

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS

BOARD APPOINTMENT SUMMARY

Meeting Date: November 17, 2020

Department
Submitted By: Community Services
Advisory Board: Community Action Advisory Board

I. EXECUTIVE BRIEF

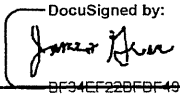
Motion and Title: Staff recommends motion to approve: the reappointments of two (2) current members to the Community Action Advisory Board, effective November 17, 2020:

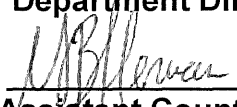
| <u>Seat No.</u> | <u>Reappointment</u> | <u>Seat Requirement</u> | <u>Term Ending</u> | <u>Nominated By</u> |
|-----------------|----------------------|------------------------------|--------------------|--|
| 2 | Kevin L. Jones | Public Sector Representative | 09/30/2023 | Comm. McKinlay Comm. Kerner Comm. Weinroth CAAB |
| 5 | Mary R. Wilkerson | Public Sector Representative | 09/30/2023 | Comm. McKinlay Comm. Kerner Comm. Weinroth CAAB |

Summary: The total membership for the Community Action Advisory Board (CAAB) shall be no more than 15 at-large members, comprised of one-third elected public officials or their representatives, one-third private sector members recommended by the CAAB and one-third low-income representatives selected by a democratic process in the target neighborhoods served, per Resolution No. R-2018-0372, adopted April 10, 2018, amending Resolution R-2014-0588. Members will fully participate in the planning, implementation, and evaluation of the Community Services Block Grant (CSBG) program to serve low-income communities. Mr. Jones and Ms. Wilkerson meet applicable guidelines and requirements outlined in the resolution. Ms. Wilkerson is an employee of Drug Abuse Treatment Association, Inc., which contracts with the County for services. The CAAB provides no regulation, oversight, management, or policy setting recommendations regarding the subject contracts or transactions. Disclosure of this contractual relationship 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. The diversity count for the 10 seats that are currently filled is African-American: 8 (80%), Hispanic-American: 1 (10%) and Caucasian: 1 (10%). The gender ratio (female: male) is 10:0. Both Mr. Jones and Ms. Wilkerson are African-American. Staff conducts targeted outreach in an effort to proffer candidates for appointments that maintain a diverse composition of the board. (Community Action Program) Countywide (HH)

Background and Justification: The BCC first created a Community Action Council Advisory Board in 1974. This was done to qualify Palm Beach County to receive CSBG funds. The CSBG agreement requires the establishment of a Community Action Advisory Board and the CAAB participates in the planning, implementation, and evaluation of the CSBG program to serve low-income communities.

- Attachments:**
- 1. Board/Committee Applications
 - 2. Inventory of Seats List
 - 3. Resolution No. R-2018-0372

Recommended By:  10/28/2020
Department Director
Date

Legal Sufficiency:  10/29/2020
Assistant County Attorney
Date

II. REVIEW COMMENTS

A. Other Department Review:

Department Director

Attachment 1

**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: Community Action Advisory Board Advisory ☒ Not Advisory ☐
☒ At Large Appointment or ☐ District Appointment /District #: _____
Term of Appointment: 2.10 Years. From: November 17, 2020 To: September 30, 2023
Seat Requirement: Public Sector Representative 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: 0

Section II (Applicant): (Please Print)

APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT

Name: Jones Kevin Lee
Last First Middle
Occupation/Affiliation: Coordinator of Community Initiatives
Owner ☐ Employee ☒ Officer ☐
Business Name: City of West Palm Beach
Business Address: 401 Clematis St.
City & State: West Palm Beach, FL Zip Code: 33401
Residence Address: 6005 Channel Dr.
City & State: Green Acres, FL Zip Code: 33463
Home Phone: (561) 642-5105 Business Phone: (561) 822-1413 Ext. _____
Cell Phone: (561) 543-0887 Fax: (561) 822-1424
Email Address: KJones@wpcb.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> |
|---------------------------------|----------------------------|--------------------------------|---------------------|
| Example: (R#XX-XX/PO XX) | Parks & Recreation | General Maintenance | 10/01/00-09/30/2100 |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

(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):

☒

By watching the training program on the Web, DVD or VHS on Aug. 31st 2020
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: _____

Kevin L. Jones

Date: _____

8-29-2020

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: _____

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

NONE ☐ NOT APPLICABLE/ (Governmental Entity) ☒

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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: [Signature] Printed Name: Kevin L. Jones Date: 8-29-2020

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:
{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: [Signature] Date: 11-11

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.

