

PALM BEACH COUNTY COMMISSION ON ETHICS

EXECUTIVE SUMMARY

To: Alan Johnson, Executive Director
From: Mark E. Bannon, Investigator
Date: October 25, 2011
Re: C11-019 – Sheryl Steckler, PBC Inspector General
C11-020 – Wayne Condry, PBC Director of Human Resources

- **Background**

This matter came to the attention of the Commission on Ethics' staff through a sworn complaint filed against Respondents Stecker and Condry by Paul Beaudreau, a Palm Beach County Water Utilities Department (PBCWU) employee. The complaint listed allegations involving two (2) separate Code of Ethics violations against each Respondent, violation of §2-443(a), *Misuse of public office or employment*, and violation of §2-445, *Anti-nepotism law*. The basis of the complaint was that Beaudreau reported to PBCWU administration that a PBCWU employee, Dawn Jones, was supervising her daughter, Natalie Jones, who was a temporary PBCWU worker hired from a contracted employment firm. One week after making this report, Beaudreau was placed on administrative leave as one of three subjects of an IG investigation into procurement fraud. He remained on administrative leave for nine (9) months, but was eventually cleared in the investigation. He has since filed a civil suit for retaliation against Palm Beach County.

The basis of Beaudreau's complaint was that both Respondents failed to investigate his claim of nepotism during the time he was on administrative leave. His attorney, Isidro Garcia, advised that this failure to timely investigate these claims amounted to a misuse of office by the Respondents, and allowed the initial report of nepotism to be improperly dealt with. It should be noted that until September of 2011, no written complaint of nepotism was ever received by the IG, although the issue had been mentioned in correspondence between the IG and attorney Garcia, as well as in the Complainant's written response to the IG while he was under investigation for procurement fraud.

- **Inquiry**

The initial inquiry showed that neither Respondent was related to Natalie Jones, whose employment was the basis of the nepotism complaint. Under §2-445, Only the official or employee that appoints or employs or advocates for the appointment or employment of a relative, or the individual who is employed by a relative in violation of this section, can be charged with a violation of the Code of Ethics. Therefore, even if all allegation by Complainant as to this issue were true, there could not have been a violation of §2-445 by either Respondent, as they are not related to Natalie Jones. Further, according to attorney Garcia, the basis of his client's claim of misuse of office or employment under §2-443(a), was that since the IG funding source is the county budget, she has a financial interest, and received a special financial benefit by not investigating this allegation. Aside from the lack of a special financial benefit nexus based solely on a public employee's salary and department budget and allegations of inefficiency or improper performance of their job, this theory, as it pertains to both Respondents, fails for two (2) reasons. First, while the county budget is a funding source for the IG, it is not the sole source, and the IG is specifically an independent body by ordinance. Second, the IG has no authority to investigate nepotism claims, as that falls within the jurisdiction of the Commission on Ethics. Also, once the IG determined that it had no jurisdiction to investigate a nepotism claim, it sent the complaint to Director Condry in late September to investigate as a possible merit rule violation. An HR investigation had been initiated when the COE inquiry was begun.

Regarding the complaint of possible nepotism, COE staff undertook a brief inquiry under COE case number AN 11-023. According to county procurement records and statements of material witnesses, Dawn Jones was not

involved in any aspect of employment decision-making, or subsequent supervision of her daughter. There was no evidence of advocacy by Ms. Jones whatsoever. Any procurement records containing Ms. Jones' name were made in the normal course of her ministerial duty as procurement specialist for her department and employment decision-making or other authorization was made entirely by Director Debra West, who had previously employed Ms. Jones' daughter in another department. The Inquiry found that there was insufficient evidence to conclude that either employee Dawn Jones, or her daughter Natalie Jones, violated this portion of the Code of Ethics.

- **Conclusion**

Based on the facts as listed above, a no legal sufficiency finding was made by staff in Complaints C11-019 and C11-020.



Mark E. Bannon, Investigator
PB County Commission on Ethics

10/25/2011
Date



PALM BEACH COUNTY COMMISSION ON ETHICS

2633 Vista Parkway, West Palm Beach, Florida 33411

Hotline: 877-766-5920 or 561-233-0724

COMPLAINT FORM

1. Complainant (Person bringing Complaint) Add pages, if necessary.

Name: Paul Beaudreau
Address: 4017 Calle Dr.
City: Lake Worth, FL Zip: 33461
Home #: 561-433-5225 Work #: 561-4936208 Cell #: 561-307-8095

2. Respondent (Person against whom complaint is made) Add pages, if necessary.

Name: Wayne Condry
Address: 100 Australian Ave. Suite 300
City: W Palm Bch. FL Zip: 33406
Home #: _____ Work #: 561-616-6888 Cell #: _____
Title/Office Held or Sought: Human Resources Director

3. IF KNOWN, CHECK THE BOX OR BOXES THAT APPLY

☒ Allegation is against person in
County Government

☒ Allegation is about County:
Whistleblower Retaliation

4. STATEMENT OF FACTS BASED ON YOUR PERSONAL KNOWLEDGE

In a separate attachment, please describe in detail the facts and actions that are the basis of your complaint, including the dates when the actions occurred. Also attach any relevant documents as well as names and contact information of persons who may be witnesses to the actions. If known, indicate the section of the ordinance you believe is being violated. For further instructions, see page 2 of this form.

5. OATH

I, the person bringing this complaint, do depose on oath or affirmation and say that the facts set forth in the foregoing complaint and attachments are true and correct, to the best of my knowledge and belief.

Paul Beaudreau
Signature of Person Making Complaint

STATE OF FLORIDA

COUNTY OF PALM BEACH

Sworn to (or affirmed) and subscribed before me
this 29 day of September, 2011, by

Paul E. Beaudreau
(Name of Person Making Statement)

who is personally known to me _____ or produced
identification ✓. Type of identification ADP 4-7-19
produced: FDL B 360-685-69-1070

Randolph Smith
(Signature of Notary Public, State of Florida)

RANDOLPH SMITH
Notary Public - State of Florida
My Comm. Expires Jul 27, 2014
(Print, Type, or Stamp Commission Number of Notary Public)

September 30, 2011

I am writing to report violations of the Ethics Ordinance Sections 2-443(a), Misuse of public office or employment and 2-445, Anti-nepotism law.

I believe I was retaliated against because I complained that Dawn Jones was violating the County's anti-nepotism policy. Jones hired her daughter, Natalie Jones, who was working for a temp agency, Fossett/DBA Express, on at least three occasions. I received complaints about Natalie sleeping on the job and studying for her classes, amounting to theft of pay. When Dawn Jones was asked why Natalie was there if she was sick and not able to work, Dawn Jones replied that she needed the money. I made this complaint to Brian Shields, Deputy Director, on July 8, 2010 and Natalie was transferred from Jones' supervision the next day.

Because of false complaints made against me by Dawn Jones, Conrad Ailstock (Jones' supervisor) and Debra West (Ailstock's supervisor), in retaliation for me exposing the nepotism violation, I was removed from my position and placed on involuntary administrative leave on July 15, 2010, exactly one week after reporting the nepotism, until I was cleared by the Inspector General's office on April 1, 2011. Ironically, the County has never investigated the nepotism violation nor punished the person who violated the policy or her supervisors who condoned the violation. On the contrary, the Water Utilities Department has promoted Dawn Jones and Debra West after the nepotism violation and Conrad Ailstock is up for a promotion.

