

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
BOARD APPOINTMENT SUMMARY

Meeting Date: November 19, 2024
Department: Planning, Zoning & Building
Submitted By: Contractor Regulations Division
At Large Board Name: Construction Industry Licensing Board

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to approve: Reappointment of three members to the Construction Industry Licensing Board (Board), for the term December 1, 2024 through November 30, 2027.

<u>Reappointment</u>	<u>Seat #</u>	<u>Requirement</u>	<u>Recommended by</u>
Richard Kaplan	8	Plumbing Contractor	Vice Mayor Marino Commissioner Weiss Commissioner Woodward
James Pickard	1	HARV Contractor	Vice Mayor Marino Commissioner Weiss Commissioner Woodward
Damaris Guardado	2	Electrical Contractor	Vice Mayor Marino Commissioner Woodward Commissioner Weiss

Summary: The Board establishes qualifications and competency of contractors that work within the County. The Board also provides for the testing and licensing of these contractors, and is empowered to discipline licensees, and hear citation appeals. The Board was established by Special Act, Laws of Florida, Chapter 67-1876, as amended. The Special Act and, subsequently, Section 489.131, Florida Statutes sets forth the membership of the Board, which consists of 15 members. This Board shall be comprised of fifteen members as follows: two (2) general contractors, one (1) member from each of the following contractor categories: building, residential; electrical; plumbing; HARV (Heating, Air Conditioning, Refrigeration and Ventilation), roofing; swimming pool; one (1) architect; one (1) engineer and one (1) full-time building official employed by a local government within Palm Beach County, who meets the requirements of the Building Officials Association of Florida; and three (3) consumer representatives.

(Continued on page 3)

Background and Justification: The membership of the Board consists of two (2) general contractors, and one (1) member of the following categories: building, residential, electrical, plumbing, HARV roofing, swimming pool, architect, engineer, and building official. In addition, Section 489.131, Florida Statutes requires that we have three (3) Consumer Representatives. The Board establishes qualifications and competency of contractors that work within the County. The Board also provides for the testing and licensing of these contractors, and is empowered to discipline licensees.

Attachments:

1. Boards/Committees Applications
2. Resumes for Richard Kaplan, James Pickard, and Damaris Guardado
3. Memorandum to the Board of County Commissioners, September 12, 2024
4. Special Act (excerpt regarding membership composition)
5. Current Membership List

Recommended by: Walter Carroll 10/25/2024
Department Director **Date**

Legal Sufficiency: [Signature] 10/25
Assistant County Attorney **Date**

II. REVIEW COMMENTS

A. Other Department Review:

Department Director

Summary Continued from Page 1

A memorandum was sent to the Board of County Commissioners (BCC) on September 12, 2024 requesting support to re-appoint three (3) current CILB board members, no other nominations were received. The Board currently has ten (10) out of 15 seats filled and a diversity count of Caucasian: 9 (90%) and Hispanic-American: 1 (10%). The gender ratio (female: male) is 2:8. Staff is addressing the need to increase diversity within our boards and will continue to encourage this to expand this Board's diversity.

Countywide (RM)

**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) Planning, Zoning, and Building

Board Name: Construction Industry Licensing Board of Palm Beach County Advisory Not Advisory

Appointment at Large or District Appointment /District #: _____

Term of Appointment: 3 Years. From: 12/1/2024 To: 9/31/2027

Seat Requirement: PLUMBING CONTRACTOR Seat #: 8

Reappointment or New Appointment

Completion of term to expire on: 9/31/2027

Section II (Applicant): (Please Print)

APPLICANT, UNLESS EXEMPTED, MUST BE A RESIDENT OF THE COUNTY

Name: Kaplan Richard L
Last First Middle

Occupation/Affiliation: Project Executive
Owner Employee Officer

Business Name: Wright Brothers Contracting Services, Inc.

Business Address: 6715 White Drive

City & State: Riviera Beach, FL Zip Code: 33407

Residence Address: 1817 Lynwood Court

City & State: West Palm Beach, FL Zip Code: 33415

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

Cell Phone: (1) (561) 441-4002 Fax: ()

Email Address: thesouthernplumber@gmail.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, members of advisory boards are not allowed to make any contracts or business deals for goods or services with Palm Beach County. However, there are exceptions to this rule, such as contracts awarded through competitive bids, certain emergency and sole source purchases, and transactions that do not exceed \$500 per year in total. These exceptions are specified in the Code. The prohibition does not apply if the advisory board member's board has no regulation, oversight, management, or policy-setting responsibilities regarding the contract or transaction. In such cases, the contract or transaction must be disclosed at a public meeting of the Board of County Commissioners. To ensure compliance, board member applicants must disclose any contracts or transactions between the Palm Beach County government and themselves, their employer, or their business, directly or indirectly. If there are no contracts or transactions to report, applicants should confirm that none exist. Staff will review this information to determine eligibility for board membership or if an exception or waiver is possible under 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	<input checked="" type="checkbox"/>	NOT APPLICABLE/ (Governmental Entity)	<input type="checkbox"/>

