

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
BOARD APPOINTMENT SUMMARY

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Meeting Date: February 3, 2026

Department: Planning, Zoning & Building Department

Submitted By: Building Division

Advisory Board Name: Building Code Advisory Board (BCAB)

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I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to approve: the appointment of one (1) applicant to the Building Code Advisory Board (BCAB) for the term February 3, 2026 through February 2, 2029:

<u>Appointment</u>	<u>Seat</u>	<u>Requirement</u>	<u>Nominated by</u>
Matthew Mills	4	Building Official	Building Officials Association of Florida, Palm Beach Chapter

Summary: The BCAB was established by a Special Act of the Florida Legislature in 1974, and amended in 2025 to broaden the definition of a Building Official, thereby expanding the pool of qualified candidates who can serve as Board members. The term of office for BCAB members is three (3) years, with no limit to the number of terms a member may serve. BCAB currently has 13 members: one (1) architect, one (1) engineer, one (1) general contractor, one (1) plumbing contractor, one (1) roofing contractor, one (1) aluminum contractor, one (1) HVAC contractor, five (5) building officials, and one (1) electrical contractor. BCAB is comprised of 16 seats with 13 currently filled. Countywide (RM)

Background and Justification: The BCAB is authorized to advise local governments regarding adoption of administrative or technical amendments to the Florida Building Code based on local conditions; advise local governments how to improve and standardize construction code enforcement; and advise local governments on evaluation of new and innovative materials, products, systems, or methods of construction for compliance with the Florida Building Code, and any amendments or revisions thereto.

- Attachments:**
- 1. Board/Committees Applications
 - 2. Resume
 - 3. Nomination Letter
 - 4. Special Act
- =====

Recommended By:  1/13/2026
Department Director Date

Legal Sufficiency:  1/15/26
Assistant County Attorney Date

II. REVIEW COMMENTS

A. Other Department Review:

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Department Director	Date

REVISED 06/92
ADM FORM 03
(THIS SUMMARY IS NOT TO BE USED AS A BASIS FOR PAYMENT.)

SECTION II - continued (to be completed by applicant)

CONTRACTUAL RELATIONSHIPS: ✓ NONE NOT APPLICABLE/(Governmental Entity)

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 Service	Term
Example: (R#XX-XX/PO XX)	Parks & Rec	General Maintenance	10/01/00 - 09/30/2100
_____	_____	_____	_____
_____	_____	_____	_____

SERVING ON OTHER ADVISORY BOARDS / COMMITTEES:

Are you currently serving on any other Advisory Boards or Committees within Palm Beach County? YES ✓ NO

If YES, please list: _____

CODE OF ETHICS TRAINING: ✓ COMPLETED DATE: 22 Dec 2025

All board members are required to read and complete training on Article XIII of the Palm Beach Code, the Palm Beach County Code of Ethics. Ethics training is on-going, and pursuant to PPM CW-P-79 is required before appointment, and upon reappointment. All board members must also be familiar with the State of Florida Code of Ethics, (Chapter 112, part III of the Florida Statutes), and the Florida Sunshine Law.

Training on the Palm Beach County Code of Ethics can be found on the web at:
<http://www.palmbeachcountyethics.com/training.htm>.

Any questions and/or concerns regarding Article XIII of 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) 233-0724.

APPLICANT'S SIGNATURE: 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 Code of Ethics Training. By signing below, I acknowledge that I will be subject to the State of Florida and Palm Beach County Code of Ethics and the Florida Sunshine Law (Chapter 286, Florida Statutes).

(NOTE: Signature must be an actual signature or an electronic signature. A "typed" signature (name) will not be accepted)

SIGNATURE: Matthew C Mills PRINTED NAME: MATTHEW C MILLS DATE: 8 Jan 26

SECTION III - COMMISSIONER (OFFICE USE ONLY) DISTRICT # _____

COMMISSIONER'S SIGNATURE: _____ DATE: _____

SECTION IV - (OFFICE USE ONLY)

APPOINTMENT MADE: YES NO

BCC MEETING: DATE

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

MATTHEW MILLS

BUILDING OFFICIAL

CONTACT

Cell: 561.261.9187
email: chewmh53j@gmail.com

1648 SE Ave K Place
Belle Glade, FL 33430

BUSINESS LICENSES

Standard Inspector Lic # BN2058
Standard Plans Examiner Lic # PX873
Building Code Administrator Lic #BU1487
Certified Floodplain Manager
FAA UAS Remote Pilot Lic #4384881

CERTIFICATIONS

ICC Certified Building Official
ICC Building Plans Examiner
ICC Building Inspector
ICC Building Code Specialist
ICC Mechanical Inspector
ICC Mechanical Plans Examiner
ICC Mechanical Code Specialist
ICC Commercial Electrical Inspector
ICC Plumbing Inspector
ICC Plumbing Plans Examiner
ICC Plumbing Code Specialist
Stormwater Pollution

