

**PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS  
BOARD APPOINTMENT SUMMARY**

**Meeting Date:** August 22, 2023

**Department:** Administration/Office of Equal Business Opportunity

**Advisory Board:** Equal Business Opportunity Advisory Committee

**I. EXECUTIVE BRIEF**


**Motion & Title:** Staff recommends motion to approve: the appointment and reappointment of the following individuals to the Equal Business Opportunity Advisory Committee (EBOAC) for the seats and terms indicated below.

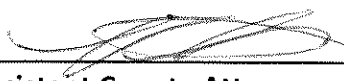
APPOINTMENT	SEAT	DESIGNATION	TERM	NOMINATED BY
Christine D. Roberts-Kelly	1	Certified Black Bus. Owner	8/22/23 – 8/21/26	Mayor Weiss Commissioner Barnett Commissioner Woodward Commissioner Bernard
REAPPOINTMENT	SEAT	DESIGNATION	TERM	NOMINATED BY
Lorna Anderson	15	Professional Services Organization	9/12/23 – 9/11/26	Commissioner Marino

**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. **(Continued on Page 3)**

**Attachments:**

1. Board/Committee Application
2. Resume of Nominees
3. Memos to BCC dated June 1, 2023 and July 13, 2023
4. Current List of Board Members

**Recommended by:**  7/27/23  
**Department Director** **Date**

**Legal Sufficiency:**  8/2/23  
**Assistant County Attorney** **Date**

**II. REVIEW COMMENTS**

**A. Other Department Review:**

---

**Department Director**

**Summary Cont'd.**

On June 1, 2023 and July 13, 2023, a memo was sent to the Board of County Commissioners requesting approval of the nominations. 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. Upon approval of the new appointment and reappointment, the diversity count will be African American: 7 (46.0%), Caucasian: 6 (40.0%), and Hispanic: 2 (13.0%). The gender ratio (female: male) is: 9:6. The nominee for reappointment is Lorna Anderson; African-American female. The nominee for new appointment is Christine D. Roberts-Kelly; African-American female.

**Countywide (RS).**

**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.

# **BOARD/COMMITTEE APPLICATION**

## **ATTACHMENT 1**

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: 8/22/2023 To: 8/21/2026

Seat Requirement: Certified Black Business Owner 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:**

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

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

Name: Roberts-Kelly Christine D  
Last First Middle

Occupation/Affiliation: CEO/ Founder  
Owner  Employee  Officer

**Business Name:** Intention Enterprises LLC

**Business Address:** 401 Rosemary Ave

City & State West Palm Beach, FL Zip Code: 33401

**Residence Address:** 144 Nottingham place

City & State Boynton Beach, FL Zip Code: 33426

Home Phone: ( ) Business Phone: ( ) **Ext.**

Cell Phone: 954-415-9540 Fax: ( )

Email Address: Christine@intentionenterprises.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 &amp; 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)

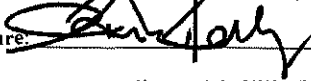
**ETHICS TRAINING:** All board members are required to read and complete training on Article XIII of the Palm Beach Code, the Palm Beach County Code of Ethics. Training on the Palm Beach County Code of Ethics can be found on the web at: <http://www.palmbeachcountyethics.com/training.htm>. Ethics training is on-going, and pursuant to PPM CW-P-80 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.

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

By watching the training program on the Web, DVD or VHS on 5/26/ 2023  
 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 Florida Sunshine Law and the State of Florida Code of Ethics, Chapter 112, part III of the Florida Statutes:**

\*Applicant's Signature:  Printed Name: Christine D. Roberts- Kelly Date: 05/26/2023

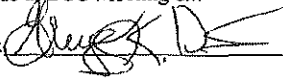
Any questions and/or concerns regarding Article XIII of the Palm Beach County Code of Ethics, please visit the Commission on Ethics website [www.palmbeachcountyethics.com](http://www.palmbeachcountyethics.com) or contact us via email at [ethics@palmbeachcountyethics.com](mailto:ethics@palmbeachcountyethics.com) or (561) 233-0724.