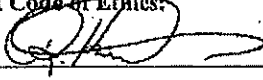
ETHICS TRAINING: All board members are required to read and complete training on Article XIII, the Palm Beach County Code of Ethics, and read the State Guide to the Sunshine Amendment, Article XIII, and the training requirement can be found on the web at: <http://www.palmbeachcountyethics.com/training.htm>. 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):

Watched the training program on the Web, DVD or VHS on Oct 3, 20 24
 Attended 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: Richard Kaplan Date: 7/16/24

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:
 Kristin Cataldo, Contractor Compliance Division
 2300 N. Jog Rd, 2nd Floor, Suite 2W-61, West Palm Beach, FL 33411

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 07/2/2024

Section II Continued:

CONTRACTUAL RELATIONSHIPS: Pursuant to Article XIII, Sec. 2-443 of the Palm Beach County Code of Ethics, members of advisory boards are not allowed to make any contracts or business deals for goods or services with Palm Beach County. However, there are exceptions to this rule, such as contracts awarded through competitive bids, certain emergency and sole source purchases, and transactions that do not exceed \$500 per year in total. These exceptions are specified in the Code. The prohibition does not apply if the advisory board member's board has no regulation, oversight, management, or policy-setting responsibilities regarding the contract or transaction. In such cases, the contract or transaction must be disclosed at a public meeting of the Board of County Commissioners. To ensure compliance, board member applicants must disclose any contracts or transactions between the Palm Beach County government and themselves, their employer, or their business, directly or indirectly. If there are no contracts or transactions to report, applicants should confirm that none exist. Staff will review this information to determine eligibility for board membership or if an exception or waiver is possible under the code

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_____	_____	_____	_____
_____	_____	_____	_____

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

NONE NOT APPLICABLE/ (Governmental Entity)


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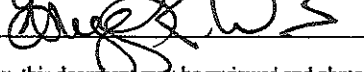
*Applicant's Signature:  Printed Name: Richard Kaplan Date: 7/16/24

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Commissioner's Signature:  Date: 9/13/24

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Revised 07/2/2024

Section II Continued:

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_____	_____	_____	_____
_____	(Attach Additional Sheet(s), if necessary)		_____
	OR		
NONE	<input checked="" type="checkbox"/>	NOT APPLICABLE/ (Governmental Entity)	<input type="checkbox"/>


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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: Richard Kaplan Date: 7/16/24

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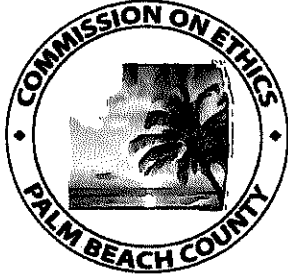
Section III (Commissioner, if applicable):

Appointment to be made at BCC Meeting on: _____

Commissioner's Signature:  Date: Sept. 18, 2024

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

Revised 07/2/2024



Honesty - Integrity - Character

**PALM BEACH COUNTY
CODE OF ETHICS
TRAINING ACKNOWLEDGEMENT**

Legal Name: Richard Kaplan (Please print clearly)

Employee Identification Number: N/A

Agency/Municipality: _____ Dept/Board: PBC CILB

By signing this acknowledgement, I am attesting that I have done the following:

Read the Palm Beach County Code of Ethics Ordinance (Ctrl+Click to follow link)

AND

Have completed additional training by viewing one of the following:

The Code of Ethics Training Program on the Intranet/Internet. (Ctrl+Click to follow link)

The Code of Ethics Training Program on YouTube. (Ctrl+Click to follow link)

The Code of Ethics Training Program on DVD.

A live presentation given on _____, 20____.

I understand that I am responsible for understanding and abiding by the Palm Beach County Code of Ethics as I conduct my assigned duties during my term of employment. I also understand that the information in this policy is subject to change. Policy changes will be communicated to me by my supervisor or through official notices.