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|---------------------------------|----------------------------|--------------------------------|---------------------|
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| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

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

NONE

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NOT APPLICABLE/
(Governmental Entity)

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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: Kevin L. Jones

Date: 8-29-2020

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:

{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: 11/2/20

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Revised 02/01/2016

Reverend Kevin L. Jones
Assistant Pastor
Tabernacle Missionary Baptist Church
West Palm Beach, FL

Rev. Kevin L. Jones is a native of Rustburg, VA, and is the youngest son of Dwight and Gladys Jones.

Rev. Jones completed his education in the Campbell County School System and graduated with a Bachelor Degree in Criminal Justice from Radford University in 1996. In 2007, Rev. Jones graduated from Palm Beach Atlantic University with a Bachelor of Arts Degree in Ministry, and in August 2012, graduated with a Master of Divinity Degree from The Interdenominational Theological Center in Atlanta, GA.

Rev. Jones relocated to West Palm Beach, FL in 1997 and has held several positions in the non-profit sector focusing on Youth Development.

Rev. Jones was licensed to preach the Gospel in July of 2004, and ordained in September of 2007, at Tabernacle Missionary Baptist Church under the leadership of Rev. Gerald D. Kisner. In October of 2006, Rev. Jones joined the staff as the Minister for Youth and Young Adults. In July of 2014 Rev. Jones was elevated to the role of Assistant Pastor. In addition to the Youth and Young Adults, Rev. Jones works primarily with the Adopt -A-School Ministry, Christian Education Ministry, Men's Ministry, and the Social Justice Ministry.

Rev. Jones also serves as Coordinator of Community Initiatives in the Department of Housing and Community Development in the City of West Palm Beach. Rev. Jones coordinates the African American Advisory Council, Mayor's Youth Council, Faith Advisory Council, and the Mayor's Village Initiative. The Mayor's Village Initiative's mission is to improve the outcomes of young black men in targeted areas of the city.

Rev. Jones is the Past Co-President of P.E.A.C.E., a congregation-based organization charged with the mission of fighting injustice in the communities of Palm Beach County. During his time as Co-President, P.E.A.C.E. was able to win important issues in the areas of Wage Theft, Jobs and Unemployment in the Glades, Youth Crime, and Out of School Suspensions. These victories provided much needed opportunities for the least of these in our communities.

Rev. Jones is Past President of the Baptist Minister's Conference of the Palm Beaches and Vicinity, and is the first clergy nominated to serve on the board of the Palm Beach County Criminal Justice Commission. He is a proud member and Past Master of Pride of Palm Beach, Lodge #447, Free and Accepted Masons, and the Delta Delta Lambda Chapter of Alpha Phi Alpha Fraternity, Inc. Rev. Jones enjoys coaching his sons and has volunteered for several years with the Recreation Department in the City of Greenacres, FL.

Kevin is married to Michelle T. Jones, and is the father of three sons; Nicholas, Brandon, and Darrin.

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☒ At Large Appointment or ☐ District Appointment / District #: _____
Term of Appointment: 2.10 Years. From: November 17, 2020 To: September 30, 2023
Seat Requirement: Public Sector Representative Seat #: 5
☒ *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: Ross Wilkerson Mary
Last First Middle
Occupation/Affiliation: City Commissioner
Owner ☐ Employee ☐ Officer ☐
Business Name: 110 Dr. Martin Luther King, Jr. Blvd. West
Business Address: Same
City & State: Belle Glade, FL 33430 Zip Code: _____
Residence Address: 617 NW 14th St.
City & State: Belle Glade, FL 33430 Zip Code: _____
Home Phone: () N/A Business Phone: () Ext. _____
Cell Phone: 561-248-4026 Fax: ()
Email Address: _____
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 ☒ Black ☐ 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.

| Contract/Transaction No. | Department/Division | Description of Services | Term |
|---|-------------------------------|---|----------------------------|
| <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>Went before BCC</u> <u>on 10/20/20-13E-7)</u> <u>Have not received</u> <u>copy w/ R#.</u> | <u>Community Serv.</u> | <u>Client Services</u> | <u>10/01/20 - 9/30/21</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.

