

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS

BOARD APPOINTMENT SUMMARY

Meeting Date: 12/08/2020
Department: COMMISSION ON ETHICS
Submitted By: COUNTY ADMINISTRATION

I. EXECUTIVE BRIEF

Motion & Title: Staff recommends motion to approve: two (2) appointments to the Commission on Ethics (COE) Review Committee, effective December 8, 2020:

<u>Appointment</u>	<u>Seat Requirement</u>	<u>Nominated By</u>
David H. Baker	Appointed by BCC	COE Commissioner Marino
 <u>AND/OR</u> Andrea McMillan	 Appointed by BCC	 COE Commissioner McKinlay Commissioner Sachs Commissioner Marino Vice-Mayor Weinroth
 <u>AND/OR</u> Chauncey Graham	 Appointed by BCC	 COE Commissioner McKinlay Commissioner Sachs Vice-Mayor Weinroth

Summary: The Executive Director of the COE, in agreement with the Ethics Commission and the League of Cities is requesting the COE Review Committee review the following ethics ordinances and make recommendations of proposed amendments to the Board of County Commissioners:

- A) Commission on Ethics Ordinance;
- B) Code of Ethics Ordinance; and
- C) Lobbyist Registration Ordinance.

Although the Board of County Commissioners has authority to appoint individuals without input from the COE, the Ethics Commission is offering three candidates for consideration that they believe will provide the expertise and diversity needed to represent the citizens of Palm Beach County. The COE nominees are David H. Baker, Esquire; Andrea McMillan, Esquire; and Chauncey Graham.

Background and Justification:

In November of 2010, the voters of Palm Beach County approved a charter amendment requiring the Board of County Commissioners to establish by ordinances applicable to
(Continued on Page 3)

Attachments: Applications and Curriculum Vitae for each nominee

Recommended by: Mark E. Bannon 11/25/2020
Mark E. Bannon, Executive Director Date

Approved by: Todd Bonlarron 12/17/2020
Todd Bonlarron, Assistant County Administrator Date

II. REVIEW COMMENTS

A. Other Department Review:

Department Director

Background and Justification (Continued):

Palm Beach County and all municipalities approving a code of ethics, an independent Inspector General, and an independent Commission on Ethics.

The Charter amendments also called for the establishment of a review committee to review and recommend proposed changes to the Commission on Ethics Ordinance and the Code of Ethics Ordinance.

The Board of County Commissioners adopted the Palm Beach County Commission on Ethics and Code of Ethics as countywide Ordinances in May of 2011, in accordance with the County Charter. The Lobbyist Registration Ordinance, originally adopted in 2003, was modified in 2011 to work in tandem with the other ethics ordinances, and is considered an integral part of the adopted ethics laws for Palm Beach County.

Section 8.4(d) of the County Charter allows the County Commission, the League of Cities, the Ethics Commission, the COE Executive Director, or the Inspector General to recommend changes to the existing ethics ordinances. All proposed amendments must first be reviewed by a COE Review Committee which consists of two representatives appointed by the Board of County Commissioners; two representatives appointed by the Palm Beach County League of Cities, Inc.; the County Attorney or her designee; and the General Counsel for the League or his or her designee. In addition, the committee will include the Executive Director of the Palm Beach County Commission on Ethics for matters pertaining to the Code of Ethics and COE Ordinances. The COE Review Committee in turn will provide its recommendations before the ordinance amendment is considered by the BCC.

While the County's lobbyist ordinance is not a part of the code of ethics, its applicability is important to the overall function of the code of ethics and local ethics laws. Toward that end, the Executive Director of the COE, the Ethics Commission, Palm Beach County, and the Palm Beach County League of Cities worked together to review the Lobbyist Registration Ordinance and develop a uniform set of regulations. Therefore, the Lobbyist Registration Ordinance should be included in the Review Committee's purview of ordinances to review and recommend amending.