Richard Kaplan
(Legal Signature)

10/3/24
(Date)

Officials and Employees: *Submit signed forms according to your agency's policy*
Advisory Board Members: *Submit signed forms to Appropriate Advisory Board Representative*

**PLEASE SUBMIT THIS FORM TO APROPRIATE PARTY AS HIGHLIGHTED ABOVE
PLEASE DO NOT SUBMIT THIS FORM TO THE COMMISSION ON ETHICS**

300 North Dixie Highway, Suite 450, West Palm Beach, FL 33401

PHONE: 561.355-1915 FAX: 561.355-1904

Hotline: 877.766.5920 E-mail: ethics@palmbeachcountyethics.com

Website: www.palmbeachcountyethics.com

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BOARD OF COUNTY COMMISSIONERS
BOARDS/COMMITTEES APPLICATION**

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Section I (Department): (Please Print) Planning, Zoning, and Building

Board Name: Construction Industry Licensing Board of Palm Beach County Advisory Not Advisory
 Appointment at Large or District Appointment / District #: _____
 Term of Appointment: 3 Years. From: 12/1/2024 To: 9/31/2027
 Seat Requirement: HARV Seat #: 1
 Reappointment or New Appointment
 Completion of term to expire on: 9/31/2027

Section II (Applicant): (Please Print)
APPLICANT, UNLESS EXEMPTED, MUST BE A RESIDENT OF THE COUNTY

Name: Pickard James
Last First Middle
 Occupation/Affiliation: HARV Contractor
 Owner Employee Officer
 Business Name: Cmi Air Conditioning & Electrical
 Business Address: 202 Old Dixie Highway
 City & State: Lake Park, Fl. Zip Code: 33403
 Residence Address: 114 Park Road N.
 City & State: Royal Palm Beach, Fl. Zip Code: 33411
 Home Phone: () Business Phone: () Ext. _____
 Cell Phone: 561-644-5623 Fax: 561-844-7755
 Email Address: _____

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

Section II Continued:

CONTRACTUAL RELATIONSHIPS: Pursuant to Article XIII, Sec. 2-443 of the Palm Beach County Code of Ethics, members of advisory boards are not allowed to make any contracts or business deals for goods or services with Palm Beach County. However, there are exceptions to this rule, such as contracts awarded through competitive bids, certain emergency and sole source purchases, and transactions that do not exceed \$500 per year in total. These exceptions are specified in the Code. The prohibition does not apply if the advisory board member's board has no regulation, oversight, management, or policy-setting responsibilities regarding the contract or transaction. In such cases, the contract or transaction must be disclosed at a public meeting of the Board of County Commissioners. To ensure compliance, board member applicants must disclose any contracts or transactions between the Palm Beach County government and themselves, their employer, or their business, directly or indirectly. If there are no contracts or transactions to report, applicants should confirm that none exist. Staff will review this information to determine eligibility for board membership or if an exception or waiver is possible under the code

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<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)

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Watched the training program on the Web, DVD or VHS on August 2 2021 - see acknowledgment form for 2024
 Attended 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: James Pickard Printed Name: James Pickard Date: 7-16-24

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.

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 2300 N. Jog Rd, 2nd Floor, Suite 2W-61, West Palm Beach, FL 33411

Section III (Commissioner, if applicable):

Appointment to be made at BCC Meeting on: _____

Commissioner's Signature: Melissa S. Mace Date: _____

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

Revised 07/2/2024

Section II Continued:

CONTRACTUAL RELATIONSHIPS: Pursuant to Article XIII, Sec. 2-443 of the Palm Beach County Code of Ethics, members of advisory boards are not allowed to make any contracts or business deals for goods or services with Palm Beach County. However, there are exceptions to this rule, such as contracts awarded through competitive bids, certain emergency and sole source purchases, and transactions that do not exceed \$500 per year in total. These exceptions are specified in the Code. The prohibition does not apply if the advisory board member's board has no regulation, oversight, management, or policy-setting responsibilities regarding the contract or transaction. In such cases, the contract or transaction must be disclosed at a public meeting of the Board of County Commissioners. To ensure compliance, board member applicants must disclose any contracts or transactions between the Palm Beach County government and themselves, their employer, or their business, directly or indirectly. If there are no contracts or transactions to report, applicants should confirm that none exist. Staff will review this information to determine eligibility for board membership or if an exception or waiver is possible under the code

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*Applicant's Signature: James Pickard Printed Name: James Pickard Date: 9-15-24

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 Commissioner's Signature: [Signature] Date: 9/15/24

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Section III (Commissioner, if applicable):

Appointment to be made at BCC Meeting on:

Commissioner's Signature: Marci Woodward Date: Sept 18, 2024

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Revised 07/2/2024



Honesty - Integrity - Character

**PALM BEACH COUNTY
CODE OF ETHICS
TRAINING ACKNOWLEDGEMENT**

Legal Name: James Pickard (Please print clearly)

Employee Identification Number: _____

Agency/Municipality: Palm Beach County Dept/Board: CILB

By signing this acknowledgement, I am attesting that I have done the following:

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AND

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I understand that I am responsible for understanding and abiding by the Palm Beach County Code of Ethics as I conduct my assigned duties during my term of employment. I also understand that the information in this policy is subject to change. Policy changes will be communicated to me by my supervisor or through official notices.