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☒ By watching the training program on the Web, DVD or VHS on 06/27 2020
☐ 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: Mary Ross Wilkerson Printed Name: Mary Ross Wilkerson Date: 09/29/2020

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: _____

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| Contract/Transaction No. | Department/Division | Description of Services | Term |
|---|--------------------------|--|--------------------------|
| Example: (R#XX-XX/POXX) | Parks & Recreation | General Maintenance | 10/01/00-09/30/2100 |
| Went Before BCC on 10/20/20-(3E-7) Have not received copy w/ R#. | Community Serv. | Client Services | 10/01/20 - 9/30/21 |
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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: [Signature] Date: 10/1/20

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Revised 02/01/2016

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.

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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: R. Winkler B Date: 11/2/20

Pursuant to Florida's Public Records Law, this document may be reviewed and photocopied by members of the public. Revised 02/01/2016

Mary Ross Wilkerson
617 N.W. 14th Street
Belle Glade, FL 33430
(561) 248-4026

e-mail- zeta97@att.net

EDUCATION

St. Thomas University – 1989
Miami, Florida
Major: Human Resource with emphasis in Psychology

New England Tech of Palm Beach County – 1986
West Palm Beach, Florida
Major: Data Entry minor in Computer Programming
Associate of Applied Science Degree

PROFESSIONAL EXPERIENCE

City Commissioner
City of Belle Glade
2009-Present

On-Site Counselor
Drug Abuse Treatment Association, Inc.
2007-Present

Screen all clients within the assigned agency and to identify those with substance abuse problems. Implement appropriate substances abuse services in conjunction with Belle Glade Team and, as needed, provide group and/or individual outreach as well as intervention services. Work closely with Prevention Belle Glade Staff, and others who provide ancillary services, drug education and urinalysis screening may also be required, facilitate crisis intervention services as needed, establish collaborative relationships with community providers, link clients to social services as needed, facilitate drug and anger management education individual and/or group sessions, while attending daily court proceedings, advocate for appropriate individuals to receive outreach intervention services.

Migrant Advocate
School District of Palm Beach County
2004-2007 Retired

Advocate for migrant students with parents, school staff, employers and the public in a manner which is effective and sensitive to language and cultural differences. Ability to gain rapport with migrant students and motivate them. Assist migrant 6-12 grade students toward graduation. Serves as a liaison between teachers, counselors, parents and students. Provides motivation and support for attendance, participation in school and migrant activities, and academic excellence.

Client Services Unit Leader
School District of Palm Beach County
2001-2004

Serves as project S.A.V.E. (See and Valuing Education) coordinator which includes recruiting students that are socio-economic disadvantage to encourage them to attend school and to improve in all areas of learning. Some students attended Sylvan Learning Center, after school tutorial and

Leadership Training Seminars. My duties include making numerous home and school visits. This is a two-year grant which I generated \$80,205.00.

Social Service Facilitator

School District of Palm Beach County
1989-2000

Serve as a Team leader for a group of Community Resource People (CRP's); review CRP's Weekly Planners, mileage forms and identification forms. Providing vital information for resource. Implements all support services activities for a cluster of schools; identifies and recruits migratory children. Assist the Community Resource Specialist with social services for migrant students. Codes health information on appropriate forms; assists the Migrant Secondary Program, Early Childhood Program, Language Arts program, and Parental Involvement Program. Submits weekly and monthly summary reports of activities and SRP reports. Assists the Department of Federal Program's administrative staff as needed. Trouble shooter for personnel differences that may arise during Supervisor's absence.

Life Skills Instructor

South Bay Correctional Facility/Wackenhut
5/1997-5/2003

Instruct male inmates in areas of pre-release preparations, household planning, re-entry into society, budgeting skills, parenting skills, improving interpersonal skills, stress and anger management skills.