**Return this FORM to:**  
**Megan Harp, Administrative Assistant II**  
**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: 

Date: 6/15/23

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

Revised 01/09/2023

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>
_____	_____	_____	_____
_____	_____	_____	_____

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

NONE

NOT APPLICABLE/  
(Governmental Entity)

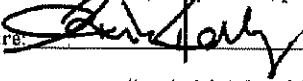
**ETHICS TRAINING:** All board members are required to read and complete training on Article XIII of the Palm Beach Code, the Palm Beach County Code of Ethics. Training on the Palm Beach County Code of Ethics can be found on the web at: <http://www.palmbeachcountyethics.com/training.htm>. Ethics training is on-going, and pursuant to PPM CW-P-80 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.

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

By watching the training program on the Web, DVD or VHS on 5/26/ 2023  
 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 Florida Sunshine Law and the State of Florida Code of Ethics, Chapter 112, part III of the Florida Statutes:

\*Applicant's Signature:  Printed Name: Christine D. Roberts- Kelly Date: 05/26/2023

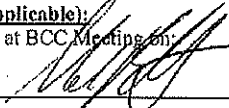
Any questions and/or concerns regarding Article XIII of the Palm Beach County Code of Ethics, please visit the Commission on Ethics website [www.palmbeachcountyethics.com](http://www.palmbeachcountyethics.com) or contact us via email at [ethics@palmbeachcountyethics.com](mailto:ethics@palmbeachcountyethics.com) or (561) 233-0724.

Return this FORM to:  
Megan Harp, Administrative Assistant II  
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: 

Date: 6/15/23

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

Revised 01/09/2023

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

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

NONE

NOT APPLICABLE/  
(Governmental Entity)

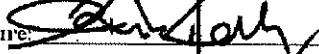
**ETHICS TRAINING:** All board members are required to read and complete training on Article XIII of the Palm Beach Code, the Palm Beach County Code of Ethics. Training on the Palm Beach County Code of Ethics can be found on the web at: <http://www.palmbeachcountyethics.com/training.htm>. Ethics training is on-going, and pursuant to PPM CW-P-80 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.

By signing below I agree to abide by the Palm Beach County Code of Ethics, and acknowledge that 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 5/26/ 2023  
 \_\_\_ 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 Florida Sunshine Law and the State of Florida Code of Ethics, Chapter 112, part III of the Florida Statutes:

\*Applicant's Signature:  Printed Name: Christine D. Roberts-Kelly Date: 05/26/2023

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](http://www.palmbeachcountyethics.com) or contact us via email at [ethics@palmbeachcountyethics.com](mailto:ethics@palmbeachcountyethics.com) or (561) 233-0724.

Return this FORM to:  
 Megan Harp, Administrative Assistant II  
 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:  Date: 6/5/23

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

Revised 01/09/2023



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>
Example: (R/XX-XX/PO XX)	Parks & Recreation	General Maintenance	10/01/00-09/30/2100
_____	_____	_____	_____
_____	_____	_____	_____

(Attach Additional Sheet(s), if necessary)

OR

NONE

NOT APPLICABLE/  
(Governmental Entity)

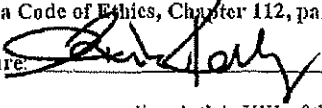
**ETHICS TRAINING:** All board members are required to read and complete training on Article XIII of the Palm Beach Code, the Palm Beach County Code of Ethics. Training on the Palm Beach County Code of Ethics can be found on the web at: <http://www.palmbeachcountyethics.com/training.htm>. Ethics training is on-going, and pursuant to PPM CW-P-80 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.

By signing below I agree to abide by the Palm Beach County Code of Ethics, and acknowledge that 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 5/26/ \_\_\_\_\_ 2023  
 \_\_\_\_\_ 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 Florida Sunshine Law and the State of Florida Code of Ethics, Chapter 112, part III of the Florida Statutes:

\*Applicant's Signature:  Printed Name: Christine D. Roberts-Kelly Date: 05/26/2023

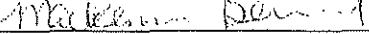
Any questions and/or concerns regarding Article XIII of the Palm Beach County Code of Ethics, please visit the Commission on Ethics website [www.palmbeachcountyethics.com](http://www.palmbeachcountyethics.com) or contact us via email at [ethics@palmbeachcountyethics.com](mailto:ethics@palmbeachcountyethics.com) or (561) 233-0724.

