

**PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
BOARD APPOINTMENT SUMMARY**

| | |
|------------------------|---|
| Meeting Date: | December 17, 2019 |
| Department: | Department of Housing and Economic Sustainability |
| Advisory Board: | Treasure Coast Regional Planning Council Comprehensive Economic Development Strategy Committee |

I. EXECUTIVE BRIEF

Motion & Title: Staff recommends motion to approve: appointment/reappointment of the following individuals to the Treasure Coast Regional Planning Council's Comprehensive Economic Development Strategy (CEDS) Committee, for the January 1, 2020 to December 31, 2021 term.

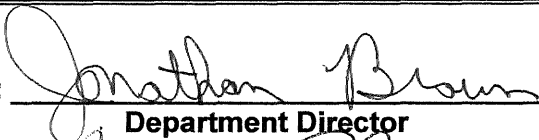

| | | |
|------------------------------------|--|---|
| Appoint: Alan Chin Lee | Nominated By: Commissioner Valeche Commissioner Kerner Commissioner Weinroth | Commissioner McKinlay Commissioner Bernard |
| Thuy Shutt | Commissioner Valeche Commissioner Kerner Commissioner Weinroth | Commissioner McKinlay Commissioner Bernard |
| Reappoint: Charles Duval | Commissioner Valeche Commissioner Kerner Commissioner Weinroth | Commissioner McKinlay Commissioner Bernard |
| Gary Hines | Commissioner Valeche Commissioner Kerner Commissioner Weinroth | Commissioner McKinlay Commissioner Bernard |
| Nepoleon Collins | Commissioner Valeche Commissioner Kerner Commissioner Weinroth | Commissioner McKinlay Commissioner Bernard |

Summary: The Treasure Coast Regional Planning Council (TCRPC) manages and maintains the CEDS Committee whose purpose is to oversee and guide district-wide economic development planning. The TCRPC region is comprised of Palm Beach, Martin, St. Lucie and Indian River Counties. The CEDS Committee is a requirement of the U.S. Department of Commerce Economic Development Administration and is comprised of five (5) appointees from each of the participating counties. The TCRPC annually requests the Board of County Commissioners (BCC), as the appointing authority for Palm Beach County, to review its existing members, and to either appoint or reappoint members. Staff recommends the appointment and reappointment of the above five (5) individuals.

Gary Hines of the Business Development Board of Palm Beach County, Inc. and Thuy Shutt of the Boynton Beach CRA have disclosed their employer's existing contracts, with the County. Staff has evaluated these contractual relationships and determined that the above Committee provides no regulation, oversight, management or policy-setting recommendations regarding any of the disclosed contractual relationships. Alan Chin Lee is a current County employee. Disclosure of these contractual relationships at a duly noticed public meeting is being provided in accordance with the provisions of Section 2-443, of the Palm Beach County Code of Ethics. Countywide (DB)

Background and Justification: The CEDS Committee, through the CEDS Plan, develops strategies to address economic development issues, including the diversification of the region's economy and job expansion. Members share information, advise the TCRPC on areas of economic data development, and create a consensus plan of action that is used to update the CEDS Plan. A diversity count of the five (5) representatives recommended for appointment/reappointment by the BCC demonstrates a racial/ethnic breakdown as follows: Caucasian: 1 (20%), African-American: 2 (40%) and Asian-American: 2 (40%). The gender ratio (female:male) is 1:4. Approval of these recommendations will appoint/reappoint five (5) Palm Beach County members to the CEDS Committee.