City Commissioner

City of Belle Glade
1998-2000

Crisis Unit Technician

Western Palm Beach County Mental Health Center
1989-1996

Conducted counseling sessions for rehabilitating alcohol, drug and mental health clients. Complete detailed admissions' packets for every admittance; conduct one-on-one counseling sessions for clients unable to participate in group sessions. Maintain accurate records of supplies and clients needs; plan and prepare meals for clients.

PROFESSIONAL EXPERIENCE

Office Assistant/Data Entry Clerk

School District of Palm Beach County – Pahokee Elementary
1986-1989

Organize enrollment registration for school; input, retrieve and update information on each student; compile and classify data obtained; complete request for information forms and mail to parents and/or guardians for students; assist in various office duties.

Instructional Aide

School District of Palm Beach County
1980-1986

Tutor school students utilizing teacher directed instructions; assist teacher in maintaining accurate records; complete appropriate forms as instructed; assist teacher in various classroom responsibilities.

Teacher's Aide

School District of Palm Beach County
1977-1980

Tutor Trainable Mentally Retarded students utilizing teacher directed instructions; assisting teacher in various classroom responsibilities; assisting students with personal care.

VOLUNTEER WORK

Advisory Committee 1988-1990

Glades Central Community High School

Coordinator for "Project Graduation" 1987-1988

Glades Central Community High School

"Raider" Band Booster 1988-1990

Glades central Community High School

Youth Director 1989-1990

Mt. Zion A.M.E. Church

College Outreach Program 1996-1998

Palm Beach Community College – Glades Campus

Pre-planning Committee 1997

Palm Beach Community College – Glades Campus

Glades Youth Council 1998-2001

Zeta Phi Beta Sorority, President 2001-2003

VISION-To-Action 1996-1998

Church School Teacher

Mt. Zion A.M.E. Church

Glades Area Police Athletic League (PAL), President 2002-2004

Glades Area MLK Committee, Vice-Chair, 2001 – Present

Board Member-Community Action Council-Palm Beaches, 2009-Present

COMMUNITY ACTION ADVISORY BOARD INVENTORY OF SEATS LIST

Attachment 2

| Seat | NAME | SECTOR | App. Date | Exp. Date |
|------|----------------------|-------------------------------------|------------|------------|
| 1 | Christina Lambert | PUBLIC SECTOR REPRESENTATIVE | 01/15/2019 | 09/30/2021 |
| 2 | Kevin L. Jones* | PUBLIC SECTOR REPRESENTATIVE | 12/06/2016 | 09/30/2020 |
| 3 | Vacant | PUBLIC SECTOR REPRESENTATIVE | | |
| 4 | Vacant | PUBLIC SECTOR REPRESENTATIVE | | |
| 5 | Mary R. Wilkerson* | PUBLIC SECTOR REPRESENTATIVE | 02/06/2018 | 09/30/2020 |
| 6 | Sandra Wright | PRIVATE SECTOR REPRESENTATIVE | 02/04/2020 | 09/30/2022 |
| 7 | Martina Walker | PRIVATE SECTOR REPRESENTATIVE | 05/07/2019 | 09/30/2021 |
| 8 | Vacant | PRIVATE SECTOR REPRESENTATIVE | | |
| 9 | Carol Jones-Gilbert | PRIVATE SECTOR REPRESENTATIVE | 08/20/2019 | 09/30/2021 |
| 10 | Denise Brown | PRIVATE SECTOR REPRESENTATIVE | 05/05/2020 | 09/30/2022 |
| 11 | Allie H. Biggs | REPRESENTATIVE OF THE LOW-INCOME | 10/01/2018 | 09/30/2021 |
| 12 | Georgia Gilbert | REPRESENTATIVE OF THE LOW-INCOME | 10/08/2019 | 09/30/2022 |
| 13 | Michelle C. Davis | REPRESENTATIVE OF THE LOW-INCOME | 10/01/2018 | 09/30/2021 |
| 14 | Retha Lowe | REPRESENTATIVE OF THE LOW-INCOME | 10/01/2018 | 09/30/2021 |
| 15 | Alma Atkins-Robinson | REPRESENTATIVE OF THE LOW-INCOME | 10/01/2018 | 09/20/2021 |