KEY SKILLS

Inspection
Plans Review
Administration
Excellent communication
Organized

EXPERIENCE

BUILDING OFFICIAL, VILLAGE OF WELLINGTON
10/26/2024-PRESENT

- Creates policies and procedures, and various documentation for overall operations of the Building Division.
- Provides technical plans review and interpretation of the various codes for which the division is responsible to enforce.
- Manages, schedules, and assigns duties and tasks for functions under charge, e.g., licensing, permitting, inspections, plans review.
- Receives, investigates, responds, and provides resolution to inquiries and concerns from the general public, the business community, Wellington officials, and other departments regarding division related issues.
- Plans, develops, implements and administers the division operating budget; ensures adherence to established budgetary parameters.
- Maintains current knowledge of trends and regulatory developments for application to functional areas under charge.
- Performs personnel tasks, i.e., interviewing, selection, hires, discipline, performance evaluations, and recommendation of terminations.
- Authorizes the issuance of stop work orders based on interpretation of policies or procedures and reviews the actions necessary to bring conditions to code compliance.
- Manages damage assessment for disaster events.

CHIEF BUILDING INSPECTOR, VILLAGE OF WELLINGTON
12/28/2005-10/26/2024

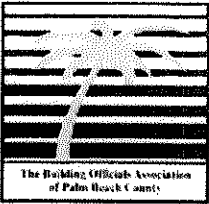
- Supervises the building construction inspection staff; coordinates efficient and timely completion of building construction inspections for new and existing structures.
- Conducts performance evaluations and sets goals for building construction inspectors; provides recommendations for corrective actions as appropriate.
- Reviews and resolves differences/issues between customers/property owners and building inspection staff.
- Reviews and enforces policies and procedures related to inspections and makes recommendations as needed for changes or new policies and procedures.
- Responds to, researches, investigates, and provides resolution to construction related inquiries and complaints regarding illegal or hazardous conditions in new and existing structures.
- Authorizes the issuance of stop work orders based on set policies or procedures, or through consultation with the Building Official, specifying actions necessary to bring conditions to code compliance.
- Documents, records, and maintains detailed records and reports regarding inspection activities of staff under charge, e.g., inspection logs, conclusions, notices issues, actions taken; coordinates schedules for re-inspections to ensure previous violations are brought to compliance.
- Reviews various records and documentation relating to certification inspection category, e.g., construction plans and specifications, complex drawings, schematics, diagrams, standard codes.

- Presents inspection documentation/information and testifies in court as required regarding conditions, findings, actions, and relevant code sections.
- Assists and advises the public (architects, contractors, developers, engineers, etc.) in matters relating to construction and code requirements; coordinates work and projects with other departments and outside agencies where applicable, e.g., permit processing staff, plan reviewers, engineering.
- Maintains educational/training records regarding staff inspectors; recommends and schedules training accordingly.
- Reviews inspection results for consistent application of all applicable codes and recommends appropriate policies for approval and implementation.
- Reviews inspection records for incomplete record of results and coordinates completion of missed or non-recorded assignments.
- Inspects new and existing construction for compliance with established local, state, and federal construction codes on an as needed basis.

PLANNING AND BUILDING MANAGER, BUILDING OFFICIAL, CITY OF BELLE GLADE
APR 2004-DEC 2005

CONSTRUCTION INSPECTOR, CITY OF BELLE GLADE
APR 1995-APR 2004

AVIONICS GUIDANCE AND CONTROL SYSTEMS SPECIALIST, UNITED STATES AIR FORCE
OCT 1986-AUG 1991



**BUILDING OFFICIALS ASSOCIATION
OF PALM BEACH COUNTY**
www.boapbcgov.org

July 23, 2025

Board of County Commissioners
Palm Beach County
2300 N. Jog Rd.
West Palm Beach, Florida 334145

President
Joseph D. Anderson
Palm Beach County
janderson3@pbc.gov

Vice-President
Mark Candreva
Village of Wellington
mcandreva@wellingtonfl.gov

Treasurer
Jennifer Lang
Palm Beach County
jlang@pbc.gov

Secretary
David Canale
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Dcanale@usanova.com

Directors:
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City of Westlake
RBlanchette@usanova.com

Bridgetali "Kumar" Arjune
Village of Wellington
barjune@wellingtonfl.gov

Past President
Marcella D. Foster
City of Tallahassee
Marcella.Foster@talgov.com

State Director
Rob Hill, CBO
Royal Palm Beach
RHill@royalpalmbeachfl.gov

RE: Candidate Endorsement—Matt Mills - BCAB Nominee for District 3

Dear Commissioners:

I am pleased to report to you that during the July 17, 2025 meeting of the Building Officials Association of Palm Beach County (BOAPBC), the Board of Officers and Directors of this local Chapter of the ICC present, have agreed unanimously to nominate Mr. Matt Mills, Building Official for the City of Wellington, for your consideration to serve on the Building Code Advisory Board of Palm Beach County as representative for District 3.