**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: Commission on Ethics Review Committee Advisory Not Advisory
 At Large Appointment or District Appointment /District #: _____
Term of Appointment: Temporary Years. From: _____ To: _____
Seat Requirement: _____ Seat #: _____
 *Reappointment or New Appointment
or to complete the term of _____ Due to: resignation other
Completion of term to expire on: _____

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

Section II (Applicant): (Please Print)

APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT

Name: Baker David Herbert
Last First Middle
Occupation/Affiliation: Attorney
Owner Employee Officer
Business Name: Alley Maass Rogers & Lindsay, P.A.
Business Address: 340 Royal Poinciana Way, Suite 321
City & State: Palm Beach FL Zip Code: 33405
Residence Address: 220 Miramar Way
City & State: West Palm Beach FL Zip Code: 33480
Home Phone: () Business Phone: 561-659-1770
Cell Phone: 561-346-4694 Fax: 561-833-2261
Email Address: david.baker@amrl.com

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

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-80 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 11/13 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: [Signature] Printed Name: David H Baker Date: 11/12/2020

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@pbcgov.org or (561) 355-1915.

Return this FORM to:
Gina Levesque, Intake and Compliance Manager, Commission on Ethics
glevesque@pbcgov.org

Section III (Commissioner, if applicable):

Appointment to be made at BCC Meeting on:

Commissioner's Signature: [Signature] Date: 11/24/2020

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

Revised 01/14/2014

DAVID H. BAKER

EDUCATION University of Mississippi, Oxford, Mississippi
Juris Doctor, 1973
Editor, Mississippi Law Review, 1973

Mississippi State University,
Mississippi State, Mississippi
Bachelor of Science, Aeronautical Engineering, 1969

St. Aloysius High School
Vicksburg, Mississippi

EMPLOYMENT
EXPERIENCE: Alley, Maass, Rogers & Lindsay, P.A.
Law Firm, Palm Beach, Florida
Associate, January 1974 through June 1977
Partner and Shareholder, July 1977 to Present

Pratt & Whitney Aircraft, Florida Research and
Development Center, West Palm Beach, Florida
Designer Engineer, August 1969 through August 1971

Director and Organizer, Great Southern Bank,
1988 to 1997

Chairman and Organizer, Grand Bank & Trust of Florida,
1998 to Present

PROFESSIONAL
EXPERIENCE: Since 1975, Mr. Baker has had extensive experience with financial
institutions concentrating primarily in the areas of commercial and consumer
lending, regulatory loan and deposit compliance and troubled loan workouts.
Mr. Baker has represented the organizers of a successful commercial bank
and currently represents local and national financial institutions including
commercial banks and thrifts.

ORGANIZATIONS: Rehabilitation Center for Children and Adults, Inc.
Board of Governors, 1976 to Present
Executive Committee, 1977 to 1993
Board President, 1980 to 1982

Committees: Budget and Finance, Legal
Advisory, Long Range
Planning and Personnel

Florida Easter Seal Society

Delegate, 1978 to 1982
Vice Chairman, House of Delegates, 1978 to 1979
Chairman, House of Delegates, 1979 to 1980
Board, 1978 to 1990
Vice President, Board, 1982 to 1984
President, 1984 to 1986

Committees: Development, Fiscal, Long Range
 Planning, Member Relations and
 Standards Review, Personnel

Delegate, National Easter Seal Society
Convention, 1982 to 1987

Workforce Alliance, Inc./Career Source Palm Beach County, Inc.
General Counsel, 2003 to Present

Leadership Palm Beach County

Graduate, 1989
Alumni Association Board of Directors,
1989 to 1992; President, 1990 to 1992
Board Marketplace Advisory Board, Chairman
1995 to 1998
Leadership Excellence Award, 2007 Recipient
PBC Ethics Initiative Steering Committee, Founder 2007

Chamber of Commerce of the Palm Beaches

Board, 1986 to 1995
Executive Committee, 1989 to 1995
Treasurer, 1989
Vice President, 1990 to 1991
President-Elect, 1992
President, 1993

Economic Council of Palm Beach County, Inc.

