Agenda Item #: 3I-2

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
BOARD APPOINTMENT SUMMARY

Meeting Date: **March 3, 2026**

Submitted by: Housing and Economic Development
Submitted for: Office of Small Business Development

Advisory Board: Small Business Development Advisory Committee

I. EXECUTIVE BRIEF

Motion & Title: Staff recommends motion to approve: the appointment of four (4) at-large appointments to the Small Business Development Advisory Committee (SBDAC) as created by the Board of County Commissioner (BCC) on December 2, 2025. Each member will serve a three (3) year term, March 3, 2026, through March 2, 2029:

Seat:	Appoint:	Nominated By:
Seabron Smith Business Incubator Program	The TED Center	Commissioner Marino Commissioner Weiss Commissioner Powell
Thais Sullivan Financial Institution to Assist Small Businesses	Valley National Bank	Mayor Baxter Commissioner Marino Commissioner Weiss Commissioner Powell
Bob Schafer Associated General Contractors of American Florida East Coast Chapter	Ranger Construction	Mayor Baxter Vice Mayor Woodward Commissioner Marino Commissioner Weiss Commissioner Powell
Jacqueline Ramirez Small Business Development Center (SBDC)	SBDC at FAU	Mayor Baxter Vice Mayor Woodward Commissioner Weiss Commissioner Powell

Summary: On December 3, 2025, the BCC established the SBDAC by adoption of the Small Business Development Ordinance No. 2025–30, effective January 1, 2026. There are 11 members of the SBDAC represented as follows: seven (7) district appointments and four (4) at-large members representing: a Business Incubator, Financial Institution to Assist Small Businesses, the Associated General Contractors, and the Small Business Development Center. **(Continued on Page 3)**

Background and Justification: **(Continued on Page 3)**

Attachments:
1. Memo to BCC dated January 12, 2026
2. Committee Applications with Resume
3. Excerpt of Ordinance 2025-030 regarding membership

Recommended by: Jonathan Brown 2/6/2026
Department Director **Date**

Legal Sufficiency: 2/17/2026
Assistant County Attorney **Date**

II. REVIEW COMMENTS

A. Other Department Review:

_____
Department Director

Summary: (Continued from Page 1)
The SBDAC established by section 2-80.27(1) of the Palm Beach County, Florida Code of Ordinances, reviews and evaluates the effectiveness of the Small Business Development Ordinance and hears appeals of certification denials, among other duties. All members shall serve for a term of three (3) years with a limit of three (3) consecutive terms. Seabron Smith from The TED Center and Bob Schafer from Ranger Construction have disclosed existing contracts with the County. Staff has evaluated these contractual relationships and determined the SBDAC provides no regulation, oversight, management or policy-setting recommendations regarding any of the disclosed contractual relationships. Disclosure of these contractual relationships 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. A memorandum dated January 12, 2026 was sent to the BCC. Countywide (RS)

Background and Justification: (Continued from Page 1)
As part of the Small Business Development Ordinance, the BCC established the SBDAC charged with reviewing the administration of various programs and policies promoting Small Business Enterprise participation within Palm Beach County. The SBDAC is an 11 member committee that will meet on a regular basis (but no less than four (4) times a year).

Housing and Economic Development

Small Business Development Division

50 South Military Trail
Suite #202

West Palm Beach, FL 33415

(561) 616-6840

www.pbc.gov/hed/osbd

Palm Beach County Board of County Commissioners

Sara Baxter
Mayor

Marci Woodward
Vice Mayor

Maria G. Marino

Gregg K. Weiss

Joel G. Flores

Maria Sachs

Bobby Powell Jr.

County Administrator

Joseph Abruzzo

"An Equal Opportunity Employer"

MEMORANDUM

To: The Honorable Mayor Sara Baxter &
Members of the Board of County Commissioners

From: Axel Miranda, Division Director
Office of Small Business Development *Axel Miranda*

Through: Jonathan B. Brown, Director
Housing and Economic Development

Date: January 12, 2026

Re: Office of Small Business Development Advisory Committee
Recommended At-Large Appointments

Pursuant to your approval at the December 2, 2025, BCC meeting of the Small Business Development Ordinance (Ord. 2025-030), the Small Business Development Advisory Committee (SBDAC) was created. The SBDAC will serve in an advisory capacity to the Mayor, Vice Mayor, Board of County Commissioners, County Administrators, and the Director of the Office of Small Business Development in reviewing the administration of various programs and policies promoting Small Business Enterprise participation within Palm Beach County. The membership of the SBDAC consists of 11 members: seven (7) District members as small business owners to be appointed by the Board of County Commissioners; four (4) At-Large members are representatives of trade groups, organizations, and members of the general business community. All members shall serve for a term of three (3) years with a limit of three (3) consecutive terms.

We are seeking your approval of the following recommended At-Large appointments to the SBDAC.

Attached for your consideration, are completed Advisory Board Applications/Resume/Biography of those members who served on the former (sunset) Equal Business Opportunity Advisory Committee (EBOAC), and have expressed continued interest and/or have been selected by the standing organization they represent:

Nominee	At-Large Designation
Bob Schafer	Associated General Contractors (AGC)
Jacqueline Ramirez	FAU Small Business Development Center (SBDC)
Thais Sullivan	Financial Institution (assisting small businesses)
Seabron Smith	Business Incubator Program

The AGC and FAU-SBDC have selected individuals who will represent their organizations. The Financial Institution and Business Incubator representatives are recommended as former seat holders.

Should you wish to nominate others, we ask that you provide your nomination(s) on or before February 13, 2026.

If you have any questions, please contact OSBD Compliance Manager, Angela Smith at (561) 616-6840 or asmith1@pbc.gov.

cc: Deputy County Administrator Tammy K. Fields

Enclosures: Advisory Board Applications/Resumes/Biographies

ATTACHMENT 1

BOARDS/COMMITTEES APPLICATION

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
BOARDS/COMMITTEES APPLICATION
301 N Olive Avenue, WPB, FL 33401
www.discover.pbcgov.org

The information provided on this form will be used in considering your nomination.
(Answer "NONE" or "N/A" where appropriate.)

