

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS

BOARD APPOINTMENT SUMMARY

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Meeting Date: April 7, 2020

Department

Submitted By: Community Services

Advisory Board: Farmworker Program Advisory Board
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I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to approve: the appointment of one (1) new member to the Farmworker Program Advisory Board, effective April 7, 2020:

<u>Seat No.</u>	<u>Appointment</u>	<u>Seat Requirement</u>	<u>Term Ending</u>	<u>Nominated By</u>
2	Regina Bohlen	Public Sector	09/30/2021	Mayor Kerner Vice Mayor Weinroth Comm. Bernard 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. R2014-0402, 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. Ms. Bohlen meets all applicable guidelines and requirements outlined in the resolution adopted by the Board of County Commissioners on April 1, 2014. The diversity count for the 8 seats that are currently filled is: African-American: 4 (50%), Caucasian: 3 (38%), and Hispanic-American: 1 (12%). The gender ratio (female: male) is 5:3. Ms. Bohlen is Caucasian. 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 Career Development Program is mandated to maintain a local advisory board. The purpose of this board shall be to advise, assist and support and advocate for the Farmworker Career Development Program on matters that will strengthen employment opportunities for clients served by our agency.

Attachments:

1. Board/Committee Application
 2. Resolution No. R-2014-0402
- =====

Recommended By: *for Tamara* Department Director 3/11/2020 Date

Legal Sufficiency: *Delene Catbird* Assistant County Attorney 3-11-2020 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
 At Large Appointment or District Appointment /District #: _____

Term of Appointment: 1.5 Years. From: April 7, 2020 To: September 30, 2021

Seat Requirement: Public Sector Seat #: 2
 *Reappointment or New Appointment

or to complete the term of _____ Due to: resignation other
Completion of term to expire on: _____

*When a person is being considered for reappointment, the number of previous disclosed voting conflicts during the previous term shall be considered by the Board of County Commissioners: _____

Section II (Applicant): (Please Print)

APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT

Name: Bohlen Regina M.
Last First Middle

Occupation/Affiliation: Executive Director
Owner Employee Officer

Business Name: Pahokee Chamber of Commerce

Business Address: 115 E. Main St. Ste A
City & State: Pahokee, FL. Zip Code: 33476

Residence Address: 366 S. Barfield Hwy
City & State: Pahokee, FL. Zip Code: 33476

Home Phone: () Business Phone: 561 924 5579 ext.

Cell Phone: 561 914-5886 Fax: ()

Email Address: pahokeechamber@att.net

Mailing Address Preference: Business Residence

Have you ever been convicted of a felony: Yes _____ No
If Yes, state the court, nature of offense, disposition of case and date: _____

Minority Identification Code: Male Female
 Native-American Hispanic-American Asian-American African-American Caucasian

Section II Continued:

CONTRACTUAL RELATIONSHIPS: Pursuant to Article XIII, Sec. 2-443 of the Palm Beach County Code of Ethics, advisory board members are prohibited from entering into any contract or other transaction for goods or services with Palm Beach County. Exceptions to this prohibition include awards made under sealed competitive bids, certain emergency and sole source purchases, and transactions that do not exceed \$500 per year in aggregate. These exemptions are described in the Code. This prohibition does not apply when the advisory board member's board provides no regulation, oversight, management, or policy-setting recommendations regarding the subject contract or transaction and the contract or transaction is disclosed at a public meeting of the Board of County Commissioners. **To determine compliance with this provision, it is necessary that you, as a board member applicant, identify all contractual relationships between Palm Beach County government and you as an individual, directly or indirectly, or your employer or business.** This information should be provided in the space below. If there are no contracts or transactions to report, please verify that none exist. Staff will review this information and determine if you are eligible to serve or if you may be eligible for an exception or waiver pursuant to the code.

