

**PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS**

BOARD APPOINTMENT SUMMARY

Meeting Date: September 1, 2020

Department: Public Safety / Division of Consumer Affairs

Advisory Board: Consumer Affairs Hearing Board (CAHB)

I. EXECUTIVE BRIEF

Motion & Title: Staff recommends motion to approve: reappointment of three (3) nominees to the Consumer Affairs Hearing Board (CAHB) for the term of October 1, 2020 to September 30, 2023 as follows:

<u>Seat</u>	<u>Appointment</u>	<u>Seat Requirement</u>	<u>Nominated by</u>
1	Steven Goldberg	Attorney	Mayor Kerner Commissioner Valeche Commissioner Weiss Commissioner McKinlay Commissioner Bernard
4	Manohar Athavale	Resident	Mayor Kerner Vice Mayor Weinroth Commissioner Valeche Commissioner Weiss Commissioner McKinlay Commissioner Bernard
7	Courtney Shippey	Resident	Mayor Kerner Commissioners Valeche Commissioner Weiss Commissioner McKinlay Commissioner Bernard

Summary: The Consumer Affairs Ordinance was approved by the Board of County Commissioners (BCC) on December 17, 2013, and codified in Chapter 9, Article I of the Palm Beach County Code. The Consumer Affairs Ordinance established a seven (7) member CAHB. The CAHB serves in both an advisory capacity to the County Commissioners and as an Appeals Hearing Board to hear and act on appeals relating to the towing, vehicle for hire, moving, home caregiver, adult entertainer, water taxi, and consumer affairs ordinances. Members are selected from various businesses, professions and the general public. Member terms are for three years with a limit of three consecutive terms. A memo was sent to the BCC on June 22, 2020 seeking nominations for the above at-large seats. The CAHB has seven (7) members with seat numbers one, three, four, and seven set to expire on September 30, 2020. All of the nominees are reappointments. With the reappointment of these seats, the CAHB will have six (6) seats filled. The CAHB will have a diversity count as follows: Caucasian: 3 (50%), Asian: 2 (33%), and African American: 1 (17%). The gender ratio (male: female) will be 6:0. **Countywide** (JW)

Background and Justification: continued on page 3.

Attachments:

1. Memorandum requesting nominations
2. Board/Committee Application, Ethics Acknowledgement, and Resume S. Goldberg
3. Board/Committee Application, Ethics Acknowledgement, and Resume M. Athavale
4. Board/Committee Application, Ethics Acknowledgement, and Resume C. Shippey
5. Current CAHB Membership List
6. Consumer Affairs Ordinance 2013-035

Recommended By: Dejoha 8/1/20
 Department Director Date

Legal Sufficiency: Jean-Adel Williams 8/6/2020
 Assistant County Attorney Date

II. REVIEW COMMENTS

A. Other Department Review:

Department Director

Background and Justification: continued from page 1

The BCC initially created the CAHB in 1972. The CAHB assists with carrying out the respective requirements of the seven (7) ordinances administered by the Consumer Affairs Division. The CAHB consists of seven (7) members, at least one member shall be an attorney licensed to practice in the State of Florida, and all other appointments shall be made by the BCC on the basis of experience or interest in the field of consumer affairs. Members of the CAHB serve three (3) year terms with a limit of three (3) consecutive terms.



Department of Public Safety
 Division of Consumer Affairs
 50 S. Military Trail, Suite 201
 West Palm Beach, FL 33415
 Main Office (561) 712-6600
 South and West County: 1-888-852-7362
 Fax: (561) 712-6610
www.pbcgov.com/safety/consumeraffairs

**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"*

MEMORANDUM

To: Dave Kerner, Mayor, and Members of the Board of County Commissioners

From: Rob Shelt, Division Director 
 Consumer Affairs

Date: June 22, 2020

RE: **Consumer Affairs Hearing Board (CAHB) Request for Reappointment of Three (3) Incumbent Members**

The purpose of this memo is to request a nomination for the reappointment of three (3) members to the CAHB as shown below:

Nominee	Initial Appointment	Term Expiration	Requirement
Steven Goldberg	7/10/2018	9/30/20	Attorney
Manohar "Manny" Athavale	5/15/2018	9/30/20	County Resident
Courtney Shippey	5/15/2018	9/30/20	County Resident

Attached is a completed application and biography/resume for the interested and qualified individual. If you wish to endorse the nomination, please sign Section III of the attached application and return it to me by **July 13, 2020**. The nomination for re-appointment will be placed on the agenda for the September 1, 2020 Board of County Commissioners meeting.