* indicates a member having an action pending

Revised: 10.06.20 by M.Imitola

RESOLUTION NO. R-2018-0372

RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF PALM BEACH COUNTY, FLORIDA, AMENDING R-2014-0588, PROVIDING FOR QUARTERLY MEETINGS OF THE COMMUNITY ACTION ADVISORY BOARD, PROVIDING FOR AMENDED ATTENDANCE POLICY, AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Palm Beach County Board of County Commissioners established the Community Action Council Advisory Board (Board) in 1974 to qualify Palm Beach County to receive Community Service Block Grant Funds; and

WHEREAS, the Board's membership was reconstituted pursuant to Ordinance No. 04-042, and on September 15, 2009, Ordinance No. 04-042 was replaced by Resolution 2009-1549, which established the Community Action Advisory Board (CAAB) and reduced CAAB's membership from 23 to 15; and

WHEREAS, on May 6, 2014, Resolution 2009-1549 was repealed and replaced with Resolution 2014-0588, which clarified the process for nominating and selecting members to serve on the CAAB, and updated various standard provisions to comply with County advisory board policy; and

WHEREAS, Resolution 2014-0588 provides that the CAAB shall meet "a minimum of ten (10) times a year"; and

WHEREAS, other Counties within Florida have adopted a model of quarterly meetings for Community Action Program advisory boards such as CAAB, which has proven effective to allow greater focus on board members' responsibilities to participate in implementation of programs designed to serve the poor or low income citizens of the County, while still allowing an opportunity to make recommendations concerning program plans, priorities, and budgets.

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

1. The foregoing recitals are true and correct and are expressly incorporated herein by reference and made a part hereof.
2. Section 12: Meetings, paragraph A., of R-2014-0588 is amended to read in its entirety: The Advisory Board shall meet a minimum of four (4) times per program year; however, members may be required to

attend additional meetings.

- a. The second sentence of Section 14: Removal for Lack of Attendance, of R-2014-0588 is amended to read:

Lack of attendance is defined as failure to attend three (3) consecutive meetings or failure to attend one-half of the meetings scheduled during a program year.

3. This resolution shall become effective upon adoption.

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

| | |
|--|-----|
| Commissioner Melissa McKinlay, Mayor - | Aye |
| Commissioner Mack Bernard, Vice Mayor- | Aye |
| Commissioner Hal R. Valeche - | Aye |
| Commissioner Paulette Burdick - | Aye |
| Commissioner Dave Kerner - | Aye |
| Commissioner Steven L. Abrams - | Aye |
| Commissioner Mary Lou Berger - | Aye |

The Mayor thereupon declared the Resolution duly passed and adopted this

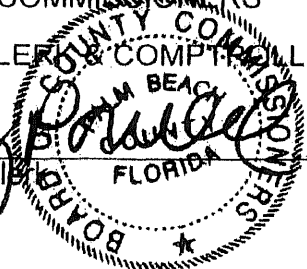
10th day of April, 2018

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]

County Attorney

RESOLUTION NO. R-2014-0588

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF PALM BEACH COUNTY, FLORIDA, DESIGNATING THE BOARD OF COUNTY COMMISSIONERS AS THE COMMUNITY ACTION COUNCIL. ESTABLISHING THE COMMUNITY ACTION ADVISORY BOARD; DESIGNATING THE COMMUNITY ACTION ADVISORY BOARD AS THE COMMUNITY SERVICES BLOCK GRANT ADVISORY COMMITTEE. PROVIDING FOR ROLES AND RESPONSIBILITIES; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the U.S. Department of Health and Human Services (HHS) requires that recipients of Community Services Block Grant (CSBG) funds comply with the Community Opportunities, Accountability, and Training and Educational Services Act of 1998, as amended; and

WHEREAS, Section 676B, (b)(1) of that Act requires that a public entity administer the program through a tripartite board composed of members representing the public, private, and low income sectors of the community; and

WHEREAS, the Community Services Block Grant provides funds for the reduction of poverty, the revitalization of low-income communities, and the empowerment of low-income families and individuals to become fully self-sufficient; and

WHEREAS, Palm Beach County through the Department of Community Services wishes to comply with HHS requirements regarding the Community Action Advisory Board; and

WHEREAS, the Board of County Commissioners was previously designated as the Community Action Council and the grantee for the CSBG program through ordinances 74-20 and 04-042, which have been repealed; and

WHEREAS, pursuant to ordinances 74-20 and 04-042, a Community Action Council Administering Board was established.

