

**PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS**

**BOARD APPOINTMENT SUMMARY**

**Meeting Date:** APRIL 2, 2019  
**Advisory Board:** CAREERSOURCE PALM BEACH COUNTY, INC.

**I. EXECUTIVE BRIEF**

**Motion & Title: Staff recommends motion to approve:** The appointment of Jacqueline M. Medford to the CareerSource Palm Beach County, Inc. Board of Directors (Board) for the period April 2, 2019 through April 1, 2022.

Nominee/ Appointment	Seat No.	Term	Area of Representation	Nominated By
Jacqueline M. Medford	2	4/2/19-4/1/22	Private Sector	Northern Palm Beach County Chamber of Commerce

**Summary:** On November 18, 2014, the Board of County Commissioners (BCC) approved the Third Amendment to Interlocal Agreement (R2014-1650) creating the Palm Beach Workforce Development Consortium (R2007-1220) which establishes the current Board composition. The Agreement states that 14 private sector members are appointed by the BCC. The federal Workforce Innovation and Opportunity Act requests that an emphasis be placed on Chief Executive Officers or highest level of management positions for both community and business sector appointments. The CareerSource Palm Beach County, Inc. Board of Directors is comprised of a minimum of 19 members with representation established in Attachment 3. The board has a maximum of 33 seats, 22 currently filled and diversity count of Caucasian: 16 (73%), African-American: 5 (23%) and Hispanic: 1 (5%). The gender ratio (female:male) is: 9:13. This nominee is a Caucasian female. Countywide (HH)

**Background and Justification:** On May 2, 2004, the BCC approved the Local Elected Officials Agreement (LEO) (R2004-0838) with Workforce Alliance, Inc. (WA) to implement the provisions of the Workforce Investment Act of 1998 and the Workforce Innovation Act of 2002. On July 10, 2007, the BCC approved an Interlocal Agreement (R2007-1220) creating the Palm Beach Workforce Development Consortium one of which purpose was to employ the staff of WA. On September 11, 2007, the BCC approved the First Amendment (R2007-1446) clarifying responsibilities of the Consortium and the Independent Special District. On July 22, 2008, the BCC approved Amendment No. 2 to the Interlocal Agreement (R2008-1268) authorizing the designation of a Regional Workforce Board as a One Stop Operator and Direct Provider of certain services. On November 18, 2014, the BCC approved Amendment No. 3 (R2014-1650) establishing the County as the Chief Elected Official and adding the City of West Palm Beach as a Consortium member. In December of 2014, the County and CareerSource Palm Beach County, Inc. entered into a Contract to Administer Grant Funds (R2014-1894). On April 5, 2016, the BCC approved CareerSource Palm Beach County, Inc. Workforce Innovation and Opportunity Act Local Plan for Program Years 2017-2020. On April 19, 2016, the BCC adopted a Resolution R2016-0531 approving the CareerSource Palm Beach County, Inc. Fiscal Year 2016-2017 Budget and approved a waiver from the Statutory Individual Training Account requirement and approved a First Amendment to the Contract to Administer Grant Funds R2016-0532 with CareerSource Palm Beach County, Inc.

**Attachments:**

1. Palm Beach County Board of County Commissioners Boards/Committees Application
2. Jacqueline M. Medford Resume
3. Letter of Nomination Northern Palm Beach County Chamber of Commerce
4. CareerSource Palm Beach County, Inc. Board Membership Roster

**Recommended by:** Eric J. Scarpato, Acting CEO/President 3/8/19  
**Steve Craig** **Date**  
**President/CEO CareerSource Palm Beach County, Inc.**  
**Legal Sufficiency:** Helene C. King 3-14-19  
**Assistant County Attorney** **Date**

**II. REVIEW COMMENTS**

**A. Other Department Review:**

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**Department Director**

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: Career Source Palm Beach County, Inc. Advisory ☐ Not Advisory ☒

☒ At Large Appointment or ☐ District Appointment /District #: \_\_\_\_\_

Term of Appointment: 3 Years. From: 4/2/19 To: 4/1/22

Seat Requirement: Private Sector Seat #: TWO (2)

☒ \*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: 0

Section II (Applicant): (Please Print)  
APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT

Name: Medford Jacqueline Maria  
Last First Middle

Occupation/Affiliation: Director of Human Resources

Owner ☐ Employee ☒ Officer ☐

Business Name: Troon Golf LLC at BallenIsles Country Club, Inc.

