

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS

BOARD APPOINTMENT SUMMARY

Meeting Date: January 12, 2021
Department: CareerSource Palm Beach County, Inc.

I. EXECUTIVE BRIEF

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


<u>Appointment</u>	<u>Seat No.</u>	<u>Term</u>	<u>Area of Representation</u>	<u>Nominated By</u>
Libbey Webb	2	1/12/21-1/11/24	Private Sector	Dawson-Williams, Inc.

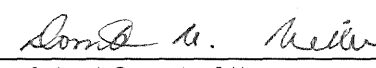
Summary: On November 18, 2014, the Board of County Commissioners (BCC) approved the Third Amendment to Interlocal Agreement (R2014-1650) creating the Palm Beach Workforce Development Consortium (R2007-1220) which establishes the current Board composition. The Agreement states that 14 private sector members are appointed by the BCC. The federal Workforce Innovation and Opportunity Act requests that an emphasis be placed on Chief Executive Officers or highest level of management positions for both community and business sector appointments. The CareerSource Palm Beach County, Inc. Board of Directors is comprised of a minimum of 19 members with representation established in Attachment 4. The Board has a maximum of 33 seats, 19 currently filled and a diversity count of Caucasian: 14 (74%), African-American: 3 (16%) and Hispanic: 2 (11%). The gender ratio (female:male) is: 5:14. The nominee is Caucasian female. Countywide (HH)

Background and Justification: On May 2, 2004, the BCC approved the Local Elected Officials Agreement (LEO) (R2004-0838) with Workforce Alliance, Inc. (WA) to implement the provisions of the Workforce Investment Act of 1998 and the Workforce Innovation Act of 2002. On July 10, 2007, the BCC approved an Interlocal Agreement (R2007-1220) creating the Palm Beach Workforce Development Consortium one of which purpose was to employ the staff of WA. On September 11, 2007, the BCC approved the First Amendment (R2007-1446) clarifying responsibilities of the Consortium and the Independent Special District. On July 22, 2008, the BCC approved Amendment No. 2 to the Interlocal Agreement (R2008-1268) authorizing the designation of a Regional Workforce Board as a One Stop Operator and Direct Provider of certain services. On November 18, 2014, the BCC approved Amendment No. 3 (R2014-1650) establishing the County as the Chief Elected Official and adding the City of West Palm Beach as a Consortium member. In December of 2014, the County and CareerSource Palm Beach County, Inc. entered into a Contract to Administer Grant Funds (R2014-1894).

Attachments:

1. Palm Beach County Board of County Commissioners Boards/Committees Application
2. Resume: Libbey Webb
3. Letter of Nomination: Libbey Webb
4. CareerSource Palm Beach County, Inc. Board Membership Roster

Recommended by:  12/5/2020
 Department Director Date
 Julia, Dattolo, Interim President/CEO CareerSource Palm Beach County, Inc.

Legal Sufficiency:  12/10/2020
 Assistant County Attorney Date

II. REVIEW COMMENTS

A. Other Department Review:

Department Director

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

The information provided on this form will be used in considering your nomination. Please **COMPLETE SECTION II IN FULL**. Answer "none" or "not applicable" where appropriate. Please attach a biography or résumé to this form.

Section I (Department): (Please Print)

Board Name: CAREERSOURCE PALM BEACH COUNTY, INC. Advisory Not Advisory

At Large Appointment or District Appointment /District #: _____

Term of Appointment: THREE Years. From: 1/12/21 To: 1/11/24

Seat Requirement: PRIVATE SECTOR Seat #: TWO (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: Webb Libbey
Last First Middle

Occupation/Affiliation: Project Manager/Estimator

Owner Employee Officer

Business Name: Dawson-Williams, Inc.

Business Address: 972 South Old Dixie Highway

City & State Jupiter, FL Zip Code: 33458

Residence Address: 173 Bermuda Drive

City & State Jupiter, FL Zip Code: 33458

Home Phone: ()N/A Business Phone: (561) 746-4704

Cell Phone: (561) 718-0243 Fax: ()N/A

Email Address: Libalwebb1973@yahoo.com

Mailing Address Preference: Business Residence

Have you ever been convicted of a felony: Yes _____ No X

If Yes, state the court, nature of offense, disposition of case and date: _____

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

Section II Continued:

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>Lyons Road (L-14 to L-11)</u>	<u>Roadway Production</u>	<u>Underground Utilities</u>	<u>2021</u>
<u>High Ridge Road & Hagen Ranch Rd</u>	<u>Roadway Production</u>	<u>Underground Utilities</u>	<u>2021</u>
(Attach Additional Sheet(s), if necessary)			
OR			
NONE	<input type="checkbox"/>	NOT APPLICABLE/	<input type="checkbox"/>
		(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 October 29, 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:**

