

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS

BOARD APPOINTMENT SUMMARY

Meeting Date: October 8, 2019

Department
Submitted By: Community Services
Advisory Board: Farmworker Program Advisory Board

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to approve: two (2) new appointments to the Farmworker Program Advisory Board, effective October 8, 2019:

<u>Seat No.</u>	<u>Appointment</u>	<u>Seat Requirement</u>	<u>Term Ending</u>	<u>Nominated By</u>
6	Karis Engle	Business Community Representative	09/30/2021	Mayor Bernard Vice Mayor Kerner Comm. McKinlay
9	Douglas Brown	Education/Local Representative	09/30/2021	Mayor Bernard Vice Mayor Kerner Comm. Weiss Comm. McKinlay

Summary: The total membership for the Farmworker Program Advisory Board shall be no more than nine (9) at-large members, per Resolution No.R-2014-0402, comprised of students, representatives of business, education, agencies, and farmworker representatives. Members shall be concerned citizens who understand the problems encountered by farmworkers and are willing to be advocates for them. At least one (1) member shall represent the regional workforce agency. Both Ms. Engle and Mr. Brown meet all applicable guidelines and requirements outlined in the resolution adopted by the Board of County Commissioners on April 1, 2014. Ms. Engle has disclosed that she is employed by The Glades Initiative, Inc., which contracts with the County for services. The Farmworker Program Advisory Board provides no regulation, oversight, management, or policy-setting recommendations regarding contracts. Disclosure of these contractual relationships is being provided in accordance with the provisions of Section 2-443, of the Palm Beach County Code of Ethics. The diversity count for the 6 seats that are currently filled is: African-American: 3 (50%), Caucasian: 2 (33%), and Hispanic-American: 1 (17%). The gender ratio (female: male) is 4:2. Ms. Engle is Caucasian and Mr. Brown is African-American. Staff conducts targeted outreach in an effort to proffer candidates for appointments that maintain a diverse composition of the Board. (Farmworker Career Development Program) Countywide (HH)

Background and Justification: Since 1977, Palm Beach County has received a grant from the Florida Department of Education to operate the Farmworker Career Development Program to provide education and job training to seasonal and migrant farm workers. As part of the grant agreement, the Farmworker Program is mandated to maintain a local advisory board. The purpose of this board shall be to advise, assist, support and advocate for the Farmworker Career Development Program on matters that will strengthen employment opportunities for clients served by our agency.

- Attachments:**
- 1. Boards/Committees Application
 - 2. Inventory of Seats List
 - 3. Resolution No. R-2014-0402

Recommended By: James E. Kim 9/20/19
Department Director Date

Legal Sufficiency: Helene C. Hingel 9-23-19
Assistant County Attorney Date

II. REVIEW COMMENTS

A. Other Department Review:

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: Farmworker Program Advisory Board Advisory ☒ Not Advisory ☐

[X] At Large Appointment or [] District Appointment /District #: _____

Term of Appointment: 2.1 Years. From: 8/20/19 To: 9/30/21

Seat Requirement: Business Community Rep. Seat #: 6

[]*Reappointment or [X] 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: _____**

Section II (Applicant): (Please Print)

APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT

Name:	Engle	Karis	
	Last	First	Middle

Occupation/Affiliation: President/CEO of a nonprofit

Owner [] Employee [☒] Officer [☒]

Business Name: The Glades Initiative, Inc.

Business Address: 141 SE AVE C

City & State Belle Glade, FL Zip Code: 33430

Residence Address: 308 NW Ave D

City & State Belle Glade, FL Zip Code: 33430

Home Phone: N/A Business Phone: (561) 996-3310 Ext. _____

Cell Phone: (561) 985-0609 Fax: (561) 996-3349

Email Address: kengle@gladesinitiative.org

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>
<u>R2016-1863</u>	<u>Financially Assisted Agencies</u>	<u>health and human services</u>	<u>10/01/16 – 9/30/2019</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):

 X By watching the training program on the Web, DVD or VHS on Feb 6 20 19
 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: Karis Engle Printed Name: Karis Engle Date: 2/6/19