If you would like to nominate other candidates, please forward names and contact information to me at your earliest convenience. I will contact the candidates and work with them to complete the application form.

Pursuant to the Ordinance 2013-035, the CAHB shall consist of seven members. At least one member shall be an attorney, licensed to practice in the State of Florida, and all other appointments shall be made by the Board of County Commissioners on the basis of experience or interest in the field of consumer affairs. All Board members shall be for a term of three years with a limit of three consecutive terms.

The CAHB serves in both an advisory capacity to the BCC and as an Appeals Hearing Board to carry out the functions pertaining to alleged unfair or deceptive trade acts or practices as provided for in Palm Beach County Code Chapter 9 Consumer Affairs, article 1. CAHB members assist, advise and cooperate with the Board of County Commissioners and local, state, and federal agencies, protect the interest of Palm Beach County consumers, and hear appeals from administrative action taken against companies believed to be in violation of one of the regulatory ordinances assigned to Consumer Affairs: Towing, Vehicle for Hire, Moving, Home Caregivers, Adult Entertainer, and Water Taxi.

Any additional candidates will be presented to the Board for appointment at a later date. If you should have any questions, feel free to contact me at 561-712-6605.

Attachments: Board/Committee Application and Resume for S. Goldberg
Board/Committee Application and Resume for M. Athavale
Board/Committee Application and Resume for C. Shippey
Composition and Diversity of CAHB
2020 Meeting Schedule

Copy: Stephanie Sejnoha, Public Safety Department Director
Jon Van Arnam, Deputy County Administrator
Jean Williams, Assistant County Attorney

**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: Consumer Affairs Hearing Board Advisory Not Advisory

At Large Appointment or District Appointment / District #: _____

Term of Appointment: 3 Years. From: 10.1/2020 To: 9/30/2023

Seat Requirement: Attorney Seat #: 1

*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: 0**

Section II (Applicant): (Please Print)

APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT

Name: Goldberg Steven J.
Last First Middle

Occupation/Affiliation: Attorney

Owner Employee Officer

Business Name: Steven J. Goldberg, Attorney

Business Address: 4521 PGA Blvd. #104

City & State Palm Beach Gardens, FL Zip Code: 33418

Residence Address: 360 Azalea Street

City & State Palm Beach Gardens, FL Zip Code: 33418

Home Phone: (561) 632-9100 Business Phone: () Ext. _____

Cell Phone: () Fax: ()

Email Address: goldyesq@aol.com

Mailing Address Preference: Business Residence

Have you ever been convicted of a felony: Yes _____ No X

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

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 & Recreation</u>	<u>General Maintenance</u>	<u>10/01/00-09/30/2100</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 05/14/20

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: Steven J. Goldberg Printed Name: STEVEN J. GOLDBERG Date: 05/14/20

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 or contact us via email at ethics@palmbeachcountyethics.com or (561) 355-1915.

Return this FORM to:
Palm Beach County Board of County Commissioners
Rob Shelt, Division of Consumer Affairs
50 South Military trail, Suite 201
West Palm Beach, FL 33415

Section III (Commissioner, if applicable):

Appointment to be made at BCC Meeting on: _____

Commissioner's Signature: _____ Date: _____

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

Revised 02/01/2016

STEVEN J. GOLDBERG, ATTORNEY

4521 PGA Boulevard # 104
Palm Beach Gardens, Florida 33418
Telephone: (561) 632-9100
EMail: goldyesq@aol.com

QUALIFICATIONS STATEMENT

Qualifications Summary

Civil practice attorney with 48 years of experience including client representation and litigation in business, marital and probate areas. In continuous good standing; admitted in Massachusetts in 1970 (now inactive); Florida in 1992.

