

**PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS**

**BOARD APPOINTMENT SUMMARY**

**Meeting Date:** September 1, 2020

**Department:** Office of Equal Business Opportunity  
**Advisory Board:** Equal Business Opportunity Advisory Committee

**I. EXECUTIVE BRIEF**

**Motion & Title:** Staff recommends motion to approve: reappointment of the following individual to the Equal Business Opportunity Advisory Committee (EBOAC) for the seat and term indicated below.

<u>REAPPOINTMENT</u>	<u>SEAT #</u>	<u>DESIGNATION</u>	<u>TERM</u>	<u>NOMINATED BY</u>
Lorna Anderson	15	Professional Services Organization	9/1/20 - 9/20/23	Mayor David Kerner Comm. Mack Bernard Comm. Melissa McKinlay Vice Mayor Robert S. Weinroth Comm. Gregg K. Weiss

**Summary:** The EBOAC is established pursuant to Section 2-80.28(f) of the Palm Beach County Code. The Committee consists of fifteen members representing one African American business owner certified as a small business by the County; one Hispanic business owner certified as a small business by the County; one woman business owner certified as a small business by the County; one white male business owner certified as a small business by the County; one business owner domiciled in Palm Beach County; one representative of a business incubator program; one representative of the Hispanic business organization; one representative of the National Association of Women in Construction; one representative of a Women's Business Organization; one certified minority contractor; one representative of the Associated General Contractors of America; one representative of the Small Business Development Center; one representative of a financial institution that assists small businesses; one representative of the Black Chamber of Commerce; and one representative of a professional services organization.

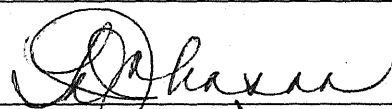
The Committee supports the nomination and a memo was sent to the Board of County Commissioners on July 1, 2020 requesting approval of the recommendation. No other nominations were received.

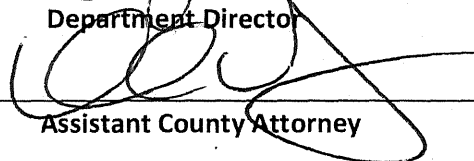
The Committee seat terms are for three years, and the Committee reviews and evaluates the effectiveness of equal business opportunity programs within County Government. Of the 15 members, the current diversity count is: Caucasian: 6 (40.0%), African American: 6 (40.0%), and Hispanic: 3 (20.0%). The gender ratio (female:male) is: 8:7. The nominee for reappointment is Ms. Lorna Anderson, African-American female. **Countywide** (DB).

**Background and Justification:** On October 16, 2018, the County enacted the Equal Business Opportunity Program Ordinance (EBO Ordinance), Sections 2-80.20 et seq. The EBO Ordinance repealed the County's Small Business Enterprise Program. As part of the repeal and replace, the EBO Section 2.80.28(f) of the EBO Ordinance provides for appointments to be made from specific organizations and representatives of the small business community, as specified above.

**Attachments:**

1. Board/Committee Application
2. Resume of Nominee
3. Memo to BCC dated July 1, 2020
4. Current List of Board Members

**Recommended by:**  7/28/2020  
 Department Director Date

**Legal Sufficiency:**  7/30/2020  
 Assistant County Attorney Date

**II. REVIEW COMMENTS**

**A. Other Department Review:**

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**Department Director**

# **BOARD/COMMITTEE APPLICATION**

## **ATTACHMENT 1**



**Section II Continued:**

**CONTRACTUAL RELATIONSHIPS:** Pursuant to Article XIII, Sec. 2-443 of the Palm Beach County Code of Ethics, advisory board members are prohibited from entering into any contract or other transaction for goods or services with Palm Beach County. Exceptions to this prohibition include awards made under sealed competitive bids, certain emergency and sole source purchases, and transactions that do not exceed \$500 per year in aggregate. These exemptions are described in the Code. This prohibition does not apply when the advisory board member's board provides no regulation, oversight, management, or policy-setting recommendations regarding the subject contract or transaction and the contract or transaction is disclosed at a public meeting of the Board of County Commissioners. **To determine compliance with this provision, it is necessary that you, as a board member applicant, identify all contractual relationships between Palm Beach County government and you as an individual, directly or indirectly, or your employer or business.** This information should be provided in the space below. If there are no contracts or transactions to report, please verify that none exist. Staff will review this information and determine if you are eligible to serve or if you may be eligible for an exception or waiver pursuant to the code.