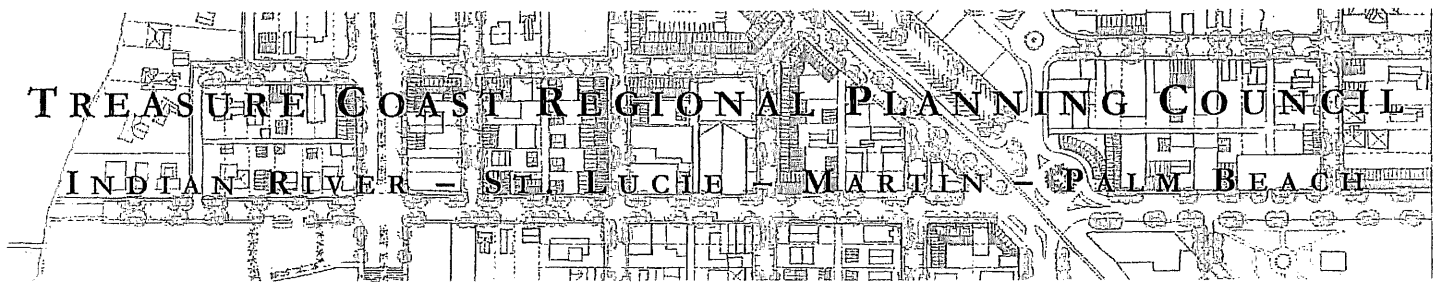
- Attachment(s):**
1. Letter from Treasure Coast Regional Planning Council
 2. Boards/Committees Applications with Resumes
 3. Current List of Palm Beach County CEDS Members/Attendance Record and Bylaws
 4. PBC CEDS Committee Members Diversity Percentage

| | | |
|---------------------------|---|--------------------------------|
| Recommended by: |  Department Director | <u>11/13/19</u> Date |
| Legal Sufficiency: |  Assistant County Attorney | <u>11/13/19</u> Date |

REVIEW COMMENTS

A. Other Department Review:

Department Director



October 15, 2019

Ms. Verdenia Baker
County Administrator
Palm Beach County
P. O. Box 1989
West Palm Beach, FL 33402-1989

Dear Ms. Baker:

In accordance with the Bylaws of the Comprehensive Economic Development Strategy (CEDS) Committee, the January meeting is designated as the Annual meeting, at which time the appointment of members and alternates is to occur. It is therefore requested that the Board of County Commissioners take the necessary action to appoint or reappoint five members and five alternates for the upcoming year. We are making this request now in order to give you and the Commissioners time to reach out to individuals that may want to serve, and get those appointments confirmed by your Board.

The Strategy Committee members should be those who represent the main economic interests of the region. The Bylaws were amended on June 21, 2019 to provide guidance for individuals who should serve, and provide the Counties with flexibility on appointments. Previously, appointments were needed on an annual basis; however, the appointing jurisdiction now has the authority to determine the term length for members. Revisions also indicate the groups from which Committee members should be drawn. Those groups include: local government representatives; chambers of commerce; special purpose economic development agencies and councils; workforce development boards; and other industry representatives. The updated Bylaws are attached.

The following members from Palm Beach County currently serve on the Treasure Coast Regional Planning Council CEDS Committee:

Nepoleon Collins
Charles Duval
Gary Hines
Carol Thompson
One Vacant Appointment

No alternates have been appointed

"Bringing Communities Together" • Est.1976
421 SW Camden Avenue - Stuart, Florida 34994
Phone (772) 221-4060 - Fax (772) 221-4067 - www.tcrpc.org

ATTACHMENT 1

Please do not hesitate to contact me if you have questions about this process, or any of the current Committee members.

Sincerely,

A handwritten signature in black ink, appearing to be 'SH', with a stylized, looping flourish.

Stephanie Heidt, AICP
*Economic Development & Intergovernmental
Programs Director*

Attachment

cc: Palm Beach County Board of County Commissioners
Cindy Beaudreau, Palm Beach County
Carol Thompson, Palm Beach County

Attachment 2

Boards/Committees Applications and Resumes

**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: Treasure Coast Regional Planning Council's Comprehensive Economic Development Strategy (CEDS) Committee Advisory ☒ Not Advisory ☐

☒ At Large Appointment or ☐ District Appointment /District #: _____

Term of Appointment: 2 Years. From: 01/01/2020 To: 12/31/2021

Seat Requirement: Public officials, community leaders, reps for workforce boards, higher education institutions, minority and labor groups, or private individuals Seat #: _____

☒ *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: Collins Nepoleon
Last First Middle

Occupation/Affiliation: Economic Development Director
Owner ☐ Employee ☒ Officer ☐