Professional Experience

Self Employed Attorney 1992- present
Steven J. Goldberg, Esquire – General Civil Practice
West Palm Beach, Florida and Lake Worth, Florida
Primary practice including trials in family law (divorce, custody and support, property issues and relocation) and probate disputes. Litigation experience includes probate, guardianship / incapacity, protective services, dependency, juvenile cases; also personal and business litigation including partition of real estate; federal and state government regulation.

Previous Experience

Attorney/Counsel- Solkoff Legal 2009-2010
Delray Beach, Florida
Elder Law estate/ life and Medicaid planning.

Of Counsel- Law Office of Charles F. Kline (deceased April 2008) 2004-2008
Lake Worth, Florida
Practice of law as described above, including management assistance of personnel, seven person office engaged in bankruptcy, immigration, family law, personal injury and civil litigation.

Partner- Litner & Goldberg – Attorneys at Law
Boston, Massachusetts
General Counsel Clients included national computer/communications, trade show and publishing information company, and large northeast regional gasoline/car wash retailing operator. Managed contracts, govt. regulation, major litigation.

Owner/Manager

Thirsty Time ® Beverage Corporation, Boston

From startup to a million plus sales company including self-obtained federal trademark registration, FDA labeling compliance, contract packaging and marketing to accounts including United States Military Academy, States of Connecticut and Massachusetts, AMC Theatres, and major retailers and food service organizations.

Staff Attorney

U.S. Federal Trade Commission

Bureau of Consumer Protection

Washington, D.C.

Administered and drafted regulations and conducted public hearings for franchise disclosure rules, direct marketing and other national industries.

Legal Assistant, Consumer Protection Division

Massachusetts Department of Attorney General

Boston, Massachusetts

Assisted with operation and implementation of first in nation "Little FTC Act" for statewide enforcement against unlawful consumer related business practices.

Education and Certification

Bar Admissions

Members in good standing continuously and licensed to practice in two States and Federal Courts in Florida and Massachusetts (now inactive).

Juris Doctor Degree

Boston University (Upper 20%)

Bachelor of Science in Business Administration

Boston University

Community Service

Volunteer services including active service as officer/director of condominium association managing contracts and office procedures; Legal Aid Society of Palm Beach County representing indigent clients; Adam Walsh Children's Fund fund-raising; Morse Geriatric Center elderly assistance; Seniors vs. Crime special project of Florida Attorney General, consumer protection assistance primarily for elderly.

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

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Section I (Department): (Please Print)

Board Name: Consumer Affairs Hearing Board Advisory Not Advisory

At Large Appointment or District Appointment /District #: _____

Term of Appointment: 3 Years. From: 10/1/2020 To: 9/30/2023

Seat Requirement: Resident; at-large Seat #: 4

*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: 0**

Section II (Applicant): (Please Print)

APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT

Name: Athavale Manohar "Manny" L.
Last First Middle

Occupation/Affiliation: Retired
Owner Employee Officer

Business Name: _____

Business Address: _____

City & State _____ Zip Code: _____

Residence Address: 12778 Whitehorn Way (effective Sept 1, 2020)

City & State Boynton Beach, FL Zip Code: 33473

Home Phone: 561-212-7781 Business Phone: () Ext. _____

Cell Phone: 561-212-7781 Fax: 561-880-8728

Email Address: mathavale@msn.com

Mailing Address Preference: Business Residence

Have you ever been convicted of a felony: Yes _____ No X

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

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. Ex ceptions 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 & Recreation</u>	<u>General Maintenance</u>	<u>10/01/00-09/30/2100</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):

X By watching the training program on the Web, DVD or VHS on 5/19/20 (date)
 _____ 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: Manohar L. Athavale Printed Name: Manohar L. Athavale Date: 5/19/2020

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 or contact us via email at ethics@palmbeachcountyethics.com or (561) 355-1915.