Member, 1995 to Present

American Cancer Society

Together-For-Life Committee,
Member, 1991 to 1998
Co-Chair, 1991 to 1998

Rotary Club of West Palm Beach, 1989 to Present

Board of Director, 1993 to 2000
President, 1998 to 1999

Education Partnership

Board of Directors, 1991 to 1993

Chairman, Strategic Planning Committee, 1992

Education and Government Programming Advisory Board,
Palm Beach County Cable Channel 20

Member, 1992 to 2002

Chairman, 1994 to 1999

Forum Club of the Palm Beaches

Board Member, Various times from 1995 to 2009

President, 1997-1998

Leadership West Palm Beach

Steering Committee Member, 2002 to 2014

City of West Palm Beach Audit Committee

Member, 2003 to Present

City of West Palm Beach, Nominating Committee

Member, 2004 to 2012

PERSONAL:

Date of Birth: December 12, 1946

Place of Birth: Vicksburg, Mississippi

Wife: Carolyn P. Baker

Children: Jennifer Loyless (December 25, 1972)

Husband: David Loyless

Grandson: Grayson 2004

Granddaughter: Avery 2008

Bryan Baker (August 28, 1978)

Wife: Keri-Ann Calderwood Baker

Granddaughter: Regan 2005

Granddaughter: Reilly Sue 2008

Grandson: Russtyn 2011

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

Name: McMillan Andrea Dianne
Last First Middle
Occupation/Affiliation: Attorney
Owner Employee Officer
Business Name: Law Offices of Andrea McMillan, PA
Business Address: 931 Village Blvd., Suite 901-115
City & State West Palm Beach, FL. Zip Code: 33409
Residence Address: 4251 Tazewell Court
City & State West Palm Beach, FL Zip Code: 33409
Home Phone: () Business Phone: (561) 612-5700
Cell Phone: (561) 601-7939 Fax: (561) 584-7734
Email Address: adm@amcmillanlaw.com

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:

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

NONE



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: Andrea McMillan Printed Name: Andrea McMillan Date: 11/12/20

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@pbcgov.org or (561) 355-1915.

Return this FORM to:
Gina Levesque, Intake and Compliance Manager, Commission on Ethics
givesque@pbcgov.org

Section III (Commissioner, if applicable):

Appointment to be made at BCC Meeting on:

Commissioner's Signature: Melissa McMillan Date: 11/30/2020

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

Revised 01/14/2014

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givesque@pbcgov.org

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Gina Levesque, Intake and Compliance Manager, Commission on Ethics
givesque@pbcgov.org

Section III (Commissioner, if applicable):

Appointment to be made at BCC Meeting on: _____

Commissioner's Signature: Maria G. Mark Date: 11/29/2020

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

Revised 01/14/2014

ANDREA D. MCMILLAN, ESQ.
931 Village Blvd., Suite 901-115
West Palm Beach, FL. 33409
adm@amcmillanlaw.com
(561) 601-7939

EMPLOYMENT

LAW OFFICES OF ANDREA D. MCMILLAN, PA (2002-present)

Representing injured people in automobile, general negligence, and wrongful denial of insurance benefit cases, from the time of lawyer engagement, through case conclusion in state and federal courts

RICCI, HUBBARD, LEOPOLD, FRANKEL, & FARMER, PA (1999-2001)

Aggressively represented and guided injured people in automobile, general negligence, and wrongful denial of insurance benefit cases, through all phases of litigation

ADAMS, COOGLER, WATSON, & MERKEL, PA (1992-1998)

Defended medical malpractice and personal injury cases, after being hired by insurance companies

LAW CLERK TO HONORABLE HARRY LEE ANSTEAD, FOURTH DISTRICT COURT OF APPEAL (1990-1992)

Read and analyzed appellate briefs submitted to the court. Performed legal research and wrote memoranda of law to the appellate judges, regarding the legal issues to be decided in each case

BAR MEMBERSHIPS AND ADMISSIONS TO PRACTICE

- The Florida Bar
- The United States District Court, Southern District of Florida
- United States Court of Appeals for the Eleventh Circuit