Business Name: City of South Bay

Business Address: 335 SW 2nd Ave

City & State: South Bay, FL Zip Code: 33493

Residence Address: _____

City & State: _____ Zip Code: _____

Home Phone: () Business Phone: () Ext. _____

Cell Phone: () Fax: () _____

Email Address: _____

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

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 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):

☒ By watching the training program on the Web, DVD or VHS on _____ 20____
☐ 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: N. J. Collins Printed Name: Nepoleon T. Collins Date: 10/10/19

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:
{Carol Thompson}, {Housing and Economic Sustainability}
{100 Australian Avenue, Suite 500; West Palm Beach, Florida 33406}

Section III (Commissioner, if applicable):
Appointment to be made at BCC Meeting on: _____
Commissioner's Signature: _____ Date: _____

Executive Summary PROGRESSIVE | OBJECTIVE | MOTIVATIONAL

A proven visionary, motivational and strategic manager that translates objective reviews of financial and operational performance into strategies that maximize outcomes to commensurate with the best interest of citizens, staff, and the code enforcement team. An expert in strategic planning; budgeting; executing turn around strategies, coordinating urban development, and creating objective frameworks to ensure shared goals and collaborations.

AREAS OF EXPERTISE

- STRATEGIC PLANNING
- JOB AND BUSINESS RECRUITMENT
- URBAN DEVELOPMENT
- GRANT REVIEWER
- BUDGETING
- GRANT WRITER
- CONFLICT RESOLUTION

Professional Experience

City of South Bay

Economic and Business Development Director December 2017 – Present

- Lead the day-to-day operations of community development department, in addition to monitoring the performance and responsiveness of code enforcement.
- Creating, diversifying, and enhancing job growth
- Recruit businesses and industries to the City
- Sustain and increase the city's tax base
- Manage code enforcement officers
- Grant reviewer
- Grant Writer

Nepoleon T. Collins

279 Azucana Rd, South Bay, FL. 33493
Phone: 561-449-3395 • E-Mail:Nepoleon_c@yahoo.com



Florida Department of Agriculture and Consumer Services

Sanitation and Safety Specialist **January 2016 – November 2017**

- Conducted retail risk based inspections
- Day-to-day correspondence of internal and external emails
- Collected food samples quarterly to be tested for food borne illnesses
- Scanned inspection reports and data into agency database
- Reviewed documents pertaining to food permits, initial inspections, and complaints

Florida Department of Agriculture and Consumer Services

Records Technician **March 2012 – January 2016**

- Corresponded to emails within department and from retail industry
- Reviewed, processed, and mailed food export certificates to retail industry
- Managed switchboard phone operation system
- Assisted with creating policy for records section pertaining to export certificates
- Entered data information pertaining to inspections, billing, and food permits
- Scanned and faxed documents to department and industry

Sonny's Real Pit BBQ

Server/Cashier **March 2012 – January 2016**

- Answered multi-line phone system to input orders and caters
- Supervised 6-8 floor employees
- Received and delivered messages to management
- Completed daily activity reports
- Managed cash and credit cards for orders and caters
- Provided customers with adequate customer service

Nepoleon T. Collins

279 Azucana Rd, South Bay, FL. 33493
Phone: 561-449-3395 • E-Mail:Nepoleon_c@yahoo.com



Education

Masters of Public Administration/Criminal Justice Administration

Columbia Southern University – Orange Beach, AL

Bachelors of Science- Criminal Justice

Florida A&M University – Tallahassee, FL

Diploma

Glades Central Community High

Certified Food Safety Manager

National Registry of Food Safety Professionals

PROFESSIONAL ORGANIZATIONS AND AFFILIATIONS

Boy Scouts of America (Scout Leader)

Federations of Families, South Bay (Young Men's Club Mentor)

References

Leondrae D. Camel

City Manager
City of South Bay
South Bay, FL
561-914-6673

Brenda Morris

Assistant Division Director
Florida Department of Agriculture
Tallahassee, FL
850-245-5520

Ranetta Burden

Educator
Gove Elementary
Belle Glade, FL
561-261-5809

Stephen Messam

Business Development Manager
Messam Construction
Belle Glade, FL
989-400-4225

**PALM BEACH COUNTY
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BOARDS/COMMITTEES APPLICATION**

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☒ At Large Appointment or ☐ District Appointment /District #: _____

Term of Appointment: 2 Years. From: 01/01/2020 To: 12/31/2021

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Section II (Applicant): (Please Print)

APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT

Name: Hines Gary
Last First Middle

Occupation/Affiliation: Economic Development
Owner ☐ Employee ☒ Officer ☐

Business Name: Business Development Board of Palm Beach County, Inc.

