



## 2017-2018 PALM BEACH COUNTY MUNICIPAL CLERKS ASSOCIATION OFFICERS AND COMMITTEES ROSTER

### OFFICERS

Vivian Mendez, CMC, President	Town of Lake Park	561-881-3311	<a href="mailto:vmendez@lakeparkflorida.gov">vmendez@lakeparkflorida.gov</a>
Vice President			
Kathleen Dominguez, Secretary	Town of Palm Beach	561-838-5416	<a href="mailto:kdominguez@townofpalmbeach.com">kdominguez@townofpalmbeach.com</a>
Quintella Jones, Treasurer	Town of Jupiter	561-741-2219	<a href="mailto:quintellaj@jupiter.fl.us">quintellaj@jupiter.fl.us</a>
Maylee De Jesus, MMC, Immediate Past-President	Town of South Palm Beach	561-588-8889	<a href="mailto:mdejesus@southpalmbeach.com">mdejesus@southpalmbeach.com</a>

### BY-LAWS/RULES COMMITTEE

- Duties
- Review Association by-laws and make recommendation for changes at the August meeting.
  - Maintain the Policies and Procedures Manual.

<b>CHAIR-</b> Tracey Stevens	Town of Ocean Ridge	561-732-2635	<a href="mailto:tstevens@oceanridgeflorida.com">tstevens@oceanridgeflorida.com</a>
Tijauna Warner	City of Pahokee	924-5534 x2006	<a href="mailto:twarner@cityofpahokee.com">twarner@cityofpahokee.com</a>

### EDUCATION COMMITTEE

- Duties
- Promulgate and coordinate continuing education opportunities for the membership.
  - Provide an ongoing list of educational courses, seminars, and training approved by IIMC.
  - Obtain speakers to present educational programs during bi-monthly meetings.

<b>CHAIR-</b> Tijauna Warner	City of Pahokee	924-5534 x2006	<a href="mailto:twarner@cityofpahokee.com">twarner@cityofpahokee.com</a>
Jacqueline M. Burgess	City of Riviera Beach	561-845-4179	<a href="mailto:jburgess@rivierabch.com">jburgess@rivierabch.com</a>
Zoie Burgess	Town of Lake Clark Shores	561-964-1515	<a href="mailto:zburgess@lakeclarke.org">zburgess@lakeclarke.org</a>
Kim Wynn	Village of Palm Springs	561-434-5084	<a href="mailto:kwynn@vpsfl.org">kwynn@vpsfl.org</a>
Jessica Figueroa	City of South Bay	561-996-6751	<a href="mailto:sbcityclerk@southbaycity.com">sbcityclerk@southbaycity.com</a>
Lanelda Gaskins	Town of Highland Beach	561-278-4548	<a href="mailto:lgaskins@highlandbeach.us">lgaskins@highlandbeach.us</a>

### ELECTION COMMITTEE

- Duties
- Work with PBC Supervisor of Elections and FL Division of Elections to foster open communication and ensure availability of current information to membership prior to each municipal election.
  - Conduct an annual elections workshop for the Association in October.

<b>CHAIR-</b> Debra Buff	City of Belle Glade	996-0100 x113	<a href="mailto:dbuff@belleglade-fl.com">dbuff@belleglade-fl.com</a>
Melissa Teal, MMC	Village of North Palm Beach	841-3351	<a href="mailto:npbclerk@village-npb.org">npbclerk@village-npb.org</a>
Lakisha Burch, CMC	Town of Sewalls Point	772-287-2455 x14	<a href="mailto:lburch@sewallspoint.org">lburch@sewallspoint.org</a>
Tijauna Warner	City of Pahokee	924-5534 x2006	<a href="mailto:twarner@cityofpahokee.com">twarner@cityofpahokee.com</a>
Deborah Andrea	City of Lake Worth	561-586-1662	<a href="mailto:dandrea@lakeworth.org">dandrea@lakeworth.org</a>
Jane Worth	Village of Palm Springs	561-965-4010 X5085	<a href="mailto:jworth@vpsfl.org">jworth@vpsfl.org</a>
Jessica Figueroa	City of South Bay	561-996-6751	<a href="mailto:sbcityclerk@southbaycity.com">sbcityclerk@southbaycity.com</a>
Lanelda Gaskins	Town of Highland Beach	561-278-4548	<a href="mailto:lgaskins@highlandbeach.us">lgaskins@highlandbeach.us</a>

### HISTORIAN

- Duties
- Collect and organize Association historical documents and photographs.
  - Take photographs at memorable meetings, conferences, and seminars.

<b>CHAIR -</b> Maylee De Jesus, MMC, Immediate Past-President	Town of South Palm Beach	561-588-8889	<a href="mailto:mdejesus@southpalmbeach.com">mdejesus@southpalmbeach.com</a>
Tijauna Warner	City of Pahokee	924-5534 x2006	<a href="mailto:twarner@cityofpahokee.com">twarner@cityofpahokee.com</a>

### LEGISLATIVE COMMITTEE

- Duties
- Monitor FL Legislature and PBC Commission to inform membership regarding pertinent legislation.
  - Make recommendations to support or oppose pending legislation.