<u>Contract/Transaction No.</u>	<u>Department/Division</u>	<u>Description of Services</u>	<u>Term</u>
<u>Example: (R#XX-XX/PO XX)</u>	<u>Parks &amp; Recreation</u>	<u>General Maintenance</u>	<u>10/01/00-09/30/2100</u>
<u>WUD 20-010 CSA No. 1</u>	<u>Water Utilities Department</u>	<u>Project Management Support</u>	<u>March 2020 -2023</u>

(Attach Additional Sheet(s), if necessary)  
OR

NONE

NOT APPLICABLE/  
(Governmental Entity)

**ETHICS TRAINING:** All board members are required to read and complete training on Article XIII, the Palm Beach County Code of Ethics, and read the State Guide to the Sunshine Amendment, **Article XIII, and the training requirement can be found on the web at: <http://www.palmbeachcountyethics.com/training.htm>.** Ethics training is on-going, and pursuant to PPM CW-P-79 is required before appointment, and upon reappointment.

By signing below I acknowledge that I have read, understand, and agree to abide by Article XIII, the Palm Beach County Code of Ethics, and I have received the required Ethics training (in the manner checked below):

- By watching the training program on the Web, DVD or VHS on June 8, 2020  
 By attending a live presentation given on \_\_\_\_\_, 20\_\_

**AND**

By signing below I acknowledge that I have read, understand and agree to abide by the Guide to the Sunshine Amendment & State of Florida Code of Ethics:

\*Applicant's Signature: Lorna Anderson Printed Name: Lorna Anderson Date: June 8, 2020

Any questions and/or concerns regarding Article XIII, the Palm Beach County Code of Ethics, please visit the Commission on Ethics website [www.palmbeachcountyethics.com](http://www.palmbeachcountyethics.com) or contact us via email at [ethics@palmbeachcountyethics.com](mailto:ethics@palmbeachcountyethics.com) or (561) 355-1915.

Return this FORM to:  
**Michelle Han, Administrative Secretary**  
**Office of Equal Business Opportunity**  
**50 South Military Trail, Suite 202**  
**West Palm Beach, FL 33415**

**Section III (Commissioner, if applicable):**

Appointment to be made at BCC Meeting on:

Commissioner's Signature: [Signature] Date: 7-7-20

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

Revised 02/01/2016



**Section II Continued:**

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<u>Example: (R#XX-XX/PO XX)</u>	<u>Parks &amp; Recreation</u>	<u>General Maintenance</u>	<u>10/01/00-09/30/2100</u>
<u>WUD 20-010 CSA No. 1</u>	<u>Water Utilities Department</u>	<u>Project Management Support</u>	<u>March 2020 -2023</u>

(Attach Additional Sheet(s), if necessary)  
OR

NONE

NOT APPLICABLE/  
(Governmental Entity)

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\*Applicant's Signature: Lorna Anderson Printed Name: Lorna Anderson Date: June 8, 2020

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**Office of Equal Business Opportunity**  
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**West Palm Beach, FL 33415**

**Section III (Commissioner, if applicable):**

Appointment to be made at BCC Meeting on: \_\_\_\_\_

Commissioner's Signature: Michelle Han Date: \_\_\_\_\_

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Revised 02/01/2016





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Example: (R#XX-XX/PO XX)	Parks & Recreation	General Maintenance	10/01/00-09/30/2100
WUD 20-010 CSA No. 1	Water Utilities Department	Project Management Support	March 2020 -2023

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**West Palm Beach, FL 33415**

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Commissioner's Signature: Melisse McKinley Date: 7/7/20

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Revised 02/01/2016

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

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

**Section I (Department):** (Please Print)

Board Name: Equal Business Opportunity Advisory Committee      Advisory       Not Advisory