This nepotism violation was reported to the Inspector General by my attorney on November 19, 2010 and February 11, 2011 and Human Resources was made aware of the nepotism violation in April, 2011. This violation has been completely ignored. In fact, the Inspector General's office said that Human Resources would handle the complaint and Human Resources said that the Inspector General's office handled it. Only through my own research did I find out that the anti-nepotism violation is handled under the Ethics Ordinance. My most recent report of this violation was filed with the Inspector General's office in September, 2011. The Inspector General's office informed me that they forwarded it to the Human Resources Department for their disposition. As you can see, this violation is involved in a vicious circle.

Attached are requisitions for Fossett/DBA Express. The first is dated May 6, 2010 for time period of 05/10/10 – 08/20/10 for \$5,015.25. The second one is dated December 8, 2009 for the time period of 12/15/08 – 01/08/09 in the amount of \$2,160. The third one is dated June 22, 2007 in the amount of \$4,105.60. Attached are timesheets from the Fossett/DBA Express signed by Conrad Ailstock and Debra West approving payment to Natalie Jones. Please make note of the dates. Apparently the Water Utilities Department only needed Natalie Jones during school breaks. Please note that on each of these requisitions in the description part, that Natalie Jones is being requested. Each of these requisitions were either input by Dawn Jones, or her procurement staff and approved by Conrad Ailstock.

The proper procedure for hiring a family member would require approval by the Human Resources Department. This process was completely circumvented.

In conclusion, the above constitutes a blatant violation of Ethics Ordinance Sections 2-443(a), Misuse of public office or employment and 2-445, Anti-nepotism law. Any other relative wishing to work for Palm Beach County in some capacity must be approved through the Human Resources Department. Ms. Dawn Jones with the help of her supervisor, Mr. Ailstock and his supervisor, Ms. West have circumvented the hiring process and have paid Mr. Jones's daughter over \$11,000. The above three listed employees also conspired to fabricate allegations against me in retaliation for bringing this violation to my supervisor. These three employees also went to the extreme of misusing the Inspector General's office to execute this personal vendetta by excluding pertinent documents in their package to the Inspector General's office that would have cleared me of the false allegations without me having to sit at home on involuntary Administrative Leave for nine months. Those pertinent documents were also removed from my office so that I was unable to retrieve them to show the Inspector General and when I requested them from Mr. Ailstock, I was told that the documents "are not readily available" and I still have not been supplied with them. See NOTE.

Below are witnesses to the violation. This department has a history of retaliating against those employees who speak out. The entire procurement staff would be able to verify these violations as would the majority of the Operations and Maintenance staff, but many may be too worried about losing their jobs if they speak out. The following list includes two of the women who lost their jobs for speaking out.

Wendy Otano – 561-662-2412
LaDonna Booth – 561-723-6452
Erica Torres – 561-616-6876
Carol Shamblin – 561-309-8761
Robert Nelton – 561-319-4059
Bob Cooper – 561-301-7498
Pat Lyles – 561-818-8756
Dan Meeker – 561-301-7928
Rusty Shaske – 561 –301-7253
Conrad Thirbenny – 561-307-8098

NOTE: I have filed a Whistleblower complaint with the Court through my attorney, Mr. Isidro Garcia.

Angie Rentz

From: Isidro Garcia [isidrogarcia@bellsouth.net]
Sent: Friday, November 19, 2010 11:34 AM
To: Inspector
Subject: Paul Beaudreau
Attachments: STECKLER.LTR.pdf

Ms. Steckler;

Attachment relating to my client Mr. Beaudreau.

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Isidro M. Garcia
Garcia Law Firm, P.A.
224 Datura Street, Suite 900
West Palm Beach, FL, 33401
Tel. (561) 832-7732
Fax (561) 832-7137
isidrogarcia@bellsouth.net
www.GarciaLaborLaw.com

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GARCIA LAW FIRM, P.A.
Isidro M. Garcia

VIA E-MAIL transmission: inspector@pbcgov.org

November 19, 2010

Sheryl G. Steckler
Inspector General
Palm Beach County Office of Inspector General
P.O. Box 16568
West Palm Beach, Florida 33416

Dear Ms. Steckler:

I represent Mr. Paul Beaudreau, a Palm Beach County employee who was placed on administrative leave on July 15, 2010 as a result of a completely fabricated complaint that was made against him. He has reason to believe that this complaint was made against him one week after he informed his supervisors at the County that an employee was violating the County's nepotism policy by having supervisory authority and/or hiring her own daughter. He believes that the events are related. The reason I am writing to you is because he has been informed that your office is investigating him and is not yet prepared to release a report concerning the false claim. Unfortunately, other than the attached document he has not been provided any specific written information on who made the bogus complaint or on the specific nature of the complaint. His understanding is that he has been accused of taking bribes or kickbacks from persons who do business with the County relating to the order of supplies. My client was interviewed without counsel by Detective Santini of the Boynton Beach Police Department on or about August 15, 2010, and he believes that he identified himself as working on a task force for your office.

My client explained to Detective Santini that he does not have procurement authority, nor did he deal directly with any vendors associated with the County. He ordered supplies needed for a particular job, and others in the County took care of the task of ordering them from vendors. Two others in his department, Wendy Otano, warehouse manager, and Ladonna Booth, buyer, are also in the same limbo he finds himself in. My client has been informed that he has been cleared of wrongdoing by your office, but that your office is overwhelmed with complaints and investigations, and does not have the time currently to finalize a report.

[e-mail:isidrogarcia@garcialaborlaw.com](mailto:isidrogarcia@garcialaborlaw.com)

www.garcialaborlaw.com

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Telephone (561) 832-7732 • Telecopier (561) 832-7137

My client's reputation has been disparaged since he was placed on administrative leave on July 15, 2010; although he is on leave with pay, he has lost stand by pay, is at risk of losing 70 hour of vacation if he is not reinstated before the end of the year, as well as 80 hour of comp. time and eight (8) hours of incentive leave. He had to cancel a planned cruise with his wife as a result of being on this status since he is not able to take vacation leave while under the cloud of the investigation.

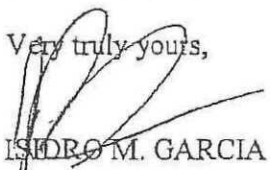
Certainly, and with all due respect, four (4) months is sufficient time to determine whether or not my client had, or did not have, procurement authority, and, whether or not he received any financial or other remuneration from any vendor or other entity in exchange for any procurement he is alleged to have done. If in fact your investigation is concluded, a simple letter from your office thus indicating would allow him to return to his employment and attempt to resume his employment and mitigate the damage done to his reputation to date.

Ironically, the person who my client believes made the false accusation against him which precipitated your investigation, is misusing your good office for a personal vendetta against my client, because he exposed her violation of the County nepotism policy, resulting in her daughter being transferred away from her. My client went forward with this complaint not out of any ill-will towards her, but because others were complaining to him and he felt obligated to bring the matter to the attention of his superiors to take appropriate action. This person against whom my client made the complaint has suffered no repercussion as a result of her breaking County policy. I am enclosing for your review the July 15, 2010 notice of administrative leave, Exhibit 1, and Excerpts from the County's Employee Handbook, including p. 13 (relating to the nepotism policy), Exhibit 2.