LAW SCHOOL ACTIVITIES AND HONORS

UNIVERSITY OF FLORIDA COLLEGE OF LAW, J.D., 1990

- Moot Court Team Member
 - Best Intramural Competitor Award, Moot Court, Fall 1989
 - American Jurisprudence Book Award for Excellence in the Study of Family Law, Fall 1989
-

UNDERGRADUATE ACTIVITIES AND HONORS

STETSON UNIVERSITY, B.A. English, minor in Spanish, 1987

- Recipient, Algernon Sydney Sullivan Award- presented jointly by Stetson University and the New York Southern Society to the two most outstanding male and female graduating seniors
- Member, Sigma Tau Delta (English Honor Society)
- Member, Omicron Delta Kappa (Leadership Honor Society)
- Member, Mortar Board (National Honor Society)
- Member, Judiciary Council
- Member, Phi Alpha Delta, Legal Fraternity
- Dormitory Head Resident (2 years) and Resident Advisor in Campus Residential Life Program

PROFESSIONAL AND CIVIC INVOLVEMENT

Legal Aid Society of Palm Beach County

Recipient, Human Rights Advocacy Award, 1998

The Florida Bar

- Member, Code & Rules of Evidence Committee and Code Improvement Subcommittee (Former Vice-Chair)
- Former Member, Evidence Law Updates Editorial Board/Subcommittee
- Member, Trial Lawyers Section

Palm Beach County Bar Association,

- Member, Judicial Relations Committee
- Member, Personal Injury/Wrongful Death CLE Committee
- Member, Solo and Small Firm Practitioners Committee
- Former Co-Chair, Evidence Subcommittee
- Former Member, Judicial Liaison Subcommittee, Circuit Civil Practice Committee; Court Advisory/Appellate Committee; Executive Committee of the Young Lawyers Section; Bench/Bar Committee; Law Week Committee; Special Needs of Children Committee; Cultural Activities Committee

Florida Justice Association

- Member, Women's Caucus Section

Palm Beach County Justice Association

Florida Association of Women Lawyers

Clinics Can Help (non-profit providing durable medical equipment and unwrapped medical supplies to needy children and adults in Palm Beach County)

- Chair, Board of Directors
- Former Vice-President

Finalist Judge, 36th William T. Dwyer Awards for Excellence in Education, Palm Beach County, April, 2020

The Church of Bethesda-by-the Sea, Member, Evangelism and Grants Committees, 2018 and 2019

Leadership Palm Beach County, Class of 1998

- Former General Counsel and Member, Board of Governors
- Former Member, Public Relations/Marketing Committee; Alumni Relations Committee; Bylaws Committee

Executive Women of the Palm Beaches

- Nominee, Women in Leadership (WILA) Award, 1999

Former Board Member

- Legal Aid Society of Palm Beach County
- Forum Club of the Palm Beaches
- The Arc of Palm Beach County (Former Board President, Vice-President, and 12-Year Board Member)

SPEECHES AND PRESENTATIONS

- Speaker, "Freedom of Speech Under the First Amendment," to Palm Beach County Students for "Law Week," on behalf of Justice Teaching, May, 2019
 - Speaker, Florida Bar Speakers Bureau. Delivered a presentation to Jupiter Branch Library patrons on Consumer Fraud April, 2019
 - Lecturer, "Litigating Attorneys' Fees." Palm Beach County Bar Association, April, 2019
 - Judge, Palm Beach County Bar Association Elementary School Civics Essay Contest, March, 2019
 - Presiding Judge, American Association for Justice Student Advocacy (Mock Trial) Competition for Law Students, Palm Beach County Courthouse, March, 2019.
-

