

Agenda Item #:

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

Meeting Date: December 10, 2024

Department: Internal Auditor's Office

Advisory Board: Internal Audit Committee

**I. EXECUTIVE BRIEF**

**Motion and Title: Staff recommends motion to:**

Appoint one (1) alternate member to the Internal Audit Committee (IAC):

<u>Seat</u>	<u>Nominee</u>	<u>Term</u>	<u>Nominated by:</u>
Alternate	Sonny Maken	12/11/2024 - 12/10/2027	Vice Mayor Baxter

**Summary:** The purpose of the Internal Audit Committee is to assist the Board of County Commissioners (BCC) in fulfilling its oversight and governance responsibilities of County operations and providing advice and recommendations to the County Internal Auditor. All members of the Internal Audit Committee are required to be citizens of Palm Beach County, independent of County operations and officials, with experience in business or finance; government accounting, auditing, operations or financial management; or other relevant experience. At its September 18, 2024 meeting, the Internal Audit Committee unanimously recommended the appointment of Mr. Maken to the Alternate Seat. The Alternate Committee member will serve a three (3) year term ending December 10, 2027. The audit committee consists of five (5) full member seats and one (1) alternate member seat. Following this appointment, the five (5) full-member and one (1) alternate seats will be filled. The current diversity count is Caucasian: 5 (83%). The gender ratio (male: female) is 4:1. Staff is addressing the need to increase diversity within its boards and will continue to encourage expansion of the Committee's diversity. **Countywide (DB)**

**Background and Justification:** The Board of County Commissioners established the Internal Audit Committee in August 1987 by resolution R87-1226. Ordinance 2010-006, adopted March 23, 2010 established a new five (5) member audit committee consisting of individuals who are independent of the County organization and have experience in business or finance; government accounting, auditing, operations or financial management; or other relevant experience. Ordinance 2013-030, adopted November 19, 2013, added an alternate member.

**Attachments:**

1. Boards/Committees Application with resume of Sonny Maken
2. Audit committee background and current membership list
3. Memo sent to each Commissioners regarding reappointments

Recommended by: D. Doran November 6, 2024  
County Internal Auditor Date

Legal Sufficiency: [Signature] 11/12/24  
Assistant County Attorney Date

**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: Internal Audit Committee Advisory  Not Advisory

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

Term of Appointment: 3 Years. From: 12/11/2024 To: 12/10/2027

Seat Requirement: Citizen of Palm Beach County familiar with business or auditing Seat #: \_\_\_\_\_

\*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: MAKEN SONNY  
Last First Middle

Occupation/Affiliation: CHIEF OPERATING OFFICER  
Owner  Employee  Officer

Business Name: ASSOCIATED BUILDERS & CONTRACTORS  
Business Address: 3730 COCONUT CREEK PARKWAY, SUITE 200  
City & State: COCONUT CREEK FL Zip Code: 33066

Residence Address: 1228 CREEKSIDE DR  
City & State: WELLINGTON FL Zip Code: 33411  
Home Phone: (\_\_\_\_\_) NA Business Phone: 954-984-0075  
Cell Phone: 561-7670-220 Fax: (\_\_\_\_\_) \_\_\_\_\_  
Email Address: SMAKEN@ABCLEASTFLORIDA.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, 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>10/19/2024-10/19/2027</u>
(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.palmbeachcountvethics.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, 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 1 AUG 2024  
 \_\_\_\_\_ 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: *S Mark* Printed Name: SONNY MARK Date: 8/20/24

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

Return this FORM to:  
 David Zamora, County Internal Auditor  
 2300 North Jog Road, West Palm Beach, FL 33411  
 Email [DZamora@pbc.gov](mailto:DZamora@pbc.gov)

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

Appointment to be made at BCC Meeting on: 10/8/24

Commissioner's Signature: *Donna Boyer* Date: 9/16/24

Pursuant to Florida's Public Records Law, this document may be reviewed and photocopied by members of the public. Revised 01/14/2014

# SONNY MAKEN, MBA

## SENIOR EXECUTIVE

### EXECUTIVE SUMMARY

Entrepreneurial executive, having served as Chief Operating Officer, Chief Development Officer, Strategic Development Officer and Chief Executive Officer with extensive development, operations, management, acquisition, and forecasting experience

