

**PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS**

BOARD APPOINTMENT SUMMARY

Meeting Date: FEBRUARY 4, 2020
Advisory Board: CAREERSOURCE PALM BEACH COUNTY, INC.

I. EXECUTIVE BRIEF

Motion & Title: Staff recommends motion to approve: the appointment of two new members to the CareerSource Palm Beach County, Inc. Board of Directors (Board) for the seat and term indicated below.

Appointment	Seat No.	Term	Area of Representation	Nominated By
Timothy Dougher	16	2/4/20-2/3/23	Economic And Community Development Entities	Business Development Board of Palm Beach County, Inc.
Shirley Erazo	19	2/4/20-2/3/23	Economic And Community Development Entities: Programs Relating To Transportation, Housing, And Public Assistance	Delray Beach Housing Authority

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 4. The Board has a maximum of 33 seats, 19 currently filled and a diversity count of Caucasian: 15 (79%), African-American: 3 (16%) and Hispanic: 1 (5%). The gender ratio (female:male) is: 5:14. The nominees are one Caucasian male and one Hispanic 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. Resumes: Timothy Dougher, Shirley Erazo
3. Letter of Nomination: Timothy Dougher, Shirley Erazo
4. CareerSource Palm Beach County, Inc. Board Membership Roster

Recommended by: Steve Craig 1-7-2020
Steve Craig **Date**
President/CEO CareerSource Palm Beach County, Inc.

Legal Sufficiency: Debra C. Oswald 1-8-20
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: CAREERSOURCE PALM BEACH COUNTY, INC. Advisory Not Advisory
 At Large Appointment or District Appointment /District #: _____
Term of Appointment: THREE Years. From: 2/4/2020 To: 2/3/2023
Seat Requirement: ECONOMIC AND COMMUNITY DEVELOPMENT ENTITY Seat #: SIXTEEN
 *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: Dougher Tim M
Last First Middle
Occupation/Affiliation: Business Development
Owner Employee Officer
Business Name: Business Development Board of Palm Beach County
Business Address: 310 Evermia Street
City & State West Palm Beach, FL Zip Code: 33401
Residence Address: 5753 SE Crooked Oak Avenue
City & State Hobe Sound, FL Zip Code: 33455
Home Phone: () Business Phone: (561) 835.1008 Ext. _____
Cell Phone: (561) 846.2832 Fax: ()
Email Address: tdougher@bdb.org

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

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 checked="" type="checkbox"/>

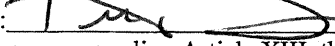
ETHICS TRAINING: All board members are required to read and complete training on Article XIII, the Palm Beach County Code of Ethics, and read the State Guide to the Sunshine Amendment. **Article XIII, and the training requirement can be found on the web at: <http://www.palmbeachcountyethics.com/training.htm>.** 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 November 4, 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: Tim Dougher Date: November 4, 2019
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:
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: _____

**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: CAREERSOURCE PALM BEACH COUNTY, INC. Advisory Not Advisory

At Large Appointment or District Appointment /District #: _____

Term of Appointment: Three Years. From: 2/4/2020 To: 2/3/2023

Seat Requirement: Economic And Community Development Entities: Programs Relating To Transportation, Housing, And Public Assistance Seat #: NINETEEN

*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: Erazo Shirley
Last First Middle

Occupation/Affiliation: Chief Executive Officer

Owner Employee Officer

Business Name: Delray Beach Housing Authority

Business Address: 82 NW 5th Avenue

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

Residence Address: 19623 Split Rail Run

City & State: Loxahatchee, Florida Zip Code: 33470

Home Phone: () Business Phone: (561)272-6766 Ext. 113

Cell Phone: (561) 715-9071 Fax: ()

Email Address: serazo@dbha.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

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.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 12/11 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: *Shirley Erazo* Printed Name: Shirley Erazo Date: 12/11/2019

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:
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: _____

TIM DOUGHER
Vice President Business Recruitment, Retention And Expansion

Tim Dougher is currently the Vice President of Business Recruitment, Retention and Expansion at the Business Development Board of Palm Beach County (BDBPBC). Prior to joining the BDBPBC, Tim was the Executive Director at the Business Development Board of Martin County (BDBMC) for 8 and a half years. In his tenure at the BDBMC, Tim worked on over 50 projects that resulted in over 3,000 jobs. In that role, he also served several terms as Chairman and Vice Chairman of Florida's Research Coast Economic Development Coalition as well as a board member of CareerSource Research Coast. Tim has 20 years of economic development experience in both public and private not-for-profit organizations. Tim is a native Floridian (Palm Beach County) who graduated from Cardinal Newman High School and then went on to graduate from the University of Missouri-Columbia. While in Missouri, he led the Division 1 Swim Team four years and was honored MVP for three of those years.