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

SECTION 1: DESIGNATION OF THE BOARD OF COUNTY COMMISSIONERS AS THE COMMUNITY ACTION COUNCIL AND CSBG GRANTEE

The Board of County Commissioners is hereby designated as the Community Action Council and the grantee of CSBG funding received by Palm Beach County.

SECTION 2: ESTABLISHMENT OF THE COMMUNITY ACTION ADVISORY BOARD AND DESIGNATION AS THE CSBG ADVISORY COMMITTEE

There is hereby established an advisory board to be known as the Community Action Advisory Board, herein referred to as the "Advisory Board." Said Advisory Board is also designated as the Community Services Block Grant Advisory Committee pursuant to the CSBG guidelines of the State of Florida Department of Economic Opportunity.

SECTION 3: COMPOSITION

A. The Advisory Board shall be comprised of fifteen (15) members, as follows:

- 1) One-third (1/3) of the members of the Advisory Board shall be elected public officials holding office on the date of selection, or their representatives. A letter reaffirming agreement to serve as an Advisory Board member or delegation to a representative, signed by the elected official, shall be required each year until the official's elective term ends.
- 2) Not fewer than one-third (1/3) of the members of the Advisory Board shall be persons chosen in accordance with democratic selection procedures adequate to assure that they are representatives of low income individuals and families in the target neighborhood served. Each representative of the low-income sector selected to represent a specific target neighborhood within the community must reside in the neighborhood served. The county will define what constitutes a target neighborhood.
- 3) The remainder of the members of the Advisory Board shall be persons who can bring pertinent and significant resources from the private sector to the Community Action mission of assisting low income persons to acquire greater control over their lives and to increase their degree of self-sufficiency.

SECTION 4: APPOINTMENTS, TERMS, VACANCIES AND COMPOSITIONS

- A. All members of the Advisory Board shall be residents of Palm Beach County, Florida at the time of appointment and while serving on the Advisory Board.
- B. Terms of office for the Advisory Board members shall be three (3) year terms. An individual may serve three (3) consecutive full terms. Terms shall begin on October 1 and end on September 30.
- C. Terms shall be staggered such that one-third (1/3) of the advisory board members shall be selected each year.
- D. Nominations shall be requested by County staff upon adoption of this resolution and generally every year thereafter in a manner that will provide for appointment or reappointment prior to the term expiration. The public sector members are appointed by the Board of County Commissioners, a democratic selection process will be held to fill seats from the low-income sector, the Advisory Board will recommend individuals to fill the seats for the private sector. All nominations shall be approved by the Board of County Commissioners.
- E. A vacancy occurring during a term shall be filled for the unexpired term and in the manner prescribed above.
- F. All Advisory Board members serve at the pleasure of the Board of County Commissioners.
- G. Members appointed pursuant to Section 3.A1 will no longer be eligible to serve on the advisory Board if they, or the elected official they represent, no longer hold elected public office.

SECTION 5: AUTHORITY

- A. The Advisory Board shall have the authority and power to advise the Board of County Commissioners on the development, planning, implementation and evaluation of the CSBG program to serve low-income communities.
- B. Members shall be subject to the rules and procedures of the Advisory Board, if rules and procedures are created, and to the overall authority of the Board of County Commissioners of Palm Beach County, Florida.