### EXPERTISE

- Senior roles in the public, private and non-profit sectors
- Designing and executing all layers of strategy and operations, increasing profitability and efficiencies
- Creating and implementing comprehensive raw land development plans for public, residential and commercial use
- Building and growing organizations from the ground up, including team building, team lead, providing new talent mentoring opportunities and establishing best practices
- Managing compliance and risk reduction
- Developing, executing and completing ownership of critical operations and relationship development
- Leading executive functions in a fast-paced entrepreneurial environment
- Enhancing leadership opportunities, expanding human capital, complex negotiations and conflict resolution
- Planning and executing high impact, strategic initiatives and strategic plans
- Forecasting, planning & budgeting
- Grant writing, including federal grants
- Cyclical implementation of initiatives to drive profitability, top line expansion and cost cutting
- Board expansion & government relations
- Donor engagement and implementing best practices for donor relations
- Governmental operations management
- Human resources
- Financial audit processes
- Complete P&L ownership with emphasis on value creation

### EDUCATION

#### **Northwestern University, Kellogg School of Management**

Master of Business Administration

- Graduated, July 2020
- Specialized coursework in business, financial modeling, business econometrics, data sciences, marketing, economics, strategy, operations
- Elected class ambassador
- Winner of the Kellogg Social Impact Leader Scholarship
- Classwork completed in Miami, Chicago, Israel, Hong Kong and Macau

#### **Leadership Palm Beach County**

- Class of 2019

#### **Georgetown University**

Bachelor of Science in International Economics

- Graduated, May 1997
- Head of School of Foreign Service Academic Council
- Lecture Fund Member
- Internship, Federal Bureau of Investigation, Washington, DC
- Internship, US House of Representatives, Office of J. Dennis Hastert, Washington, DC

#### **CCIM Designation**

# SONNY MAKEN

## ASSOCIATED BUILDERS & CONTRACTORS

### Chief Operating Officer

City of Coconut Creek, Florida | 2023 to Present

- As member of the executive team, led all aspects of sustainable real estate development and redevelopment, public private partnerships, green initiatives, economic development, city owned real estate disposition, inter-departmental efficiencies, and strategic policies for sustainable growth and tax base expansion.

### EXPERIENCE

- Oversee all aspects of operations for the largest commercial construction industry association with a focus on promoting merit-based construction and workforce development
- Serve as COO of the ABC Chapter with over 640 members
- COO of ABC Institute, the largest apprenticeship education program in Florida, with over 800 students, learning 7 construction trades in 10 locations throughout the state
- COO of ABC Cares, a 501(c)(3), Foundation that supports workers injured or deceased in workplace accidents
- Spearhead strategic planning initiatives to optimize organizational efficiency, foster innovation, and achieve long-term growth objectives for all 3 organizations
- Direct and coordinate the implementation of operational policies, procedures, and initiatives to ensure alignment with organizational goals and industry best practices
- Manage a diverse team of department heads and staff members, providing guidance, mentorship, and resources to drive high performance and professional development
- Cultivate and maintain relationships with key stakeholders, including industry partners, government agencies, and member organizations, to advance the mission and objectives of ABC
- Lead initiatives to enhance member engagement, satisfaction, and retention through the delivery of high-quality programs, services, and advocacy efforts

## OPERATIONS

- Collaborate with the CEO and Board of Directors to develop and execute strategic initiatives, annual budgets, and performance metrics to monitor organizational performance and effectiveness
- Drive continuous improvement initiatives to optimize operational processes, streamline workflows, and maximize resource utilization to deliver superior value to members and stakeholders
- Ensure compliance with all relevant laws, regulations, and industry standards, while also promoting a culture of safety, diversity, and inclusion throughout the organization
- Leadership on various projects and initiatives throughout the organization ranging from negotiations, finance, HR, and grant writing
- Client interaction with the public, governmental agencies, members, and all ABC departments
- Lead the grant writing for a state grant for \$1.3 Million, the highest in Florida
- Provide oversight on legal and business negotiations, contributing extensive insights on both legal protections and business terms
- Engage elected officials on strategy and public policy initiatives and presented to elected officials in private meetings
- Represent ABC at various regional and National conferences
- Lead trips to Washington DC to meet with lawmakers and staff on Capitol Hill
- Facilitate multiple leadership retreats.
- Manage and lead 31 FT employees and 55 part time instructors
- Created and developed mental health initiatives

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# SONNY MAKEN

## CITY OF HOLLYWOOD, FL

### Chief Development Officer

City of Hollywood, Florida | 2021 to 2023

- As member of the executive team, led all aspects of sustainable real estate development and redevelopment, public private partnerships, green initiatives, economic development, city owned real estate disposition, inter-departmental efficiencies, and strategic policies for sustainable growth and tax base expansion.

