

BOARD APPOINTMENT SUMMARY

Date _____

II. REVIEW COMMENTS

A. Other Department Review:

Department Director

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.

Section I (Department): (Please Print)

Board Name: Small Business Advisory Committee Advisory ☒ Not Advisory ☐
☐ At Large Appointment or ☐ District Appointment /District #: _____
Term of Appointment: 3 Years. From: 06/052018 To: 09/11/2020
Seat Requirement: Professional Services Organization Seat #: 15
☐ *Reappointment or ☒ New Appointment
or ☐ to complete the term of Gabriel Goldstein Due to: ☐ resignation ☒ 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 S.
Last First Middle
Occupation/Affiliation: Program/Project Management
Owner ☒ 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: ☒ 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

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	<input checked="" type="checkbox"/>	NOT APPLICABLE/ (Governmental Entity)	<input type="checkbox"/>

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):

 X By watching the training program on the Web, DVD or VHS on April 23 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: L Anderson Printed Name: Lorna Anderson Date: April 23, 2018

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:
Vicky Cronell, Administrative Secretary
Office of Small Business Assistance
50 South Military Trail, Suite 202
West Palm Beach, FL 33415

Section III (Commissioner, if applicable):

Appointment to be made at BCC Meeting on:

Commissioner's Signature: Melissa McHenry Date: 5/14/18

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:

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Commissioner's Signature: Macklem Berry Date: _____

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Revised 02/01/2016

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West Palm Beach, FL 33415

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Commissioner's Signature: Hal R. Valche Date: 5/15/18

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West Palm Beach, FL 33415

Section III (Commissioner, if applicable):

Appointment to be made at BCC Meeting on:

Commissioner's Signature: Paula B. Burdick Date: 5/15/2018

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>	<u>Seat Requirement</u>
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