XX-XX/PO XX)	Parks & Recreation	General Maintenance	10/01/00-09/30/2100
	(Attach Additiona	ol Sheet(s), if necessary)	
NONE	X	NOT APPLICABLE/ (Governmental Entity)	
Ethics, and read the State Guide at: http://www.palmbeachcour required before appointment, a By signing below I ack County Code of Ethics, a _X_ By wa By att By signing below I ack Amendment & State of F	to the Sunshine Amendment. Are tyethics.com/training.htm. Et and upon reappointment. nowledge that I have read, und I have received the required the training program on the ending a live presentation given AND nowledge that I have read, a clorida Code of Ethics:	nd complete training on Article XIII, ticle XIII, and the training require thics training is on-going, and produced the training is on-going, and produced the training (in the manner classes to a solutionApril on, 20	ement can be found on the web bursuant to PPM CW-P-79 is Article XIII, the Palm Beach necked below): 232018 by the Guide to the Sunshine
		d Name:Lorna Anderson	
Any questions and/or concerns rewebsite			

RESUME OF NOMINEE

ATTACHMENT 2

LORNA S. ANDERSON, PMP

West Palm Beach, FL 678-612-2446 Lorna.Anderson@Greywood.us

Senior-Level Program Management Professional

Strategically focused program manager with a successful career in the design, implementation, and management of the entire life-cycle of complex programs and projects. Superb analytical skills and technical expert peaked in developing innovative solutions, to successfully deliver large-scale global projects on time, and within budget. Proven track record and keen ability in managing multi-discipline project teams in the delivery of project requirements within stakeholder's mission, values and goals, while managing scope, schedule, resource, and quality constraints.

PROFESSIONAL SKILLS:

PMI Certified	Business Operations & HR Management
Program Design & Management	 Vendor Negotiation & Management
PMO Leadership	 Account Governance/Client Relationship Mgmt
 Acquisition & Divestiture PM 	 Outsourcing PM (Transition & Transformation)

EXPERIENCE

GREYWOOD CONSULTING CORP.

Principal PM Consultant

2016-Present

Mar 2016 - Present

Program Management Consultant for IT Service Management client, Soitron UK. Strategic planning & management, organization development, operations & process improvement, and technical management of enterprise IT projects for Soitron's major clients.

- Develop strategic project/program plans to achieve business and operational goals, relationship management, and global leadership across geographical boundaries to ensure global program success and overall business effectiveness.
- Develop, establish, and maintain the project communications plan. Deliver status reports to the global program office, the HP management team, and HP's customer. Ensure project documentation is developed and maintained to HP's standard methodology and retention requirements.

Business Operations/Human Resource Management

Aug 2016-Present

Managed human resources functions for Soitron UK's team of PM consultants in the US.

- Executed legal contracts, developed business policies, and managed compensation and payroll services.
- Administered HR processes and records, developed HR policies (employee handbook) and developed/distributed financial statements and records.

PC MALL, INC (PCM SARCOM)

2010-2015

Global Program Manager

Jul 2010 – July 2015

As a PM Consultant for SARCOM's client, HP, planned and managed IT projects for strategic initiatives and programs for one of HP's major clients.

- Managed all aspects of the project execution including requirements gathering, planning, change management, risk management and reporting. Directed the project teams through all phases of the project lifecycle. Drove all aspects of project management activity to meet and/or exceed HP's and the customer's goals.
- Developed, established, and maintained the project communications plan. Delivered status reports to the global program office, the HP management team, and HP's customer. Ensured project documentation is developed and maintained to HP's standard methodology and retention requirements.
- Assembled/built global project teams and mentor junior project team members. Collaborated and coordinated with the customer's project resources in conjunction with HP's resources. Tracked project resource utilization and budget against plans.

HEWLETT-PACKARD COMPANY, Atlanta, GA

1993-2009

Outsourcing Program Manager

Aug 2003 - Dec 2009

Planned and managed transition and/or transformation projects to implement contracted IT services for HP's Outsourcing Services clients.