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: Mackes De Date: _____

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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{Insert Address Here}

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Commissioner's Signature: [Signature] Date: 7-9-19

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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: Melissa McKinley Date: 7/9/19

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Revised 02/01/2016

Karis Engle

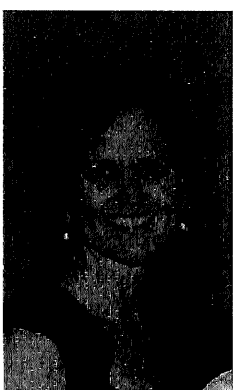
For more than 10 years, Karis Engle has served as the President/CEO of The Glades Initiative, a nonprofit addressing health and human service system of care needs in the Glades. With over 25 years of experience working in nonprofit organizations, she is a passionate advocate for reducing disparities and improving access to culturally and linguistically appropriate services. She brings a wealth of knowledge pertaining to the provision of health and human services to vulnerable populations, including access to care and rural health issues.

Ms. Engle holds a Master of Science degree in Organizational Leadership and a Bachelor of Arts in International Development with an emphasis in Social Work. She has lived and worked internationally and is conversational in Spanish and Haitian Creole.

Karis and her team at The Glades Initiative have been recognized for their hard work with various awards, including; 2014 Hero's in Medicine –Outreach, winner of the 2015 Women in Leadership Excellence- Nonprofit Sector, by the Executive Women of the Palm Beaches, 2016 Molina Healthcare Florida Community Champion Award, and in 2017 The Ascension Award, Non-Profit of the Year from the Black Chamber of Palm Beach County.

She also serves on boards of other nonprofits, including: Florida Impact (past Board Chair), a state-side, anti-hunger and poverty organization, the Nonprofit Chamber of Palm Beach County (Past Board President), Board Member of Legal Aid of Palm Beach County and Board Member of The Palm Beach County Community Alliance – District 9 and Glades PATCH.

On a more personal note, she is passionate about spending time with friends and family, travelling, healthy eating, photography, and growing things.



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Board Name: Farmworker Program Advisory Board Advisory ☒ Not Advisory ☐
☒ At Large Appointment or ☐ District Appointment /District #: _____
Term of Appointment: 2.1 Years. From: 8/20/19 To: 9/30/21
Seat Requirement: Education / Local Representative Seat #: 9
☐ *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: _____

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

Name: Brown Douglas
Last First Middle
Occupation/Affiliation: Vocational Coordinator / Palm Beach State College
Owner ☐ Employee ☒ Officer ☐
Business Name: Palm Beach State College
Business Address: 1977 College Drive
City & State Belle Glade FL Zip Code: 33430
Residence Address: 104 Oxford Court
City & State Royal Palm Beach FL Zip Code: 33411
Home Phone: () Business Phone: (561)993-1143 Ext. _____
Cell Phone: (954) 931-3013 Fax: ()
Email Address: Browndo@palmbeachstate.edu
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:

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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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☒ By watching the training program on the Web, DVD or VHS on June 4th, 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: Douglas Brown Printed Name: Douglas Brown Date: 6/11/2019

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Return this FORM to:

Farmworker Coordinator, Community Services/ Farmworker Career Development Program
38754 State Road 80, Suite 216, Belle Glade, FL 33430

Section III (Commissioner, if applicable):

Appointment to be made at BCC Meeting on: _____

Commissioner's Signature: Maeleen Brown Date: _____

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Revised 02/01/2016

Section II Continued:

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Section III (Commissioner, if applicable):

Appointment to be made at BCC Meeting on:

Commissioner's Signature: [Signature] Date: 7-9-19

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Section II Continued:

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Return this FORM to:
Farmworker Coordinator, Community Services/ Farmworker Career Development Program
38754 State Road 80, Suite 216, Belle Glade, FL 33430

Section III (Commissioner, if applicable):

Appointment to be made at BCC Meeting on: _____

Commissioner's Signature: Melissa McKinley Date: 7/9/19

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

Revised 02/01/2016

DOUGLAS O. BROWN
104 Oxford court
Royal Palm Beach FL, 33411
(954) 931-3013

dougbrown18813@yahoo.com

SUMMARY OF QUALIFICATIONS

Experienced in relationship management and results-oriented professional with over 15 years experience in project management, business systems analysis and computer programming. Proven track record in managing high visibility projects with 1MM+ budgets. Experience includes self-management, effectively managing multiple projects concurrently and skilled collaboration between technology and business partners with the ability to communicate complex technical concepts to key stakeholder to obtain objectives.