APPLICANT TO COMPLETE/SUBMIT THE FOLLOWING:
- SECTION II
- CONTRACTUAL RELATIONSHIPS
- CODE OF ETHICS TRAINING
- RESUME or BIOGRAPHY

SECTION I (OFFICE USE ONLY)

X Advisory ____ Not Advisory

BOARD/COMMITTEE NAME: Small Business Development Advisory Committee

TYPE OF APPOINTMENT: ____ AT-LARGE ____ DISTRICT # ____
____ REAPPOINTMENT X NEW APPOINTMENT

TERM: 3/3/2026 START DATE 3/2/2029 END DATE
LENGTH OF TERM: 3 YEARS
SEAT #: ____
SEAT REQUIREMENT: ____ Business Incubator

COMPLETING AN UNEXPIRED TERM? ____ YES X NO
IF YES: DUE TO: ____ RESIGNATION ____ OTHER
COMPLETING TERM FOR: ____
ORIGINAL TERM EXPIRES: ____

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 (to be completed by applicant) *MUST BE A PALM BEACH COUNTY RESIDENT*

NAME: (First/Middle Initial/Last) Seabron A. mith
ADDRESS: 7510 Anson Court
CITY: Lake Worth STATE: Florida ZIP: 33467
PHONE #: 5615731202
EMAIL: seabron@TEDcenter.org

BUSINESS/EMPLOYER NAME: Center for Technology, Enterprise and Development, Inc.
OCCUPATION: Executive Director
ADDRESS: 401 W. Atlantic Avenue, Suite O9
CITY: Delray Beach STATE: Florida ZIP: 33444

MAILING PREFERENCE: ____ RESIDENCE X BUSINESS

DEMOGRAPHIC INFORMATION: *(choose one from each group)*

GROUP #1		*GROUP #2*			
X	MALE	X	AFRICAN-AMERICAN	____	HISPANIC-AMERICAN
____	FEMALE	____	ASIAN-AMERICAN	____	NATIVE-AMERICAN
		____	CAUCASIAN		

HAVE YOU EVER BEEN CONVICTED OF A FELONY: ____ YES X NO
(conviction of a felony is not an automatic disqualifier from appointment)

IF YES - STATE THE COURT, NATURE OF OFFENSE, DISPOSITION OF CASE AND DATE:

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
R-2025-0089	Economic Development	Professional/Consultant Services	10/1/2025 - 9/30/2026

SERVING ON OTHER ADVISORY BOARDS / COMMITTEES:

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

If YES, please list: _____

CODE OF ETHICS TRAINING: x COMPLETED DATE: ~~6/11/2025~~ 2/2/26 ph

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.

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http://www.palmbeachcountyethics.com/training.htm.

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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: Seabron A. Smith PRINTED NAME: Seabron A. Smith DATE: 12/6/2025

SECTION III - COMMISSIONER (OFFICE USE ONLY) DISTRICT # 1

COMMISSIONER'S SIGNATURE: Maria G. Marino DATE: 1/22/26

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.

SECTION II - continued *(to be completed by applicant)*

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

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R-2025-0089	Economic Development	Professional/Consultant Services	10/1/2025 - 9/30/2026

SERVING ON OTHER ADVISORY BOARDS / COMMITTEES:

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

If YES, please list: _____

CODE OF ETHICS TRAINING: X COMPLETED DATE: ~~6/11/2025~~ 2/2/26 ph

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

SIGNATURE: Seabron A. Smith PRINTED NAME: Seabron A. Smith DATE: 12/6/2025

SECTION III - COMMISSIONER (OFFICE USE ONLY) DISTRICT # 2

COMMISSIONER'S SIGNATURE: _____ DATE: 1/16/26

SECTION IV - (OFFICE USE ONLY)

APPOINTMENT MADE: _____ YES _____ NO

BCC MEETING: _____ DATE

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SECTION II - continued *(to be completed by applicant)*

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

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R-2025-0089	Economic Development	Professional/Consultant Services	10/1/2025 - 9/30/2026

SERVING ON OTHER ADVISORY BOARDS / COMMITTEES:

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

If YES, please list: _____

CODE OF ETHICS TRAINING: _X_ COMPLETED DATE: 6/11/2025 2/2/26 ph

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

SIGNATURE: Seabron A. Smith PRINTED NAME: Seabron A. Smith DATE: 12/6/2025

SECTION III - COMMISSIONER (OFFICE USE ONLY) DISTRICT # 7

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.

SEABRON A. SMITH
7510 ANSON COURT
LAKE WORTH, FLORIDA 33467
(561) 573-1202
seabron@TEDcenter.org

SUMMARY

A Professional with a history of creating and maintaining successful linkage between the private and public sectors

Demonstrated strengths in Program Development and Business Management, involving the provision of services to thousands of displaced professionals and non-professionals that requires complex business start-up procedures that will promote job creation, resulting in economic growth and community revitalization

Demonstrated strong intergovernmental and interorganizational relations with expertise in research and developmental strategies to achieve organizational goals

HIGHLIGHTS OF QUALIFICATIONS

- Over 25 years of program development/management and experience with proven expertise in project development & management
- Resourceful in solving problems and maximizing resources
- Skilled in relating to the public with professionalism and sensitivity
- Exceptional written and oral communications skills
- Experienced Grant writer & fundraiser
- Able to set and achieve goals, and manage multiple tasks simultaneously
- Strengths include analytical skills to identify and formulate solutions; policy and procedure development; training and strategic planning
- Experienced in entrepreneurship and small business consulting
- Highly creative, self motivated with exceptional organizational and planning skills
- Demonstrated ability to build and maintain strategic alliances
- Proven record of working successfully in self-directed, entrepreneurial environment
- Substantial experience managing collaborative projects with diverse partners
- Appreciation of private, public and nonprofit sectors
- Experienced in developing new, multidisciplinary models for helping people improve their quality of life

NOTABLE ACCOMPLISHMENTS

- Researched, identified, analyzed and recommended applicable grant funding opportunities from government agencies (local, state and federal), corporations, and private and public foundations.
- Generated revenue for organization programs and services through timely submission of well researched, well-written and well-documented grant proposals.
- Managed and implemented grant database, funder research files, grant application deadlines and reporting schedules for tracking grant information.
- Responsible for preparation and timely submission of all grant reports, including mid-term, progress reports and final reports to funders.
- Managed and implement donor database.

- Collaborated with CFO to monitor grant expenditures to ensure that funds are spent in accordance with the approved budget, in a timely manner, and in compliance with funder's guidelines.
- Maintained required registrations i.e. 501(c)(3). Dept. of Agriculture Registration, etc.

PROFESSIONAL EXPERIENCE

CENTER FOR TECHNOLOGY, ENTERPRISE AND DEVELOPMENT, INC. 1997-Present
Executive Director

EDUCATION

Bachelor Business Administration, Albany State College, Albany, Georgia 1978-1981

PROFESSIONAL MEMBERSHIPS

Board Membership
City of Delray Beach Downtown Development Authority (Past President)
Florida Business Development Corporation
Palm Beach County Office of Equal Business Opportunity
No More Starving Artist Foundation

Committees/Associations
Palm Beach County's Small Business Advisory Committee
Palm Beach County Housing Authority Program Coordinating Committee
Treasure Coast Regional Planning Council's Comprehensive Economic Development Strategy Committee
Delray Beach Downtown Master Plan Implementation Committee
National Business Incubator Association
Chamber of Commerce/Boca Raton, Delray Beach, Boynton Beach
Member of the 2004 National Register's Who's Who in Executives and Professionals
Palm Beach Partners Business Matchmaker Conference and Expo (Partner)
Recognized in 2011 as 1 of the 50 most Powerful Black Professionals in South Florida
Lambda Alpha Alpha Chapter of Omega Psi Phi Fraternity, Inc.