## EXPERIENCE

- Designed and executed strategy for city owned real estate
- Pursued buy-in from internal and external stakeholders for strategic and sustainable policies
- Directed successful negotiations for projects valued over one billion dollars
- Managed inventory and provided strategic guidance of vacant parcels and underutilized city assets
- Guided the redevelopment of a 250-acre golf course and hotel/retail development
- Lease negotiations with public and private entities
- Forecasting, planning and budgeting projects and developments
- Human capital development with city staff
- Created and executed marketing campaigns and strategic partnership initiatives with other governmental agencies, private consultants and real estate developers
- Operations management consulting with other department heads
- Resource planning with staff and stakeholders
- Creating Request for Proposals for various projects, seeking new development and redevelopment
- Drafted strategic initiatives for creating affordable housing
- Led initiatives focused on sustainably and creative solutions for sustainable real estate
- Economic development activities, including recruiting developers/PGA players to engage in city owned golf course public private partnership
- Served on selection committees for Public Private Partnerships (P3) projects
- Analyzed and led discussion on incentive requests from private developers
- Worked closely with State and County agencies on large public transportation and utilities projects

## OPERATIONS

- Lead on various projects and initiatives throughout the city, ranging from development negotiations, finance, HR, and affordable housing
- Client interaction with the public, governmental agencies, private developers, and all city departments
- Guided projects from proposal, entitlements, governmental approvals, to certificates of occupancy
- Provided oversight on legal and business negotiations, contributing extensive insights on both legal protections and business terms
- Engaged elected officials on strategy and public policy initiatives and presented to elected officials in public meetings
- Oversaw the implementation of EV chargers city wide by coordinating the cooperation of various departments heads including public works, procurement, sustainability, and development services
- Innovative solutions on transitional housing for first responders, low to middle income residents and residents that require mental health assistance
- Represented city at various regional and National conferences
- Aligned relationships with the brokerage community to increase interest in the city
- Worked with appraisal experts on complex valuation issues
- Assisted in the complete reorganization of the Development Services department consisting of planning, zoning, code, engineering, community development, and structure and building. Strategic reorganization of over 40 employees
- CRA & Opportunity Zone expertise
- Drafted and negotiated Incentive Agreements, RFP's and Development Agreements
- Led the LUPA process for large P3 projects
- Negotiated over \$8 Million in savings for the city in 2023
- Coordinated the appropriation process with City lobbyists, private stakeholders and various City agencies for capital improvements and projects
- Team lead on various projects

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# SONNY MAKEN

## THE MAKEN GROUP

### Founder & CEO

The Maken Group | 2001 to 2023

- Launched several successful enterprises, including a commercial real estate practice with over \$1 Billion in transaction volume. Created a mergers & acquisitions subsidiary which transacted the sales of over 100 companies.

## HIGHLIGHTS

- Designed and executed all layers of strategy and operations of the company
- Recruited and developed the talent of agents, support staff and senior staff
- Managed executive functions in a fast-paced, entrepreneurial environment
- Leadership, team building, complex negotiations and conflict management
- Led all human resource functions
- Forecasted, planned & budgeted
- Human capital development
- Created and executed marketing campaigns and strategic partnership initiatives
- Operations management
- Consistent year over year revenue growth while controlling expenses and leveraging network
- Successfully completed multiple rebranding campaigns for self and clients
- Start up and turnaround capital raising
- Hedge fund and private equity partner network for development, redevelopment and acquisition purposes
- Assisted clients with pre-construction analysis and complex financial modeling
- Liaised between clients, lenders and governmental authorities
- Economic development activities, recruiting large public and private companies to move to Florida
- Successfully leading lobbying efforts for incentives and legislative intervention for economic development