Return this FORM to:
 Palm Beach County Board of County Commissioners
 Rob Shelt, Division of Consumer Affairs
 50 South Military trail, Suite 201
 West Palm Beach, FL 33415
rshelt@pbcgov.org

Section III (Commissioner, if applicable):

Appointment to be made at BCC Meeting on: _____

Commissioner's Signature: _____ Date: _____

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

Revised 02/01/2016

Manohar L Athavale
8712 S Kendale Circle, Lake Worth, FL 33467
561-304-2533 / 561-212-7781 / 561-304-2818(fax)

**BACKGROUND
SUMMARY**

Teaching Experience:
Full time: One year at Mississippi Valley State University
Adjunct: (equivalent 3 years) Number of courses taught at Syracuse University in
Computer Simulation
Teaching Assistant: 3 years at University of Wisconsin
**Industrial Experience: Forty one years of IBM experience in technology,
development, services, and training employees.**
Development: Software development and development project management
Services: Certified Executive Level Project manager. Performed/Managed
multimillion dollar development projects in various industries
Sales: Managed WW sales teams and have been a client executive in many
segments (A&D, Semiconductor, Automotive) and many HW and SW products.
Volunteering Experience: Volunteered as Tax Preparer for VITA (United Way
Free Tax Preparation Service) and for AARP during 2007, 2008, 2009 tax
seasons.

EXPERIENCE

1976-1977

Professor: Mississippi Valley State University: Established a new computer
Science Department and taught a number of undergraduate level courses

1973-1980

Adjunct Faculty: Taught graduate level courses in Computer Modeling and
Simulation in Department of Computer Sciences and Mathematics at Syracuse
University

2005-2009

**Industrial Experience: Sales/Client executive for GES (Global Engineering
Services):** Client executive for Cell Processor based technology and Speech-2-
Speech Translation technology. Worked as global sales leader of a sales team
and Technical Specialist in Aerospace and Defense sector, Consumer electronics
sector, and Automotive Sector.

2005

Project Executive/Services for Embedded Systems Software Development
project at Hyundai Automotive facility in S. Korea.

2003-2005

Project Executive/Services for a \$50M systems implementation mission in
Singapore. Led a multinational services team of 50 software/hardware engineers
to implement a manufacturing control system for Chartered Semiconductor in
Singapore.

2001-2003

WW Sales leader for Special Applications of the IBM PLM portfolio.

1995-2000

Automation Systems Services principal, led a services and software
development organization of 120 professionals as a Managing principal of
Manufacturing Automation Systems. Started the organization and took to the US
market a software product developed in IBM Japan and successfully
implemented at a number of external customers in AP.

1982-1994

Managed various services and consulting units in Industrial Sector, IGS,
Manufacturing Technology Center, CIM Technology Center, and Corporate
Staff. Active role in well recognized IBM reengineering of the 90s.

1973-1982

Semiconductor Software Development: Worked in various capacities at IBM
Fishkill

EDUCATION:

Ph D (Computer Science) University of Wisconsin 1973
MS (Industrial Engineering) Cornell University
B Tech from Indian Institute of Technology, Mumbai

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

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Board Name: Consumer Affairs Hearing Board Advisory Not Advisory

At Large Appointment or District Appointment /District #: _____

Term of Appointment: 3 Years. From: 10/1/20 To: 9/30/23

Seat Requirement: Resident; at-large member Seat #: 7

*Reappointment or New Appointment

or to complete the term of _____ Due to: resignation other

Completion of term to expire on: _____

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Section II (Applicant): (Please Print)

APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT

Name: Shippey Courtney Livingstone
Last First Middle

Occupation/Affiliation: Environmental Administrator

Owner Employee Officer

Business Name: Florida Department of Health – Palm Beach County

Business Address: 800 Clematis Street

City & State West Palm Beach Zip Code: 33411

Residence Address: 9351 Heron Cove Drive

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

Home Phone: (561) 385-2146 Business Phone: () N/A Ext.

Cell Phone: (561) 385-2146 Fax: ()

Email Address: courtney.shippey@flhealth.gov

Mailing Address Preference: Business Residence

Have you ever been convicted of a felony: Yes _____ No X

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

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.

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

NONE

NOT APPLICABLE/
(Governmental Entity)

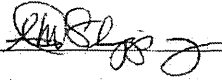
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By signing below I acknowledge that I have read, understand, and agree to abide by Article XIII, the Palm Beach County Code of Ethics, and I have received the required Ethics training (in the manner checked below):

By watching the training program on the Web, DVD or VHS on 5/15/2020
 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:  Printed Name: Courtney Shippey Date: 5/15/2020

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 or contact us via email at ethics@palmbeachcountyethics.com or (561) 233-0724.