- Project Management
- Budget Management and Forecasting
- Business Requirement Gathering
- Software Delivery Cycle
- Risk and Issue Management
- Agile Methodology
- Rally & JIRA
- Microsoft Office Suite

PROFESSIONAL EXPERIENCE

PALM BEACH STATE COLLEGE

Administrator / Adjunct Professor **2015 - Present**

- Palm Beach State College Intranet Web Advisory Board
- As of April 24th, 2019 Post-Secondary Adult Vocational (PSAV) coordinator at Belle Glade campus
- Coordinator for PBSC vocational scholarships, vocational dual enrollment programs
- Human Relations, Introduction to Business and Fundamentals of Management adjunct professor.

AMERICAN EXPRESS

2005 - 2015

Project Manager / Business System Analyst

Perform duties of both Business Systems Analyst and Project Manager for numerous projects. Created Agile user stories, perform requirements gathering, communicated project status, managed budgets and forecasting, led implementation activities and post implementation reviews.

- Led requirements gathering and negotiated sessions across multiple technology and business teams using the Agile and Waterfall methodology.
- Led the internal Solution Delivery Life Cycle (SDLC) quality team for Customer Relationship Profile System (CRPS) resulting in zero violations during 2014 audit

- Performed project manager role on several projects by providing regular written communication to stakeholders and partners. Collaborating with stakeholders to prioritize business needs and tracking financial expenditure to ensure projects remain within budget.
- Coordinated solution delivery activities including implementation plan with third party vendors as required.

AMERICAN EXPRESS

Systems Developer

2000 - 2005

- Mainframe application developer supporting the Global Risk Management System (GRMS) financial update process. Software programs improved business processes.
- Implemented new software that included the Globestar front-end system to Europe Middle East & Africa (EMEA) and Japan Asia Pacific & Australia (JAPA) region.

AMERICAN EXPRESS

Application Change Management Analyst

1996 - 2000

- Led rewards and recognition team, and "Manager Effectiveness" action team. Reviewed and approved software change request in Application Change Management (ACM). Also created and installed permanent batch Job schedules for the mainframe computer system.

EDUCATION and TECHNICAL PROFILE

University of Miami

Master of Business Administration

Nova Southeastern University

Bachelor of Science Computer Information Systems

TECHNICAL PROFILE

- Scaled Agile Framework (SAFe) practitioner
- SDLC project management proficiency
- Project Management, Scrum Master, Situational Leadership training
- Proficient in JIRA and Rally
- Experienced with MS Word, Excel, PowerPoint, MS Project and Visio process flow-charting
- Program Languages: COBOL, Job Control Language (JCL). C, SQL proficiency

FARMWORKER PROGRAM ADVISORY BOARD INVENTORY OF SEATS LIST

Seat	NAME	SECTOR	App. Date	Exp. Date
1	Sintaiav Gabriel	Student Representative Program Participant	10/02/2018	09/30/2020
2	VACANT	Farmworker Family Advocate		
3	Irene Figueroa	Farmworker Family Advocate	10/02/2018	09/30/2020
4	Cosha Jackson	Farmworker Family Advocate	10/02/2018	09/30/2020
5	Brenda Bunting	Public Sector	10/02/2018	09/30/2020
6	VACANT	Business Community Representative		
7	Charles Duval	Workforce Alliance	10/02/2018	09/30/2020
8	Stephen Bedner	Local Employer	10/02/2018	09/30/2020
9		Education/Local		