At Large Appointment      or       District Appointment /District #: \_\_\_\_\_

Term of Appointment: 3 Years.      From: Sept 2020      To: Sept 2023

Seat Requirement: Professional Services      Seat #: 15

\*Reappointment      or       New Appointment

or  to complete the term of \_\_\_\_\_ Due to:  resignation       other

Completion of term to expire on: \_\_\_\_\_

**\*When a person is being considered for reappointment, the number of previous disclosed voting conflicts during the previous term shall be considered by the Board of County Commissioners:**

**Section II (Applicant):** (Please Print)

**APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT**

Name: Anderson      Lorna  
Last      First      Middle

Occupation/Affiliation: Project Manager  
Owner       Employee       Officer

Business Name: Greywood Consulting Corp.

Business Address: 3300 S Dixie Hwy, Ste 1-138

City & State: West Palm Beach, FL      Zip Code: 33405

Residence Address: 8580 Pine Cay

City & State: West Palm Beach, FL      Zip Code: 33411

Home Phone: \_\_\_\_\_      Business Phone: (561) 323-2858

Cell Phone: (678) 612-2446      Fax: ( )

Email Address: lorna.Anderson@greywood.us

Mailing Address Preference:  Business       Residence

Have you ever been convicted of a felony: Yes \_\_\_\_\_ No

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

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

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**50 South Military Trail, Suite 202**  
**West Palm Beach, FL 33415**

**Section III (Commissioner, if applicable):**

Appointment to be made at BCC Meeting on:

Commissioner's Signature: *R. Warratt*

Date: *7/8/20*

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Revised 02/01/2016



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<u>WUD 20-010 CSA No. 1</u>	<u>Water Utilities Department</u>	<u>Project Management Support</u>	<u>March 2020 -2023</u>

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**Office of Equal Business Opportunity**  
**50 South Military Trail, Suite 202**  
**West Palm Beach, FL 33415**

**Section III (Commissioner, if applicable):**

Appointment to be made at BCC Meeting on:

Commissioner's Signature: *[Signature]* Date: 7/4/20

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Revised 02/01/2016

# **RESUME OF NOMINEE**

**ATTACHMENT 2**



**Lorna S. Anderson, PMP**

West Palm Beach, FL

(678) 612-2446

LornaJamesWPB@gmail.com

**Principal Program Manager** with expertise in analyzing data, and redesigning business processes to achieve efficient and effective business operations. Superb analytical and technical skills peaked in developing innovative solutions to successfully deliver strategic initiatives and projects on time, and within budget. Strong organization and communication skills which facilitate success in attaining commitment and teamwork. Proven track record and keen ability in managing multi-discipline project teams in the delivery of program requirements within stakeholder's mission, values and goals, while managing scope, schedule, resource, and quality constraints.

**PROFESSIONAL SKILLS**

▪ Business Operations Management	▪ Business/Account Governance Management
▪ Program Design & Management	▪ Vendor Negotiation & Management
▪ Project Management Office (PMO) Leadership	▪ Operational efficiency & effectiveness consulting
▪ Acquisition & Divestiture Program Management	▪ Outsourcing PM (Transition & Transformation)

**SELECTED ACCOMPLISHMENTS**

**Program/Project Management**

- Managed multi-discipline (business & IT) teams during all phases of the contract implementation process, and led the project team in defining the projects' scope of work, estimates, schedules, and resourcing plans.
- Led IT service delivery teams in the planning and (re)design of service solutions, and coordinated the activities of internal and external vendors in support of customized solutions.
- Communicated and partnered with executives to report program status/progress and to identify external business activity that might impact project deliverables and schedules.
- Monitored and reported financial expenses for program activities, including providing forecasts, base-lining budgets, and collecting and reporting costs vs. plan of record.

- Developed strategic program/project plans to achieve business and operational goals, relationship management, and global leadership across geographical boundaries to ensure global program success and overall business effectiveness.

**Business Process Design**

- Forged the delivery of key account business management processes that enabled executives to monitor client account revenue, to plan for growth, and to effectively govern the client accounts.
- Implemented Global Account Business Operations processes to manage financial performance (revenue and costs) and to establish business controls.
- Organized and directed business office and governance functions, processes and procedures. Initiated and led the taxation strategy planning and review that led to the discovery and recovery of missed tax receivables.
- Identified and implemented technology programs and processes that resulted in productivity gains for strategic sales teams.
- Reviewed and analyzed business account team's processes prior to IT service migrations, updated and published key process documentation for usage by support teams and for user training.