Andrea D. McMillan resume, page 4

- Presiding Judge, Mock Trial Competition for High-Schoolers, Palm Beach County Courthouse. Put on by Florida Law Related Education Committee and Palm Beach County Bar Association, February 2018 and February 2019
 - Presenter of Interactive Civics Lesson to Students at Palm Beach County Courthouse for "Take Your Child to Work Day" February 2018 and February 2019
 - Organizer/Presenter/ Moderator of Palm Beach County Bar Association Annual Evidence Law Seminars: "Getting It In, Keeping It Out, and Being Upheld On Appeal." For 3 years, organized and prepared detailed outline on recent Florida Evidence case law for Palm Beach County civil, criminal, and appellate attorneys and judges, and moderated panel discussion with two Palm Beach County circuit judges and one Fourth District Court of Appeal judge. Each year, the Florida Bar awarded CLE credit to attendees.
 - Speaker, "Lawyers for Literacy" Program. Delivered a presentation to students at an Adult Education Center on law as a career path, and overcoming obstacles to further education.
 - Speaker, Florida "Lawyers in Libraries" Program. Made a public presentation to a library audience on free legal resources, how to find and choose a lawyer, tips for going it alone in court, and why justice is important, in honor of National *Pro Bono* Week, which celebrates lawyers serving the poor and disadvantaged through volunteer service.
 - Co-Presenter, on the work of the Florida Constitutional Revision Commission to the West Palm Beach Rotary Club, on behalf of the Law-Related Education Committee of the Palm Beach County Bar Association
 - Presenter to various audiences, as a member of the Florida Bar Speakers Bureau and Benchmarks Presenter on Adult Civics Education topics
 - Lecturer, "AIDS and The Workplace Update"
 - Lecturer, "Considerations in Medical Malpractice Cases"
 - Former Adjunct Instructor, Advanced Legal Writing Paralegal Course, Florida Atlantic University, Division of Continuing Education
-

**PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
BOARDS/COMMITTEES APPLICATION**

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

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Section II (Applicant): (Please Print)

APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT

Name: Graham Chauncey A
Last First Middle
Occupation/Affiliation: Sr Dir of Outreach/Community Engagement
Owner Employee Officer
Business Name: Florida Sugar Cane League
Business Address: 3677 23rd Avenue South, Unit C-108
City & State Lake Worth, FL Zip Code: 33461
Residence Address: 1709 Woodbridge Lakes Circle
City & State West Palm Beach, FL Zip Code: 33406
Home Phone: () Business Phone: _____
Cell Phone: (561) 512-5996 Fax: _____
Email Address: ChaunceyAlexander@gmail.com

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>
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-80 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 Nov 13 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: Chauncey Graham Printed Name: Chauncey Graham Date: 11/13/2020

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@pbcgov.org or (561) 355-1915.

Return this FORM to:
Gina Levesque, Intake and Compliance Manager, Commission on Ethics
glevesque@pbcgov.org

Section III (Commissioner, if applicable):

Appointment to be made at BCC Meeting on: _____

Commissioner's Signature: Melissa McKinley Date: 11/30/2020

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

Revised 01/14/2014

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



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-80 is required before appointment, and upon reappointment.

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Return this FORM to:
Gina Levesque, Intake and Compliance Manager, Commission on Ethics
givesque@pbcgov.org

Section III (Commissioner, if applicable):

Appointment to be made at BCC Meeting on _____

Commissioner's Signature: [Signature] Date: _____

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

Revised 01/14/2014

CHAUNCEY A. GRAHAM

SENIOR DIRECTOR OF OUTREACH AND COMMUNITY ENGAGEMENT

West Palm Beach, FL | (561) 512-5996 | ChaunceyAlexander@gmail.com

Government and administrative professional with 14+ years of demonstrated ability to effectively implement strategy for legislative leadership, campaigns and organizations with experience forming successful partnerships and collaborations with diverse groups, managing and supervising staff, and organizing and coordinating special projects. Comprehensive legislative experience includes utilizing organizational, interpersonal, and team leadership skills to cultivate key relationships with constituents, staff, and community leaders. Proactive work style guided by a high standard of ethics, sound independent judgement, and discretion. Proficiency in conducting and directing in-depth research and analysis and in synthesizing information for presentations, reports, and public dissemination, utilizing high-level writing and communication skills.