Business Address: 310 Evernia Street

City & State West Palm Beach, FL Zip Code: 33401

Residence Address: 149 Kings Way

City & State Royal Palm Beach, FL Zip Code: 33411

Home Phone: () N/A Business Phone: (561) 835-1008 Ext. 4111

Cell Phone: (561) 324-0730 Fax: (561) 835-1160

Email Address: ghines@bdb.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

**PALM BEACH COUNTY
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BOARDS/COMMITTEES APPLICATION**

Section II Continued:

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|---------------------------------|---|--------------------------------|----------------------------|
| <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>R-2017-1707</u> | <u>Business Development</u> | <u>Economic Development</u> | <u>10/1/16 - 9/30/2021</u> |
| | <u>Board of Palm Beach County, Inc.</u> | | |
| | (Attach Additional Sheet(s), if necessary) | | |
| | OR | | |
| NONE <input type="checkbox"/> | NOT APPLICABLE/ <input type="checkbox"/> (Governmental Entity) | | |

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☒ By watching the training program on the Web, DVD or VHS on Mon. Oct. 7 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: Gary Hines Printed Name: Gary Hines Date: 10/8/19

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.

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{100 Australian Avenue, Suite 500; West Palm Beach, Florida 33406}

Section III (Commissioner, if applicable):

Appointment to be made at BCC Meeting on: _____

Commissioner's Signature: _____ Date: _____

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

Revised 02/01/2016

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Name: Duval Charles _____
Last First Middle

Occupation/Affiliation: Associate Vice President, Business Services

Owner ☐ Employee ☒ Officer ☐

Business Name: CareerSource Palm Beach Count

Business Address: 1085 S. Main Street

City & State Belle Glade, FL Zip Code: 33430

Residence Address: 260 River Bluff Lane

City & State Royal Palm Beach, FL Zip Code: 33430

Home Phone: (561) 371-8432 Business Phone: (561) 829-2040 Ext. 2144

Cell Phone: (561) 371-8432 Fax: ()

Email Address: cduval@careersourcepbc.com

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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| <u>Contract/Transaction No.</u> | <u>Department/Division</u> | <u>Description of Services</u> | <u>Term</u> |
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| <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>See Attached</u> | | | |
| <div>(Attach Additional Sheet(s), if necessary) OR</div> | | | |
| NONE <input type="checkbox"/> | | NOT APPLICABLE/ (Governmental Entity) <input type="checkbox"/> | |

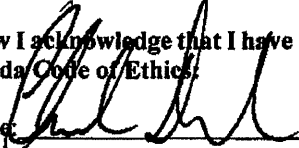
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AND

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:  Printed Name: Charles Duval Date: 10/21/19

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.

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{100 Australian Avenue, Suite 500; West Palm Beach, Florida 33406}

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| <u>Contract/Transaction No.</u> | <u>Department/Division</u> | <u>Description of Services</u> | <u>Term</u> |
|---------------------------------|-----------------------------|---|--------------------------|
| 1. R2014-1894 | Administration | Contract to Administer Grant Funds | 12/16/14-Renews Annually |
| 2. R2016-0532 | Administration | First Amendment to the Contract to Administer Grant Funds | 4/19/16- Renews Annually |
| 3. R2016-0532 | Administration | Second Amendment to the Contract to Administer Grant Funds | 7/10/18-Renews Annually |
| 4. R2013-0534 | Dept. of Airports | Lease 3400 Belvedere Rd, WPB, FL 33406 | 5/7/13-12/31/23 |
| 5. R2016-1637 | Community Action Program | Work Experience | 11/22/16-Open Ended |
| 6. R2017-1390 | Re-Entry Task Force | Re-Entry | 9/26/17-9/25/20 |
| 7. R2014-0135 | OFMB | Surplus Property Thrifty Store | 2/4/14-Open Ended |