Since my client has already provided a full sworn recorded statement to Detective Santini, he is at wit's end about what else he must do to end this very disturbing chapter in his life. He has had to seek medical attention for stress, including medication, and is basically a prisoner in his own home during the work day, when he has always been a unapologetic workaholic, who has saved the County millions of dollars as a result of projects he has headed as a Construction Superintendent, sometimes facing criticism, not rewards, from County vendors who have questioned why he is doing projects in house instead of contracting same (at greater expense) to outside vendors. If there is anything else my client can do, please contact me immediately so that I can discuss same with him. If you can advise me of when this matter may be brought to a conclusion, that would also be appreciated.

In accordance with the Public Records law, Chapter 119, Fla. Stat., I request a copy of my client's recorded statement, and any records of any complaints by any person(s) that precipitated your investigation. Thank you and I look forward to hearing from you soon.

Very truly yours,


ISIDRO M. GARCIA
Enclosures



NOTICE OF INVESTIGATION

To: Paul Beaudreau, Construction Superintendent

From: Bevin A. Beaudet, PE, Utilities Director

Refer 7/15/10

Date: July 15, 2010

According to Merit Rule 9.06, you are hereby notified that effective immediately, you are being placed on Administrative Leave with Pay until further notice. In addition an investigation is being conducted internally and with the Inspector General's office for the purpose of determining whether any disciplinary action is warranted, and if so, what action will be taken.

Incident being Investigated:

Whether there have been any irregularities within the procurement process which would

be violations of WUD or County rules, regulations, or policies such as departmental

policies or safety rules, or Federal, State or local rules or laws under Merit Rule 33 and/or

Merit Rule 32: Conduct unbecoming a public employee. Such conduct includes actions

which reflect unfavorably on the County, its employees or its citizens. Employees are

expected to conduct themselves in a professional manner.

Date of Incident: July 8, 2010

You will be advised as to the outcome of this investigation, upon its completion and will be contacted as to when you are to return to work. Please provide me with any county property in your possession, such as keys, badge, and county phone.

Signature

A handwritten signature in dark ink, appearing to read "Paul Beaudreau", is written over a horizontal line.

Signature of Employee

Title

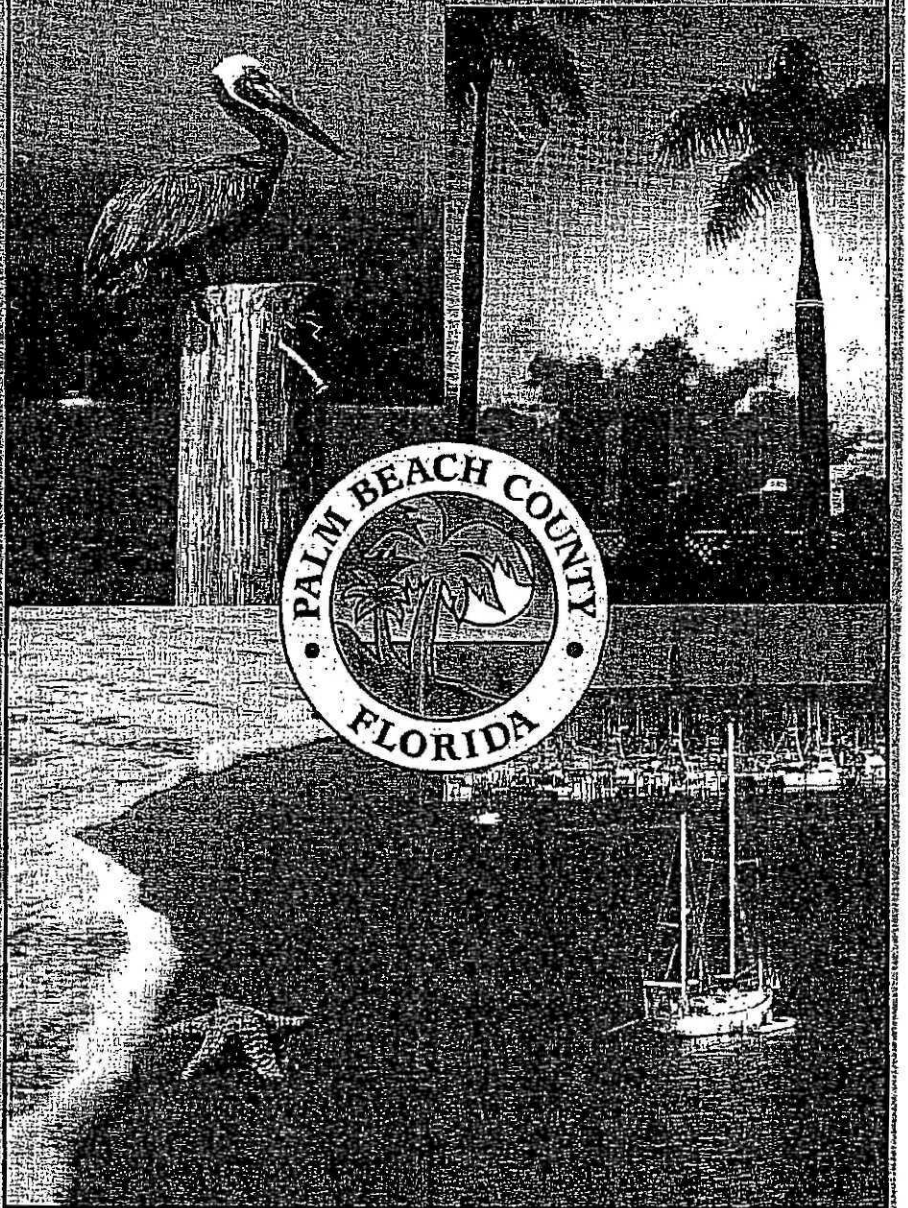
J-15-10

Date Received



PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS

EMPLOYEE HANDBOOK



PLAINTIFF'S
EXHIBIT

2

It is very important to keep information in your Personnel file up-to-date. Notify your supervisor of any changes in:

Name
Address
Phone Number
Emergency Contact
Beneficiary Designations
Number of Income Tax Exemptions

Your department/division will be sure that the appropriate changes are made in your official file in Personnel.

CODE OF ETHICS

All County employees and officers are bound by Chapter 112 (Part III) of the Florida Statutes, the "Code of Ethics for Public Officers and Employees." The purpose of the code is to promote the public interest and maintain the respect of citizens in their government. This means that County employees cannot use their jobs to obtain any special privilege for themselves or others. Employees cannot accept gifts or offers of future employment to influence their actions.

EMPLOYMENT OF RELATIVES

Applications for the employment of relatives of County employees must receive prior approval of the Director of Employee Relations & Personnel. This ensures that a relative of an employee or official is not employed under the line of authority of another relative.

For this purpose relative is defined as spouse, parent, child, brother, sister, uncle, aunt, first cousin, nephew, niece, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother or half sister.

SMOKING

To protect the health of employees and the general public in County facilities from the hazards of environmental tobacco smoke, and pursuant to Florida Statutes, smoking is prohibited in County-owned or leased facilities. Entry ways to County facilities may not be designated as smoking areas.

