

PALM BEACH COUNTY
BOARD of COUNTY COMMISSIONERS
BOARD APPOINTMENT SUMMARY

Meeting Date: August 25, 2026

Department: Internal Auditor's Office

Advisory Board: Internal Audit Committee

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to approve: reappointment of the following individual to the Internal Audit Committee (IAC) for the term of October 1, 2026 through September 30, 2029:

Seat	Nominee	Term	Nominated by:
5	Donna Wisneski	10/1/2026 - 9/30/2029	Commissioner Weiss Commissioner Marino

Summary: The purpose of the IAC is to assist the Board of County Commissioners (BCC) in fulfilling its oversight and governance responsibilities related to County operations, and to provide advice and recommendations to the County Internal Auditor. All members of the IAC are required to be citizens of the County, independent of County operations and officials, with experience in business or finance; government accounting, auditing, operations or financial management; or other relevant experience.

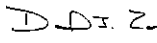
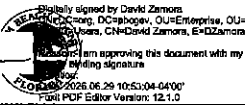
At its March 18, 2026 meeting, the IAC unanimously recommended the re-appointment of Ms. Wisneski to Seat 5. If approved, Ms. Wisneski will serve a three(3)-year term ending September 30, 2029.

The IAC is comprised of five (5) full-member seats and one (1) alternate member seat. Countywide (DB)

Background and Justification: The BCC established the IAC in August 1987 through Resolution R87-1226. To strengthen independence and expertise, Ordinance 2010-006, adopted on March 23, 2010, restructured the Committee into a five (5)-member body composed of individuals independent of the County organization with professional experience in business or finance, government accounting, auditing, operations, financial management, or other relevant fields. Subsequently, Ordinance 2013-030, adopted on November 19, 2013, expanded the structure by adding one (1) alternate member position.

- Attachments:**
- 1. Boards/Committees Applications with resumes of Donna Wisneski
 - 2. Audit committee background and current membership list
 - 3. Memo to Commissioners regarding appointments

Recommended by:

County Internal Auditor

Date

Legal Sufficiency:



Assistant County Attorney

7/2/24

Date

II. REVIEW COMMENTS

A. Other Department Review:

Impact Fee Manager



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)

☒ Advisory ☐ Not Advisory

BOARD/COMMITTEE NAME:

Internal Audit Committee

TYPE OF APPOINTMENT:

☒ AT-LARGE

☐ REAPPOINTMENT

DISTRICT #

TERM:

☒ 10/01/2026

START DATE

☐ 9/30/2029

NEW APPOINTMENT

END DATE

LENGTH OF TERM:

☐ 3

YEARS

SEAT #:

☐ 5

SEAT REQUIREMENT:

COMPLETING AN UNEXPIRED TERM?

☐ YES

☒ 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)

Donna M. Wisneski

ADDRESS:

CITY:

STATE:

ZIP:

PHONE #:

EMAIL:

BUSINESS/EMPLOYER NAME:

OCCUPATION:

ADDRESS:

CITY:

STATE:

ZIP:

MAILING PREFERENCE:

☒ RESIDENCE

☐ BUSINESS

HAVE YOU EVER BEEN CONVICTED OF A FELONY:

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

☐ YES

☒ NO

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
N/A			

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: April 19, 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: Donna M. Wisneski PRINTED NAME: Donna M. Wisneski DATE: April 20, 2026

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

COMMISSIONER'S SIGNATURE: DATE: 4/30/26

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.



PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
BOARDS/COMMITTEES APPLICATION
301 N Olive Avenue, WPB, FL 33401
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BOARDS/COMMITTEES APPLICATION

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SECTION I	(OFFICE USE ONLY)	☒ Advisory	☐ Not Advisory
BOARD/COMMITTEE NAME:	Internal Audit Committee		
TYPE OF APPOINTMENT:	☒ AT-LARGE	DISTRICT #	
	☒ REAPPOINTMENT		NEW APPOINTMENT
TERM:	10/01/2026	START DATE	9/30/2029
LENGTH OF TERM:	3	YEARS	END DATE
SEAT #:	5		
SEAT REQUIREMENT:			

COMPLETING AN UNEXPIRED TERM?	YES	☒ 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)	Donna M. Wisneski		
ADDRESS:			
CITY:	STATE:	ZIP:	
PHONE #:			
EMAIL:			
BUSINESS/EMPLOYER NAME:			
OCCUPATION:			
ADDRESS:			
CITY:	STATE:	ZIP:	

MAILING PREFERENCE:	☒ RESIDENCE	☐ BUSINESS
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HAVE YOU EVER BEEN CONVICTED OF A FELONY:	YES	☒ NO
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(conviction of a felony is not an automatic disqualifier from appointment)

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

SIGNATURE: Donna M. Wisneski PRINTED NAME: Donna M. Wisneski DATE: April 20, 2026

SECTION III - COMMISSIONER (OFFICE USE ONLY) DISTRICT #

COMMISSIONER'S SIGNATURE: DATE: 5/4/26

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.