ATTACHMENT 2



SHIRLEY ERAZO

Serazo27@gmail.com | (561) 715-9071 | 19623 Split Rail Run , Loxahatchee , Florida 33470

Summary

Over 30 years of administrative functions of Housing Authority supervisory and operations experience. Superior management skills demonstrated by consistent high achievement goals.

Skills

- Microsoft Suite
- Scott Accounting and Computer Software-SACS
- Knowledge of Federal, State and local regulations relating to various aspects of Low Income housing programs and affordable housing
- Knowledge of the principles of management including budgeting, personnel and procurement. -
- Knowledge of the principles and methods of administration and supervision
- Ability to plan, organize, and coordinate various phases of a housing agency program
- Organizational leadership
- Decision-making
- Staff development
- Communication
- Schedule management
- Supervision and training
- Goal setting
- Compensation/benefits administration
- Recruiting and Hiring
- Cost analysis and savings
- Low Income Housing Tax Credits

Experience

Chief Executive Officer Delray Beach Housing Authority- November 1, 2019

Chief Operations Officer

01/2004 10/2019

Delray Beach Housing Authority

- Established a successful track record in running a High Performance Housing Choice Voucher Program for 19-consecutive years
- Work closely with the President/Chief Executive Office to manage resources to achieve goals and objectives of the Authority
- Oversee the operations of the Delray Beach Housing Authority
- Provide leadership, management and guidance to department heads in areas of responsibility
- Develop the agencies Five Years/Annual Plan
- Administer the funding aspect of the Section 8 Housing Choice Voucher Program, Project Based Section 8 Program, Disaster Housing Assistance Program and Tenant Based Rental Assistance Program governed by Florida Housing Finance Corporation- HOME Funds
- Work closely with HUD officials in implementation of Program requirements ensuring compliance with HUD Regulations and budgeting
- Present recommendations to the CEO to benefit the agency's overall operations of cost effectiveness, by negotiating outside contracts from companies and other consultants
- Worked closely in the oversight development of Village Square Phase I and II that involved mixed financing projects with Low Income Housing Tax Credits and Project Based Section 8 Vouchers
- Secured financing for the predevelopment and construction of Village Square Phase III-Island Cove
- Instrumental in the acquisition of the Property Management Contract of Lake Delray Apartments for Delray Housing Group

ATTACHMENT 2

Partners in Progress

Palm Beach County Board of Commissioners

Chairman's Council

Florida Power & Light Company

LRP Media Group

Tortoise Properties LLC

Wexford Capital LP

Board of Advisor Members

Aerojet Rocketdyne

Bank of America

Baptist Health South Florida

Caler, Donten, Levine, Cohen, Porter & Veil, P.A.

CareerSource Palm Beach County

Centennial Bank

DePuy Synthes Power Tools, a Johnson & Johnson Co.

Engel & Volkers Jupiter

Equestrian Sport Productions, LLC

Florida Crystals Corporation

Greenberg Traurig

Gunster

Hardrives, Inc.

HCA Palm Beach Hospitals – JFK Main,

North Campus and Palms West Hospitals

Hedrick Brothers Construction

Hospital for Special Surgery Florida

J.C. White

JP Morgan Chase

Minto Communities, LLC

NCCI

NextGen Mgmt dba DxWeb Management, LLC

Nova Southeastern University

Palm Beach Aggregates, LLC

Palm Beach Park of Commerce

PNC Bank

Pratt & Whitney

Raymond James/Boynton Financial Group

RSM US LLP

South Florida Business & Wealth Magazine

South Florida Business Journal

TD Bank

Wells Fargo

Corporate Members

ADT

Anderson-Moore Construction Corp.

BankUnited

BDO

Berkowitz Pollack Brant Advisors and CPA's

Capital Analytics

Carr, Riggs & Ingram (CRI)

CBRE, Inc.

CenterState Bank

Comerica Bank

Compsan Associates, Inc.

Craft Construction Company

Crocker Partners

Day Pitney Richman Greer

DSM Capital Partners, LLC

EisnerAmper LLP

Ertmann Foster Knight, Private Banking Group

ESPN West Palm

Fifth Third Bank

First Citizens Bank

First Republic Bank

Florida Atlantic University

Florida Blue

Florida Public Utilities Company

Fox Rothschild LLP

Gentile Glas Holloway O'Mahoney & Associates, Inc.

GL Homes

Good Samaritan Medical Center

Hi-Tech Roofing & Sheet Metal, Inc.

I.T. Solutions of South Florida, Inc.