SECTION 6: 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 7: 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 8: 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 9: 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 10: QUALIFICATION AS A CANDIDATE

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

SECTION 11: RESPONSIBILITIES

The responsibilities of the Community Action Advisory Board shall include the following:

- A. Conduct regular assessments of the circumstances of low income individuals and families and of the resources available and needed in the community to support movement by low income persons toward greater self-sufficiency;
- B. Create a forum for citizen participation that maximizes participation of those served so as to best stimulate and take full advantage of capabilities for self-advancement and assure that programs and projects are meaningful to and widely utilized by their intended beneficiaries;
- C. Participate fully in the development and implementation of programs and projects designed to serve the poor or low income citizens of the county;
- D. Review and recommend programs and projects for the use of the CSBG funds;
- E. Foster and promote cooperation between governmental agencies, community-based non-governmental non-profit organizations and business interests in order to achieve the goals and outcomes of community action plans;
- F. Submit an annual report to the board of county commissioners on activities undertaken and accomplishments made during the preceding year;
- G. Receive reasonable advance notice of, and an opportunity to make recommendations, concerning:
 - 1) Appointment of the program coordinator;
 - 2) Determination of overall program plans and priorities;
 - 3) Approval of program proposals and budgets;
 - 4) Enforcement of compliance with all conditions of federal and state grants;
 - 5) Corrective measures to remove roadblocks affecting program implementation;
 - 6) Determination, subject to federal, state, and local regulations and policies, of rules of procedure for the advisory board;
 - 7) Any changes to this Resolution. In the event that the Advisory Board determines a public meeting is necessary to address any changes to this Resolution, said public meeting will be arranged prior to submission of any such change to the board of county commissioners.
- H. To perform such other duties as may be from time to time assigned by the Board of County Commissioners.

SECTION 12: MEETINGS

- A. The Advisory Board shall meet a minimum of ten (10) times a year; however, members may be required to attend additional meetings.
- B. A majority of the members appointed shall constitute a quorum for the conduct of the Advisory Board's business.
- C. In the presence of a quorum, Advisory Board business shall be conducted by a vote of a majority present and be governed by Robert's Rules of Order.
- D. The Chair shall have the authority to call emergency meetings, as is needed and appropriate, by informing members at least three days in advance.
- E. Public notice of all Advisory Board meetings shall be provided consistent with the requirements of the Florida Department of Community Affairs and Florida laws, and all such meetings shall be open to the public at all times.

SECTION 13: OFFICERS

A chair, vice-chair, and secretary shall be elected by a majority vote of the administering board and shall serve for a term of one (1) year, but not to exceed two (2) consecutive terms in any one (1) office.

A. Duties of the Chair:

- 1) Call and set the agenda for Advisory Board meetings;
- 2) Preside at Advisory Board meetings;
- 3) Establish committees, appoint committee chairs and charge committees with specific tasks;
- 4) Serve as primary liaison with program staff; and
- 5) Perform other functions as the Advisory Board may assign by rule or order.

- B. The Vice Chair shall perform the duties of the Chair in the Chair's absence, and such other duties as the Chair may assign.
- C. The Secretary shall be responsible for Board record-keeping and documentation.

Vacancies in any officer position shall be filled for the remainder of the term by the Advisory Board.

SECTION 14: REMOVAL FOR LACK OF ATTENDANCE

Members of the Advisory Board shall be automatically removed for lack of attendance. Lack of attendance is defined as failure to attend three (3) consecutive meetings or failure to attend more than one-half of the meetings scheduled during a program year. Participation for less than three-fourths of a meeting shall constitute lack of attendance. Members removed under this paragraph shall not continue to serve until a new appointment is made and removal shall create a vacancy.

SECTION 15: EFFECTIVE DATE

This Resolution shall become effective upon approval by a majority vote of the Board of County Commissioners, Palm Beach County, Florida.

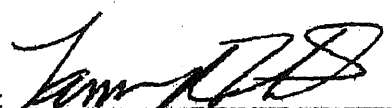
The foregoing Resolution was offered by Commissioner Burdick, who moved its adoption. The motion was seconded by Commissioner Abrams, and upon being put to a vote, the vote was as follows:


| | |
|---|------------|
| 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 Mayor thereupon declared the Resolution duly passed and adopted this 6th day of May, 2014.

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY

ATTEST:
SHARON R. BOCK,
CLERK & COMPTROLLER

BY: 
Tammy K. Fields
Sr. Assistant County Attorney

BY: 
Deputy Clerk