<u>Contract/Transaction No.</u>	<u>Department/Division</u>	<u>Description of Services</u>	<u>Term</u>
<u>Example: (R#XX-XX/PO XX)</u>	<u>Parks & 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"/>

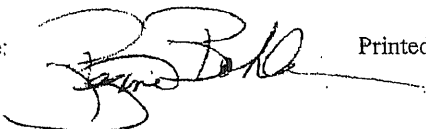
ETHICS TRAINING: All board members are required to read and complete training on Article XIII, the Palm Beach County Code of Ethics, and read the State Guide to the Sunshine Amendment. **Article XIII, and the training requirement can be found on the web at: <http://www.palmbeachcountyethics.com/training.htm>.** 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 _____ 20_____
 By attending a live presentation given on Aug. 15, 20 19

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: Regina M. Bohlen Date: 6-3-19

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:  Date: 3-6-20

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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_____	_____	_____	_____
_____	_____	_____	_____

(Attach Additional Sheet(s), if necessary)
OR

NONE NOT APPLICABLE/ (Governmental Entity)

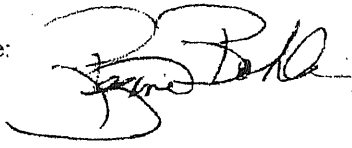
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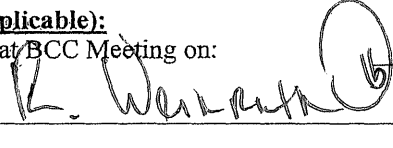
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*Applicant's Signature:  Printed Name: Regina M. Bohlen Date: 6-3-19

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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:  Date: 7/24/20

Section II Continued:

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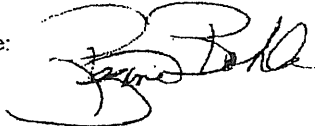
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 {Insert Address Here}

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Appointment to be made at BCC Meeting on: _____

Commissioner's Signature: Melissa McKelvey Date: 2/24/2020

Section II Continued:

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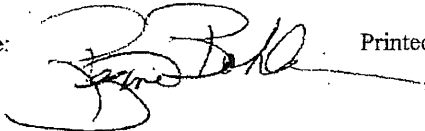
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Revised 02/01/2016

Regina M. Bohlen
PO Box 141
Pahokee, FL 33476
Cell: 954-439-2896/561-914-5886
Email: reg1026@aol.com

Objective

To represent the organization with the most professional and business minded attitude while always remembering to be humble. To bring my experience to the position but always be willing to learn.

Work Experience

Pahokee City Commission

Pahokee, FL

Pahokee City Commissioner

Help guide the efforts of the City of Pahokee to enhance the economic and social livability of the City of Pahokee residents.
Govern the City of Pahokee

Mar 2019-Present

Pahokee Chamber of Commerce

Pahokee, FL

Executive Director

- Coordinate all activities of the Chamber of Commerce Feb 2012-present
- Process all paperwork dealing with bank accounts, grant writing, etc
- Conduct monthly Board of Directors meetings
- Develop Membership

Pahokee Bridge Investment & Realty

Pahokee, FL

Florida Regional Manager

- Perform the Services of a licensed Realtor
- Process all paperwork dealing with contracts, listings, etc
- Develop clientele
- Negotiate all contracts and bring them to a successful closing

Jan 2009-present

Florida Rural Area Construction Co-op

Sebring, FL

Business Partner

- Develop the Downtown Pahokee Revitalization Project
- Liaison between the Pahokee business community and Palm Beach County Economic Development Office.

Jan 2009-Jan 2010

- Co-ordinate the entities for the Brownfield Economic Development Initiative Grant, i.e.: Palm Beach County, Environmental Surveys, FDOT etc
- Work with Palm Beach County Economic Development office to schedule and attend meetings with the Pahokee business community to expedite the process of qualifying for the BEDI grant as well as HUD 108 loan program.