Ideabar

JLL

Kesharvarz & Associates

Lesser, Lesser, Landy & Smith, PLLC

Lessing's Hospitality Group

Lockheed Martin Corporation

Lynn University

Moss & Associates

NAI/Merin Hunter Codman

Oxbridge Academy

Palm Beach State College

Plastridge Insurance Agency

Red Hawk Fire & Security

Regions Bank

The Related Companies

Rendina Healthcare Real Estate

Rybovich

SBA Communications Corporation

Sisca Construction Services, LLC.

Skanska USA Building, Inc.

The Special Event Resource and Design Group, Inc.

SunTrust Bank

Sympatico Real Estate

U.S. Polo Association Global Licensing

Verdex Construction

The Weitz Company

Wellington Regional Medical Center



BUSINESS DEVELOPMENT BOARD

**PALM BEACH
COUNTY**

Your Economic Development Resource

December 9, 2019

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

RE: Appointment of Timothy Dougher to the CareerSource Palm Beach County Board of Directors

Dear Mr. Craig,

On behalf of the Business Development Board of Palm Beach County, Inc. it is my pleasure to recommend the appointment of Timothy Dougher to serve on the CareerSource Palm Beach County, Inc. Board of Directors. He would make an outstanding addition to the board and embody its mission to provide workforce development, job training and employment services for the businesses and citizens of Palm Beach County.

He is extremely knowledgeable of the issues and concerns of Palm Beach County and we feel he will be an asset to your organization. It is our belief CareerSource Palm Beach County will benefit greatly from his knowledge and experience. We believe he is qualified to serve in this important role.

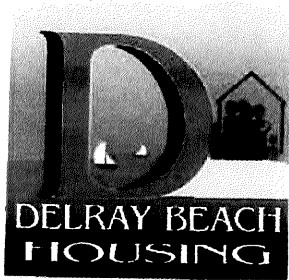
Thank you for your consideration.

Sincerely,

Kelly Smallridge
President & CEO

ATTACHMENT 3

310 EVERNIA STREET, WEST PALM BEACH, FL, 33401
TEL (561) 835-1008 FAX (561) 835-1160 www.bdb.org



DELRAY BEACH HOUSING AUTHORITY

December 12, 2019

ATTN: Mr. Steve Craig, President/Chief Executive Officer
CareerSource Palm Beach County, Inc.
3400 Belvedere Road
West Palm Beach, Florida 33406

RE: Appointment of Shirley Erazo to the CareerSource Palm Beach County, Inc. Board of Directors

Dear Mr. Craig:

On behalf of the Delray Beach Housing Authority it is our pleasure to recommend Shirley Erazo's appointment to serve on the CareerSource Palm Beach County, Inc. Board of Directors.

She is an advocate for and an extremely knowledgeable of workforce issues and works effectively with diverse individuals in both small and larger groups, qualities that will serve her well as a CareerSource Board member. She exhibits the kind of work ethic and professionalism that one wishes were characteristic of all board members. We believe she is a qualified appointment to this important leadership role.

Thank you for your consideration.

Sincerely,

Delray Beach Housing Authority

ATTACHMENT 3

82 NW 5th Avenue
Delray Beach, FL 33444-1396

Phone: (561) 272-6766
Fax: (561) 272-7352

www.dhha.org

**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. Ava L. Parker	Palm Beach State College
3. Christopher Cothran	Business Development Board of Palm Beach County, Inc.
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. Dwight Mattingly	Palm Beach / Treasure Coast AFL/CIO
8. George T. Elmore	Business Development Board of Palm Beach County, Inc.
9. Jacqueline M. Medford	Business Development Board of Palm Beach County, Inc.
10. Javin Walker	Consortium City of South Bay Appointment And Representing Private Sector Businesses
11. John Boggess	SouthTech Charter Academy, Inc.
12. Kenneth Kirby	Consortium City of Palm Beach Gardens Appointment And Representing Private Sector Businesses
13. Kevin Caracciolo	Consortium City of West Palm Beach Appointment And Representing Private Sector Businesses
14. Laurie George	Chamber of Commerce of the Palm Beaches
15. Margaret Pearson	Business Development Board of Palm Beach County, Inc.
16. Mayor Dave Kerner	Consortium Palm Beach County Local Elected Official And Representing Private Sector Businesses
17. Mel Coleman	Business Development Board of Palm Beach County, Inc.
18. Richard Radcliffe	Palm Beach County League of Cities, Inc.
19. Roger Hudspeth II	Palm Beach / Treasure Coast AFL/CIO
20. Timothy Dougher*	Business Development Board of Palm Beach County, Inc.
21. Shirley Erazo*	Business Development Board of Palm Beach County, Inc.

*To be approved February 4, 2020 by the Palm Beach County Board of County Commissioners

ATTACHMENT 4