Return this FORM to:
 Palm Beach County Board of County Commissioners
 Rob Shelt, Division of Consumer Affairs
 50 South Military trail, Suite 201
 West Palm Beach, FL 33415
rshelt@pbccgov.org

Section III (Commissioner, if applicable):

Appointment to be made at BCC Meeting on: _____

Commissioner's Signature: _____ Date: _____

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

Revised 01/14/2014

Courtney L. W. Shippey

9351 Heron Cove Drive
West Palm Beach, FL 33411

SUMMARY

A SEASONED PUBLIC HEALTH PROFESSIONAL WITH A STRONG BACKGROUND IN REGULATORY ENVIRONMENTAL HEALTH, AND A SUCCESSFUL TRACK RECORD IN PROGRAM ADMINISTRATION. MAJOR STRENGTHS IN LEADERSHIP, PLANNING, PROGRAM ANALYSIS, EVALUATION, PROBLEM-SOLVING, TRAINING, EMERGENCY PREPAREDNESS & RESPONSE, AND INFORMATION MANAGEMENT.

ACCOMPLISHMENTS

- Provided administrative oversight of the Department of Health's Food and Facilities Programs including Child Care Licensing in Palm Beach County. Initiated and coordinated development and revision of local laws and regulations. Led a team of talented environmental health professionals, and ensure successful collaboration, coordination, and cooperation with internal and external customers, organizations, and agencies. Achieved consistently high levels of customer satisfaction.
- Reviewed and provided public health related comments on land use applications. Advised planners, developers, and elected officials on health regulations and public health principles affecting proposed land use.
- Supervised and implemented regulatory inspection and investigations of facilities that generate hazardous waste, and enforced related state and local laws. Coordinated the toxic substances Community-Right-To-Know program. Investigated and resolved complaints related to hazardous and toxic substances. Monitored site assessment and remediation of environmental contamination. Provide information to facility operators and the public on the management of hazardous materials.
- Developed, executed, monitored, and managed HIV prevention contract for Florida Department of Health (DOH). Provided consultation and technical assistance to contract providers. Worked harmoniously and productively with DOH Bureau staff in Tallahassee.
- Designed and administered successful grant-funded programs. Functioned as a key member of an administrative team in preparing budgets and negotiating service contracts, writing successful grant applications, conducting administrative and operational problem solving, and working with members of a community advisory board. Established and maintained collaborative and cooperative linkages with other agencies. Designed and developed systems and procedures to implement policies.
- Collected, validated and analyzed data, and completed related monthly, quarterly and annual reports. Analyzed community needs, and made recommendations for program changes and funding priorities.
- Designed, developed and maintained computer database systems for tracking services and monitoring staff performance. Managed the information systems for a multi-program agency, and provided information needed for management decision-making and quality assurance. Designed and conducted research projects, client satisfaction surveys, and community needs assessments.
- Conducted regulatory inspections and investigations in schools, childcare facilities, foodservice establishments, nursing homes, group homes, foster homes, detention facilities, and other establishments to protect vulnerable populations, and ensure compliance with applicable health and safety regulations. Instituted successful legal actions in enforcing health and safety laws. Investigated and resolved citizens' complaints. Investigated cases and outbreaks of communicable diseases, determine causal factors, and implemented appropriate control measures. Planned and conducted various types of interviews to obtain or provide information, and to resolve problems.
- Coordinated a tertiary educational program for public health inspectors. Designed and developed curricula, and taught various environmental health courses to sanitarians, public health nurses, and food industry personnel. Designed, planned, organized and coordinated training programs, meetings, seminars, workshops, and conferences.