Donna M. Wisneski, CPA
Palm Beach Gardens, Florida

Summary

A Certified Public Accountant with over 25 years of experience auditing and working within governmental entities, not for profit organizations and corporations

Strong knowledge of accounting practices and auditing procedures
Knowledge and application of Generally Accepted Government Auditing Standards
Knowledge and application of principles and practices of internal auditing

Professional Experience

Sears, & Sleeper, PA
Jupiter, Florida
Present

Professional Associate

Inspector General – Auditor III
Palm Beach County, Florida
February 2013 to December 28, 2018

Auditor/supervisor for audits of local governmental units utilizing Governmental Auditing Standards
Performed the division risk assessment and preparation of the Annual Audit Plan

Corporate Controller (Interim)
Precision Contracting Services, Inc.
Jupiter, Florida

Consultant
To Certified Public Accounting Firms

Assist with each firms PEER review process

**Alzheimer's Community Care, Inc.
West Palm Beach, Florida**

Directed the Finance Department staff in providing guidelines for establishing and implementing procedures and systems to maintain proper records, adequate controls for efficiency and effectiveness

**Senior Audit Manager
Caler, Donten, Levine, Cohen, Porter, & Veil, PA.
West Palm Beach, Florida
November 1993 to September 30, 2009**

Managed multiple auditing and accounting projects and client engagements simultaneously and supervised staff and coordinated engagement workflow
Created audit programs with a risk-based approach for compliance requirements with Federal, State and local contracts
Lead auditor on all Federal and State Single Audits for the firm
Management letter preparation for inclusion in the audit as well as oral presentations

Professional Credentials

Certified Public Accountant in the State of Florida
Also licensed in the State of Mississippi
Achieved: Certified Government Financial Manager
Certified Inspector General Auditor

Professional and Civic Affiliations

Member of the American Institute of Certified Public Accountants
Member of the Florida Institute of Public Accountants

Member of the Forum Club of the Palm Beaches
Previous Trustee on the Palm Beach Gardens Fire Fighters Pension Board

PALM BEACH COUNTY INTERNAL AUDIT COMMITTEE

BOARD APPOINTMENT APPLICATION BACKGROUND INFORMATION

The Committee was established by Ordinance 2010-006 adopted March 23, 2010 and revised by Ordinance 2012-011 adopted June 19, 2012, Ordinance 2013-030 adopted November 19, 2013, and Ordinance 2017-020 adopted June 20, 2017.

Section 4 – Composition of the Ordinance establishes the membership requirements and composition of the Committee. The Section reads as follows:

- A. The Internal Audit Committee shall be composed of five members and one alternate member appointed by the BCC and shall not include any county commissioners as members. The alternate member may only participate and vote when another member is absent.
- B. All members shall be citizens of Palm Beach County, independent of elected and appointed county officials and employees, and not employed in any capacity by the BCC or by an entity subject to audit by the County Internal Auditor.
- C. Membership of the Internal Audit Committee will be to the greatest extent possible representative of the community-at-large.
- D. The members' terms shall be three years and staggered so that the Internal Audit Committee annually includes a new member and members with one and two years of service. Members terms will begin on October 1 and end on September 30.
- E. Each member shall serve no more than three consecutive full terms.
- F. Committee members shall have experience in business or finance; government accounting, auditing, operations or financial management; or other relevant experience.
- G. The chair of the Internal Audit Committee will be elected by the members of the Internal Audit Committee to serve a single two year term.
- H. The committee is subject to the uniform policies and procedures established by the BCC as set forth in Resolution R-2013-0193 and amendments thereto (if any).

Current composition of the Committee:

- Seat 1: Sonny Maken, MBA, term expires 9/30/2027
- Seat 2: Salvatore Faso, term expires 9/30/2028.
- Seat 3: Michael Kohner, CPA, term expires 9/30/27.
- Seat 4: John Gilbert, CPA, Chair, term expires 9/30/27.
- Seat 5: Donna Wisneski, CPA, term expires 9/30/2026.
- Alternate: Samuel Wilcox, term expires 9/30/2029

Committee meeting schedule:

The Ordinance requires the Committee to meet at least quarterly.
The Committee currently meets on the third Wednesday of March, June, and September.
The December meeting is the second Wednesday of the month. Additional meetings are scheduled as necessary.



Internal Auditor's Office
2300 North Jog Road
West Palm Beach, FL 33411
(561) 681-4480
FAX: (561) 681-4490
www.pbc.gov/internalauditor



**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"
Official Electronic Letterhead

Interoffice Memo

Date: April 30, 2026
To: Sara Baxter, Mayor and Members of the Board of County Commissioners
From: David Zamora
County Internal Auditor
Re: **Request for Reappointment - Internal Audit Committee Seat 5**

The current three-year term for Ms. Donna Wisneski, who serves in Seat 5 on the Internal Audit Committee (IAC), will expire in September 2026. Ms. Wisneski is eligible for reappointment and has submitted an application to serve an additional term.

At its March 18, 2026 meeting, the IAC unanimously recommended Ms. Wisneski for reappointment to Seat 5 for a term ending September 30, 2029.

Background information on the Internal Audit Committee, Ms. Wisneski's attendance record, and her reappointment application are attached for your review.

If approved, please sign the attached application form and return it by **May 15, 2026**.

Attached for your reference:

- Internal Audit Committee Background Information
- Audit Committee Attendance Record
- Reappointment Application Form
- Resume