Business Address: 303 BallenIsles Drive

City & State Palm Beach Gardens, FL Zip Code: 33418

Residence Address: 372 Beacon Street

City & State Tequesta, FL Zip Code: 33469

Home Phone: (561) 373-4756 Business Phone: (561) 625-5772 Ext. \_\_\_\_\_

Cell Phone: (561) 373-4756 Fax: (561) 624-3932

Email Address: jmedford@ballenisles.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 &amp; 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.palmbeachcountyeethics.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 Jan 14 2019  
☐ 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: Jacqueline Medford Printed Name: Jacqueline Medford Date: 01/14/2019

Any questions and/or concerns regarding Article XIII, the Palm Beach County Code of Ethics, please visit the Commission on Ethics website [www.palmbeachcountyeethics.com](http://www.palmbeachcountyeethics.com) or contact us via email at [ethics@palmbeachcountyeethics.com](mailto:ethics@palmbeachcountyeethics.com) or (561) 355-1915.

Return this FORM to:  
ATTN: Sharon Brea, Contracts Manager  
CareerSource Palm Beach County  
3400 Belvedere Road, West Palm Beach, Florida 33406

**Section III (Commissioner, if applicable):**

Appointment to be made at BCC Meeting on: \_\_\_\_\_

Commissioner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Jacqueline M. Medford, SPHR, SHRM-SCP

372 Beacon Street, Tequesta, FL 33469

Cell: (561) 373-4756

Jmedford17@hotmail.com

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## Director Human Resources

### *Professional Profile*

- ❖ Versatile human resources professional with hands on experience in all areas of human resources management including administration, employee relations, compensation and benefits, risk management and performance and productivity management.
- ❖ Enthusiastic, dedicated and results oriented leader with participative management style and demonstrated success in a fast paced environment with a diverse workforce.
- ❖ Proactive, strategic minded and forward thinking individual who spends time in operations encouraging increased productivity and member satisfaction.

### *Professional Experience*

Troon Golf LLC at BallenIsles Country Club, Inc.  
Palm Beach Gardens, Florida

January 2009 to Present

#### Human Resources Director

Headquartered in Scottsdale, Arizona, Troon is the world's largest golf management company, with more than 250 properties in its portfolio. As Human Resources Director, responsibilities include directing and managing the Human Resources department at BallenIsles Country Club.

- Partner with executive management team to provide innovative human resources management.
- Plan and execute human resources initiatives and programs that support business objectives.
- Lead and direct daily human resources function to support 380 employees, including two HR associates and served as the HR business partner with the corporate office.
- Ensures compliance with Federal and state regulations.
- Developed and implemented recruiting programs, including international recruiting, pre-employment and post offer practices to ensure successful hires and minimize turnover.
- Manage the associate opinion and engagement survey, feedback and action planning processes to ensure employee satisfaction and continued improvement for a positive and desirable workplace.

BallenIsles Country Club, Inc.  
Palm Beach Gardens, Florida

May 1993 to January 2009

#### Human Resources Director

Developed a complete Human Resources Department consisting of a team of three professionals to support approximately 400 employees of the country club, real estate, and development and property association companies at BallenIsles.

Responsible to manage an \$8 million dollar payroll budget and a \$500,000 human resources budget.

- Maintain employment documents in compliance with federal, state and local requirements.
- Recruit, interview and select candidates for all positions.
- Responsible to manage an international recruiting program for country club service personnel. Manage foreign worker/visa program. Travel overseas for the selection of individuals for seasonal employment.
- Design, negotiate and implement a comprehensive employee benefits program including group health, dental, life, disability, 401(k) Retirement Savings Program, Section 125, and supplemental voluntary products. Manage paid time off benefits, leaves of absence and all other employee benefit programs.
- Maintain and manage ERISA required documents, compile and file 5500 forms for employee benefit plans and Retirement Savings Plan.
- Administer compensation management plan, performance management, conflict resolution program, employee relations programs including service recognition and company events.
- Participate in the risk management program and directly responsible for the Safety Committee, safety training and promoting a safe environment for employees, members and guests.
- Create and implement employee policies and procedures. Update and maintain a comprehensive Employee Handbook, job descriptions, payroll procedures manual and HR Operations Manual.
- Create and implement various training programs including sexual harassment, safety training, alcohol awareness and customer service.