The Officers and Directors of the Association have carefully reviewed Mr. Mills credentials, and record of service, and we believe his contributions exemplify the best and highest aspects of our profession, and make him the appropriate choice to serve on the BCAB.

As an Association, we remain grateful to the Commission for its continued support of safety in the built environment by encouraging and supporting the consistent and diligent enforcement of modern building codes throughout the county. The activities of the Building Code Advisory Board and other county-wide safety standardization projects help to make our citizens and communities safer as a whole. In addition, these activities allow property owners throughout the county to realize reduced insurance premiums for risk and flood hazard.

We sincerely thank you for your continued support of our common efforts and ask you to support Mr. Mills' nomination. We believe Mr. Mills' past and ongoing record of service is an example to follow.

Best Regards,

Joseph Anderson
Plans Examiner & Inspector
BOAPBC President



Chapter of The International
Code Council Since 2001

Mailing Address:
PO Box 20241
West Palm Beach
Florida, 33416-0241



Chapter of The Building Officials
Association of Florida Since 1974

CHAPTER 2025-225

Committee Substitute for House Bill No. 4011

An act relating to Palm Beach County; amending chapter 74-565, Laws of Florida, as amended; revising the definition of the term “building official”; providing an effective date.

Be It Enacted by the Legislature of the State of Florida:

Section 1. Subsection (3) of section 2 of chapter 74-565, Laws of Florida, as amended by chapter 2001-323, Laws of Florida, is amended to read:

Section 2. Definitions.—As used in this act:

(3) “Building official” means an individual charged with the administration and enforcement of the Florida Building Code, who possesses a Florida Building Code Administrator certification and is serving as a full-time employee of a municipality or the county, in the respective commission election district from which he or she is nominated the jurisdiction is situated.

Section 2. This act shall take effect upon becoming a law.

Approved by the Governor June 11, 2025.

Filed in Office Secretary of State June 11, 2025.

1 An act relating to Palm Beach County; amending ch. 74-
2 565, Laws of Florida, as amended; revising the
3 nomination process for appointees to the Building Code
4 Advisory Board of Palm Beach County; providing an
5 effective date.
6
7
8 Be It Enacted by the Legislature of the State of Florida:
9
10
11 Section 1. Subsection (1) of section 6 of chapter 74-565,
12 Laws of Florida, as amended by chapter 2001-323, Laws of
13 Florida, is amended to read:
14 Section 6. Appointments.--
15 (1) The Board of County Commissioners of Palm Beach County
16 shall appoint the Building Code Advisory Board of Palm Beach
17 County and supply it with a meeting place, office supplies,
18 including stationery, legal counsel, technical staff, mechanical
19 recording of its meetings, written transcripts of the minutes of
20 its meetings, secretarial service, and storage space for its
21 records. The board shall have 16 members, composed of 7 building
22 officials, 1 from each commission election district, appointed
23 from nominees submitted by the Building Official's Association
24 of Palm Beach County; 7 members appointed from nominees
25 submitted by the following industry associations: the Associated
General Contractors, Florida East Coast Chapter; the Solid Coast

ENROLLED
HB 1287

2017 Legislature

26 Builders Association; the Associated Builders and Contractors;
27 Florida East Coast Chapter; the Electrical Council of Florida;
28 Palm Beach Chapter; the Palm Beach County Roofing and Sheet
29 Metal Contractors Association; the Air Conditioning Contractors
30 of America; Palm Beach Chapter; the Plumbing Heating Cooling
31 Contractors Association of Florida; Palm Beach Chapter; or from
32 any other recognized regional industry trade association or
33 construction industry management council of Palm Beach County; 1
34 member who shall be a registered architect appointed from
35 nominees submitted by the Palm Beach Chapter of the American
36 Institute of Architects; and 1 member who shall be a
37 professional engineer appointed from nominees submitted by the
38 Palm Beach Chapter of the Florida Engineering Society. All
39 appointments shall be for a term of 3 years, and each member
40 shall serve until his or her successor is appointed. If a
41 vacancy should occur before a term has expired, the Board of
42 County Commissioners shall appoint a new member within 60 days
43 to complete the unexpired term.

44 (2) Members shall be required to attend all regular and
45 special meetings of the Board. The chair of the Board shall
46 notify the Board of County Commissioners when a member
47 accumulates three consecutive absences from the regular meetings
48 or when a member fails to attend 50 percent of all meetings of
49 the board during any 12-month period. On such notification, the
50 member shall be removed by the Board of County Commissioners,

Page 2 of 3

CODING: Words shown are deletions; words underlined are additions.

HB 1287-01-01

51 and the Board of County Commissioners shall appoint a new member
52 within 60 days to complete the unexpired term. The board shall
53 hold meetings open to the public at least once in every calendar
54 quarter, adopt rules and procedures, and elect a chair and vice
55 chair. A quorum of the board shall be 10 members, with a
56 concurring vote of 9 members required to approve any action.
57

Section 2. This act shall take effect upon becoming a law.