

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
SITTING AS THE
CHILD CARE ADVISORY BOARD

BOARD APPOINTMENT SUMMARY

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Meeting Date: June 2, 2026
Department: Florida Department of Health in Palm Beach County
Submitted by: Division of Environmental Public Health
Advisory Board Name: Child Care Advisory Council
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I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to approve: the appointment of one (1) member to the Child Care Advisory Council (CCAC) to fill an unexpired term ending September 30, 2027.

<u>NOMINEE:</u>	<u>SEAT #:</u>	<u>REQUIREMENT:</u>	<u>NOMINATED BY</u>
Sandra L. Thomas	5	Fire Rescue	Fire Rescue-PBC

Summary: The CCAC advises the Board of County Commissioners (BCC) and makes recommendations regarding issuance and revocation of licenses for child care facilities, and rules and regulations necessary to protect the health and safety of persons in child care facilities, child care homes and family day care facilities. The CCAC is comprised of seven (7) members who serve at the pleasure of the BCC. Membership consists of: two (2) members who represent and operate private child care facilities in Palm Beach County, one (1) of whom operates a family day care home or large family child care home; one (1) member who represents and operates a parochial child care facility in Palm Beach County; one (1) consumer protection enforcement official; one (1) member with fire protection, engineering or technology expertise; one (1) member who, at the time of appointment, is the parent of a child attending a child care facility in Palm Beach County; and one (1) representative from the Florida Department of Children and Families. The applicants nominated for appointment to Seat #5, is a member with Palm Beach County Fire Protection. There are currently six (6) seats filled. Countywide (JBR)

Background and Justification: Pursuant to Chapter 59-1698, Laws of Florida, as amended by Chapters 77-620 and 2010-249, Laws of Florida; Palm Beach County Rules and Regulations Governing Family Child Care Homes and Large Family Child Care Homes, the Child Care Advisory Council is comprised of seven (7) members who serve at the pleasure of the BCC. The Florida Department of Health, Palm Beach County, serves as staff to the CCAC.

Attachments:

1. Board/Committee Application and Resume
2. Fire Rescue, PBC recommendation letter

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Recommended by: Jyothi Gunta 05/06/2026
Department of Health Director, Jyothi Gunta, MD Date

Legal Sufficiency: _____
Assistant County Attorney Date

II. REVIEW COMMENTS

A. Other Department Review:

Department Director



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: Child Care Advisory Council

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

TERM: TBD START DATE 9/30/2027 END DATE

LENGTH OF TERM: 3 YEARS

SEAT #:

SEAT REQUIREMENT: PBC Resident

COMPLETING AN UNEXPIRED TERM? YES NO

IF YES: DUE TO: RESIGNATION OTHER

COMPLETING TERM FOR: Sue Ellen Calderin

ORIGINAL TERM EXPIRES: 9/30/2027

*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) Sandra L. Thomas

ADDRESS: 405 Pike Rd.

CITY: West Palm Beach STATE: FL ZIP: 33411

PHONE #: 561-233-2690

EMAIL: SLThomas@pbc.gov

BUSINESS/EMPLOYER NAME: Palm Beach County Fire Rescue

OCCUPATION: Fire Inspector III

ADDRESS: 405 Pike Rd.

CITY: West Palm Beach STATE: FL ZIP: 34951

MAILING PREFERENCE: RESIDENCE BUSINESS

HAVE YOU EVER BEEN CONVICTED OF A FELONY: YES 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.

<u>Contract/Transaction No.</u>	<u>Department/Division</u>	<u>Description of Service</u>	<u>Term</u>
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: 04/14/2026

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 ongoing, 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:  PRINTED NAME: Sandra L. Thomas DATE: 4/14/2016

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.



April 14, 2026

Palm Beach County Board of County Commissioners
301 N Olive Avenue
West Palm Beach, FL 33401

Fire Rescue
Chief Patrick J. Kennedy
405 Pike Road
West Palm Beach, FL 33411
(561) 616-7000
www.pbc.gov



**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

Dear Palm Beach County Board of County Commissioners,

Palm Beach County Fire Rescue, Division Chief / Fire Marshal David DeRita respectfully submits this letter of recommendation for Fire Inspector Sandra Thomas to be considered for appointment to Seat 5 on the Child Care Advisory Council.

Seat 5 is designated for an individual with expertise in fire protection, engineering, or technology, and Ms. Thomas is exceptionally well-qualified in this regard. She currently serves as Fire Inspector III, where she demonstrates strong leadership, technical knowledge, and a commitment to public safety. With 10 years of experience in fire protection, Ms. Thomas brings a depth of practical insight and professional dedication that would greatly benefit the Council.

In addition to her professional experience, Ms. Thomas holds a Bachelor's degree in Organizational Management, which further strengthens her ability to contribute thoughtfully to policy discussions, collaborative initiatives, and strategic planning efforts.

Ms. Thomas has consistently demonstrated integrity, sound judgment, and a passion for serving the community. Her background in fire protection, combined with her organizational and leadership skills, makes her an excellent candidate for this appointment.

We strongly support her nomination and are confident she will make meaningful contributions to the Child Care Advisory Council.

If you have any questions or require additional information, please do not hesitate to contact us.

Respectfully,

A handwritten signature in black ink, appearing to read "David DeRita", followed by a long horizontal line extending to the right.

David DeRita
Division Chief / Fire Marshal
Community Risk Reduction Division
Peer Support Therapy and Community Education K9 Team

"An Equal Opportunity Employer"

Official Electronic Letterhead

Sandra Thomas

Work contact: SLThomas@pbc.gov (561) 233-2690

Personal Contact SanLanThomas@yahoo.com (561) 284-1298

Objective: To pursue a career with an organization where I can apply my background and skills toward the growth of the organization.

Summary of Qualifications

- Review construction and fire alarm system plans for conformity to appropriate codes at the national, state, and local levels.
- Inspect buildings to locate hazardous conditions and fire code violations such as accumulations of combustible material, electrical wiring problems, and inadequate or nonfunctional fire exits.
- Maintain life safety and property by investigating and resolving tenant complaints; enforcing rules of occupancy; inspecting units; verifying code compliance during construction.

Awards/Acknowledgements

2025 Fire Inspector of the Year State Fire Marshal/FFMIA	December 2025 State of Florida
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Education/Certification/Licenses

Master of Science in Instructional Design & Technology St. Thomas University	In Progress Miami, FL
Bachelor of Science in Organizational Management Palm Beach Atlantic University	December 2014 West Palm Beach, FL
Inspector I/II Fire Plans Reviewer Florida State Fire College	June 2014 Ocala, FL
Fire Investigator I/II Florida State Fire College	June 2016 Ocala, FL

Professional Employment

Fire Safety Specialist Palm Beach County Fire Rescue	2020-Current West Palm Beach, FL
Fire Inspector West Palm Beach Fire Prevention Bureau	2015-2020 West Palm Beach, FL

Professional Organizations

Pro-Board, Florida Fire Marshals Association (FFMIA), Palm Beach County Fire Marshals & Inspectors Association (PBC FMIA), International Association of Firefighters (IAFF), International Association of Arson Investigators (IAAI)