James Pickard
(Legal Signature)

10-4-24
(Date)

~~Officials and Employees: Submit signed forms according to your company policy.~~
Advisory Board Members: Submit signed forms to Appropriate Advisory Board Representative

**PLEASE SUBMIT THIS FORM TO APROPRIATE PARTY AS HIGHLIGHTED ABOVE
PLEASE DO NOT SUBMIT THIS FORM TO THE COMMISSION ON ETHICS**

300 North Dixie Highway, Suite 450, West Palm Beach, FL 33401
PHONE: 561.355-1915 FAX: 561.355-1904
Hotline: 877.766.5920 E-mail: ethics@palmbeachcountyethics.com
Website: www.palmbeachcountyethics.com

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BOARD OF COUNTY COMMISSIONERS
BOARDS/COMMITTEES APPLICATION**

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Term of Appointment: 3 Years. From: 12/1/2024 To: 9/31/2027

Seat Requirement: ELECTRICAL CONTRACTOR Seat #: 2

Reappointment or New Appointment

Completion of term to expire on: 9/31/2027

Section II (Applicant): (Please Print)
APPLICANT, UNLESS EXEMPTED, MUST BE A RESIDENT OF THE COUNTY

Name: Guardado Damaris
Last First Middle

Occupation/Affiliation: Electrical Contractor

Owner Employee Officer

Business Name: DRG Electric Inc. ALL INFO REMAINS THE SAME

Business Address: 302 North L Street, Suite 4

City & State: Lake Worth Beach FL Zip Code: 33460

Residence Address: 702 North Federal Hwy Apt #B7

City & State: Lake Worth Beach FL Zip Code: 33460

Home Phone: () Business Phone: (561) 856-2878 Ext.

Cell Phone: (561) 574-7590 Fax: ()

Email Address: damaris@drgelectric.com

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

Section II Continued:

CONTRACTUAL RELATIONSHIPS: Pursuant to Article XIII, Sec. 2-443 of the Palm Beach County Code of Ethics, members of advisory boards are not allowed to make any contracts or business deals for goods or services with Palm Beach County. However, there are exceptions to this rule, such as contracts awarded through competitive bids, certain emergency and sole source purchases, and transactions that do not exceed \$500 per year in total. These exceptions are specified in the Code. The prohibition does not apply if the advisory board member's board has no regulation, oversight, management, or policy-setting responsibilities regarding the contract or transaction. In such cases, the contract or transaction must be disclosed at a public meeting of the Board of County Commissioners. To ensure compliance, board member applicants must disclose any contracts or transactions between the Palm Beach County government and themselves, their employer, or their business, directly or indirectly. If there are no contracts or transactions to report, applicants should confirm that none exist. Staff will review this information to determine eligibility for board membership or if an exception or waiver is possible under 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	<input checked="" type="checkbox"/>	NOT APPLICABLE/ (Governmental Entity)	<input type="checkbox"/>

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):

Watched the training program on the Web, DVD or VHS on March 15 2021 - see attached acknowledgement form @ 2021
 Attended 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: [Signature] Printed Name: DAMONIC R. GUN Date: 8/26/2024

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:
 Kristin Cataldo, Contractor Compliance Division
 2300 N. Jog Rd, 2nd Floor, Suite 2W-61, West Palm Beach, FL 33411

Section III (Commissioner, if applicable):

Appointment to be made at BCC Meeting on: _____

Commissioner's Signature: [Signature] Date: _____

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

Revised 07/2/2024

Section II Continued:

CONTRACTUAL RELATIONSHIPS: Pursuant to Article XIII, Sec. 2-443 of the Palm Beach County Code of Ethics, members of advisory boards are not allowed to make any contracts or business deals for goods or services with Palm Beach County. However, there are exceptions to this rule, such as contracts awarded through competitive bids, certain emergency and sole source purchases, and transactions that do not exceed \$500 per year in total. These exceptions are specified in the Code. The prohibition does not apply if the advisory board member's board has no regulation, oversight, management, or policy-setting responsibilities regarding the contract or transaction. In such cases, the contract or transaction must be disclosed at a public meeting of the Board of County Commissioners. To ensure compliance, board member applicants must disclose any contracts or transactions between the Palm Beach County government and themselves, their employer, or their business, directly or indirectly. If there are no contracts or transactions to report, applicants should confirm that none exist. Staff will review this information to determine eligibility for board membership or if an exception or waiver is possible under the code

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(Attach Additional Sheet(s), if necessary)			
OR			
NONE	<input checked="" type="checkbox"/>	NOT APPLICABLE/ (Governmental Entity)	<input type="checkbox"/>