GARCIA LAW FIRM, P.A.
Isidro M. Garcia

VIA HAND DELIVERY AND VIA E-MAIL transmission (without enclosures):
inspector@pbcgov.org

February 11, 2011

Sheryl G. Steckler
Inspector General
Palm Beach County Office of Inspector General
P.O. Box 16568
West Palm Beach, Florida 33416

Dear Ms. Steckler:

As you know, I represent Mr. Paul Beaudreau, a Palm Beach County employee who was placed on administrative leave on July 15, 2010 as a result of a completely fabricated complaint that was made against him. I wrote to you on November 19, 2010. To recap from the prior letter: he has reason to believe that this complaint was made against him one week after he informed his supervisors at the County that an employee was violating the County's nepotism policy by having supervisory authority and/or hiring her own daughter. He continues to believe that the events are related.

Despite your knowledge of my representation of him, you contacted him directly with a letter outlining alleged violations of Palm Beach County rules relating to his employment and giving him until Friday, February 11, 2011 to respond. First, forebear from having any direct contact with my client again. Just because you are appointed as an Inspector General does not exempt you from rules prohibiting ex parte contacts with represented clients. Even if this was an oversight on your part, it is inexcusable and may be a violation of your obligations as an attorney under the Rules of Conduct for the Florida Bar. Second, you have not provided me, or my client, with the information I requested on November 19, 2010, under the Public Records Act, which information apparently forms the basis of your allegations in your latest ex parte correspondence to my client. Again, to refresh your recollection, I am quoting my earlier letter to you:

e-mail: isidro Garcia@garcialaborlaw.com
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224 Datura Street, Suite 900, West Palm Beach, Florida 33401
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"In accordance with the Public Records law, Chapter 119, Fla. Stat., I request a copy of my client's recorded statement, and any records of any complaints by any person(s) that precipitated your investigation. Thank you and I look forward to hearing from you soon."

It is my contention that as a public sector employee, my client has the right to review the evidence against him before making a statement. This is the practice that the County would follow if he was called into a "Pre Determination" meeting under the Merit Rules. We have previously requested this information and have not been given access to it. Until my client is permitted to review this information, I have advised him to not respond to your report, which report is replete with inaccuracies and one sided versions of facts. There is another problem with your ex-parte demand of my client. Under Florida law, employees may be coerced by their employer to give a statement, but only subject to the limitations set forth in Garrity v. New Jersey, 385 U.S. 493 (1967); Davis v. State of Florida, 233 So. 2d 641 (Fla. 2nd DCA 1970); Englander v. State of Florida, 246 So. 2d 746 (Fla. 1971). You are not my client's employer, and your correspondence, as I read it, does not immunize my client for a response. Yet you are threatening to make public a document that unfairly stigmatizes my client, without following the due process that is afforded under Garrity and the County's Merit Rules. Although my client has received a communication from the State Attorney's Office confirming that he did not engage in any conduct that is remotely criminal in nature and subject to that Office's jurisdiction, your letter seems to, in some ways, contradict the State Attorney's determination. Until you clarify whether or not my client is being compelled to respond under the provisions of Garrity and its progeny, I am unwilling to subject him to further harassment by investigation than he has already been subjected to.

Finally, and this is of most concern, my prior letter to you identified concrete evidence that one of the disgruntled employees falsely accusing my client violated the Code of Ethics by first, employing her daughter in a nepotism situation, and secondly, by then retaliating against my client for having reported her misconduct and that of her supervisor, another accuser against my client. §2-445 prohibits nepotism of the type my client reported that was committed by Dawn Jones. Ms. Jones supervisor, Mr. Ailstock, was embarrassed and angry with my client when my client exposed Ms. Jones' misconduct to Mr. Ailstock's supervisor, Brian Shields. **PLEASE UNDERSTAND, IF YOU HAVEN'T ALREADY, THAT MY CLIENT WAS IMMEDIATELY RETALIATED AGAINST AFTER HE EXPOSED THE UNLAWFUL NEPOTISM; IN FACT, HE REPORTS WITHIN ONE (1) WEEK OF HIS REPORT TO MR. SHIELDS, HE WAS ESCORTED FROM THE BUILDING IN A VERY OPEN AND HUMILIATING MANNER, AND WE NOW KNOW, BASED ON YOUR RECENT LETTER TO HIM, THAT THE VERY PEOPLE HE EXPOSED FOR VIOLATING NEPOTISM RULES ARE THE PEOPLE THAT CAUSED HIS REMOVAL.** Accordingly, it remains a bewilderment to me why your office is pursuing a case against my client that is probably not within your jurisdiction, but failing to pursue a case against two County employees who not only violated County rules, but the very ordinance you are required to enforce. If I am missing something here, please call me to discuss, but to me it appears that your office has been manipulated into facilitating retaliation against my clients, in violation of your own Ordinance, see §2-447, as well as the Florida Public Sector Whistleblower Law, if you are indeed purporting to act as an agent of my client's employer Palm Beach County.

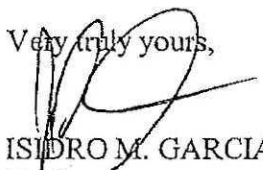
Finally, in terms of publishing your report. Please be aware that federal law prohibits the publication of a document that unfairly stigmatizes a public sector employee. Your report does so, and my client is entitled to a name clearing opportunity before you publish anything. See: Buxton v. City of Plant City, 871 F. 2d 1037 (11th Cir. 1989). In order to defend his good name against assaults from Ailstock and Jones, he needs access to the evidence against him, a reasonable opportunity to review same, as well as his own statement he gave without invoking his right to counsel to a police authority, and, he also needs Garrity rights.

Moreover, as I interpret your enabling legislation, particularly Palm Beach Ordinance 2010-043, you do not have jurisdiction to determine if my client violated County policies that are intended to cover ordinary discipline as opposed to violations of the Code of Ethics. If you disagree with my interpretation of your legal authority to proceed on this matter, I would appreciate a specific citation to the Code of Ethics that gives you jurisdiction to investigate and make determinations on alleged policy violations.

Accordingly, once you comply with my long standing public records request so that my client can review the evidence against him and the recorded statement he gave to a police officer, and clarify whether or not he is being afforded his rights under Garrity, he is not in a position to respond to fully respond to the allegations in the draft of your report. Notwithstanding that, my client has authorized me to provide to you a draft of his rebuttal, subject to his right to make amendments, once he has been afforded the opportunity to: 1) review all of the evidence against him; 2) review his own statement to the State Attorney Office investigator; and, 3) been afforded his rights under Garrity.

I hope to hear from you soon on these issues.

Very truly yours,



ISIDRO M. GARCIA
Enclosures

February 11, 2011

TO: Sheryl G. Steckler
Inspector General

FROM: Paul Beaudreau, Construction Superintendent
Water Utilities Department

RE: Rebuttal to OIG Case Number: 2010-0002

DRAFT

The following is my rebuttal to the false allegations made against me in your case numbered 2010-0002. My rebuttal will contain actual facts and documentation instead of the he said/she said listed in your report.