Return this FORM to:  
 Megan Harp, Administrative Assistant II  
 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:  Date: 6/21/2023

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

Revised 01/09/2023

**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: 9/12/23 To: 9/11/26

Seat Requirement: Professional Services Organization 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: 120 S Olive Ave. Ste 402

City & State West Palm Beach, FL Zip Code: 33401

Residence Address: 8580 Pine Cay

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

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

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 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 &amp; Recreation</u>	<u>General Maintenance</u>	<u>10/01/00-09/30/2100</u>
<u>PBCWUD Project: 20-010</u>	<u>Water Utilities Department</u>	<u>Program Mgmt &amp; IT Support</u>	<u>4/1/2021- Present</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-80 is required before appointment, and upon reappointment.

By signing below I acknowledge that I have read, understand the Sunshine Law Overview for Advisory Board Members and agree to abide by the Florida Sunshine Law and the Florida and 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 07/12 2023  
 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: 07/12/2023

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) 233-0724.

Return this FORM to:  
Megan Harp, Administrative Assistant II  
Office of Equal Business Opportunity  
50 South Military Trail, Suite 202

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

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

Commissioner's Signature: Maura Maura Date: 7/13/23

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

Revised 01/09/2023

# **RESUME OF NOMINEE**

## **ATTACHMENT 2**

## EXECUTIVE

### 15+ YEARS' SUCCESS LEADING OPERATIONS FROM THE END GOAL

Dynamic and knowledgeable Executive with an impressive history of leading companies towards financial success. Expert presenter, negotiator, and businessperson; able to forge solid relationships with partners and build consensus across multiple organizational levels.

#### Highlights of Expertise

Strategic Business Planning	Budget Administration / Management
Cost Reduction and Avoidance	P & L Accountability
Cash Flow Optimization	Process Redesign / Change Management
Compliance, Policy and Process development	Staff Development Programs
Contract Development / Negotiations	Business Analytics
Soft skills training	QuickBooks Desktop / Online

## Career Experience

---

- Intention Enterprises, LLC, Boynton Beach, FL 2020-Present  
**Founder/ CEO**  
A Business services company that supports organization from inception to sustainability. Offering services in Fractional CEO/ COO / CFO advisement, high level Bookkeeping services, financial literacy consulting, Formulate Policy, Process, Procedure, HR consulting, Facilitate Training, financial Analysis.
- CDRX Infusion, LLC, Boca Raton, FL 2021  
**Chief Revenue Officer**  
*Provided consulting on financial functions of the pharmacy, conducted contracting, documented revenue cycle management process, advised on Human Resources and Payroll.*
- Provide guidance to the Governing Body, via financial statements and RCM analysis.
  - Created policy and procedure to manage the accounting department.
  - Researched and implemented CLIA compliant Lab.
- Physical Medicine & Rehabilitation, North Palm Beach, FL 2015-2020  
**Chief Operations Officer**  
*Provide executive-level leadership*
- Drove the company toward increasing revenue while decreasing expenses. Reduced operating costs by \$366,000 within the first six months of employment.
  - Spearheaded several projects including a revamp of the company website, the development of a marketing plan, creation of an employee manual, and the startup of a new arm of the organization.
  - Established business operation objectives and develop personnel management, budget and resource, and strategic plans to reach set goals.

## Christine Roberts

---

- Added a Neurorecovery program and installing a medication and DME dispensing program in the practice resulting in a 50% increase in profit, a 22% increase in medical charges, an 18% increase in medical payments, and a 56% increase of cash on hand at the end of 2016.
- Navigated the practice through Covid-19 downturn (added telemedicine, applied/ received emergency funding)

Boca Raton Orthopedic Group, LLC, Boca Raton, FL 2013-2015

### Interim Chief Executive Officer

*Managed the financial and physical resources*

- Researched and implemented a new EMR system to ensure compliance with Medicare regulations.
- Developed and implemented plans to facilitate the growth of two additional office locations. Coordinated with the architect and general contractor to remodel the office space allowing the treatment of more patients.
- Recruited, interviewed, and contracted new physicians for the group. Developed a step-down-plan for physicians transitioning out.

Innovative Healthcare Business Solutions, LLC, Boca Raton, FL 2009-2015

### Controller

*Performed accounts payable, payroll process and benefits administration duties for several locations.*

- Created reports to summarize and forecast company business activity including the financial position in the areas of income, expenses, and earning based on past, present, and expected future operations.
- Set up, trained, and provided oversight for 32 corporate bank accounts utilizing QuickBooks.
- Managed business growth from 2 to 23 locations; oversaw benefits administration for over 200 employees.