BOARDS/COMMITTEES APPLICATION

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
BOARDS/COMMITTEES APPLICATION
301 N Olive Avenue, WPB, FL 33401
www.discover.pbcgov.org

The information provided on this form will be used in considering your nomination.
(Answer "NONE" or "N/A" where appropriate.)

APPLICANT TO COMPLETE/SUBMIT THE FOLLOWING:
- SECTION II
- CONTRACTUAL RELATIONSHIPS
- CODE OF ETHICS TRAINING
- RESUME or BIOGRAPHY

SECTION I

(OFFICE USE ONLY) _____ Advisory ____ Not Advisory

BOARD/COMMITTEE NAME: Small Business Development Advisory Committee

TYPE OF APPOINTMENT: _____ AT-LARGE _____ DISTRICT # _____
_____ REAPPOINTMENT X NEW APPOINTMENT

TERM: 3/3/2026 START DATE 3/2/2029 END DATE

LENGTH OF TERM: 3 YEARS

SEAT #: _____

SEAT REQUIREMENT: _____ _____

COMPLETING AN UNEXPIRED TERM? _____ YES X NO
IF YES: DUE TO: _____ RESIGNATION _____ OTHER
COMPLETING TERM FOR: _____
ORIGINAL TERM EXPIRES: _____

**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

(to be completed by applicant) ***MUST BE A PALM BEACH COUNTY RESIDENT***

NAME: (First/Middle Initial/Last) Thais R Sullivan
ADDRESS: 902 Orange Drive
CITY: Lake Park STATE: FL ZIP: 33403
PHONE #: 5612529002
EMAIL: TSullivan@valley.com

BUSINESS/EMPLOYER NAME: Valley National Bank
OCCUPATION: Banker
ADDRESS: 1700 Palm Beach Lakes Blvd.
CITY: West Palm Beach STATE: FL ZIP: 33403

MAILING PREFERENCE: _____ RESIDENCE _____ BUSINESS

DEMOGRAPHIC INFORMATION: *(choose one from each group)*

GROUP #1		***GROUP #2***			
_____	MALE	X	AFRICAN-AMERICAN	_____	HISPANIC-AMERICAN
X	FEMALE	_____	ASIAN-AMERICAN	_____	NATIVE-AMERICAN
		_____	CAUCASIAN		

HAVE YOU EVER BEEN CONVICTED OF A FELONY: _____ YES X NO
(conviction of a felony is not an automatic disqualifier from appointment)
IF YES - STATE THE COURT, NATURE OF OFFENSE, DISPOSITION OF CASE AND DATE:
N/A

SECTION II - continued *(to be completed by applicant)*

CONTRACTUAL RELATIONSHIPS: X NONE _____ NOT APPLICABLE/(Governmental Entity)

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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**

N/A

SERVING ON OTHER ADVISORY BOARDS / COMMITTEES:

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

If YES, please list: City of West Palm Beach CRA Advisory Board, Delray Beach CLT, PBC Black Chamber of Commerce, and NUCDC (Urban League of Palm Beach County)

CODE OF ETHICS TRAINING: X COMPLETED DATE: 11/06/2025

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

SIGNATURE: Thais R. Sullivan PRINTED NAME: Thais R Sullivan DATE: 11/24/2025

SECTION III - COMMISSIONER (OFFICE USE ONLY) DISTRICT # 6

COMMISSIONER'S SIGNATURE: _____ DATE: 3/2/26

SECTION IV - (OFFICE USE ONLY)

APPOINTMENT MADE: _____ YES _____ NO

BCC MEETING: _____ DATE

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SECTION II - continued *(to be completed by applicant)*

CONTRACTUAL RELATIONSHIPS: X NONE _____ NOT APPLICABLE/(Governmental Entity)

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

N/A

SERVING ON OTHER ADVISORY BOARDS / COMMITTEES:

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If YES, please list: City of West Palm Beach CRA Advisory Board, Delray Beach CLT, PBC Black Chamber of Commerce, and NUCDC (Urban League of Palm Beach County)

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

SIGNATURE: Thais R. Sullivan PRINTED NAME: Thais R Sullivan DATE: 11/24/2025

SECTION III - COMMISSIONER (OFFICE USE ONLY) DISTRICT # 1

COMMISSIONER'S SIGNATURE: Maria G Marino DATE: 1/22/26

SECTION IV - (OFFICE USE ONLY)

APPOINTMENT MADE: _____ YES _____ NO

BCC MEETING: _____ DATE

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SECTION II - continued *(to be completed by applicant)*

CONTRACTUAL RELATIONSHIPS: X NONE _____ NOT APPLICABLE/(Governmental Entity)

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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

N/A

SERVING ON OTHER ADVISORY BOARDS / COMMITTEES:

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

If YES, please list: City of West Palm Beach CRA Advisory Board, Delray Beach CLT, PBC Black Chamber of Commerce, and NUCDC (Urban League of Palm Beach County)

CODE OF ETHICS TRAINING: X COMPLETED DATE: 11/06/2025

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.

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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: Thais R. Sullivan PRINTED NAME: Thais R Sullivan DATE: 11/24/2025

SECTION III - COMMISSIONER (OFFICE USE ONLY) DISTRICT # 2

COMMISSIONER'S SIGNATURE: _____ DATE: 1/16/26

SECTION IV - (OFFICE USE ONLY)

APPOINTMENT MADE: _____ YES _____ NO

BCC MEETING: _____ DATE

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SECTION II - continued *(to be completed by applicant)*

CONTRACTUAL RELATIONSHIPS: X NONE _____ NOT APPLICABLE/(Governmental Entity)

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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

N/A

SERVING ON OTHER ADVISORY BOARDS / COMMITTEES:

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SIGNATURE: Thais R. Sullivan PRINTED NAME: Thais R Sullivan DATE: 11/24/2025

SECTION III - COMMISSIONER (OFFICE USE ONLY) DISTRICT # 7

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.

Thais R. Sullivan

Thais R. Sullivan joined Valley National Bank – Florida Division in September 2015, as the Vice President, Regional CRA/Commercial Lending Officer for the State of Florida. In December 2018 she received a promotion to First Vice President. In her role FVP/Regional CRA Officer she assisted Valley National Bank - Florida in achieving their CRA goals and the Bank receiving an overall "outstanding" rating. On April 21, 2021 Thais was promoted to Senior Vice President/National Director of Community Lending. This position will afford her the opportunity to focus on minority and women owned businesses in New York, New Jersey, Florida, Alabama, and California in need of a trusted financial partner to assist them achieving their business goals. In August 2025 Thais started "Valley in the Community" and uses the bank's products and services to partner with the Communities in which they operate their branches to bring the necessary tools that benefit the entire community. This is done throughout the Valley footprint, California, Alabama, Florida, New York, New Jersey, and Illinois.