## EXPERIENCE

- Founded the firm at age 24
- Built a Commercial, M&A & Residential practice from the ground up
- Clients ranged from publicly traded private equity groups to individual investors
- Engaged in all spheres of talent development and human resources
- Closed transaction volume more than \$1 Billion
- Established long-lasting commercial relationships with diverse customers and partners, from The Blackstone Group to the fastest growing Hispanic church in the US
- Founded a Mergers & Acquisitions division within the firm, offering small and mid-cap clients investment banking services and facilitated the sale of over 100 companies
- Initiated and managed public/private partnerships on behalf of clients including Remington Arms and other large companies
- Extensive experience in complex negotiations relating to sophisticated and confidential development projects and transactions for single family home developments, medical office buildings, luxury condominium towers, golf course redevelopment, office, industrial and raw land projects
- In depth experience in advising buyers and sellers on business valuation from evaluating profit and loss statements, accounts receivables, tax returns and other accounting documents relevant to the disposition of crucial assets
- Partnered with tech companies, start-up, legacy brands and all types of medical and medical office uses
- Coordinated and analyzed commercial and residential development and land acquisition on behalf of clients
- Helped clients develop strategic plans and manage timelines for development and acquisition projects
- Shepherded relationships with founders and CEO's and guided them to growth and profitability
- Led major development projects, from raw land acquisition to fully entitled land for residential and commercial developments, including obtaining site plan approval and creating alliances for community support
- Assisted clients with complex financial instruments and disposition of bad debt
- Substantive multi-family, affordable housing and commercial development and disposition experience
- Keynote speaker in real estate conferences and participated in governmental panel discussions
- Opportunity Zone expertise

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# SONNY MAKEN

## FIRST SERVE USA

### CEO

First Serve, USA | 2014 to 2021

- With deep entrepreneurial roots, and a passion for humanitarian causes to create authentic and lasting change, served as CEO of First Serve, a non-profit organization that helps children living in disadvantaged and underprivileged communities. During 7-year tenure, grew revenue by 700%, enrollment of children by 600% and the size of the board of directors by 100%.

## FUNDRAISING

- Created multiple fundraising opportunities through engagement of various private and public entities as well as local communities
- Led all fundraising initiatives for the organization and raised over \$3 Million
- Increased Revenues by 40% by personally writing over 85 grant applications to family foundations, corporate foundations, large companies, and private donors
- Planned, created and executed the Palm Beach Winter Games, a 4-day fundraising extravaganza that raised over \$400,000, unique opportunities to play and dine with sports-celebrity to sell to high-net-worth individuals capable of donating \$100,000+ for more cost effective-time efficient fundraising
- Secured support and participation in the events from business leaders, professional athletes and celebrities, including Greg Norman, Bryant Gumbel, Jeff Greene, Kevin Anderson, Coco Gauff, & The Bryan Brothers
- Gained event sponsorship with major national organizations like HBO, Tito's Vodka and Margaritaville, amongst others
- Expertise in writing and receiving Federal government grants. Additional experience in reporting requirements and record management for governmental requirements
- Consistent, mission and vision focused fundraising activities

## OPERATIONS

- FIRST SERVE USA, A Non-Profit After-School Program for At-Risk Children  
First Serve hires, equips and trains outstanding high school students to mentor children in their own community. This innovative model provides 924 hours per year of positive, authentic and intentional interaction between mentors and mentees
- Rebuilt the entire organization from the ground up  
As volunteer CEO, put near-bankrupt organization on the path of growth and success by redesigning its business and operational model
- Reduced pay roll by 65%, while growing income and impact, without sacrificing one child's participation in the program
- Began with no staff and built a team of over 66 staff members & paid mentors
- Created and led innovative mentoring program
- Grew revenue 700%, enrollment 600% and the board of directors by 100%

## TEAM BUILDING

- Personally, oversaw the growth of the organization from 0 to over 66 team members
- Developed talent across all racial and socio-economic demographics
- Mentored senior staff individually with leadership training
- Implemented the use of Clifton Strength Finders and the Enneagram throughout the organization
- Created an extensive employee manual and implemented strict policies dealing with all aspects of employee behavior
- Designed and implemented strict sexual harassment policies
- Incorporated on-going training and continuing education into the DNA of the organization
- Mission-centric policies consistently vetted and implemented