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 Attended 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: [Signature] Printed Name: DAMARIS R. GONZALEZ Date: 8/26/2024

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:
 Kristin Cataldo, Contractor Compliance Division
 2300 N. Jog Rd, 2nd Floor, Suite 2W-61, West Palm Beach, FL 33411

Section III (Commissioner, if applicable):

Appointment to be made at BCC Meeting on:

Commissioner's Signature: Marci Woodward Date: Sept. 18, 2024

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

Revised 07/2/2024

Section II Continued:

CONTRACTUAL RELATIONSHIPS: Pursuant to Article XIII, Sec. 2-443 of the Palm Beach County Code of Ethics, members of advisory boards are not allowed to make any contracts or business deals for goods or services with Palm Beach County. However, there are exceptions to this rule, such as contracts awarded through competitive bids, certain emergency and sole source purchases, and transactions that do not exceed \$500 per year in total. These exceptions are specified in the Code. The prohibition does not apply if the advisory board member's board has no regulation, oversight, management, or policy-setting responsibilities regarding the contract or transaction. In such cases, the contract or transaction must be disclosed at a public meeting of the Board of County Commissioners. To ensure compliance, board member applicants must disclose any contracts or transactions between the Palm Beach County government and themselves, their employer, or their business, directly or indirectly. If there are no contracts or transactions to report, applicants should confirm that none exist. Staff will review this information to determine eligibility for board membership or if an exception or waiver is possible under 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):

Watched the training program on the Web, DVD or VHS on March 15, 2021 - see attached Acknowledgment form for 2024
 Attended 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: [Signature] Printed Name: Damaris R. Cruz Date: 8/26/2024

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:
 Kristin Cataldo, Contractor Compliance Division
 2300 N. Jog Rd, 2nd Floor, Suite 2W-61, West Palm Beach, FL 33411

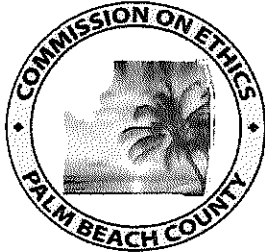
Section III (Commissioner, if applicable):

Appointment to be made at BCC Meeting on:

Commissioner's Signature: [Signature] Date: 9/13/24

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

Revised 07/2/2024



Honesty - Integrity - Character

PALM BEACH COUNTY CODE OF ETHICS TRAINING ACKNOWLEDGEMENT

Legal Name: DAMARIS R. GUARDADO (Please print clearly)

Employee Identification Number: N/A

Agency/Municipality: PALM BEACH COUNTY Dept/Board: CONSTRUCTION INDUSTRY LICENSING BOARD

By signing this acknowledgement, I am attesting that I have done the following:

Read the [Palm Beach County Code of Ethics Ordinance \(Ctrl+Click to follow link\)](#)

AND

Have completed additional training by viewing one of the following:

The Code of Ethics Training Program on the [Intranet/Internet](#). (Ctrl+Click to follow link)

The Code of Ethics Training Program on [YouTube](#). (Ctrl+Click to follow link)

The Code of Ethics Training Program on DVD.

A live presentation given on _____, 20__.

I understand that I am responsible for understanding and abiding by the Palm Beach County Code of Ethics as I conduct my assigned duties during my term of employment. I also understand that the information in this policy is subject to change. Policy changes will be communicated to me by my supervisor or through official notices.

D. Guardado
(Legal Signature)

10/10/2024
(Date)

~~Officials and Employees: Submit signed forms to the Commission on Ethics~~
Advisory Board Members: Submit signed forms to Appropriate Advisory Board Representative

**PLEASE SUBMIT THIS FORM TO APROPRIATE PARTY AS HIGHLIGHTED ABOVE
PLEASE DO NOT SUBMIT THIS FORM TO THE COMMISSION ON ETHICS**

300 North Dixie Highway, Suite 450, West Palm Beach, FL 33401
PHONE: 561.355-1915 FAX: 561.355-1904
Hotline: 877.766.5920 E-mail: ethics@palmbeachcountyethics.com
Website: www.palmbeachcountyethics.com

Rev. 01/2017

RICHARD KAPLAN

1817 Lynwood Ct, West Palm Beach, FL 33415 | 561-441-4002 | Thesouthernplumber@gmail.com

CERTIFICATIONS

- Certified Plumbing Contractor (CFC) – Since 2007.
- Qualified Medical Gas Installer.
- Natural Gas Operator Qualification.
- OSHA 30 Hour Certification Card.
- Authorized Jacuzzi / Jetted tub repair technician.
- Backflow Tester Certification.