Thais graduated with honors in 1998, with a Bachelor of Business Degree from Barry University while working during the day, and attending school in the evenings.

Thais has been in involved with the Palm Beach County Community for 40+ years, while working for various banking institutions. In 2013 Thais was recognized as one of the Most Influential & Prominent Black Women in Business in Palm Beach County by Legacy Palm Beach. As a graduate of Leadership Palm Beach County in 2010, she continues to be involved with the Organization and Alumni. From 1979 to current Thais has been involved with the following organizations either through volunteering or as a Member of the Board: Neighborhood Lending Partners (NLP), SunFest of Palm Beach County, The Palm Beach County Sheriff's Foundation, Paragon Florida, Urban League of Palm Beach County, The Anquan Bolding Foundation, The Black Chamber of Commerce, The Boys and Girls Club of Riviera Beach, The Business Loan Fund of Palm Beach County, Pompano Beach Loan Fund, LISC, Black Business Investment Corporation(BBIC), Palm Beach County Affordable Housing Collaborative, Community Reinvestment Group, Palm Beach County Finance Committee, The City of West Palm Beach, City of Riviera Beach, Florida Housing Coalition, The Delray Beach Community Land Trust and The Office of Equal Business Opportunity.

Thais enjoys reading the Bible and sharing what she has learned with others, along with traveling, and bowling with her husband (Kyle), Sons (Kyle & Brandon) and Mother (Liz).

Thais R. Sullivan

Valley National Bank
1700 Palm Beach Lakes Blvd., Suite 1000
West Palm Beach, Florida 33401
561-616-3106

December 12, 2025

To: The Palm Beach County Commissioners:

I am applying for the Advisory Board position because I am passionate about small businesses and advancing the mission and goals of Palm Beach County and the Office of Small Business Development. With my background in banking and finance for 46 years, I believe my experience can offer valuable insights, strategic guidance, and a fresh perspective that will contribute to the Office of Small Business Development (OSBD) Program's effectiveness.

Serving on the Advisory Board presents an exciting opportunity for me to collaborate with other dedicated professionals and share my expertise to help fulfill the organization's direction. I am committed to supporting innovative initiatives, fostering impactful partnerships, and assisting the OSBD with remaining responsive to the needs of the Small Businesses in Palm Beach County.

I will utilize my skills in problem-solving, leadership, and communication to help the Advisory Board address challenges and identify opportunities for growth. I look forward to working together to achieve meaningful outcomes that will contribute to the success of Palm Beach County's Small Businesses.

History of My Involvement

I've been around the Office of Equal Business Opportunity for years, and this is my second time sitting on the Advisory Board. I bought banking products and financial literacy to the table for small businesses. Last year, I gathered several Palm Beach County organizations including OBEO to see how we could be supportive of each other. We decided on a referral and support plan that each organization would use in supporting small businesses.

Current Banking Position

As a Senior Vice President for Valley Bank, I look for opportunities throughout our footprint (California, New York, New Jersey, Alabama, Chicago and Florida) to meet the needs of the communities in which we operate our Branches, which consists of banking products and

financial literacy training. When you support the local communities for growth – we all win! Can I tell you about our First-Time Homebuyers Mortgage Loan Program where we finance 97% LTV with "No PMI"?

As a resident of Palm Beach County for 53 years, I await your response and thank you for the opportunity to serve my neighbors!

Sincerely,

Thais R. Sullivan

Thais R. Sullivan, SVP
National Director of Community Lending

BOARDS/COMMITTEES APPLICATION

The information provided on this form will be used in considering your nomination.
(Answer "NONE" or "N/A" where appropriate.)

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
BOARDS/COMMITTEES APPLICATION
301 N Olive Avenue, WPB, FL 33401
www.discover.pbcgov.org

APPLICANT TO COMPLETE/SUBMIT THE FOLLOWING:
- SECTION II
- CONTRACTUAL RELATIONSHIPS
- CODE OF ETHICS TRAINING
- RESUME or BIOGRAPHY

SECTION I (OFFICE USE ONLY) x Advisory ___ Not Advisory

BOARD/COMMITTEE NAME: Office of Equal Business Opportunity Advisory Committee

TYPE OF APPOINTMENT: x AT-LARGE ___ DISTRICT # ___
___ REAPPOINTMENT x NEW APPOINTMENT

TERM: 3/3/2026 START DATE 3/2/2029 END DATE
LENGTH OF TERM: 3 YEARS
SEAT #: 11
SEAT REQUIREMENT: Associated General Contractors

COMPLETING AN UNEXPIRED TERM? ___ YES x NO
IF YES: DUE TO: ___ RESIGNATION ___ OTHER
COMPLETING TERM FOR: ___
ORIGINAL TERM EXPIRES: ___

**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 (to be completed by applicant) **MUST BE A PALM BEACH COUNTY RESIDENT*

NAME: (First/Middle Initial/Last) Bob Schafer
ADDRESS: 4827 Cadiz Cir
CITY: Palm Beach Gardens STATE: FL ZIP: 33418
PHONE #: 772-370-1598
EMAIL: Bob.Schafer@rangerconstruction.com

BUSINESS/EMPLOYER NAME: Ranger Construction Ind., Inc.
OCCUPATION: Executive Management
ADDRESS: 1645 N Congress Ave
CITY: West Palm Beach STATE: FL ZIP: 33409

MAILING PREFERENCE: ___ RESIDENCE ✓ BUSINESS

DEMOGRAPHIC INFORMATION: *(choose one from each group)*

GROUP #1	*GROUP #2*	
✓ MALE	___ AFRICAN-AMERICAN	___ HISPANIC-AMERICAN
___ FEMALE	___ ASIAN-AMERICAN	___ NATIVE-AMERICAN
	✓ CAUCASIAN	

HAVE YOU EVER BEEN CONVICTED OF A FELONY: ___ YES x NO
(conviction of a felony is not an automatic disqualifier from appointment)
IF YES - STATE THE COURT, NATURE OF OFFENSE, DISPOSITION OF CASE AND DATE:

SECTION II - continued *(to be completed by applicant)*

CONTRACTUAL RELATIONSHIPS: ~~And~~ _____ NONE _____ NOT APPLICABLE/(Governmental Entity)

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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
See Attached			

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: ~~12/13/23~~ 1/30/24 ph

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

SIGNATURE: _____ PRINTED NAME: Bob Schafer DATE: 9/22/25

SECTION III - COMMISSIONER (OFFICE USE ONLY) DISTRICT # 6

COMMISSIONER'S SIGNATURE: _____ DATE: 9/2/26

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

SECTION II - continued *(to be completed by applicant)*

CONTRACTUAL RELATIONSHIPS: X NONE _____ NOT APPLICABLE/(Governmental Entity)

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

SERVING ON OTHER ADVISORY BOARDS / COMMITTEES:

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

If YES, please list: _____

CODE OF ETHICS TRAINING: X COMPLETED DATE: 12/13/23 1/30/26 ph

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SIGNATURE: _____ PRINTED NAME: Bob Schafer DATE: 9/22/25