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Section II (Applicant): (Please Print)

APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT

Name: Shutt Thuy _____
Last First Middle

Occupation/Affiliation: _____
Owner ☐ Employee ☒ Officer ☐

Business Name: Boynton Beach Community Redevelopment Agency

Business Address: 710 N. Federal Highway

City & State: Boynton Beach, FL Zip Code: 33435

Residence Address: 102 NE 12th Street

City & State: Delray Beach, FL Zip Code: 33444

Home Phone: (561) 665-0145 Business Phone: (561) 600-9098 Ext. _____

Cell Phone: (561) 504-1797 Fax: (561) 737-3258

Email Address: _____

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

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|--|--|---|----------------------------|
| <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>R2019-0265</u> | <u>Housing & Economic Sustainability</u> | <u>Economic Impact Analysis</u> | <u>5/7/2019 – 5/7/2024</u> |
| <div>(Attach Additional Sheet(s), if necessary) OR</div> | | | |
| <div>NONE <input type="checkbox"/></div> | | <div>NOT APPLICABLE/ (Governmental Entity) <input type="checkbox"/></div> | |

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.palmbeachcountvethics.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 November 7, 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: Thuy T. Shutt Printed Name: Thuy T. Shutt Date: 10/8/19

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

Return this FORM to:
{Carol Thompson}, {Housing and Economic Sustainability}
{100 Australian Avenue, Suite 500; West Palm Beach, Florida 33406}

Section III (Commissioner, if applicable):

Appointment to be made at BCC Meeting on: _____

Commissioner's Signature: _____ Date: _____

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: | Treasure Coast Regional Planning Council's Comprehensive Economic Development Strategy (CEDS) Committee | Advisory [X] | Not Advisory [] |
|-------------|---|----------------|--------------------|

Term of Appointment: 2 Years. From: 01/01/2020 To: 12/31/2021

or [] to complete the term of Due to: [] resignation [] other

Completion of term to expire on:

Section II (Applicant): (Please Print)

| | | | |
|-------|----------|-------|--------|
| Name: | Chin Lee | Alan | F. |
| | Last | First | Middle |

Occupation/Affiliation: Principal Planner

Owner [] Employee [X] Officer []

Business Name: Palm Beach County Department of Housing and Economic Sustainability

Business Address: 100 Australian Avenue, Suite 500

City & State West Palm Beach, Florida Zip Code: 33406

Residence Address: 929 SW 5th Street

City & State: Boca Raton, Florida Zip Code: 33486

Home Phone: (561) 306-6250 Business Phone: (561) 233-3607 Ext.

Cell Phone: () Fax: (561) 656-7593

Email Address: achinlee@pbcgov.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

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 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.palmbeachcountylethics.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 May 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:  Printed Name: Alan Cumlee Date: 10-7-2019

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

Return this FORM to:
{Carol Thompson}, {Housing and Economic Sustainability}
{100 Australian Avenue, Suite 500; West Palm Beach, Florida 33406}

Section III (Commissioner, if applicable):
Appointment to be made at BCC Meeting on: _____
Commissioner's Signature: _____ Date: _____