PROFESSIONAL EXPERIENCE

FLORIDA SUGAR CANE LEAGUE

Senior Director of Outreach and Community Engagement | 07/2018 – Present

- Establish new strategic collaborations and partnerships with Florida Sugar Cane League and political clubs, K-12 and university-based organizations; advocacy, minority, and young professionals groups; and other circles of influence
 - Serve as a liaison between the Executive Director and support staff in regards to organizational leadership's expectations for logistics, campaign, and partnership management
 - Coordinate agricultural tours through developing and implementing a streamlined tour registration and confirmation process along with developing tour material and talking points for support staff to utilize as facilitation tools
 - Develop, organize, coordinate, and direct Farm to Table Dinner events that connect Palm Beach County leaders, farmers, and agricultural professionals as a part of an evolving and expanding community engagement strategy
- ✓ Significantly increased outreach and community engagement by successfully recruiting and actively engaging with 4x as many community partners to participate in agricultural tours, community presentations, and special event turnout
- ✓ Planned and implemented ongoing outreach events that were critical to organizational mission including coordination of vendors, location logistics, and attendee experience, with event successes resulting in organization increasing event frequency
- ✓ Consistently exceeded expectations for attendance to ongoing invite-only outreach events, surpassing February 2020 event attendance goals by 37%

THE FLORIDA SENATE

Chief Legislative Assistant | Office of State Senator Jeff Clemens | 12/2012 – 04/2018

- Contributed to critical components of legislative business at the Florida State Capitol on behalf of Senator Jeff Clemens, including Session and Committee Meeting support, tracking Senate calendar, applying Senate rules, facilitating constituent meetings, and taking budget requests from constituent groups
 - Prepared letters, summaries, reports, and informational memoranda on behalf of Senator
 - Attended various local functions as a representative of Senator Jeff Clemens
 - Served as a liaison for communication between Senator and various State agencies on behalf of Senator
 - Provided support to various constituent groups by performing initial research and outreach to agencies, organizations, or departments central to resolving key issues prior to involving Senator
 - Worked with Senator to coordinate and communicate with constituents, community leaders, and organizations
 - Prepared daily briefing materials for Senator and office staff
 - Maintained office financial accounts, approved and processed office expenditures, and prepared quarterly fiscal reports, ensuring adherence to budget requirements
- ✓ Provided constituent support for an average of 200 constituents monthly for Districts 27 and 31 in Lake Worth, FL
- ✓ Researched, drafted, edited, and filed legislative policy including legislation that successfully passed, and as a result, created large-scale impact for Florida residents in the area of health, voting rights, and business
- ✓ Took action to support legislative priorities of Senator through performing analyses of other legislation, creating talking points for Senator, and coordinating incorporation of amendments
- ✓ Organized and oversaw all aspects of Senator's "There Ought To Be A Law" Competition for as many as 300 high school

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students for three consecutive years

- ✓ Coordinated Senator's "Outstanding Citizenship Award" program for an average of 2,000 elementary school students for five consecutive years

Senior Legislative Assistant | Office of State Senator Frederica S. Wilson | 02/2010 – 02/2011

- Provided constituent support for District 33, which included the two most populated counties in Florida
 - Contributed to critical components of legislative business at the Florida State Capitol on behalf of Senator Frederica Wilson, including Session and Committee Meeting support, tracking Senate calendar, applying Senate rules, facilitating constituent meetings, and taking budget requests from constituent groups
 - Attended various local functions and meetings as a representative on behalf of Senator
 - Coordinated logistics for conference calls, briefings, and legislative update events for constituents
- ✓ Spearheaded the researching, drafting, and formatting of legislative policy, newsletters, reports, informational memoranda, proclamations, and letters, receiving accolades from leadership based on high quality of writing
 - ✓ Facilitated logistics and performed outreach for subject matter experts and attendees associated with three town halls around the district for discussion of the Affordable Care Act, with 200 - 500 individuals in attendance at each event

Legislative Assistant | Office of State Senator Dave Aronberg | 07/2007 – 02/2008