SECTION III - COMMISSIONER (OFFICE USE ONLY) DISTRICT # 4

COMMISSIONER'S SIGNATURE: Maria Woodward DATE: 1/22/26

SECTION IV - (OFFICE USE ONLY)

APPOINTMENT MADE _____ YES _____ NO

BCC MEETING _____ DATE

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SECTION II - continued *(to be completed by applicant)*

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

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

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: 12/13/23 1/30/24 ph

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SIGNATURE: _____ PRINTED NAME: Bob Schaffer DATE: 9/22/25

SECTION III - COMMISSIONER (OFFICE USE ONLY) DISTRICT # 1

COMMISSIONER'S SIGNATURE: _____ DATE: 1/22/26

SECTION IV - (OFFICE USE ONLY)

APPOINTMENT MADE: _____ YES _____ NO

BCC MEETING: _____ DATE

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SECTION II - continued *(to be completed by applicant)*

CONTRACTUAL RELATIONSHIPS: ___NA___ NONE _____ NOT APPLICABLE/(Governmental Entity)

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

IF YES, please list: _____

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SIGNATURE: _____ PRINTED NAME: Bob Schafer DATE: 9/22/25

SECTION III - COMMISSIONER (OFFICE USE ONLY) DISTRICT # 2

COMMISSIONER'S SIGNATURE: _____ DATE: 11/14/25

SECTION IV - (OFFICE USE ONLY)

APPOINTMENT MADE: _____ YES _____ NO

BCC MEETING: _____ DATE

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SECTION II - continued *(to be completed by applicant)*

CONTRACTUAL RELATIONSHIPS: ↘ NONE _____ NOT APPLICABLE/(Governmental Entity)

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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: 12/13/23 1/30/24 ph

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SIGNATURE: _____ PRINTED NAME: Bob Schafer DATE: 9/22/25

SECTION III - COMMISSIONER (OFFICE USE ONLY) DISTRICT # 7

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

Bob Schafer - Ranger Construction Ind., Inc.
Associated General Contractors representative for OEBO

Contract Year	Contract No. / Project No.	Department / Division	Contract Description	Duration
2018	R2018 1533 / 2018051	Road and Bridge	P.B. County Annual Resurfacting Contract	3 years - 1 work order remains to be completed
2019	R2019 0840 / PB 19 - 3	Department of Airports	Northeat Airfield Improvements at PBIA	797 days - by August 2021 - project is in closeout stages
2021	R2021 1412 / 2015508	Engineering / Public Works	6th Avenue South over Lake Osbourne	500 days - by June 2022
2021	R2021 0989 / 2015520	Engineering / Public Works	Florida Mango Road Improvements	365 days - by February 2023
2021	R2021 1583 / PB 21 - 7	Department of Airports	Vehicle Service Road Relocation at PBIA	150 days - by April 13 2022 - project in closeout stages
2021	R2021 1584 / GL 21 - 8	Department of Airports	Roadway/Taxiway Rehab Glades (Pahokee) Airport	150 days - by April 13 2022 - project in closeout stages
2021	R2021 1465 / 1997511D & 1997512A3	Engineering / Public Works	Seminole Pratt Whitney Rd Construction	900 days - by August 2 2024
2021	R2021 0984 / 2021050	Road and Bridge	P.B. County Annual Resurfacting Contract	3 years
2020	R2020 1314 / 2015511	Engineering / Public Works	Gateway Blvd. and High Ridge Construction	120 days - by September 22 2021 but under heavy delays
2021	R2021 0212 /2013531	Engineering / Public Works	Palmetto Park Road Construction	450 days - by October 25 2022

Ranger Construction

Bob Schafer – Bio

Bob Schafer is the President of Ranger Construction Industries, Inc. and has been in the roadbuilding and asphalt production/paving industry for over 33 years.

Since graduating from the University of Alabama with a bachelor's degree in civil engineering, Bob progressed through various roles in estimating and project management, along with several executive level positions. While most projects built during Bob's career have been for the Florida Department of Transportation, other work continues to include projects for counties, municipalities, airports, turnkey projects for site developers, the occasional specialty project, and road and runway construction in the Bahamas.

Bob volunteers his time with several industry associations and community organizations: Florida Transportation Builders Association (Past Chairman, Specification Committee, Scholarship Committee), Associated General Contractors of America (Board of Governors, Florida East Coast Chapter Past President and Government Affairs Committee), National Asphalt Pavement Association (Legislative Committee, Go To Market Committee), St. Lucie County Chamber of Commerce (Past Board Member), Business Political Action Committee of Palm Beach County (Treasurer, Board of Trustees), and Big Brothers Big Sisters of Palm Beach and Martin Counties (Past Board Member).

101 Sansbury's Way West Palm Beach, FL 33411 *Phone (561) 793-9400 *Fax (561) 790-4332
Mailing Address: PO Box 15065 West Palm Beach, FL 33416 www.rangerconstruction.com

AGC
FLORIDA EAST COAST
THE CONSTRUCTION ASSOCIATION

Michelle Anaya DePotter
Chief Executive Officer

2026 Board of Directors

Officers

President
Michael Ciabattari
Ferreira Construction

Vice President
Patrick Painter
Hedrick Brothers Construction

Secretary
Michael MacDonald
KAST Construction

Treasurer
Brian Muller
Rehmann

Past President
Chris Long
Kaufman Lynn Construction

Directors

Jim Auld
Franjo Builders

John Banting
Anderson Carr Construction

Eric Berke
Moss

Allen Gast
Gast Construction Group

Mickhel Green
Cooper Construction Management & Consulting

Rex Kirby
Verdex Construction

Adam Linkhorst*
Linkhorst & Hockin, P.A.

Brent Martin
Morganti

Brett Rosenhaus
Acrisure

Mike Senecal
Southeast Mechanical Contractors

Michael Thomas
The Weitz Company

Mike Tucker
Maschmeyer

*General Counsel

February 2, 2026

VIA ELECTRONIC MAIL

Mr. Axel Miranda, Director
Palm Beach County
Office of Small Business Development
50 S. Military Trail, Suite 202
West Palm Beach, FL 33415

Dear Axel:

I am pleased to convey our desire to move forward AGC FEC Past President Bob Schafer (Ranger Construction) to serve in the seat representing the Associated General Contractors for the Small Business Advisory Board.

We know Palm Beach County can appreciate as do we, the years Bob has served and represented the AGC on the previous EBAC serving in Seat 11 from 10/04/22 to 10/03/25 and where he was eligible for reappointment.

Please be assured Bob will continue to be committed to this appointment on the newly named committee as well and will be an excellent representative, able to engage with committee members and you and seek ways to unify and bring value to the agenda items, conversation and committee as a whole.