EMPLOYMENT

Palm Beach County Health Department West Palm Beach, Florida <i>Environmental Administrator</i>	<i>2014 - present</i>
Palm Beach County Health Department West Palm Beach, Florida <i>Environmental Manager</i>	<i>2007 - 2014</i>
Palm Beach County Health Department West Palm Beach, Florida <i>Environmental Specialist II & III</i>	<i>1999-2007</i>
Palm Beach County Health Department Lake Worth, Florida <i>Operations & Management Consultant (Contract Manager)</i>	<i>1998-1999</i>
Palm Beach County Health Department / Boynton Community Life Center Boynton Beach, Florida <i>Human Services Program Manager (Assistant Project Director/ Evaluator)</i>	<i>1994-1998</i>
Palm Beach County Health Department West Palm Beach, Florida <i>Senior Human Services Program Analyst/Coordinator</i>	<i>1994</i>
Florida Department of Agriculture and Consumer Services West Palm Beach, Florida <i>Agriculture and Consumer Protection Specialist</i>	<i>1992--1994</i>
Palm Beach County Health Department West Palm Beach, Florida <i>Environmental Health Specialist</i>	<i>1989-1992</i>
Ministry of Health / West Indies School of Public Health Kingston, Jamaica <i>Public Health Instructor / Field Supervisor</i>	<i>1982-1989</i>
Hanover Health Department Hanover, Jamaica <i>Public Health Inspector</i>	<i>1973-1982</i>

PROFESSIONAL CERTIFICATIONS/ REGISTRATIONS

- Registered Sanitarian – Florida Registration # 466
 - Certified Playground Safety Inspector #40251-1220
 - Certified Lead Risk Assessor – EPA Certification #: FL-R-15613-1 (expired)
 - Council on Licensure, Enforcement and Regulation Certified Investigator/Inspector (Specialized)
-

EDUCATION

Master of Public Administration Florida Atlantic University, Boca Raton, Florida MAJOR: PUBLIC ADMINISTRATION	<i>1997</i>
Bachelor in Health Services (Honors) Florida Atlantic University, Boca Raton, Florida MAJOR: HEALTH ADMINISTRATION	<i>1993</i>
Health Management Program University of the West Indies, Kingston, Jamaica MAJOR: HEALTH MANAGEMENT	<i>1988</i>
Health Science Tutors Certificate (Distinction) PAHO/WHO/University of Guyana, MAJOR: EDUCATION/TRAINING OF ALLIED HEALTH PERSONNEL	<i>1983</i>
Diploma in Animal Health & Veterinary Public Health (Distinction) The Regional Educational Program for Animal Health Assistants PAHO/United Nations Development Program, Mon Repos, Guyana MAJOR: ANIMAL HEALTH & VETERINARY PUBLIC HEALTH	<i>1980</i>
Royal Society of Health Diploma for Public Health Inspectors West Indies School of Public Health, Kingston, Jamaica MAJOR: PUBLIC HEALTH	<i>1974 & 1977</i>



**PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
CONSUMER AFFAIRS HEARING BOARD**

I. AUTHORITY :

Ordinance 2013-035, adopted December 17, 2013.

II. APPOINTING BODY :

Board of County Commissioners

III. COMPOSITION, QUALIFICATIONS, TERMS & REMOVAL :

The Board shall consist of seven members. At least one member shall be an attorney, licensed to practice in the State of Florida, and all other appointments shall be made by the Board of County Commissioners on the basis of experience or interest in the field of consumer affairs. All Board members shall be for a term of three years with a limit of three consecutive terms. Terms shall begin on October 1st and end on September 30th. Vacancies occurring during a term shall be filled for the unexpired portion of the term, and shall not count towards a member's term limits. Members shall be residents of Palm Beach County at the time of appointment and while serving on the Board. Members serve without compensation.

EXTENDED COMPOSITION :

IV. MEETINGS :

The Board shall meet on a regular basis to conduct its business and as necessary to conduct administrative hearings.

V. FUNCTIONS :

To assist, advise, and cooperate with the BCC and local, state, and federal agencies and officials to protect the interests of the consumer-public; to hear appeals by persons aggrieved by actions of the Consumer Affairs Division not already referred to the state attorney for criminal prosecution; the Board shall reach a prompt decision on all such appeals and may affirm or reverse the action or decision appealed from, provided that such decision shall not be in conflict with the provisions of the Ordinance; and to exercise and perform such other functions, powers and duties as may be deemed necessary or appropriate to protect and promote the welfare of county consumers.