CEDS COMMITTEE 2019 ATTENDANCE

| MEMBERS | 1/10/19 | 3/14/19 | 5/9/19 | 7/11/19 | 9/12/19 | 11/14/19 |
|----------------------------|-------------------------|--------------|----------|------------|-----------|----------|
| INDIAN RIVER COUNTY | | | | | | |
| Helene Caseltine | P(CI) | P | P | CI | CI | |
| Mark Mathes | P | E | E | E | E | |
| Bruce Redus 3VC | P | P | P | P | P | |
| Kelley Armitage | A | A | A | A | A | |
| Vacant | | | | | | |
| MARTIN COUNTY | | | | | | |
| Ted Astolfi Chair | P | P | P | E | P | |
| Pauline Becker | P | P | P | P | E | |
| Kevin Kryzda | P | P | P | E | P | |
| Pinal Gandhi-Savdas | Appointed 4.2019 | | P | P | P | |
| Jared Gaylord | Appointed 6.2019 | | | P | P | |
| Gene Rauth, Alt. | P | P | P | P | E | |
| Kathie Smith, Alt. | P | ALT | E | E | P | |
| Angela M. Hoffman | E | P | A | Resigned | | |
| PALM BEACH COUNTY | | | | | | |
| Nepoleon Collins | A | A | E | CI | A | |
| Charles Duval 1VC | P | P(CI) | P | E | CI | |
| Gary Hines | P | P | P | E | P | |
| Carol A. Thompson | P | E | E | ACL | E | |
| Vacant | | | | | | |
| Joan Goodrich | P | E | P | Resigned | | |
| ST. LUCIE COUNTY | | | | | | |
| R. Douglas Bynoe 2VC | E | P | E | P | E | |
| Peter Tesch* | ALT | P | P | P | E | |
| Peter Jones | Appointed 6.2019 | | | P | P | |
| Vacant | | | | | | |
| Vacant | | | | | | |
| Al Rivett | E | E | Resigned | | | |
| Jeremy Theisen | A | A | | | | |

* Appointed as member is April, 2019 by Mitchell (Jeremy Theisen spot)

A- absent P- present P(CI)-call in E-excused

ATTACHMENT 3

AMENDED BYLAWS of the
COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGY COMMITTEE
Of the
TREASURE COAST REGIONAL PLANNING COUNCIL
(Amended and Adopted – June 21,2019)

ARTICLE I

Name

The name of this Committee is the Comprehensive Economic Development Strategy Committee (“CEDS”) of the Treasure Coast Economic Development District. The Committee is a public body that operates under the provisions of 186.505, F.S.

ARTICLE II

Purpose

The purpose of the Committee in accordance with U.S. Economic Development Administration *Guidelines for Economic Development Districts (1992)* is to oversee and guide District-wide economic development planning. The Committee, through the Comprehensive Economic Development Strategy (CEDS) Plan or other appropriate mechanism will develop strategies to address economic development issues, including the diversification of the District economy and job expansion. Members will share information, advise the Economic Development District on areas of economic data development, and create a consensus plan of action that will be used to update the CEDS plan of the Treasure Coast Economic Development District.

ARTICLE III

Membership

1. Membership – Membership on the CEDS Committee is based on the following: First, there are to be five (5) appointees from each of the four counties of the Treasure Coast Region (Indian River, Martin, Palm Beach and St. Lucie) that participate in the activities of the Treasure Coast Economic Development District. Second, Committee members should be drawn from the range of groups noted below:
 - a. Local Government Representatives
 - b. Chambers of Commerce
 - c. Special purpose economic development agencies and councils
 - d. Workforce development boards
 - e. Other Industry Representatives

2. Appointments and Removals

- a. Appointments for membership on the CEDS Committee will be made at the discretion of the participating counties.
 - b. Removal of a member is accomplished by an appointee's resignation or by an action by the respective member's appointing body.
3. Request for Participation – Failure to attend two (2) consecutive scheduled meetings of the Committee without advance notification places a member in a delinquent status. The Committee will notify the Appointing authority of a member's delinquent status and request that a new appointment be made.
4. Vacancies – It is at the option of each member organization as to whether a nomination is made to fill a vacancy. When a vacancy exists, the Committee will notify the Appointing authority and request that the vacancy be filled.
5. Alternates – In order to promote attendance at the meetings of the Committee, each group or organization represented on the Committee is encouraged to appoint an alternate representative for each regular member. If possible, the alternate representative should be specified in the letter appointing the regular member. Any alternate member may represent any absent regular member of that County.

ARTICLE IV

Annual Meeting and Member Terms

1. Annual Meeting: The annual meeting of the CEDS Committee will take place in January of each year. Prior to the date of the annual meeting Council staff will request each of the participating counties to ratify their respective slate of CEDS Committee members as current and up to date. Any new and/or reaffirmed members will be read into the record at the annual meeting by the Chairperson. New and/or reaffirmed members' terms will begin at the next scheduled meeting of the CEDS Committee.
2. Member Terms: Committee member terms are determined by the respective members' appointing authority and CEDS Committee members will serve at the discretion of the appointing jurisdiction.