Thank you for your consideration of this request for nomination and for the continued opportunity to fill this seat with qualified representatives and leaders from our association and industry. We will look forward to your presenting this to the Board of County Commissioners and kindly request you notify me as to when it is scheduled on the agenda for approval.

Should you have any further questions or concerns about this seat, please let me know.

Sincerely,

Michelle Anaya DePotter
Chief Executive Officer

C: Joe Abruzzo, County Administrator, Palm Beach County
Bob Schafer, Ranger Construction

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
BOARDS/COMMITTEES APPLICATION
301 N Olive Avenue, WPB, FL 33401
www.discover.pbcgov.org

BOARDS/COMMITTEES APPLICATION

The information provided on this form will be used in considering your nomination.
(Answer "NONE" or "N/A" where appropriate.)

APPLICANT TO COMPLETE/SUBMIT THE FOLLOWING:
- SECTION II
- CONTRACTUAL RELATIONSHIPS
- CODE OF ETHICS TRAINING
- RESUME or BIOGRAPHY

SECTION I (OFFICE USE ONLY)

X Advisory ____ Not Advisory

BOARD/COMMITTEE NAME: Small Business Development Advisory Committee

TYPE OF APPOINTMENT: X AT-LARGE ____ DISTRICT # ____
____ REAPPOINTMENT X NEW APPOINTMENT

TERM: 3/3/2026 START DATE 3/2/2029 END DATE

LENGTH OF TERM: 3 YEARS

SEAT #: ____

SEAT REQUIREMENT: ____ ____

COMPLETING AN UNEXPIRED TERM? ____ YES X NO

IF YES: DUE TO: ____ RESIGNATION ____ OTHER

COMPLETING TERM FOR: ____

ORIGINAL TERM EXPIRES: ____

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 (to be completed by applicant) ***MUST BE A PALM BEACH COUNTY RESIDENT***

NAME: (First/Middle Initial/Last) Jacqueline Ramirez

ADDRESS: 3323 South Federal Highway G

CITY: Boynton Beach STATE: FL ZIP: 3345

PHONE #: 561-334-6428

EMAIL: jram11@fau.edu

BUSINESS/EMPLOYER NAME: SBDC at Florida Atlantic University

OCCUPATION: Business Consultant

ADDRESS: 3651 FAU Blvd. Suite 400

CITY: Boca Raton STATE: FL ZIP: 33431

MAILING PREFERENCE: ____ RESIDENCE X BUSINESS

DEMOGRAPHIC INFORMATION: *(choose one from each group)*

GROUP #1	***GROUP #2***			
____	MALE	____	AFRICAN-AMERICAN	X	HISPANIC-AMERICAN
X	FEMALE	____	ASIAN-AMERICAN	____	NATIVE-AMERICAN
		____	CAUCASIAN		

HAVE YOU EVER BEEN CONVICTED OF A FELONY: ____ YES X NO

(conviction of a felony is not an automatic disqualifier from appointment)

IF YES - STATE THE COURT, NATURE OF OFFENSE, DISPOSITION OF CASE AND DATE:

____

____

SECTION II - continued *(to be completed by applicant)*

CONTRACTUAL RELATIONSHIPS: X 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 X NO

If YES, please list: _____

CODE OF ETHICS TRAINING: X COMPLETED DATE: May 6th 2024 2/4/24 ph

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: Jacqueline Ramirez PRINTED NAME: Jacqueline Ramirez DATE: 12/2/2025

SECTION III - COMMISSIONER (OFFICE USE ONLY) DISTRICT # 6

COMMISSIONER'S SIGNATURE: _____ DATE: 2/2/26

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.

SECTION II - continued *(to be completed by applicant)*

CONTRACTUAL RELATIONSHIPS: X NONE _____ NOT APPLICABLE/(Governmental Entity)

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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: X COMPLETED DATE: May 6th 2024 2/4/24 ph

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

SIGNATURE: Jacqueline Ramirez PRINTED NAME: Jacqueline Ramirez DATE: 12/2/2025

SECTION III - COMMISSIONER (OFFICE USE ONLY) DISTRICT # 4

COMMISSIONER'S SIGNATURE: Maria Woodward DATE: 1/22/26

SECTION IV - (OFFICE USE ONLY)

APPOINTMENT MADE: _____ YES _____ NO

BCC MEETING: _____ DATE

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

SECTION II - continued *(to be completed by applicant)*

CONTRACTUAL RELATIONSHIPS: X NONE _____ NOT APPLICABLE/(Governmental Entity)

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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: X COMPLETED DATE: ~~May 6th 2024~~ 2/4/26 ph

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

SIGNATURE: Jacqueline Ramirez PRINTED NAME: Jacqueline Ramirez DATE: 12/2/2025

SECTION III - COMMISSIONER (OFFICE USE ONLY) DISTRICT # 2

COMMISSIONER'S SIGNATURE: _____ DATE: 1/16/26

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.

SECTION II - continued *(to be completed by applicant)*

CONTRACTUAL RELATIONSHIPS: X NONE _____ NOT APPLICABLE/(Governmental Entity)

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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: X COMPLETED DATE: May 6th 2024 2/4/26 pm

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.

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

SIGNATURE: Jacqueline Ramirez PRINTED NAME: Jacqueline Ramirez DATE: 12/2/2025

SECTION III - COMMISSIONER (OFFICE USE ONLY) DISTRICT # 7

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.

Jacqueline Ramirez

jramir11@fau.edu

Experience in organizational redesign, team design, leadership and employee development strategies. Significant experience helping organizations understand the relationship between system alignment, culture, and human behavior. Skilled in the design of sales strategy, sales process, measures, reward and recognition systems. Consistent performer and team leader with a history of exceeding customer and performance expectations.

CORE COMPETENCIES

Executive Mentoring/Coaching | Strategic Planning | Process Design | Team Design | Sales Coaching Excellent Written Skills | Public Speaking And Facilitation | Client Relations | Project Management | Market Analysis And Planning

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PROFESSIONAL EXPERIENCE

SMALL BUSINESS DEVELOPMENT CENTER at Florida Atlantic University / OCT 2016 - PRESENT

Interim Assistant Director / Senior Business Consultant

Provide guidance to small businesses . Perform outreach to the community through speaking engagements and seminars. Maintain records of client activity and impact. Work with the team of consultants to bring an integrated skill set to the client's growth strategy. Specialized in Organizational Development coaching, process alignment and sales strategy.

Legislative contact for the team to educate our representatives on the best approach to ensure their constituents receive and benefit from our consulting services.

Assisted in building the SBDC team culture during the 2020 Covid-19 economic emergency. Served as the best practices coach to the internal consultants as we developed an interdisciplinary approach to providing guidance to our client base. Held 1:1 coaching sessions and by-weekly team development meetings to encourage cooperation and mutual support as we integrated the expertise of the internal and external consulting teams.

Served as contract manager for the Delray Beach, FL business community through a partnership with the Delray Beach Community Redevelopment Agency. Activities included quarterly reports and presentations to the CRA Commissioners, attending economic development events and meetings. Contract funding to the SBDC FAU region equaled $175,000 resulting in an impact of over $27 million over 5 years.