* indicates a member having an action pending

Revised: 07/02/19 by M. Jones

Resolution No. R-2014-0402

RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF PALM BEACH COUNTY, FLORIDA, ESTABLISHING THE FARMWORKER PROGRAM ADVISORY BOARD; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Board of County Commissioners of Palm Beach County, Florida, is served by a number of advisory boards, committees, commissions, task forces, and authorities which have been established by the Board of County Commissioners from time to time; and

WHEREAS, the Florida Department of Education requires all Farmworker Program grant recipients to establish a local advisory board comprised of students, farmworker representatives, representatives from business, education, and community agencies; and

WHEREAS, the Board of County Commissioners is a Farmworker Grant Program recipient; and

WHEREAS, the active counsel of those interested in the welfare of farmworkers is important to the effective management and productivity of the Farmworker Program; and

WHEREAS, an advisory board is expected to offer recommendations for program improvement and will provide information relevant to policies which impact the Farmworker Jobs and Education Program (FJEP) students, program and employment opportunities within the community; and

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF PALM BEACH COUNTY, FLORIDA, that:

Section 1: Creation

The Farmworker Program Advisory Board (Advisory Board) is hereby created to serve in an advisory capacity to the Board of County Commissioners.

Section 2: Purpose

The Advisory Board's purpose is to strengthen the FJEP and to advise, assist, support and advocate on matters that will strengthen employment opportunities for clients served by the program.

Section 3: Responsibilities

The Advisory Board shall have the following responsibilities:

- A. Help recruit students into the program;
- B. Assist in placing students at employment sites;
- C. Assist by offering job mentoring and shadowing opportunities for students;
- D. Facilitate cooperation and communication between the FJEP and the community;
- E. Offer recommendations for program improvement;
- F. Study number of workers needed by target occupation in the community and advise the FJEP staff on economic development opportunities in the community;
- G. Assist the program in setting priorities and participate in ongoing planning activities;
- H. Provide third-party endorsements, introductions, and attend community meetings when appropriate; and
- I. Support and advocate for the FJEP by helping raise the profile and visibility.

Section 4: Membership

The Advisory Board shall be comprised of nine (9) members appointed by the Board of County Commissioners. Members shall be concerned citizens who understand the problems encountered by farmworkers and are willing to be advocates for farmworkers. Members shall represent a cross-section of community leaders, stakeholders and clients served by the program. Members shall have knowledge of the career tasks and competency requirements for specific occupations. At least one (1) member shall represent the regional workforce agency and one (1) member shall be a current or former enrollee/client served by the program.

Section 5: Nominations

Program staff and the Advisory Board may provide recommendations for nominations to the Board of County Commissioners. Members of the Board of County Commissioners shall also be advised of open seats and be provided an opportunity to submit nominations in accordance with the procedures described in Countywide PPM #CW-O-023.

Section 6: Terms of Office

Terms of office for Advisory Board members shall be two (2) years commencing on October 1 and ending on September 30th. The initial appointments to the Advisory Board may be made at any time during the year, and will be effective on the date of appointment. Term ending dates for initial appointments that do not occur on October 1st shall be September 30th of the year which provides the closest calculation to a two (2) year term.

Section 7: Number of Terms Served

There shall be a limit of two (2) consecutive two (2) year terms.

Section 8: Vacancies

Vacancies occurring during a term shall be filled for the unexpired term.

Section 9: Removal without Cause

Advisory Board members serve at the pleasure of the Board of County Commissioners and may be removed without cause upon majority vote by the Board of County Commissioners.

Section 10: Removal for Lack of Attendance

Advisory Board members shall be automatically removed for lack of attendance. Lack of attendance is defined as a failure to attend three (3) consecutive meetings or a failure to attend more than one-half of the meetings scheduled during a calendar year. Participation for less than three-fourths of a meeting shall be the same as failure to attend a meeting. Members removed pursuant to this section shall not continue to serve on the board and such removal shall create a vacancy.

Section 11: Qualification as a Candidate

Advisory Board members shall not be prohibited from qualifying as a candidate for elected office.