ARTICLE V

Officers, Terms, Duties, Subcommittees

1. Officers – there will be four (4) officers of the CEDS Committee: a Chair, 1st Vice-Chair, 2nd Vice-Chair, and 3rd Vice-Chair. All Officers shall be elected by the CEDS Committee at its January annual meeting. Officers will serve a one-year term of office which will begin at the next scheduled CEDS Committee meeting following the annual meeting in January. The office of Chairperson shall be rotated amongst all four participating counties on an annual basis. All Officer

positions reside with the County that the respective CEDS Committee member holding that position represents and not to the individual member. Starting at and immediately following the December 2002 annual meeting the office of 1st Vice-Chair will rotate to the position of Chair. The office of 2nd Vice-Chair will rotate to the position of 1st Vice-Chair and so on.

2. Duties – The duties of the Chair will be to preside over the meetings of the CEDS Committee and to carry out other duties as directed by the Committee at large. The Vice-Chair will act as the Chair in the absence of the Chair. The staff of the Treasure Coast Regional Planning Council shall act as secretary to the Committee and will assist the Chair in carrying out the duties and the responsibilities of this office.
3. Subcommittees – Special purpose and study subcommittees may be formed at the discretion of the Chair. These subcommittees will serve until the completion of the requested action. Membership of subcommittees should include diversified interests from different counties and organizations insofar as practicable.

ARTICLE VI

Conduct of the Meetings

1. Procedure within the Meetings – Behavior and conduct during the meetings will be consistent with that expected of responsible individuals. When there is a conflict on procedural matters, Robert's Rules of Order, Amended, will be consulted in determining correct action.
2. Agendas – An agenda will be prepared and distributed at least five days prior to each meeting with items of action that must be addressed. The agendas will be flexible to allow other items of business.
3. Voting – All voting members, including officers, are entitled to one (1) vote each. Only one vote is allowed for each member. That vote may be exercised only by the member who represents that group or organization or by the alternate. There will be no proxies. Simple majority vote of a quorum passes any action.
4. Quorum – A quorum shall be defined as either: 1) a minimum of 2 members from each of the four participating counties for a total of 8 members or 2) a minimum of 7 members. When a quorum is present, a majority of those present may take action on matters properly presented at the meeting.
5. Minutes – Minutes will be kept for meetings in summary form. The exact language of matters that are voted upon will be entered into the Minutes.
6. Guests and Requested Speakers – Members may request the Chairman to invite guests to attend meetings at their own expense. The Committee may also request the Chairman to invite individuals to attend meetings to inform them on items being reviewed by the Committee.
7. Informality – In general, and excepting cases where formal action is being undertaken, the Committee will operate with as few procedural constraints as is desirable.

8. Frequency of Meetings – The Committee will schedule full meetings not less than once per calendar quarter and shall call special meetings as deemed appropriate from time to time.

ARTICLE VII

Responsibilities and Authority

1. The members are expected to share information with one another as it pertains to economic development issues as legally permitted.
2. The Committee shall assist and advise the Staff in overall economic development issues.

ARTICLE VIII

Amendments

These bylaws may be changed, amended, expanded, or contracted by any action consistent with Article VI, Sections 3 & 4, with the exception of Article III, Sections 1 & 2, Article IV, Section 1 & 2, Article V, Section 1 and Article VI, Sections 3 & 4. Revisions to these sections must be approved by the Treasure Coast Regional Planning Council acting as the Economic Development District's approving authority.

| 2020-21 PBC CEDS Committee Diversity Record | | |
|---|--------|---------------------------------|
| MEMBER | Gender | Race |
| PALM BEACH COUNTY | | |
| Nepoleon Collins | Male | African American (Non-Hispanic) |
| Charles Duval | Male | African American (Non-Hispanic) |
| Gary Hines | Male | Caucasian (Non-Hispanic) |
| Thuy Shut | Female | Asian American |
| Alan Chin Lee | Male | Asian American |