EXPERIENCE

7/2010 - Present
 Operations Manager, *Petrillo's Plumbing Services, Inc.*

- Managing 15+ employees on 10+ construction/remodel projects simultaneously.
- Responsible for plan isometric and gas calculations on multiple projects.
- Implementing new contract procurement procedure for multi-national corporations.
- Able to triple total sales in four years.
- Continually providing plumbing services for Women's shelter and ministry ran food pantry.

7/2001 – 6/2010
 Plumbing Contractor, *Bishop Plumbing Company LLC.*

- Oversaw multiple project management.
- Responsible for estimating and CPM scheduling.
- Installed piping systems for heavy equipment manufacturing facilities.
- Installed piping systems for production laboratories.
- Aided in water tower installation for onsite storage at Federal Hospital.
- Provided plumbing service to secure Governmental facility for Homeland Security Directive.
- Provided plumbing service for City of Delray Beach Police youth outreach program.

EDUCATION

2008 – 2010
 Palm Beach State College, Lake Worth, Palm Beach

- AAS Degree in Industrial Operation Management
- Member of Phi Theta Kappa Honor Society
- Recipient of Presidential Honors Award



AIR CONDITIONING & ELECTRICAL

202 Old Dixie Highway • Lake Park, Florida 33403

www.cmiac.com

Palm Beach County (561) 844-1004 • Martin County (772) 283-0096

Fax (561) 844-7755 • ST LIC #CAC1817971 / EC0002042

James Pickard

114 park Road N.

Royal Palm Beach, Fl. 33411

Summary:

Application to fulfill nomination requirements to fill the HARV certified contractor opening with the Palm Beach County Construction Industry Licensing Board.

Qualifications:

Class B Air Conditioning #CAC056667 1992 - 2014

Class A Air Conditioning #CAC1817971 2014 - Present

Employment:

Custom Air Conditioning 1988 - 1992

CMI Air Conditioning & Electrical, Vice President 1992 - Present

Affiliations:

Palm Beach Air Conditioning Contractors Association 2016 - Present

PBACCA 2021 President

Education:

St. Johnsville High School - New York 1983

Technical Careers Institute 1988

Interests:

Outdoor activities (hiking, backpacking, kayaking, camping)

Attending sporting events

Traveling

References Available Upon Request

Damaris R. Guardado

702 N Federal Hwy. Apt B7
Lake Worth Beach, FL 33460

Telephone
(561) 856 2878

Professional Objective

Advisory Member on the Construction Industry Licensing Board of Palm Beach County

Qualifications

- Detail oriented professional with demonstrated ability to take projects from the concept stage through successful implementation.
- Bilingual –Read, write and speak fluent English and Spanish
- Certified Florida Electrical Contractor since 2015
- Demonstrates ability to develop and maintain relationships with customers and construction officials at all levels.

Work History

DRG Electric: Lake Worth, FL 2015- Present

Owner and Qualifier

DK Electric: West Palm Beach, FL 2005- 2015

President and Installer/Project Manager

Motorola: Boynton Beach, FL 1987-2004

Project Manager Cellular Design Team

Customer Service Manager

Leadership

- Manage a team that consistently follows the NEC, meets schedule, quality expectations, and satisfactorily resolves customer issues
- Created and implemented departmental standard operating procedures
- Develop team member skills through motivational meetings, performance feedback, and incentive programs
- Manage schedule, time and resources to develop accessories for cellular phones
- Interview, hire, train, and document disciplinary issues
- Interface with building officials, Utility companies and customers to execute project
- Analyze data to make strategic business decisions and maximize team productivity.
- Created incentive program focusing on both teamwork and individual performance

Team Interaction

- Member of Silver Award winning "TCS Team"
- Leader of Web Page Design and Standard Operating Procedure teams
- Member of the Americans w/Disabilities brainstorming team
- Key member of inter-departmental problem solving team

Database Management

- Quickbooks for inventory proposals and invoicing
- Google Drive for all pictorial documentation Google calendar for scheduling
- Create presentations, special reports, and graphs for audiences at all levels
- Advance skills with PC and Macintosh platforms
Microsoft Office (Excel, Power Point, Word)

Education

- 2015 Florida Certified Electrical Contractor
- 1995 BS Degree in Professional Mgmt. Nova University-Academic 3.685 GPA
- 1992 AA Degree in Business Admin. PBCC



**Department of Planning,
Zoning & Building**
2300 North Jog Road
West Palm Beach, FL 33411-2741
(561) 233-5000

Planning Division 233-5300
Zoning Division 233-5200
Building Division 233-5100
Code Enforcement 233-5500
Contractors Certification 233-5625
Administration Office 233-5005
Executive Office 233-5228
www.pbcgov.com/pzb

**Palm Beach County
Board of County
Commissioners**

Maria Sachs, Mayor
Maria G. Marino, Vice Mayor
Gregg K. Weiss
Michael A. Barnett
Marci Woodward
Sara Baxter
Mack Bernard