Bridge Realty & Investments, Inc

Weston/ Belle Glade

Florida Regional Manager

June 2005-July 2007

- Perform the Services of a licensed Realtor
- Process all paperwork dealing with contracts, listings, etc
- Develop clientele
- Negotiate all contracts and bring them to a successful closing

Jan 2007-Jan 2009

Keyes Company Realtors

Weston, Fl 33326

Weston District Sales Manager

Oct 1994-May 2005

- Opened and developed 3 Weston Real Estate Offices, starting with 900 sq ft office and 4 associates and developed it into 13,000 sq ft office with over 120 associates
- Recruited new associates (over 1,000)
- Trained and supervised personnel in all aspects of office duties
- Developed In-House Training Programs for all stages of Realtors (Program was expanded company wide)
- Developed In-House Mentor Program for new associates (Program was expanded company wide)
- Awarded Top Office for Volume, Sales and Profit 5 years in a row.
- Supervised a staff of ten office personnel
- Handled all Relocation of Players for Miami Dolphins, Miami Heat and The Marlins
- Listed and sold 5 subdivisions, ie: Windmill Reserve \$ 1,000,000- \$ 15,000,000

Keyes Company Realtors

Pembroke Pines/Weston 33324/33326

Realtor Associate

Jan 1990-Sept 1994

- Sales, Listings and Closings
- Awarded Rookie Salesperson of the Year 1991
- Develop Business Plan

Beco Inner Space Products, Inc

Miramar 33025

National Salesperson

Jan 1980-Dec 1989

- Territorial Responsibility included Southeastern, Midwestern, and Northeastern States
- Developed Clientele and sold Diving Products to Dive/Scuba Stores
- Set-up all systems for sales tracking and production inventory

Special Qualifications

- Worked to achieve the Downtown Pahokee Revitalization Project resulting in \$ 1.2 million dollars of grant money, \$ 2 million dollars of HUD 108 Money and \$ 2 million dollars of private investment money to revitalize a designated 12 city block area for revitalization.
- Coordinated with South Florida Water Management and conducted a small business forum at the John Boyd Auditorium in Clewiston, Fl. resulting in over 100 local contractors attending and 27 new businesses qualifying for designations needed as contractors for SFWMD
- Represented the City of Pahokee and Neighbor Works two years, traveling to San Jose, Ca and Milwaukee, Wi for three days each trip for training in grants, working with different ethnic groups and it resulted in a grant to refurbish the "Domino Park" on Rardin Ave in Pahokee
- Chairperson Code Advisory Board of Pahokee
- Committee Person for the City of Pahokee USDA Forum with over 100 attendees and resulting in Pahokee being chosen as one of six cities in Florida for the USDA to work with in 2012.
- Committee person for numerous selection committees for the City of Pahokee
- Established and coordinated Driftwood Optimist Club. Chaired Fundraising resulting in 3 new fields and over 25 teams playing the first year.
- Established and coordinated Women's Over 30 Soccer League in Both Davie and Cooper City, Fl. Chaired fundraising for Women's Over 30 Soccer League in Both Davie and Cooper City, Fl.
- Board of Trustees First United Methodist Church of Pahokee

Education

- **Commercial Real Estate** 101,102,103,104 Advanced Courses
- **Floyd Wickman 10 year Sales and Management Courses**
- **Continuing Education** every 2 years for Real Estate license
- **Ethics Training**
- **Palm Manor High School** Grad. 1973

References

Former Mayor J P Sasser
160 S. Elm Ave
Pahokee, Fl 33476
561-755-2134

Donia Roberts P.A.
257 Dr. Martin Luther King, Jr. Blvd E
Belle Glade, Fl. 33476
561-992-3533

Former Commissioner Allie Biggs
1556 Rev Jesse Biggs Blvd
Pahokee, Fl 33476
561-449-5914

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: [Signature]
Deputy Clerk



Approved as to Form and
Legal Sufficiency

By: [Signature]
Chief Assistant County Attorney