- Organized and led global transition teams during all phases of the contract implementation process, and supported project resources in developing the projects' scope of work, estimates, schedules, and resourcing plans. Led service delivery teams in the planning and (re)design of service solutions, and coordinated the activities of internal and external vendors in support of customized solutions.
- Communicated and partnered with HP account executives to report status/progress and to identify
 critical business drivers and objectives that might impact project deliverables and schedules.
- Monitored and reported financial expenses for program activities, including providing forecasts, baselining budgets, and collecting and reporting costs vs. plan of record.

Accomplishments:

- Managed numerous successful client implementations achieving service level objectives, within the contract scope, schedule and financial model thereby increasing account revenue.
- Consistently implemented HP's IT service methodologies and quality measures to ensure operations met service standards and avoided contract penalties.

Business Operations Manager

Aug 2007 - Nov 2008

Recruited to establish business office functions and operations for one of HP's major accounts.

- Implemented HP's Global Account Business Operations processes to manage financial performance (revenue and costs) and to establish HP's business controls.
- Organized and directed business office and governance functions, processes, and procedures.
- Directly managed risk, consumption, and escalation management processes.
- Developed and maintained the commercial and contractual communication process between the client, the account team, various HP organizations, service providers, and partners.

Accomplishments:

- Forged the delivery of key account business management processes that enabled executives to monitor account revenue, to plan for growth, and to effectively and efficiently govern the account.
- Initiated and led the taxation strategy planning and review that led to HP's discovery and recovery of \$300,000 in missed tax receivables.

Senior/Global Program Manager

Jul 1997 - Aug 2003

Managed global project teams through the entire project life-cycle to design and develop and implement integrated global processes and programs. Designed, managed, and implemented strategic IT programs or processes based on the mission of HP's IT organization.

- Worked with stakeholders to assist in defining requirements for business initiatives, and implement technologies, products and services to support their program objectives and requirements.
- Designed and delivered customized programs while ensuring the programs fit within the HP IT global infrastructure and service level agreements.
- Exercised independent judgment in developing methods, techniques and criteria for achieving program objectives and contributed to the development of innovative principles and ideas.

Accomplishments:

- Spearheaded the Acquisition and Divestiture (A&D) PMO by defining the project model and mentoring other PMs on managing A&D projects.
- Launched and implemented the IT Service Termination program that reduced IT costs and risks by an estimated 50% per year.
- Developed and published my team's PMO structure and processes to ensure program/project consistency and to leverage best practices across project teams.
- Pioneered a hardware and software integration program, with an external business partner, for all sales productivity programs in the US. The established model improved solution delivery time by 60%.
- Successfully completed many strategic sales force automation programs and processes that resulted in outstanding sales revenue (increased 40%) from the productivity gains (increased 65%) of the sales teams.

EDUCATION
B.A., Mathematics, University of Rochester, Rochester, NY

CREDENTIALS
Project Management Professional (PMP) since 2004

CURRENT LIST OF BOARD MEMBERS SMALL BUSINESS ADVISORY COMMITTEE

<u>Seat</u>	<u>Incumbent</u>	Seat Requirement
1	John Elliott (B)	Certified Black Business Owner
2	Aida Veronica Vidal (H)	Certified Hispanic Business Owner
3	E. Ann McNeill (B)	Certified Woman Business Owner
4	Robert Geoff Waite (W)	Certified White Male Business Owner
5	Amy Angelo (W)	Business Owner Domiciled in PBC
6	Penny Pompei (W)	Business Incubator Program
7	Sifredo Asencio, Jr. (H)	Hispanic Business Organization
8	Rachelle Wood (W)	Nat'l Assoc. of Women in Construction
9	Denise Albritton (B)	Women's Business Organization
10	Javin Walker (B)	Certified Minority Contractor
11	Scott Johnson (W)	Associated General Contractors
12	Carole Hart (W)	Small Business Development Center
13	Seabron Smith (B)	Financial Institution that
		assists small businesses
14	Courtney McKenzie Newell (B)	Black Chamber of Commerce
15	VACANT	Professional Services Organization

ATTACHMENT 3