Served as a mentor to the FAU Tech Runway program. Including accompanying a Tech Runway client to the NSF Innovation Corp Regional Finals in 2019. Assisted with their application, provided coaching at the New York program and continued mentoring upon return.

TRG VENTURES, CO-OWNER - JAN 2015-2020

An exclusive distributor for Genos International assessments and learning tools.

GENOS INTERNATIONAL U.S. — 2008 - DEC. 2014

Globally recognized as a leader in the field of Emotional Intelligence Research and Assessments.

Managing Director - 2011 - 2014

Speaker, facilitator, master trainer, business manager for the North America region of a multinational organization that specializes in the assessment and application of emotionally intelligent leadership behaviors. Built brand recognition among corporate prospects and independent coaches.

V.P.Sales and Marketing - 2008-2011

Jacqueline Ramirez
jramir11@fau.edu

J&COMPANY, OWNER — 2003-2008

Consulted with small companies on business process alignment, sales skills and market strategy.

ACHIEVEGLOBAL — 1995 – 2000

Regional Director - South East - 1997 - 2000

Implemented the new team sales structure. Hired team members, trained them on sales process and skills. Organized product and technology training. Assisted with key account presentation and closing.
- Revenue of $8 million as a result of a consistent annual 20% growth.

Development Manager - 1995 - 1997

AchieveGlobal, owned by Times Mirror, was created from a merger of Zenger-Miller (Leadership), Kaset (Customer Service, and Learning International (Sales Training). All three were the top companies in their field. As a DM I worked with a team to design the integration of the three sales forces into one AchieveGlobal sales structure. Including anew team-based compensation package, sales and consulting roles, client relationship process and cross-training in the three sales teams' on product knowledge.

ZENGER-MILLER 1984- 1995

A leading organization in the Leadership Development and Service/Quality Space.

Regional Manager, 1992-1995

Lead the South East sales team of consultants, sales executives, and support staff - $6 million in revenue.

Strategic Acct Manager 1984-1992

Built the Florida/Caribbean territory into a million dollar contributor as a sales professional and speaker working directly with corporate talent managers and industry groups.

Led a hybrid team of Sales Executives and Subject Matter Experts that worked with clients to train them in Service/ Quality concepts and tools including leadership skills, process teams, and project management skills. A manufacturing organization attributed $3 million to their bottom line as a result of our team's work in realigning their manufacturing processes and instituting a new leadership culture.

GLENDALE FEDERAL BANK 1980-1984

AVP, Management Development

Directed the Management Intern program from college recruitment to placement. Coached senior executives on presentation skills. created and managed internal communications experiences, and implemented leadership development initiatives.

Jacqueline Ramirez
jramir11@fau.edu

Academic Education

FLORIDA ATLANTIC UNIVERSITY – MBA

INTERAMERICAN UNIVERSITY OF PUERTO RICO – BAS ECONOMICS

Professional Education / Certifications

- STRATEGIC MANAGEMENT PERFORMANCE SYSTEM (SMPS)– GEORGE WASHINGTON UNIVERSITY
- PROFESSIONAL BEHAVIORAL ANALYST – DISC/DRIVING FORCES
- PROFIT MASTERY
- GENOS INTERNATIONAL EMOTIONAL INTELLIGENCE ASSESSMENTS AND LEARNING EXPERIENCES
- HAY GROUP EMOTIONAL INTELLIGENCE ASSESSMENT
- FRONTLINE LEADERSHIP, TEAM LEADERSHIP, GROUPACTION - ZENGER-MILLER
- PROFESSIONAL SALES SKILLS, PROF SALES COACHING - LEARNING INTERNATIONAL
- SERVICE QUALITY ACADEMY - ACHIEVE INTERNATIONAL
- CONSULTATIVE SELLING - ALAN WEISS, AUTHOR OF "MILLION DOLLAR CONSULTING"
- SALES TRAINING - MCGRAW HILL LEARNING SYSTEMS
- TIMES MIRROR'S LEADERSHIP INSTITUTE

Volunteer Experience

- FAU TECH RUNWAY PROGRAM AND NSF ICORP PROGRAM MENTOR
- DELRAY BEACH CHAMBER OF COMMERCE CHAIRMAN'S CLUB
- SOUTH FLORIDA ORGANIZATION DEVELOPMENT NETWORK
- ASSOCIATION OF TALENT DEVELOPMENT
- PAST - PRESIDENT OF THE SOUTH FLORIDA CHAPTER OF THE AMERICAN SOCIETY OF TRAINING AND DEVELOPMENT
- PAST MEMBER - TOASTMASTERS

JACQUELINE RAMIREZ, MBA, SMPS

Assistant Director, Senior Consultant
SBDC|APEX at Florida Atlantic University

Jacqueline has assisted clients with strategic planning, team development, and business development strategies as a member of the Small Business Development Center at Florida Atlantic University. She is a highly regarded speaker on the organizational impact of effective leadership and team behavior and is both a Certified Behavioral Analyst and Certified Emotional Intelligence Coach.

Her multifaceted career originated in the banking industry providing oversight of talent recruitment, leading executive development programs and coaching C Suite executives. She served as in the leadership consulting field as Regional Director for Zenger Miller, Achieve Global and Genos International. Her clients included high-tech, finance, publishing, manufacturing, space, and services industries.

She has also owned her own consulting business, and restaurant, giving her firsthand insight into the ups and downs of entrepreneurship.

She holds an MBA from Florida Atlantic University and a B.S. in Economics from Inter-American University of Puerto Rico.

Dear Mayor Baxter,

Request: Application for renewal of Seat 12 for the Office of Small Business Advisory Committee.

I currently serve as interim Assistant Director and Senior Consultant of the Small Business Development Center (SBDC), located at Florida Atlantic University. Our Regional Director is Sandra D. Marin Ruiz, Ed.D.

The SBDC has had the privilege of representation on the Advisory Board for close to 20 years, filled by our team member, Carol Hart, Procurement Specialist. In May of 2024, I was honored to be appointed to continue Carol Hart's term as delegate. I am now requesting to continue to represent our SBDC team for Seat 12 as my way of contributing to my community while continuing to honor Carol's legacy.

My primary responsibility includes serving as a consultant for our APEX Accelerator – the specialized consulting team that assists small businesses in developing access to procurement processes across local, state, and federal levels of the Government Contracting Marketplace. This strategic positioning allows us to provide comprehensive support to businesses seeking government contracts.

Each of the nine SBDC teams throughout Florida incorporates a dedicated team of APEX consultants alongside SBDC specialists in International Trade, Capital Access, and educational guidance for small business growth. All our services are provided at no cost to business clients and maintained with strict confidentiality.