First of all, if there was anyone trying to circumvent the system it was Debra West, Finance Director, Conrad Ailstock, Procurement Manager & Dawn Jones, Fiscal Specialist III. These three had devised a plan to get rid of me! A little more than a week before this matter was referred to your office, I went to see Brian Shields about problems that I was encountering with ordering meter vaults for one of my jobs and the disagreements between Adam Galicki and Mike Fink over them. I needed to order the vaults and needed clarification from Brian Shields, Deputy Director, to ensure the proper vaults were ordered. During our conversation, I also brought up the nepotism going on in the Procurement Section. I brought this to Mr. Shields' attention because there was talk about a letter getting ready to be sent to the paper and County Commissioners about the nepotism and an employee of the Procurement Section taking a week off and not putting it on his timesheet. I chose not to bring that up because I didn't know whether that was true or not, however, I have witnessed Ms. Jones's daughter reporting to her mother's office every day and the problems it was causing with other employees who were witnessing the daughter doing her homework, taking naps under her mother's desk and hanging out in her mother's office and receiving a paycheck as an Intern for the Water Utilities Department for the second year in a row. During a period where the new slogan was "let's do more with less" we can't afford it. In my capacity as a Superintendent, I asked that the staff give me an opportunity to see what I could do. I didn't think that Water Utilities or the County needed that kind of publicity. After speaking with Mr. Shields, Ms. Jones's daughter was moved to another section in the Department the very next day because Mr. Shields was not aware of this. Immediately following the move, I started getting attitude from Ms. West, Mr. Ailstock and Ms. Jones when up until then we had a very cooperative relationship. That's why I mentioned in my interview with the State Attorney that the Procurement Section should be getting golden palms or kudos, not investigated, because they had always been able to get the materials necessary to complete my jobs and the emergencies that arise in our Department. I knew when I brought up the nepotism there would be repercussions, but I was looking out for the Department and not making it personal.



I started having meetings with Mr. Ailstock and Vernetha Green in late 2007 and early 2008 along with Larry Johnson, Assistant Director and Stan Lemke, O&M Director about the Department's vulnerability as a utility and not having the materials on hand to get the jobs done. Those meetings clearly indicated that our Department needed to set up price agreements for items as basic as pipe and fittings. I was told that Mr. Ailstock and Ms. Green would start working on getting price agreements in place. Since I have been out on Administrative Leave, I have been told that price agreements have been put in place for some of the things that I have asked for over 2 years ago. I have completed many projects over the last 4 or 5 years. Some of these jobs are very big and time sensitive and include very big orders. At the beginning of my receiving a project, there are monthly meetings with Mr. Lemke and various employees of the Engineering Section of Water Utilities. Once everything comes together, i.e. permits, drawings, etc. I would set up a meeting with Ms. Green and/or Mr. Ailstock for them to guide me in procuring my materials. A while back, I kept running into problems after I would give Ms. Green everything she asked for. Since my jobs were time sensitive, I would check with her a couple of days after and would hear things like I couldn't do it or I didn't get to it, I have been busy! Meanwhile, the clock is ticking because the majority of my jobs usually have a deadline or a contracted time that it needed to be finished. Out of pure frustration and exhausting all of my ideas on how to get my things ordered, I set up a meeting with Ms. West and asked Mr. Lemke to join me. In that meeting, I explained to Ms. West about no longer having price agreements for larger size pipes and fittings when years ago there was and I continued to be told that the Procurement Section was working on it. I explained that if we had price agreements for these things then the Procurement Section would not have to invest so much work every time we have a big project and/or emergency. Ms. West called Mr. Ailstock over to the meeting and asked about this price agreement. He told her that Ms. Green was working on it and then Ms. West told Mr. Ailstock that if Ms. Green was too busy that he was to help me with my order. Mr. Ailstock and I walked over to his office where Mr. Ailstock and Ms. Jones started working on my order. After that meeting with Ms. West, I started getting the purchase orders for the materials within days. Ms. Jones was now working on my orders for my material by doing KDO/KPO's. Ms. Jones told me she could order up to \$50,000 dollars on these types of documents and that any other items that would bring the order to more than \$50,000 would have to be ordered through a DO purchasing document by Ladonna Booth, my buyer, and anything else would be ordered through the warehouse by Wendy Otano. I cannot do what I have to do with out cooperation with Procurement. To get my materials, there are times when I have to deal with 4, 5, or 6 different people sometimes instead of just one and they all do it differently. As far as thinking that Ms. Otano shouldn't have ordered this for me, I thought nothing of it. Because in the past, Ms. Green set up a meeting with herself, Ms. Otano and me about needing to purchase material for an interconnect. Ms. Green directed Ms. Otano as to what she would order from the warehouse and what Ms. Green would order. If you look back at my orders, you will see that some were done as CPO, DPO, KPO and Do's. I have always thought that I was working in cooperation with the Procurement staff. After that first order that Ms. Jones put in for me, I had been given another task to complete asap. Mr. Ailstock directed Ms. Jones to process my order which she did reluctantly because she felt that Ms. Green should be processing

the KDO/KPO documents not her. I was kind of put off by this because almost everybody else in our Department was working more and harder for their job because of the cut back in the economy and positions and because I was finally getting material in a timely manner. I spoke with Mr. Ailstock about this and he told me to not worry and that Ms. Jones will continue to order my materials for me. He stated that he was working on getting more money for her because of this additional responsibility. Mr. Ailstock was sensitive to the delays that I had encountered in the past with Ms. Green and proceeded to show me a thick file with Ms. Green's name on it and told me that he "has been complaining about Ms. Green over and over but that she has friends in high places or the Department is afraid of her". Ms. Jones processed my next order and was excited because she was anticipating the increase and that she was going to Facilities to be trained on processing KDO/KPO documents and that Mr. Ailstock had arranged for her training. I was happy for Ms. Jones to get the training because it seemed like every time I gave the Procurement Section an order, they acted like it was the first time they had ever done it. During the time that this material was being ordered, I had six jobs going on. Three of these jobs were scheduled jobs and three were emergency jobs. This was a colossal task to undertake with only one crew. I stepped up to the plate and completed these jobs in house to save the County and Water Utilities money with the help of those individuals who chose to make these false allegations and submit it to your office. Each month, there are construction project meetings that I attend where priorities are set on upcoming projects, these jobs are able to be planned, but being a utility that is responsible for the health and safety of the public, there are always unforeseen emergency jobs that preclude the planned jobs and being the Construction Superintendent, I am the one who gets called for these jobs.

The day I was put on Administrative Leave, I went to Mr. Ailstock's office a little upset because a confirming order was handed in and they had not even begun working on it. Mr. Ailstock referred me to Bevin Beaudet's office because I was getting in trouble because I always called HD for my quotes!?!

I do call HD Supply for quotes most of the time never once being told by Procurement not to get quotes from HD. The reason I call HD is because they have a very quick turn around time to send me a quote. I usually get a quote from them within an hour of my request when other vendors may take days and as stated above, I don't have time to waste when ordering materials. Per PPM WUD-L-004, which I am accused of violating, when preparing a requisition, I am only required to submit a description of the item requested and a suggested vendor. I also submit a quote, even though that's not required, to assist the buyers in acquiring the exact material that I need. It needs to be a no-brainer, the material that I need isn't always a normal stock item, so by submitting a quote is just to ensure that I receive the correct materials. It is up to the discretion of the Procurement section to choose a vendor. So, based on WUD-L-004, I follow that procedure to the letter.