County Administrator
Verdenia C. Baker

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Affirmative Action Employer"*

printed on sustainable
and recycled paper

MEMORANDUM

TO: Mayor Maria Sachs, and
Members of the Board of County Commissioners

FROM: Richard Torrance, Director
Contractor Regulations Division

DATE: September 12, 2024

RE: Re-Appointment to the Construction Industry Licensing Board
(CILB) of Palm Beach County

The purpose of this memo is to request your support for the re-nomination of three current and active board members to the Construction Industry Licensing Board (CILB). The nominees are as follows:

-**Mr. Richard Kaplan** who has been an active member, has attended 29 out of 31 monthly board meetings during his 3 year term, and has indicated a willingness to continue serving for a second term in seat eight as a Plumbing Contractor.

-**Mr. James Pickard** who has been an active member, has attended 30 out of 31 monthly board meetings during his 3 year term, and has indicated a willingness to continue serving for a second term in seat one as an HARV Contractor.

-**Ms. Damaris Guardado** who has been an active member, has attended 27 out of the 31 monthly meeting during her 3 year term, and has indicated a willingness to continue serving for a second term in seat two as an Electrical Contractor.

All terms for these nominees would begin October 1, 2024 through September 31, 2027. The applications and resumes for the above mentioned members are attached for your review and signature.

The CILB was created by Special Act 67-1876 in 1967 and is comprised of fifteen (15) members, representative of the construction industry and citizens within Palm Beach County. Although specific member representation is set forth in Special Act 67-1876 and Chapter 489 F.S. as amended, the members are appointed by the BCC.



Special Act, Chapter 67-1876, Laws of Florida as amended

Board Member Qualifications

Section 3. Construction Industry Licensing Board of Palm Beach County, organization, meetings, powers, duties. –

- (A.) The Construction Industry Licensing Board of Palm Beach County is hereby created and composed of the following: two general contractors, one contractor who is primarily engaged in the business of furnishing those services to which a building contractor is limited, one contractor who is primarily engaged in the business of furnishing those services to which a residential contractor is limited, one electrical contractor, one plumbing contractor, one HARV contractor, one roofing contractor, one swimming pool contractor, one architect, one engineer, and one full-time building official, employed by a local government within Palm Beach County who meets the requirements of the Building Officials Association of Florida. All members of the Board shall be appointed by the Palm Beach County Board of County Commissioners.
- (B.) To be eligible for appointment each contractor member shall be:
- (1) Actively engaged in the construction business in Palm Beach County and have held a certificate of competency in his name and have been so engaged for a period of not less than 5 consecutive years immediately before the date of his appointment, and be a resident of Palm Beach County. The architect and engineer member shall be licensed in the State of Florida and be a resident of Palm Beach County.
 - (2) Each member of the Board except the Building Official shall hold a valid certificate issued by this Board or the state of Florida in addition to having the qualifications required in subsection (B) (1) above.
 - (3) In the event that any member of the Board no longer possesses the qualifications required in subsection (B) (1) and (B) (2) above, said member may be suspended or removed as a member of the Board upon a majority vote. If a member fails to attend three successive, regular scheduled meetings, he may be removed by a majority vote of the Board.
- (C.) All terms of office expire on September 30 of the last year of the term. As the terms of members expire, the Board of County Commissioners shall appoint a member to fill the vacancy for a term of 3 years, but no member shall serve for more than two consecutive terms but may be reappointed after a three (3) year hiatus. Vacancies in the membership of the board for any cause shall be filled by the Board of County Commissioners for the balance of the unexpired term.



Board Member Qualifications

Florida Statutes 489.131 Applicability:

(10) No municipal or county government may issue any certificate of competency or license for any contractor defined in s. 489.105(3)(a)-(o) after July 1, 1993, unless such local government exercises disciplinary control and oversight over such locally licensed contractors, including forwarding a recommended order in each action to the board as provided in subsection (7).

Each local board that licenses and disciplines contractors must have at least two consumer representatives on that board. If the board has seven or more members, at least three of those members must be consumer representatives. The consumer representative may be any resident of the local jurisdiction who is not and has never been, a member or practitioner of a profession regulated by the board or a member of any closely related profession.
(7/1/93)

Board of County Commissioners:

Urges all associations to join Palm Beach County in encouraging diversity in your Board nominations. Diverse representation in our Board appointments is key to promoting a wider variety of perspectives and approaches to policy development, strategic planning, and regulatory implementation for our citizens. (11/5/09)

