



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

OFFICERS

Vivian Mendez, CMC, President	Town of Lake Park	561-881-3311	vmendez@lakeparkflorida.gov
Vice President, Jessica Figueroa	City of South Bay	561-996-6751	sbcityclerk@southbaycity.com
Kathleen Dominguez, Secretary	Town of Palm Beach	561-838-5416	kdominguez@townofpalmbeach.com
Quintella Jones, Treasurer	Town of Jupiter	561-741-2219	quintellaj@jupiter.fl.us
Maylee De Jesus, CMC, Immediate Past-President	Town of South Palm Beach	561-588-8889	mdejesus@southpalmbeach.com

BY-LAWS/RULES COMMITTEE

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

CHAIR- Tracey Stevens	Town of Ocean Ridge	561-732-2635	tstevens@oceanridgeflorida.com
Tijauna Warner	City of Pahokee	924-5534 x2006	twarner@cityofpahokee.com

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.

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

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.

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

HISTORIAN

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- Collect and organize Association historical documents and photographs.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

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Tijauna Warner	City of Pahokee	924-5534 x2006	twarner@cityofpahokee.com

LEGISLATIVE COMMITTEE

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

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

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.

CHAIR- Caitlin Copeland	Town of Juno Beach	561-656-0316	ccopeland@juno-beach.fl.us
Tijauna Warner	City of Pahokee	924-5534 x2006	twarner@cityofpahokee.com

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.

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Jane Worth	Village of Palm Springs	561-965-4010 X5085	jworth@vpsfl.org
Tijauna Warner	City of Pahokee	924-5534 x2006	twarner@cityofpahokee.com

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.

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Caitlin Copeland	Town of Juno Beach	561-656-0316	ccopeland@juno-beach.fl.us
Debra Buff	City of Belle Glade	996-0100 x113	dbuff@belleglade-fl.com
Quintella Jones, Treasurer	Town of Jupiter	561-741-2219	quintellaj@jupiter.fl.us

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.

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

WEBSITE COMMITTEE

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

CHAIR- Kathleen Dominguez, Secretary	Town of Palm Beach	838-5416	kdominguez@townofpalmbeach.com
(Immediate Past President) Maylee De Jesus, CMC	Town of South Palm Beach	561-588-8889	mdejesus@southpalmbeach.com
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