<b>CHAIR-</b> Kristen Puhalainen	City of Atlantis	965-1744	<a href="mailto:kpuhalainen@atlantisfl.gov">kpuhalainen@atlantisfl.gov</a>
Tijauna Warner	City of Pahokee	924-5534 x2006	<a href="mailto:twarner@cityofpahokee.com">twarner@cityofpahokee.com</a>
Melissa Coyne	City of Lake Worth	561-586-1663	<a href="mailto:mcoyne@lakeworth.org">mcoyne@lakeworth.org</a>
Joanna Cunningham	City of Greenacres	561-642-2006	<a href="mailto:jcunningham@greenacresfl.gov">jcunningham@greenacresfl.gov</a>
Terisha Cuebas	Town of Highland Beach	561-278-4548	<a href="mailto:tcuebas@highlandbeach.us">tcuebas@highlandbeach.us</a>
Tracey Stevens	Town of Ocean Ridge	561-732-2635	<a href="mailto:tstevens@oceanridgeflorida.com">tstevens@oceanridgeflorida.com</a>

### MEMBERSHIP COMMITTEE

- Duties
- Solicit new members to the Association; compile and distribute new member orientation packets.
  - Provide a membership report at the annual meeting.
  - Maintain and distribute member contact list (USPS & email address, telephone and fax numbers).
  - Develop membership application and renewal/invoice forms.
  - Distribute invoices for annual dues to each municipality by September 30th of each year.

<b>CHAIR-</b> Caitlin Copeland	Town of Juno Beach	561-656-0316	<a href="mailto:ccopeland@juno-beach.fl.us">ccopeland@juno-beach.fl.us</a>
Tijauna Warner	City of Pahokee	924-5534 x2006	<a href="mailto:twarner@cityofpahokee.com">twarner@cityofpahokee.com</a>

### NOMINATING COMMITTEE

- Duties
- Prepare and distribute nomination ballots to the membership by July 1st of each year.
  - Tally nominations and present a slate of officers to the membership annually at the August meeting.
  - Prepare and mail election ballots and candidate bios to the membership by September 1st of each year, as needed in the event of multiple nominees for a position.
  - Announce election results at October meeting, as needed.

<b>CHAIR – (Immediate Past President)</b> Maylee De Jesus, MMC	Town of South Palm Beach	561-588-8889	<a href="mailto:mdejesus@southpalmbeach.com">mdejesus@southpalmbeach.com</a>
Jane Worth	Village of Palm Springs	561-965-4010 X5085	<a href="mailto:jworth@vpsfl.org">jworth@vpsfl.org</a>
Tijauna Warner	City of Pahokee	924-5534 x2006	<a href="mailto:twarner@cityofpahokee.com">twarner@cityofpahokee.com</a>

### SCHOLARSHIP COMMITTEE

- Duties
- Develop and maintain scholarship application forms and criteria.
  - Publicize scholarship availability to the FACC Summer and Fall Academies.
  - Receive and review applications; rank and recommend applicants for scholarship awards.
  - Notify applicants of scholarship award.
  - Receive proof of attendance and forward to Treasurer to process reimbursement payments.

<b>Interim CHAIR – (Immediate Past President)</b> Maylee De Jesus, MMC	Town of South Palm Beach	561-588-8889	<a href="mailto:mdejesus@southpalmbeach.com">mdejesus@southpalmbeach.com</a>
Caitlin Copeland	Town of Juno Beach	561-656-0316	<a href="mailto:ccopeland@juno-beach.fl.us">ccopeland@juno-beach.fl.us</a>
Debra Buff	City of Belle Glade	996-0100 x113	<a href="mailto:dbuff@belleglade-fl.com">dbuff@belleglade-fl.com</a>
Quintella Jones, Treasurer	Town of Jupiter	561-741-2219	<a href="mailto:quintellaj@jupiter.fl.us">quintellaj@jupiter.fl.us</a>

### SUNSHINE COMMITTEE

- Duties
- Responsible for sending flowers to active/retiree members who become ill or tragedy in their life.
  - Responsible for coordinating and scheduling social events for the membership.

<b>CHAIR-</b> Quintella Jones, Treasurer	Town of Jupiter	561-741-2219	<a href="mailto:quintellaj@jupiter.fl.us">quintellaj@jupiter.fl.us</a>
Melissa A. Coyne	City of Lake Worth	586-1663	<a href="mailto:mcoyne@lakeworth.org">mcoyne@lakeworth.org</a>
Jacqueline M. Burgess	City of Riviera Beach	561-845-4179	<a href="mailto:jburgess@rivierabch.com">jburgess@rivierabch.com</a>
Lakisha Burch, CMC	Town of Sewalls Point	772-287-2455 x14	<a href="mailto:lburch@sewallspoint.org">lburch@sewallspoint.org</a>

### WEBSITE COMMITTEE

- Duties
- Work with PBC League of Cities to host PBCMCA website; develop/maintain PBCMCA webpages.

<b>CHAIR-</b> Kathleen Dominguez, Secretary	Town of Palm Beach	838-5416	<a href="mailto:kdominguez@townofpalmbeach.com">kdominguez@townofpalmbeach.com</a>
(Immediate Past President) Maylee De Jesus, MMC	Town of South Palm Beach	561-588-8889	<a href="mailto:mdejesus@southpalmbeach.com">mdejesus@southpalmbeach.com</a>
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