I have been told on more than a couple of occasions by Mr. Ailstock, Ms. Green and Ms. Jones to go and see Ms. Otano to order materials. On one occasion, I needed several hundred feet of pipe. I notified Ms. Otano of this and she replied that there was no money left in the contract for this. She suggested that I ask Mr. Ailstock and Ms. Green to add money to the contract for my material. I e-mailed Mr. Ailstock and Ms. Green about this and they put the additional money in there for Ms. Otano. On one of the last jobs I completed before being put on Administrative Leave, our Department was in contract with the School Board to install 800 linear feet of 30" force main and a canal crossing. Our contractual obligation to the School Board was that we would have the job completed on or before July 31, 2010, so that the school could open in August, 2010. I requested a quote from HD for the 30" pipe. This order ended up being awarded to L&L Worldwide, not HD. Our Department had no price agreement for this, although we have thousands of feet of pipe in our system??? At the end of May, our Department started getting e-mails from School Board because they needed the force main in service by June 30, 2010, and we had not even started yet. So my comment to Mr. Ailstock that 90 days would not work for us is apparent here. There are many ways to procure items. It's just whether or not they feel like it doing it for you. I told him to find another way to get my materials, referring to the procedure used for construction items (see PPM WUD-L-006). That policy states that "In order to expedite the procurement of materials and services, WUD will issue construction service orders under \$50,000 as authorized per PPM CW-F-064. Your report states that I violated this policy. Without having access to the Advantage System or our Departmental on-line requisition program, my requisitions are submitted in paper form, so how can I be held responsible for violating a purchasing policy when I don't put orders into the system? These orders can be processed in house instead of sending them to the County Purchasing Department. Typically, in house purchase orders can be processed much faster. None of the items requested on the purchase document in question exceeded \$50,000 which would have required a formal bid. The majority of the O&M orders are submitted by the plants and the line and lift station personnel and is mostly state mandated, these are jobs that can be planned in advance. Some of my work can be planned, too. The fact of the matter is that the majority of my jobs are emergencies or time sensitive.

Mr. Ailstock stated in your report that I had material sent to me without a purchase order in place. In the instance that I believe he is talking about, our Department was contracted by the Beeline Community Development District to install an interconnect to supply them water and sewer. Because we had a contract with them, it again was time sensitive. I had a quote for a couple of fittings totaling about \$150.00 each for a cocentric reducer and an eccentric reducer. I was going to order them both. The fittings had to come from Tampa. I received a call from one of my lead workers the day I handed my order to my buyer, Ms. Booth, that we only needed one reducer which she ordered for me. On the day the job started, we realized that we needed both reducers. I called Ms. Booth to let her know and she agreed to modify the procurement document. I then called the vendor to tell them to send another reducer since it had to come from Tampa and I was trying to get it on the same truck that day. I never did anything without speaking with someone from Procurement. I have no access to the Advantage

System. Without me talking to them, nothing would get ordered. Shame on these people for making these allegations by saying that they had no idea this stuff was going on when they knew full well. When Ms. Otano and Ms. Booth were working on some of the items in question Mr. Ailstock was not only standing near by, but Ms. Jones directed me to procure my materials this way. They have procured material this way many times not just for me but for others also. This is their MO, if you try to bring their wrong doings to light, not only will you not get your material, they will manufacture allegations that they believe will get you written up and/or possibly fired when they are allowed to hire on family, give favored employees time off with out declaring it on the timesheet, racking up hours upon hours of comp time by saying you come in on weekends to work. Are we to believe that Ms. West and Mr. Ailstock had no idea this was going on either? I also come in on my own time on weekends to catch up and would see Ms. Jones's car parked by the Purchasing building. One time, my wife and I, ran into Ms. Jones in Publix in Palm Springs on a Saturday. She would leave one car parked at work and drive another car to Publix then return to work later in the afternoon and send out an e-mail so it appears she was at work the whole time. I have witnessed this on more than one occasion, but chose to keep it to myself since she didn't work for me and afraid that I wouldn't get my materials.

In response to the list of thirteen items in your report, these all pertain to in house procurement protocol problems, which I have no control over.

I have a very hard time believing that Jeff Brouillette, from HD stated that we went out to lunch and that I have attended the American Public Works Association for the food and golf. He either has me mixed up with someone else, someone's putting words in his mouth to enhance this investigation or he needed to justify some receipts he handed in for reimbursement. I have colleagues and superiors who attend these functions that have never seen me there. I am usually very busy at work which keeps me away from my family too much so when I am not working, I am spending time with my family. Mr. Brouillette has met me in my office to review plans a few times and I am embarrassed, humiliated and sad that all this had happened.

I knew that the Procurement section was problematic, but you work with what you have. This investigation has all been misguided, in my opinion, and your office has been used to execute a personal vendetta. If you ask 95% of the employees working for Water Utilities where the problem or weak link is, you will get an overwhelming response of the Procurement Section because they change their procedures almost daily. See attached e-mail where Ms. Jones is directing the plant operators to have work done at the plants and then prepare a requisition to match the invoice and the Procurement Section will submit payment to this vendor. This e-mail came out while I have been on Administrative Leave. This is a blatant violation of Departmental and Countywide policies. Her e-mail also states that she is the "Supervisor, Procurement and Payables". The fact of the matter is, she is a Fiscal Specialist III and she is portraying herself as a supervisor. That section has five people calling themselves supervisors and if our Department has given an individual the title of supervisor, one could assume that those individuals are competent enough to guide others in their process. I have always made

myself available to our Department 24/7 and everyone knows this about me. These are the people giving the County a bad name and I've been sitting home now 200+ days being investigated??????????

In conclusion, the issue of my violating CW-L-008 and WUD-L-004, is moot, and in turn, I could not have violated Merit Rule 7(33) since that rule states that a policy has been violated. I request that this investigation and/or documents not be published because as of now, I already have to mitigate the internal damage done to my spotless reputation.



NOTICE OF INVESTIGATION

To: Paul Beaudreau, Construction Superintendent

From: Bevin A. Beaudet, PE, Utilities Director

Refer 7/15/10

Date: July 15, 2010

According to Merit Rule 9.06, you are hereby notified that effective immediately, you are being placed on Administrative Leave with Pay until further notice. In addition an investigation is being conducted internally and with the Inspector General's office for the purpose of determining whether any disciplinary action is warranted, and if so, what action will be taken.

Incident being Investigated:

Whether there have been any irregularities within the procurement process which would

be violations of WUD or County rules, regulations, or policies such as departmental

policies or safety rules, or Federal, State or local rules or laws under Merit Rule 33 and/or

Merit Rule 32: Conduct unbecoming a public employee. Such conduct includes actions

which reflect unfavorably on the County, its employees or its citizens. Employees are

expected to conduct themselves in a professional manner.

Date of Incident: July 8, 2010

You will be advised as to the outcome of this investigation, upon its completion and will be contacted as to when you are to return to work. Please provide me with any county property in your possession, such as keys, badge, and county phone.

Signature

[Handwritten Signature]

Signature of Employee

Title

J-15-10

Date Received



MEMORANDUM

TO: ALL WATER UTILITIES PERSONNEL

FROM: BEVIN A. BEAUDET, P.E.
DIRECTOR

PREPARED BY: SUPPORT SERVICES

SUBJECT: CONSTRUCTION SERVICE ORDERS

PPM#: WUD-L-006

*bid not
required*

ISSUE DATE
September 15, 2006

EFFECTIVE DATE
September 15, 2006

PURPOSE:

To establish the standard operating procedures to be used by the Water Utilities Department (WUD) for processing small construction service orders.