**PROFESSIONAL EXPERIENCE**

<b>GREYWOOD CONSULTING CORPORATION</b> , West Palm Beach, FL President / Principal PM Consultant	<b>2016-Present</b>
<b>PC MALL, INC (PCM SARCOM)</b> , Atlanta, GA Global Program Manager	<b>2010-2015</b>
<b>HEWLETT-PACKARD COMPANY</b> , Atlanta, GA Outsourcing Program Manager (August 2003 - December 2009) Business Operations Manager (August 2007 - November 2008) Senior/Global Program Manager (July 1997 - August 2003)	<b>1997-2009</b>

**EDUCATION**

**Bachelor of Arts/Mathematics** - University of Rochester, Rochester, NY

**CERTIFICATION**

**Project Management Professional (PMP)** - Project Management Institute since 2004

**SERVICE**

**Palm Beach County Small Business Advisory Committee**, Member since 2018  
**Palm Beach Sports Gives Committee**, Member since 2018  
**Norton Museum Board**, Member since 2020



# **MEMO TO BCC**

## **ATTACHMENT 3**



# INTEROFFICE MEMORANDUM

Office of  
Equal Business Opportunity  
50 South Military Trail, Suite 202  
West Palm Beach, FL 33415  
(561) 616-6840  
www.pbcgov.com/oebo

Date: July 1, 2020  
To: The Honorable Dave Kerner, Mayor and  
Members of the Board of County Commissioners  
From: Tonya Davis Johnson, Director *T. Johnson*  
Office of Equal Business Opportunity  
Re: Equal Business Opportunity Advisory Committee  
(EBOAC) Appointment



Seat 15, on the Committee expire on September 11, 2020. The incumbent has asked to be reappointed, and the Advisory Committee is in support of the reappointment.

Attached for your review and approval, is the board nomination form and current resume for the nominee. Should you wish to nominate others, we ask that you provide your nomination(s) on or before July 20, 2020.

**Reappointment:**

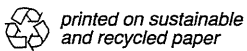
<u>Seat #</u>	<u>Seat Designation</u>	<u>Nominee</u>
15	Professional Services Organization	Lorna Anderson

cc: Jon Van Arnam, Deputy County Administrator  
EBOAC Advisory Committee File

- Palm Beach County  
Board of County  
Commissioners**
- Dave Kerner, Mayor
  - Robert S. Weinroth, Vice Mayor
  - Hal R. Valeche
  - Gregg K. Weiss
  - Mary Lou Berger
  - Melissa McKinlay
  - Mack Bernard

**County Administrator**  
Verdenia C. Baker

*"An Equal Opportunity  
Affirmative Action Employer"*



# CURRENT LIST OF BOARD MEMBERS EQUAL BUSINESS OPPORTUNITY ADVISORY COMMITTEE

<u>Seat</u>	<u>Incumbent</u>	<u>Seat Requirement</u>
1	John Elliott (B)	Certified African American Business Owner
2	Aida Veronica Vidal (H)	Certified Hispanic Business Owner
3	Doris Pastl (W)	Certified Woman Business Owner
4	Robert Geoff Waite (W)	Certified White Male Business Owner
5	Amy Angelo (W)	Business Owner Domiciled in PBC
6	Jerry Steinberg (W)	Business Incubator Program
7	Juan Pagan (H)	Hispanic Business Organization
8	Lillian Reyes (H)	Nat'l Assoc. of Women in Construction
9	Denise Albritton (B)	Women's Business Organization
10	Javin Walker (B)	Certified Minority Contractor
11	Scott Johnson (W)	Associated General Contractors
12	Carole Hart (W)	Small Business Development Center
13	Seabron Smith (B)	Financial Institution that assists small businesses
14	Courtney McKenzie Newell (B)	Black Chamber of Commerce
15	Lorna Anderson (B)	Professional Services Organization

## ATTACHMENT 4