<i>Industry Trade</i>	<i>Seat</i>	<i>Requirements</i>		
		<i>Must be a Resident of Palm Beach County</i>	<i>Actively engaged in construction for 5 consecutive years prior to seat assignment</i>	<i>Hold a State of Florida license or a CILB issued license.</i>
<i>General Contractor</i>	3,5	√	√	<i>State/CILB</i>
<i>Residential Contractor</i>	6	√	√	<i>State/CILB</i>
<i>Building Contractor</i>	11	√	√	<i>State/CILB</i>
<i>HARV Contractor</i>	1	√	√	<i>State/CILB</i>
<i>Electrical Contractor</i>	2	√	√	<i>State/CILB</i>
<i>Plumbing Contractor</i>	8	√	√	<i>State/CILB</i>
<i>Roofing Contractor</i>	4	√	√	<i>State/CILB</i>
<i>Swimming Pool Contractor</i>	10	√	√	<i>State/CILB</i>
<i>Building Official</i>	7	√	√	<i>State</i>
<i>Engineer</i>	9	√	√	<i>State</i>
<i>Architect</i>	12	√	√	<i>State</i>
<i>Consumer Representative</i>	13,14,15	√	<i>Nothing Construction Related</i>	<i>Nothing Construction Related</i>

10/1/2024-9/30/2025

Construction Industry Licensing Board of Palm Beach County - Members

<i>Richard Kaplan, Chairman – Seat 8</i>		<i>Jim Pickard, Vice Chairman – Seat 1</i>	
James L Pickard– C/M HARV Contractor #CAC-1817971 -2014 CMI Air Conditioning and Electrical 202 Old Dixie Highway Lake Park, FL 33403 jim@cmiac.com	2021/24-E 814-1004 B 844-7755 F	Jeff Remas- C/M Building Official #BU-2134 Town of Highland Beach 3616 S. Ocean Boulevard Highland Beach, FL 33487 bco@highlandbeach.us	2023/26-E (561) 278-4540 B (561) 278-2606 F
Electrical Contractor	Seat #1	Richard L. Kaplan-C/M Plumbing Contractor #CFC-1427435-2007 Wright Brothers Contracting Services, Inc. 6715 White Dr. Riviera Beach, FL 33407 thesouthernplumber@gmail.com	2021/24-E (561) 441-4002 B N/A F
Jerry E. Wilson –C/M General Contractor #CGC-1523128-2015 Bespoke Design & Consulting 765 Hibiscus Ave Juno Beach, CL 33408 jw@bespokei3.com	2022/25-E (561) 512-6376 B F	Engineer	Seat #9
Roofing Contractor	Seat #3	James W. Stevens-C/M Swimming Pool Contractor #U-19340 Crystal Blue Pools Inc. 6884 152nd Dr. N Palm Beach Gardens, FL 33418 Jwstevens.pro@gmail.com	2024/26-E (561)-309-2426 B F
Allen R. Gast– C/M General Contractor #CGC- 1509208-2005 Gast Construction Group Inc 333 Southern Blvd, Unit 10 West Palm Beach, FL 33405 allen@gastconstructiongroup.com	2023/26-E 561 281-1001 B n/a F	Jim Auld – C/M Building Contractor #CBC-047611-2004 OHLA Building Executive 9675 NW 117 th Ave, Suite 108 Miami, FL 33178 Jauld.builder@gmail.com	2022/25-E (786) 418-3740 B F
Seat #5	Seat #4	Seat #10	Seat #11

10/1/2024-9/30/2025

Construction Industry Licensing Board of Palm Beach County - Members

<u>Residential Contractor</u>		<u>Architect</u> #AR-	
	Seat #6		Seat #12
<u>Consumer Member</u>		<u>Eligibility</u> E-----Eligible for re-election NE-----Not Eligible for additional terms	
	Seat # 13	Members are allowed to serve two terms. Each term is for 3 years.	
Naomi Stevenson-C/F <u>Consumer Member</u>	2023/26-E (561) 719-6532 B	<u>Diversity</u> A- African American C- Caucasian H- Hispanic American N- Native American	
	Seat #14	<u>Gender: M- Male F- Female</u>	
Robert D. Shorr- C/M <u>Consumer Member</u> Accurate Balancing & Commissioning 1742 E. Rd Loxahatchee, FL 33470 Robert@tabfirm.com	2023/26-E (561) 351-0245 B	<u>Phone</u> B-----Business Phone F-----Fax Number	
	Seat #15		

Shannon Fox, Esq.	Assistant County Attorney - Board	(561) 355-2225
Ryan Maher, Esq.	Assistant County Attorney- Division	(561) 355-2225
Richard Torrance	Director, Contractor Regulations Division	(561) 233-5525

The Board has 9 out of 15 seats currently filled and a diversity count of Caucasian: 9 (100%). The gender ratio (female: male) is 1:8.