VI. LIAISON INFORMATION :

LIAISON DEPARTMENT

Public Safety

CONTACT PERSON

Rob Shelt

ADDRESS

50 S Military Tr Ste 201
West Palm Beach FL 33415
Phone # 561-712-6605

* *indicates a member having an action pending*



CONSUMER AFFAIRS HEARING BOARD

SEAT ID	CURRENT MEMBER	ROLE TYPE	RACE CODE	GENDER	BUSINESS / HOME	SEAT REQUIREMENT	APPOINT DATE	REAPPOINT DATE	EXPIRE DATE
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Appointed By : At-Large/Palm Beach County Board of County Commissioners

1	Steven J Goldberg goldyesq@aol.com Steven J. Goldberg 4521 PGA Blvd Ste 104 Palm Beach Gardens FL 33418	Member	CA	M	--	Attorney	07/10/2018		09/30/2020
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NOMINATED BY :

2	George J. Kinoshita gjkinoshita@yahoo.com 2777 Muskegon Way West Palm Beach FL 33411	Member	AS	M	561-345-4173	Resident of Palm Beach County	07/12/2016	10/01/2019	09/30/2022
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NOMINATED BY :

3	David B Shane dshane@injurylawyers.com 423 Waterside Dr Hypoluxo FL 33462	Member	CA	M	561-346-2525	Resident of Palm Beach County	07/10/2018		09/30/2020
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NOMINATED BY :

4	Manohar L Athavale mathavale@msn.com 8712 S Kendale Cir Lake Worth FL 33467	Member	AS	M	561-304-2533	Resident of Palm Beach County	05/15/2018		09/30/2020
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NOMINATED BY :

* indicates a member having an action pending

Appointed By : At-Large/Palm Beach County Board of County Commissioners

5 Frank D. Lewis Member CA M 561-391-1514 Resident of Palm Beach County 04/23/2013 09/30/2021
frank_j55@yahoo.com

6812 Calle del Paz N
Boca Raton FL 33433

NOMINATED BY :

6 Harold Moldoff Member CA M 561-855-7754 Resident of Palm Beach County 04/23/2013 09/30/2021
hmoldoff@comcast.net

2450 Presidential Way Apt 305
West Palm Beach FL 33401

NOMINATED BY :

7 Courtney Shippey Member AA M -- Resident of Palm Beach County 05/15/2018 09/30/2020
shippeyclw@aol.com
Florida Department of Health, Palm Beach County - Administration
800 Clematis St
West Palm Beach FL 33401

NOMINATED BY :

* indicates a member having an action pending

CONSUMER AFFAIRS HEARING BOARD

Meeting Dates



Palm Beach County Consumer Affairs
50 S. MILITARY TRAIL ROOM 2N-123
PALM BEACH, FL 33415

2020

Meetings begin at 9:30 a.m.

Wednesday, January 15

Wednesday, February 19

Wednesday, March 18

Wednesday, April 15

Wednesday, May 20

Wednesday, June 17

Wednesday, July 15

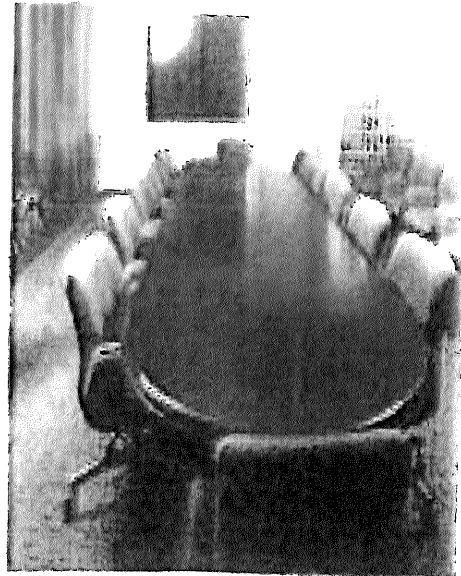
Wednesday, August 19

Wednesday, September 16

Wednesday, October 21

Wednesday, November 18

Wednesday, December 16



These dates above are tentative based on business needs.

Updated 11/13/2019

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