Section 12: Eligibility to Serve

County employees, other than Commissioners Aides, are not eligible to serve on the Advisory Board unless the County employee is an elected official within Palm Beach County and is nominated for inclusion on the board by an entity other than the Board of County Commissioners. Employees of other units of local government may not represent their respective governments on boards, unless otherwise provided by statute or other rule of law. Former Board of County Commissioners members may not be appointed to the Advisory Board for at least two (2) years following their last day in office as a County Commissioner.

Section 13: Residency Requirement

All Advisory Board members must be residents of Palm Beach County at the time of appointment and while serving on the board.

Section 14: Officers

The Advisory Board shall have a Chair, Vice-Chair and Recording Secretary who are elected by the membership for one (1) year terms. Elections shall be held at the first meeting of the membership year (October 1 – September 30) and shall require a simple majority of appointed members for selection. Duties of officers shall be those commonly ascribed to these offices, however, the Recording Secretary shall delegate preparation of meeting minutes and meeting notification functions to program staff and serve in an oversight capacity.

Section 15: Sunshine Law and State Code of Ethics

The Advisory Board must comply with the Sunshine Law and State Code of Ethics. Reasonable public notice of all board meetings shall be provided. All meetings of the board shall be open to the public at all times and minutes shall be taken at each meeting.

Section 16: Palm Beach County Code of Ethics

Advisory Board members are to comply with the applicable provisions of the Palm Beach County Code of Ethics as codified in Section 2-254 through 2-260 of the Palm Beach County Code.

Section 17: State Financial Disclosure

Appointees to boards that are required to submit a Statement of Financial Interests with the State of Florida Commission on Ethics will be notified that failure to submit a Statement of Financial Interests within 30 days of appointment shall result in invalidation of the appointment.

Section 18: Travel Expenses, Reimbursement and Approval Authority

Travel reimbursement is limited to expenses incurred only for travel outside Palm Beach County necessary to fulfill board member responsibilities when sufficient funds have been budgeted and are available as set forth in PPM CW-O-038. No other expenses are reimbursable except documented long distance phone calls to the liaison County department. Approval authority for pre-authorized board member travel is designated to the County Administrator and Deputy County Administrator and shall be in accordance with PPM CW-F-009.

Section 19: Annual Narrative Report

The Advisory Board shall submit an annual narrative report to the Agenda Coordinator. The form, substance, and submittal dates for annual narrative reports are established by PPM CW-O-060.

Section 20: Conduct of Meetings

A quorum must be present for the conduct of all Advisory Board meetings. A majority of the members appointed shall constitute a quorum. All meetings shall be governed by Robert's Rules of Order.

Section 21: Frequency of Meetings and Notice

The Advisory Board shall meet at least four (4) times a year. Written notice of upcoming meetings shall be sent to Advisory Board members at least ten (10) days prior to the meeting.

Section 22: Conflict with Federal or State Law or County Charter

Any statutory or Charter provisions in conflict with this Resolution shall prevail.

Section 23: Effective Date

The provisions of this Resolution shall be effective April 1, 2014.

The foregoing resolution was offered by Commissioner Abrams, who moved its adoption. The motion was seconded by Commissioner Berger, and upon being put to a vote, the vote was as follows:

Commissioner Priscilla A. Taylor, Mayor	-	<u>Aye</u>
Commissioner Paulette Burdick, Vice Mayor	-	<u>Aye</u>
Commissioner Hal R. Valeche	-	<u>Aye</u>
Commissioner Shelley Vana	-	<u>Aye</u>
Commissioner Steven L. Abrams	-	<u>Aye</u>
Commissioner Mary Lou Berger	-	<u>Aye</u>
Commissioner Jess R. Santamaria	-	<u>Aye</u>

The Chair thereupon declared the Resolution duly passed and adopted this 1st day of April, 2014.

Palm Beach County, Florida by its
Board of County Commissioners

Sharon R. Bock, Clerk & Comptroller

BY: Mary Lou Berger
Deputy Clerk



Approved as to Form and
Legal Sufficiency

By: [Signature]
Chief Assistant County Attorney