### Additional Experience

Finance Manager (2005-2009) ■ Personal Physician Care, P.A., Delray Beach, FL

## Education & Credentials

---

### Master's in Business Administration – Accounting

*Southern New Hampshire University, Global Campus*

### Bachelor's in Business Administration – Accounting and Finance

*American Intercontinental University, Global Campus : **Summa Cum Laude***

### Professional Development

- Medical Group Management Association – Lean Six Sigma Yellow Belt Certified
- eCornell – Certified Financial Management

- Florida Atlantic University – Certified Internal Auditor
- Healthcare Financial Management Association- Business Intelligence Certified Specialist
- Sheridan Voc-Tech Center – Insurance Medical Coder Certificate
- Allen Schwartz Health Careers – Medical Biller Certificate

### **Board Service**

- Nourished from Nature – Treasurer – Current
- OutKast Jeeperz – Treasurer- Current



**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

# **MEMOS TO BCC**

## **ATTACHMENT 3**



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



**Palm Beach County  
 Board of County  
 Commissioners**

Gregg K. Weiss, Mayor

Maria Sachs, Vice Mayor

Maria G. Marino

Michael A. Barnett

Marci Woodward

Sara Baxter

Mack Bernard

**County Administrator**

Verdenia C. Baker

*"An Equal Opportunity  
 Affirmative Action Employer"*

Official Electronic Letterhead

## INTEROFFICE MEMORANDUM

Date: June 1, 2023  
 To: The Honorable Gregg K. Weiss, 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

The Office of Equal Business Opportunity is pleased to submit for your consideration, the nominee listed below due to the term expiration of the incumbent.

<u>Seat #</u>	<u>Seat Designation</u>	<u>Nominee</u>
1	Certified Black Business Owner	Christine D. Roberts-Kelly

Attached for your review and approval, is the board nomination form and current resume for Mrs. Roberts-Kelly. Should you wish to nominate others, we ask that you provide your nomination(s) on or before June 13, 2023.

cc: Dorritt Miller, Assistant County Administrator  
 EBOAC Advisory Committee File



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



**Palm Beach County  
 Board of County  
 Commissioners**

Gregg K. Weiss, Mayor

Maria Sachs, Vice Mayor

Maria G. Marino

Michael A. Barnett

Marci Woodward

Sara Baxter

Mack Bernard

**County Administrator**

Verdenia C. Baker

*"An Equal Opportunity  
 Affirmative Action Employer"*

Official Electronic Letterhead

## INTEROFFICE MEMORANDUM

Date: July 13, 2023  
 To: The Honorable Gregg K. Weiss, Mayor and  
 Members of the Board of County Commissioners  
 From: Tonya Davis Johnson, Director *Johnson*  
 Office of Equal Business Opportunity  
 Re: Equal Business Opportunity Advisory Committee  
 (EBOAC) Appointment

The Office of Equal Business Opportunity is pleased to submit for your consideration the following nominee for reappointment to Seat 15. The Advisory Committee is in support of the reappointment.

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

Attached for your review and approval, is the board nomination form and current resume for Ms. Anderson. Should you wish to nominate others, we ask that you provide your nomination(s) on or before July 24, 2023.

cc: Dorritt Miller, Assistant County Administrator  
 EBOAC Advisory Committee File

# CURRENT LIST OF BOARD MEMBERS EQUAL BUSINESS OPPORTUNITY ADVISORY COMMITTEE

<u>Seat</u>	<u>Incumbent</u>	<u>Seat Requirement</u>
1	Vacant	Certified Black Business Owner
2	Kati L. Cassiani (H)	Certified Hispanic Business Owner
3	Doris Pastl (W)	Certified Woman Business Owner
4	Alan Gerwig (W)	Certified White Male Business Owner
5	Amy Angelo (W)	Business Owner Domiciled in PBC
6	Robert Lesko (W)	Business Incubator Program
7	Juan Pagan (H)	Hispanic Business Organization
8	Clementine Fleuranvil (B)	Nat'l Assoc. of Women in Construction
9	Denise C. Albritton (B)	Women's Business Organization
10	Javin Walker (B)	Certified Minority Contractor
11	Bob Schafer (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