## ATTACHMENT 2

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**Jacqueline M. Medford – page 2**

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QualTec, Inc.  
An FPL Group and Ogden Environmental and Energy Services Company  
West Palm Beach, Florida

May 1988 to February 1993

Human Resources/Payroll Administrator (July 1991 to February 1993)  
Ogden Environmental and Energy Services acquired this division from FPL Group and provided the opportunity to create a human resources and payroll management function for this multi-state, government contract, and collective-bargaining employer.

- Implemented collective bargaining agreements on a project basis.
- Payroll administration for weekly and bi-weekly payroll cycles.
- Implemented and oriented employees about employee benefit programs.
- Responsible for safety programs and risk management.

Operations/Payroll Administrator (May 1988 to July 1991)  
QualTec provided professional and technical contract labor to Florida Power & Light.

- Managed ADP Payroll system for weekly payroll processing for approximately 300 professional and technical employees.
- Coordinate the pre-employment and new hire process.
- Assisted with employee relations programs, conflict resolution and communication with contracted employees.

***Education***

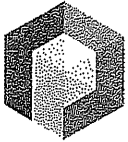
Barry University	Bachelor's Degree, Concentration Human Resources	May 1993
Palm Beach Community College	Associate of Arts Degree	May 1987

***Association Affiliation***

National Society for Human Resource Management (SHRM), Member since 1994  
Human Resource Association of Palm Beach County (HRPBC), Member since 1997

***Certifications***

SPHR, Senior Professional in Human Resources designation, HRCI  
SHRM-SCP, Senior Certified Professional designation, SHRM



PALM BEACH NORTH  
CHAMBER OF COMMERCE

January 21, 2019

Steve Craig, President/CEO  
CareerSource Palm Beach County, Inc.  
3400 Belvedere Road  
West Palm Beach, FL 33406

Dear Mr. Craig,

On behalf of the Palm Beach North Chamber of Commerce, I am pleased to recommend the appointment of Ms. Jacqueline M. Medford to your Board of Directors.

Ms. Medford has considerable knowledge of the issues and concerns of Palm Beach County with respect to workforce development and needs of the population served by CareerSource. It is our belief, therefore, that she would be a tremendous asset to your organization's Board of Directors in light of her record of service and commitment to the community.

If you have any questions, please feel free to call me at 561.748.3953.

Sincerely,

Greg H. Goodman  
Vice President, Business Development

## ATTACHMENT 3

**CAREERSOURCE PALM BEACH COUNTY, INC.  
BOARD MEMBERSHIP ROSTER**

BOARD MEMBER NAME	NOMINATING ORGANIZATION
1. Alex Dobin	Business Development Board of Palm Beach County, Inc.
2. Ashley Tripp	Business Development Board of Palm Beach County, Inc.
3. Ava L. Parker	Palm Beach State College
4. Connor C. Lynch	Consortium City of Delray Beach Appointment And Representing Private Sector Businesses
5. Cynthia Gaber	Florida Department of Education
6. David H. Talley	Business Development Board of Palm Beach County, Inc.
7. Donna M. Katen-Bahensky	Veterans Administration VA Medical Center West Palm Beach
8. Dorothy Ellington	Delray Beach Housing Authority
9. Dwight Mattingly	Palm Beach / Treasure Coast AFL/CIO
10. George T. Elmore	Economic Council of Palm Beach County
11. Jacqueline M. Medford**	Chamber of Commerce of North Palm Beach
12. Javin Walker	Consortium City of South Bay Appointment And Representing Private Sector Businesses
13. John Boggess	SouthTech Charter Academy, Inc.
14. Kelly Smallridge	Business Development Board of Palm Beach County, Inc.
15. Kenneth Kirby	Consortium City of Palm Beach Gardens Appointment And Representing Private Sector Businesses
16. Kevin Caracciolo	Consortium City of West Palm Beach Appointment And Representing Private Sector Businesses
17. Laurie George	Chamber of Commerce of the Palm Beaches
18. Margaret Pearson	Business Development Board of Palm Beach County, Inc.
19. Mayor Melissa McKinlay	Consortium Palm Beach County Local Elected Official And Representing Private Sector Businesses
20. Mel Coleman	Business Development Board of Palm Beach County, Inc.
21. R. Penny Rodgers	Business Development Board of Palm Beach County, Inc.
22. Richard Radcliffe	Palm Beach County League of Cities, Inc.
23. Roger Hudspeth II	Palm Beach / Treasure Coast AFL/CIO

\*\*To be approved April 2, 2019 by the Palm Beach County Board of County Commissioners

**ATTACHMENT 4**