- Provided constituent support for District 27 in Greenacres, FL, serving approximately 470,000 constituents
 - Prepared letters, summaries, reports, and informational memoranda on behalf of Senator for constituents
 - Assisted with developing legislative proposals along with drafting reports and memoranda
 - Contributed to critical components of legislative business at the Florida State Capitol on behalf of Senator Dave Aronberg, including Session and Committee Meeting support, tracking Senate calendar, applying Senate rules, facilitating constituent meetings, and taking budget requests from constituent groups
 - Attended various local functions and meetings as a representative on behalf of Senator
 - Maintained and managed scheduling and all calendar-related issues for Senator
- ✓ Incorporated interpersonal skills to initiate new prospective collaborations and partnerships for Senator on a daily basis

THE FLORIDA HOUSE OF REPRESENTATIVES | 02/2006 – 07/2007

Legislative Assistant | Office of State Representative Priscilla Taylor | 11/2006 – 07/2007

- Provided constituent support for District 84 in Riviera Beach, FL serving approximately 156,000 constituents
 - Contributed to critical components of legislative business at the Florida State Capitol on behalf of Representative Priscilla Taylor, including Session and Committee Meeting support, tracking House calendar, applying House rules, facilitating constituent meetings, and taking budget requests from constituent groups
 - Wrote press releases, speeches, and talking points for Representative resulting in increased exposure and media coverage
 - Attended and scheduled meetings on behalf of Representative
- ✓ Orchestrated the enhancement of systems and processes to organize data, research, and other critical documents
 - ✓ Played a prominent role in editing and adding amendments to legislation recognized by the public safety community as critical legislation that resulted in greater differentiation of security vehicles from emergency vehicles

Legislative Assistant | Office of State Representative Anne M. Gannon | 02/2006 – 11/2006

- Provided constituent support for District 86 in Delray Beach, FL serving approximately 156,000 constituents
 - Contributed to critical components of legislative business at the Florida State Capitol on behalf of Representative Anne M. Gannon, including Session and Committee Meeting support, tracking House calendar, applying House rules, facilitating constituent meetings, and taking budget requests from constituent groups
 - Wrote press releases, speeches, and talking points for Representative
 - Attended and scheduled meetings on behalf of Representative
- ✓ Utilized high-level interpersonal skills to create and maintain positive professional relationships with media contacts

CHAUNCEY A. GRAHAM

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SPIRIT AIRLINES

Flight Attendant | 02/2008 – Present

- Attended and periodically led crew briefings for full flight crew including reviewing safety, security, and trip-specific special circumstances
 - Addressed safety needs of passengers including coordinating medical attention, providing first aid, and directing passengers in case of emergency
- ✓ Obtained Federal Aviation Administration (FAA) Certification in Flight Safety and Operations after successfully completing a 4-week training spanning 8 hours per day and 6 days per week
- ✓ Provide leadership, direction and assistance to Spirit Team Members, emphasizing the importance of collaboration and customer service to Spirit Team Members
- ✓ Received accolades from Spirit Team Members and passengers for exceptional customer service
-

COMMUNITY ENGAGEMENT AND VOLUNTEERISM

Mayor's Task Force for Racial and Ethnic Equality | Mayor Keith James, City of West Palm Beach | 09/2020 – Present

Leadership Florida | Connect Class 11 | 2020-2021

Program Mentor | Take Stock in Children of Palm Beach County | 03/2018 – Present

Parliamentarian | **Civic Engagement and Advocacy Committee Chair** | Urban League of Palm Beach County Young Professionals Network | 07/2015 – Present

Member, Board of Directors | Palm Beach County Human Rights Council | 11/2014 – Present

Mentor | Children's Home Society of Palm Beach County | 02/2006 – 10/2009

Program Mentor | The Advancement Project | 10/2005 – 12/2005

Mentor | Big Brothers Big Sisters of Martin County | 01/2001 – 01/2003

EDUCATION

Bachelor of General Studies | Florida Atlantic University | Boca Raton, FL
Concentration: Political Science