As consultants for the APEX Accelerator, we collaborate with SBDC consultants who deliver foundational growth education for early-stage business owners focused on building capacity to participate in the Government Contracting Marketplace. We firmly believe that small businesses that successfully engage at local, county, and state levels are better positioned for entering Federal Contracting opportunities. Consequently, our consultants refer Palm Beach County-based small businesses to the Office of Small Business Development (OSBD) team of consultants to initiate county certifications and receive guidance in pursuing and managing county contracts.

In my capacity as a member of the OSBD Advisory Board, I maintain communication between our APEX team and OSBD, sharing relevant updates and best practices that benefit both organizations and the small businesses we serve. This collaborative approach strengthens our ability to provide comprehensive support to the business community.

Thank you for your consideration of my renewal application for Seat 12 on the Office of Small Business Development Advisory Committee.

Regards,

Jacqueline Ramirez, MBA, SMPS
Assistant Director, Senior Business Consultant
Florida SBDC|APEX at Florida Atlantic University

www.SBDC@fau.edu

3651 FAU Blvd., Suite 400
Boca Raton, FL 33431
561.334.6428

jramir11@fau.edu

E. Liquidated damages equal to the difference in dollar value of the SBE subcontracting commitment of the contract and the dollar value of SBE participation actually achieved.

f. It is a violation of this SBD Ordinance to:

A. Fraudulently obtain, retain or attempt to obtain, retain or aid another in fraudulently obtaining, retaining or attempting to obtain or retain Certification as an SBE.

B. Willfully falsify, conceal or cover up by a trick, scheme or device, a material fact or make any false, fictitious or fraudulent statements or representations, or make use of any false writing or document, knowing the same to contain any false, fictitious or fraudulent statement or entry pursuant to the terms of the SBD Ordinance.

C. Willfully obstruct, impede or attempt to obstruct or impede any authorized official or employee who is investigating the qualifications of a business entity applying for Certification as an SBE.

D. Fraudulently obtain, attempt to obtain or aid another person fraudulently obtaining or attempting to obtain public monies to which the person is not entitled under the terms of this SBD Ordinance.

E. Make false statements to any entity that any other entity is or is not Certified as an SBE.

g. Any person who violates the foregoing provisions may be subject to penalties and sanctions established by the SBD Program and to the maximum penalty provided by law.

Sec. 2-80.27. Small Business Development Advisory Committee and Goal Setting Committee.

(1) The Board of County Commissioners shall nominate an eleven-member citizens committee made up of representatives of trade groups and members of the general business community (as specified below). This committee shall serve as the Small Business Development Advisory Committee and have the following duties:

1. Assist the SBD Director, County Administrator, and the BCC in reviewing and administering of various programs and policies promoting SBE participation in County prime contract and subcontract opportunities;

2. Make recommendations to the SBD Director, County Administrator, and the BCC concerning modifications of programs, policies, or procedures of the SBD Program;

3. Monitor and evaluate the effectiveness of the county's small business policies and procedures, resolutions and ordinances, including their implementation by the various County Departments;

4. Receive and, when necessary, analyze information concerning the presence of discrimination in the bidding and contracting process and recommend to the BCC steps to alleviate such discrimination;

5. Prepare, adopt and present an annual report to the BCC;

6. Research and review other jurisdictions' small business programs;

7. Act as a conduit between the County and the community, industry, organizations, trade associations, chambers of commerce, and small businesses;

8. Plan and participate in education and training for small businesses;

9. Research and recommend to the BCC race- and gender-neutral mechanisms which will assist small businesses;

10. Monitor the level of SBE participation;

11. Monitor legislative initiatives and other issues and activities which impact small businesses and advise the BCC concerning same.

12. Hear appeals of Certification denials pursuant to Section 2-80.26(2).

a. *Membership*: The SBDAC shall consist of the following members:

Seven (7) small business owners represented by each Commission District;

One (1) representative of the Associated General Contractors Association (AGC);

One (1) representative of a business incubator program;

One (1) representative of the Small Business Development Center (SBDC);

One (1) representative of a financial institution that assists small businesses.

As vacancies become available, they shall be filled as soon as practicable through the appointment process.

b. *Appointment Process/Terms/Vacancies/Reimbursements.* Seven business owners shall be District appointments, and the balance shall be appointed at large by the BCC. Terms for committee members are as defined by the Uniform Policies and Procedures for Palm Beach County Advisory Boards, Committees, Commissions, Task Forces, and Authorities (R2025-0508), as it may be amended.

c. *Meetings and organizations.* The committee shall meet on a regular basis, but no less than four (4) times per year. Meetings and organization of the SBD Advisory Committee are subject to R2025-0508, as it may be amended.

d. *Assistance to the committee.* The committee may request information from any department or agency of the County and any local, regional, state, or federal government entity for information or advice for the performance of its work. The Office of SBD shall be responsible for providing staffing and informational needs to the SBD Advisory Committee.

e. *Chair and Vice-Chair.* A chair and vice-chair shall be elected by a majority of the committee and shall serve for a term of one (1) year. The duties of the chair shall

1. Call committee meetings and set the agenda for the same;
2. Preside at committee meetings;
3. Establish subcommittees, appoint subcommittee chairs, and charge subcommittees with specific tasks;
4. Perform other functions as the committee may assign by rule or order.

The vice-chair shall perform the duties of the chair in the chair's absence and such other duties as the chair may assign.

If a vacancy occurs in the office of the chair, the vice-chair shall become the chair for the unexpired term. If a vacancy occurs in the office of the vice-chair, the committee will elect another member to fill the unexpired term of the vice-chair.

(2) *Goal Setting Committee.* The Goal Setting Committee (GSC) shall include the SBD Director, the Director of the Procurement Department, the Director of Contract Development and Control, the Director of FDO, the Director of Ombudsman and Strategic Services, the Director of the County Department whose solicitation is under consideration by the GSC (if the County Department is neither FDO or Procurement) all without duplication. The member Directors may designate an employee under their supervision to vote and participate in their stead. The SBD Director will chair the GSC meetings. The GSC establishes APIs to solicitations and goals for the SBD Program (i.e. Annual Goals and contract-by-contract subcontracting goals) based upon Industry Categories, SBE availability, project-specific characteristics, and any other relevant criteria. Rather than review each solicitation, the GSC may determine that a particular API is appropriate for a category or group of contracts.

At a minimum, the GSC shall:

1. Meet as often as it deems necessary to accomplish its duties as outlined in this Part, but not less than monthly;
2. Formulate and recommend to the County Administrator additional rules and procedures for goal-setting and other aspects of selecting and applying APIs to solicitations and contracts in an efficient and effective manner, as needed; and
3. Monitor and support the implementation of the SBD Program.

The GSC shall evaluate solicitation documents at least fourteen (14) calendar days in advance of the solicitation's scheduled advertisement to the public, when practicable, to determine which API(s) will be applied.

The Office of SBD shall provide staff support and logistical support for the GSC. Such support shall include, but not be limited to, scheduling, facilitating data requests, analysis, communications, and meeting logistics.