Libbey Webb

Printed Name: Libbey Webb

Date: October 30, 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:
ATTN: Sharon Brea, Contracts & Administrative Attorney
CareerSource Palm Beach County
3400 Belvedere Road, West Palm Beach, Florida 33406

Section III (Commissioner, if applicable):

Appointment to be made at BCC Meeting on: _____

Commissioner's Signature: _____ Date: _____

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

Revised 02/01/2016

Libbey Webb

Employment History

Aug 2019 – Current

Dawson-Williams, Inc.

972 North Old Dixie Hwy, Jupiter, FL 33468

Responsibilities include:

- Estimating for Underground Utility Bids
- Proposal preparation and tracking
- Shop drawing review and submittals
- Project scheduling
- Coordination with suppliers and clients

Oct 2012 – Aug 2016

Daytona State College – Flagler Campus

3000 Palm Coast Pkwy SE, Palm Coast, FL 32137

TRiO Education Talent Search – Project Director

(May 2013 – Aug 2016)

Responsibilities include:

- Curriculum development for Middle and High School programs
- Supervised advisors and staff assistant
- Prepared and filed Annual Performance Review (which was submitted to the US Department of Education)
- Oversaw and approved \$250,000 annual budget expenditures
- Recruitment of 500+ students based on the grant requirements (low-income, first generation college-bound students)
- Carried a student contact load of 200+ students (twice monthly)
- Arranged and accompanied students on college tours and college fair
- Participate and accompany students on summer STEM camp
- Maintain “Student Access” database (document services by student)
- Ensure students are receiving the following services:
 - SAT/ACT test waivers and preparation classes
 - Academic, career and personal advising
 - Tutoring connections
 - Financial Aid assistance
 - FAFSA application assistance
 - Financial literacy instruction
 - Scholarship assistance

Center for Women and Men – Fresh Start Program Vocational Specialist (Oct 2012 – May 2013)

Responsibilities included:

- Marketing and recruitment of participants in the Fresh Start program.
- Schedule intakes appointments and obtaining registration and eligibility documentation from participants.
- Complete intake forms and documentation.

ATTACHMENT 2

- Serve as a liaison to the Center for Women and Men program coordinators in the Daytona Beach campus.
- Contact previous students for verification and status of employment.
- Maintain textbook loan library on the Flagler campus.

Jan 2012 – June 2012

Matanzas High School

3535 Old Kings Road, Palm Coast, FL 32137

High School Financial Math Teacher

Responsibilities included:

- Preparation of Lesson Plans with a focus on budgeting, banking, investing, credit cards, mortgages, interest calculations, employer and employee benefits, etc.
- Record attendance and Gradebook electronically in “Skyward”
- Arrange for guest speakers with knowledge of the subject area.
- Manage database information for students on my roster

2010 – Jan. 2012

FLORIDA ENDOWMENT FOUNDATION – JFG (Jobs for Florida’s Graduates)

306 S. Oceanshore Blvd., Flagler Beach, FL 32136

Career Coach/Teacher at Matanzas High School, Flagler County FL.

Responsibilities included:

- Preparation of Lesson Plans with a focus on resume building, workplace skills, teambuilding, interviewing skills, job search skills, employer expectations, communication skills, public speaking skills, personal budgeting, personal and career goal setting, personal finances.
- College application assistance
- Financial aid application assistance
- Scholarship application assistance
- Career research assistance
- Record attendance and Gradebook electronically in “Skyward”
- Participate and planning of Service-Learning projects
- Participate and plan fund raising projects
- Manage database information for students on my roster

1982 – 2010

ARCADIS U.S., Inc.

2081 Vista Pkwy, West Palm Beach, FL 33411
1 Corporate Drive, Palm Coast, FL. 32137

Vice President of Florida Business Development & Land Resources Operations Manager (2003-2010)

Business Development responsibilities included:

- Management of 8 Business Development staff.
- Preparation of annual Business Development Plans and goals.
- Actively participate in proposal preparation.
- Attend various statewide business development related functions.

Operations Manager Responsibilities included:

- Management of up to 90 Engineering and Survey staff.
- Prepare and approve project schedules and budgets.
- Contract negotiations.
- Preparation of projected annual labor and profitability budgets.