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# SONNY MAKEN

## MEMBERSHIPS

- Georgetown Alumni Interviewer Program, (1997 – present)
- Georgetown Club of Palm Beach
- Past Board of Directors, Florida Association of Realtors
- Past Board of Directors & Past President of The Commercial Alliance
- Certified Commercial Investment Member of the National Association of Realtors, CCIM Designation acquired 2006
- Florida Real Estate Brokers License
- Past Member, Non-Profits First
- Member, Urban Land Institute
- Past Director, Center for Family Services
- Past Director, First Serve
- Director, Community Health Centers
- Director, Kellogg Alumni Chapter of South Florida
- Member, Forum Club
- Board Member, Palm Beach County Fair Housing/Fair Employment Board
- Board Member, Broward Public Schools Qualification Selection Committee

## SPEAKING ENGAGEMENTS, PUBLICATIONS AND AWARDS

- Keynote Speaker for Association of Builders and Contractors (ABC) Annual Convention
- Keynote speaker at the National Police Athletic League Conference in Washington, DC
- Keynote speaker at The National Honor Society Induction Ceremony at Glades Central High School
- Addressed the National Police Athletic League Conference in Washington, DC
- Addressed the International Leadership Association Conference in West Palm Beach
- Sonny Maken, "Survival of the Fittest and Adaptable", Building Florida Magazine
- 40 Under 40 Award South Florida Business Journal
- 40 Under 40 Award Real Estate Florida Magazine
- Guest teacher at Keiser University
- Co-taught seminars at the Kellogg Center for Nonprofit Management
- Elected Class Ambassador by MBA cohort
- Winner of the Kellogg Social Impact Leader Scholarship
- Featured in City & Shore magazine article "CEO's that do good"

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## PALM BEACH COUNTY INTERNAL AUDIT COMMITTEE

### BOARD APPOINTMENT APPLICATION BACKGROUND INFORMATION

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

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

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

#### **Current composition of the Committee:**

- Seat 1: David Herst, PhD, Caucasian, male, term expires 9/30/25.  
Seat 2: Mark Feldmesser, CPA, Vice-Chair, Caucasian, male, term expires 9/30/25.  
Seat 3: Michael Kohner, CPA, Caucasian, male, term expires 9/30/24.  
Seat 4: John Gilbert, CPA, Chair, Caucasian, male, term expires 9/30/24.  
Seat 5: Donna Wisneski, CPA, Caucasian, female, term expires 9/30/2026  
Alternate: Vacant

#### **Committee meeting schedule:**

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



## Interoffice Memo

**Date:** April 3, 2024  
**To:** Commissioner Sara Baxter  
**From:** David Zamora  
County Internal Auditor

**Re:** **Request for Support for two Reappointments and Identification of Nominees to fill Internal Audit Committee Vacancy**

**Internal Auditor's Office**  
2300 North Jog Road  
West Palm Beach, FL 33411  
(561) 681-4480  
FAX: (561) 681-4490  
[www.pbcgov.com/internalauditor](http://www.pbcgov.com/internalauditor)

The Internal Audit Committee (IAC) consists of five regular members and one alternate member. All seats on the Committee are At-Large seats.

### REAPPOINTMENTS

The current three-year term for John Gilbert in Seat 4 and Michael Kohner in Seat 3 expires September 30, 2024. Both members are eligible for reappointment and completed an application for reappointment to serve another term.

At our recent meeting, the IAC unanimously recommended both members be reappointed to their respective seats to expire September 30, 2027.

### NOMINEES NEEDED

Nominees are needed to fill the vacant Alternate Member position for the three-year term October 1, 2024 to September 30, 2027.

Background information on the Internal Audit Committee, including the Committee's enabling legislation, its current composition and diversity, and its meeting schedule, is attached to this memo.

A blank Boards/Committees Application form is attached for your convenience. If you wish to nominate a candidate, please either complete the application form and return to me or provide me your candidate's contact information. We will gladly reach out to any candidates you wish to nominate. Also included is a Prospective Member Information Package that you may send to any candidate you identify.

### Attachments:

- Audit Committee Attendance Record
- Background information on the Internal Audit Committee
- Boards/Committees Application form
- Prospective member information package

■  
**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

*"An Equal Opportunity  
Affirmative Action Employer"*

Official Electronic Letterhead