Sr. Vice President (1992-2003)

Responsibilities included:

- Business Development
- Operations
- Strategic Planning
- Budgeting
- Forecasting

Transportation Designer and Project Manager (1982-1992)

Responsibilities included:

- Transportation plans preparation.
- Design of roadway projects ranging from 0.5 mi to 5 miles.
- Design of drainage and retention systems.
- Coordination with regulatory permitting agencies.
- Coordination with local government agencies.
- Manage client relationships.
- Prepare and participate in client and public project presentations.
- Participate in man-hour estimates.

Education

EPI Program (Educator Preparation Institute), Daytona State College
(2011)

Daytona Beach, FL.

BA, Business Administration, Florida Atlantic University (2004)

Boca Raton, FL.

Majors: Marketing and Management

AS, Business Administration, Palm Beach Community College (1999)

Lake Worth, FL.

Engineering and Survey Curriculum, Palm Beach Community College
(1978 – 1988)

Lake Worth, FL.

Volunteer Activities

2017- 2020

EI Sol, Jupiter FL – Neighborhood Resource Center

- Data entry for case management
- Homework assistance for elementary school
- Coordinator for “Girls who Code” program

2017- 2020

Community Partners

- Student Mentor

Computer Skills

Microsoft Word, PowerPoint & Excel

Quicken, TurboTax, Windows XP, Microsoft
Publisher

References

Paul Hundley, Pres. Dawson-Williams 561-436-0546

Tanya McConnell, PBC Deputy County Engineer 561-684-4040

Danna Ackerman-White, Commissioner’s Aid 561-267-1606

Office (561) 746-4704
FAX: (561) 743-1536

DAWSON-WILLIAMS, INC.
P.O. Box 1307
Jupiter, FL. 33468-1307

October 27, 2020

ATTN: Julia Dattolo, Interim President & Chief Executive Officer
CareerSource Palm Beach County, Inc.
3400 Belvedere Road
West Palm Beach, Florida 33406

RE: Appointment of Libbey Webb to the CareerSource Palm Beach County, Inc. Board of Directors

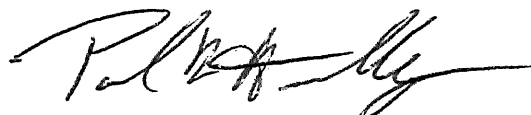
Dear Ms. Dattolo:

On behalf of the Dawson-Williams, Inc., it is my pleasure to recommend the appointment of Ms. Libbey Webb to serve on the CareerSource Palm Beach County, Inc. board of directors. She would make an outstanding addition to the CareerSource Palm Beach County, Inc. board of directors and embody its mission to provide workforce development, job training and employment services for the businesses and citizens of Palm Beach County.

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

Thank you for your consideration.

Sincerely,



Paul F. Hundley, President
DAWSON-WILLIAMS, INC.

ATTACHMENT 3

**CAREERSOURCE PALM BEACH COUNTY, INC.
BOARD MEMBERSHIP ROSTER**

BOARD MEMBER NAME	NOMINATING ORGANIZATION
1. Alyssa Freeman	Marine Industries Association of Palm Beach County, Inc.
2. Alex Dobin	Business Development Board of Palm Beach County, Inc.
3. Ava L. Parker	Palm Beach State College
4. Christopher Cothran	Business Development Board of Palm Beach County, Inc.
5. Connor C. Lynch	Consortium City of Delray Beach Appointment And Representing Private Sector Businesses
6. Cynthia Gaber	Florida Department of Education
7. Mayor Dave Kerner	Consortium Palm Beach County Local Elected Official And Representing Private Sector Businesses
8. David H. Talley	Business Development Board of Palm Beach County, Inc.
9. Dwight Mattingly	Palm Beach / Treasure Coast AFL/CIO
10. George T. Elmore	Business Development Board of Palm Beach County, Inc.
11. Javin Walker	Consortium City of South Bay Appointment And Representing Private Sector Businesses
12. John Boggess	SouthTech Charter Academy, Inc.
13. Kevin Caracciolo	Consortium City of West Palm Beach Appointment And Representing Private Sector Businesses
14. Laurie George	Chamber of Commerce of the Palm Beaches
15. Libbey Webb*	Dawson-Williams, Inc.
16. Mel Coleman	Business Development Board of Palm Beach County, Inc.
17. Richard Radcliffe	Palm Beach County League of Cities, Inc.
18. Roger Hudspeth II	Palm Beach / Treasure Coast AFL/CIO
19. Shirley Erazo	Business Development Board of Palm Beach County, Inc.
20. Timothy Dougher	Business Development Board of Palm Beach County, Inc.

*To be approved January 12, 2021 by the Palm Beach County Board of County Commissioners

ATTACHMENT 4