POLICY:

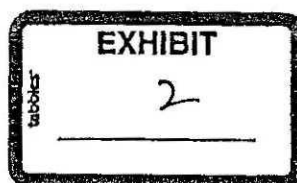
~~In order to expedite the procurement of materials and services, WUD will issue construction service orders under \$50,000 as authorized per PPM CW-F-064.~~

PROCEDURE:

Detailed instructions issuing construction service orders are covered in Appendix A of the Purchasing Department's Policy and PPM #WUD-L-005, Decentralized Purchasing. Areas addressed include guidelines for:

- defining when delegated purchasing documents (KPO) can be used
- obtaining pricing information
- documenting transactions
- obtaining resource management approval
- selecting a vendor
- meeting SBE goals
- describing a KPO document
- securing the process
- receiving goods
- training

This PPM supplements Appendix A of the Purchasing Department's Policy and PPM regarding construction service orders by addressing the options chosen by WUD in implementing the process.



Dawn Jones

Sent: Monday, August 30, 2010 12:06 PM
To: Juan Guevarez; Vincent Munn; Dennis Ford; Tom W. Blumberg; Patti Brock; Tim McAleer; Chris Cavaleri
Cc: Conrad Allstock; Vernetha Green
Attachments: AMPS CONTRACT BY COMMODITY~1.pdf (64 KB)

Please see attached the new AMPS contract by commodity line. Please see new procedure for this contract only:

1. Jayne from AMPS will be sending invoices directly to plants as work is being completed.
2. Upon receiving invoice, plants will need to enter a requisition to match the invoice if all work on invoice has been completed.
3. Sign invoice and attached to the "G" drive. Procurement will use this as a delivery ticket and pay per your signature and the requisition you processed.

Jayne at AMPS has been instructed to invoice us with the exact wording that is on the contract line by line. This process will be less confusing. She is aware that she will not be getting a purchase order number ahead of time.

Please feel free to contact me if you have any questions. Thank you.

Dawn R. Jones
 Supervisor Procurement & Payables
 djones@pbwater.com
 Phone: (561) 493-6235
 Fax: (561) 493-6240
 Cell: (561) 373-8767

*Jones has
 one the
 same*



"Customer Service is not a department...it's an attitude"



Delivery Order(DO)

Dept: 720 ID: 05061000007200002562 Ver.: 5 Function: Modification
Phase: Final

Modified by jsmith , 08/16/2010

Commodity

No. of Lines: 1 Line: 1 Commodity: 96269 Open Amount:

\$0.00 Line Amount: \$5,015.25

Line	Commodity	CL Description	Line Amount	Open Amount	Closed Amount	Modified
1	96269	Personnel Services, Temporary, Word Processor Operator	\$5,015.25	\$0.00	\$5,015.25	true

From 1 to 1 Total: 1

First Previous Next Last

Go to li

Tab View

General Information

CL
Description:Personnel Services, Temporary,
Word Processor Operator

Warehouse:

Commodity: 96269

Stock Item
Suffix:Personnel Services,
TemporarySupplier Part
Number:

Line Type:

Quantity: 371.50000

Unit: HR

Unit Price: \$13.50

Discounted
Unit Price: \$13.50

List Price: \$0.00

Contract
Amount: \$0.00

Service From:

Service To:

Accounting
Profile:Fixed Asset: ☐Lock Order Specs: ☐Lock Catalog List
Price:Allow Promotional
Pricing: ☐Vendor Preference 99
Level:Inactive Line: ☐

Commodity Specs:

Extended
Description:TEMPORARY PERSONNEL ADMINISTRATION 05/10/10 -
08/20/10 - NATALIE JONESNon-Reserved \$0.00
Funding Open
Amount Total:

Item Sub Total: \$5,015.25

Tax Amount: \$0.00

Line Amount: \$5,015.25

Total Acctg Amt: \$5,015.25

Closed Amount: \$5,015.25

Delivery Order(DO)

Dept: 720 ID: 05061000007200002562 Ver.: 5 Function: Modification
Phase: Final

Modified by jlsmith , 08/16/2010

Header

Tab View

General Information

Document Name:

DAWN JONES

PCard ID:



PCard Exp:

Record Date: 08/16/2010



Accounting Profile:



Budget FY: 2010

Procurement Folder: 495078

Fiscal Year: 2010

Procurement Type: Delivery Order

Period: 11

Procurement Type ID: 2

Document
Description:

Cited Authority:

Confirmation Order: ☐Blanket Agreement: ☐

Actual Amount: \$5,015.25

Default Form:



Closed Amount: \$5,015.25

Closed Date: 08/26/2010

Last Print Date: 08/16/2010

Open Amount: \$0.00

Total of Header 0
Attachments:Total of All 0
Attachments:

Reference

Allow Partial
Receipts:


Yes

Agreement
Code:

CMA

Agreement Dept: 680

Agreement ID:
07025A

Agreement 1
Vendor Line: 

Internal Award
Number:

Internal Award
Date: 

Tracking Number:

Replaces Award Doc
Code:

Replaces Award Doc
Dept Code:

Replaces Award ID:

Replaced By Award
Doc Code:

Replaced By Award
Doc Dept:

Replaced By Award
ID:


Base Agreement ID: CMA 680 6801
07025A

Agreement Period: 0

Referenced \$5,015.25
Amount:

Referenced \$0.00
Liquidated:

Requestor Issuer Buyer

Issuer ID: jsmith 

Janet L. Smith

561-493-6229

jsmith@pbcwater.com


Buyer Team:

Buyer: kmonnett

Kristen Monnett

561-616-6824

kmonnett@pbcgov.com

Requestor ID: djones 

Name: Dawn Jones

Phone Number: 561-493-6235

Email: djones@pbcwater.com

Requesting Dept: 720 

Award Officer Name:

Award Officer Phone
Number:

Award Officer Phone
Extension:

Award Officer Email:

Modification

Track Changes: ☐

Change Order 4
Number:

Modified: true

Reason for

**Requisition Type:**

Master Agreement: 07025a
Confirming Order: No

Work Order:
CIP Number:

Requisition Number: 17126 Advantage ID: DO - 720- 12080900007200000865
Date: 12/04/2009 Submitted By: DJones
Buyer: jlsmith Delivery Location and Code: 7221 CROC Warehouse
Requested By: Dawnie Jones Delivery Date: 12/18/2009

Vendor Code and Name: vc0000010024 FOSSETT/DBA EXPRESS

Address:

Vendor Contact Information

BARBARA FOSSETT
(561) 471-8285

TOTAL COST: \$ 2160.00

Requisition Description: TEMPORARY PERSONEL FOR ADMINISTRATION

Comments:

Req. #	Date	User	Comment
17126	12/08/2009	JLSmith	ON HOLD TILL BUDGET LINE IS CREATED

Accounting Data

Req. #	Acct Line #	Acct Fund	Acct Dept	Acct Unit	Acct Object	Acct Line %
17126	1	4001	720	1110	3404	

Commodity List

Req. #	Acct Line #	Unit	Unit Cost	Qty	Commodity Code	Commodity Description
17126	1	Each	13.50	160		TEMP(NATALIE JONES) BEGINNING 12/15/08-01/08/09

Manufacturing Information:

Requisition Record	Date and Time	Person who Processed the Req.	Requisition Status Changed To	Requisition Forwarded To:
17126	12/4/2009 11:22:34AM	DJones	Submit	caillstock
17126	12/4/2009 11:26:27AM	caillstock	Submit	JLSmith
17126	12/8/2009 10:43:20AM	JLSmith	Hold	JLSmith
17126	12/10/2009 2:44:32PM	JLSmith	Advantage	Complete

Delivery Order(DO)

Dept: 720 ID: 06220700007200004127 Ver.: 1 Function: New Phase: Final

Modified by vgreen , 07/03/2007

Commodity

No. of Lines: 1 Line: 1 Commodity: 96269 Open Amount:

\$0.00 Line Amount: \$4,105.60

Line	Commodity	CL Description	Line Amount	Open Amount	Closed Amount	Modified
1	96269	Personnel Services, Temporary, Receptionist III	\$4,105.60	\$0.00	\$4,105.60	false

From 1 to 1 Total: 1

First Previous Next Last

Go to list

Tab View

General Information

CL
Description:
Personnel Services, Temporary,
Receptionist III

Warehouse:

Commodity: 96269

Stock Item
Suffix:

Personnel Services,
Temporary

Supplier Part
Number:

Line Type:

Quantity: 320.00000

Unit: HR

Unit Price: \$12.83

Discounted
Unit Price: \$12.83

List Price: \$0.00

Contract
Amount: \$0.00

Service From:

Service To:

Accounting
Profile:

Accounting
Template:

Fixed Asset: ☐Lock Order Specs: ☐

Lock Catalog List
Price:

Allow Promotional
Pricing: ☐

Vendor Preference 99
Level:

Inactive Line: ☐

Commodity Specs:

Extended
Description:

TEMP HELP
NATALIE JONES

CONTACT ERICA TORRES
561-493-6070

Non-Reserved \$0.00
Funding Open
Amount Total:

Item Sub Total: \$4,105.60

Tax Amount: \$0.00

Line Amount: \$4,105.60

Total Acctg Amt: \$4,105.60

Closed Amount: \$4,105.60

Delivery Order(DO)

Dept: 720 ID: 06220700007200004127 Ver.: 1 Function: New Phase: Final

Modified by vgreen , 07/03/2007

Header

Tab View

General Information

Document Name:

TEMP HELP
NATALIE JONES

PCard ID:



PCard Exp:

Record Date: 07/03/2007



Accounting Profile:



Budget FY: 2007

Procurement Folder: 283788

Fiscal Year: 2007

Procurement Type: Delivery Order

Period: 10

Procurement Type ID: 2

Document
Description:

Cited Authority:



FOR: ERICA TORRES

Confirmation Order: ☐Blanket Agreement: ☐

Actual Amount: \$4,105.60

Default Form:



Closed Amount: \$4,105.60

Last Print Date: 07/03/2007

Closed Date: 10/26/2007

Total of Header 0
Attachments:

Open Amount: \$0.00

Total of All 0
Attachments:

Reference

Allow Partial
Receipts:

Yes

Agreement
Code:

CMA

Agreement Dept: 680

Agreement ID:

07025

Agreement
Vendor Line: 1



Internal Award
Number:

Internal Award
Date:



Tracking Number:

Replaces Award Doc
Code:

Replaces Award Doc
Dept Code:

Replaces Award ID:

Replaced By Award
Doc Code:

Replaced By Award
Doc Dept:

Replaced By Award
ID:

Base Agreement ID:

Agreement Period:

Referenced \$3,990.13
Amount:

Referenced \$0.00
Liquidated:

Requestor Issuer Buyer

Issuer ID: jmmeeker



Jennifer M. Meeker

561-493-6239

jmmeeker@pbcwater.com

Buyer Team:

Buyer: tnunn

Tiffany Nunn

561-616-6804

tnunn@co.palm-beach.fl.us

Requestor ID: callstoc



Name: Conrad Ailstock

Phone Number: 561-493-6234

Email: callstock@pbcwater.com

Requesting Dept:



Award Officer Name:

Award Officer Phone
Number:

Award Officer Phone
Extension:

Award Officer Email:

Modification

Track Changes: ☐

Change Order
Number: 0

Modified: false

Reason for
Modification:


UTILITIES (561) 493-6238 CENTRAL REGION OPERATION CENTER 8100 FOREST HILL BLVD WEST PALM BEACH FL 33413 ATTN: WENDY OTANO		CENTRAL DELIVERY ORDER Confirming Order Changed Order BOARD OF COUNTY COMMISSIONERS www.pbcgov.com		DO 720 05061000007200002562 IMPORTANT THE ABOVE NUMBER MUST APPEAR ON ALL SHIPPING LABELS, PACKING SLIPS, TRANSPORT DOCUMENTS, INVOICES AND CORRESPONDENCE.	
Fossett Enterprises, Inc. Express Services, Inc. 2240 Palm Beach Lakes Blvd, Suite 250 West Palm Beach FL 33409 Barb or Lee Fossett		ORDER DATE 08-16-2010 DELIVERY DATE 08-20-2010 P.O.B. Destination VENDOR NUMBER VC0000010024 VENDOR ADDRESS AD002 VENDOR CONTACT PC002 BID/QUOTE/RFP NO CMA 680 07025A		BOARD OF COUNTY COMMISSIONERS PALM BEACH COUNTY FINANCE DEPT. P.O. BOX 4036 WEST PALM BEACH, FL 33402-4036 TELEPHONE: 561-355-2912	

ITEM	QUANTITY	UNIT	COMMODITY CODE	ITEM DESCRIPTION	UNIT PRICE	EXTENDED PRICE
1	374.5000	HR	96269	*****LINE MODIFIED***** Personnel Services, Temporary, Word Processor Operator TEMPORARY PERSONNEL ADMINISTRATION 05/10/10 - 08/20/10 - NATALIE JONES MSDS: Not Required F) RC 082010-59519 = 40 (98732970-3) <i>HL</i>	13.500000	5,015.25

completed

TAX EXEMPTION INFORMATION STATE TAX EXEMPTION NUMBER 95-8012622286C-8 FEDERAL EXCISE TAX EXEMPTION NUMBER 59-74-0344K EXEMPTION CERTIFICATES WILL BE MAILED UPON REQUEST		ISSUER Janet L. Smith EMAIL: jsmith@pbwater.com		TELEPHONE 561-493-6229 EXT:	
NOTE TO VENDOR UNLESS AGREED TO OTHERWISE, PALM BEACH COUNTY'S STANDARD TERMS AND CONDITIONS ARE INCORPORATED IN THIS ORDER BY REFERENCE AT WEB ADDRESS: WWW.PBCGOV.COM/PURCHASING. ADDITIONAL TERMS & CONDITIONS WILL BE NOTED IN THIS ORDER WHEN APPLICABLE.		ORDER TOTAL 5,015.25		PAGE NUMBER: 1 OF 1	


PRINT DATE: 08/16/10 RESP. DEPT: 720 UNIT: 1110
 VENDOR E-MAIL: barb.Fossett@expresspros.com
 AUTHORIZED BY
 PALM BEACH COUNTY BOARD OF
 COUNTY COMMISSIONERS

UTILITIES (561) 493-6238 CENTRAL REGION OPERATION CENTER 8100 FOREST HILL BLVD WEST PALM BEACH FL 33413 ATTN: WENDY OTANO		CENTRAL DELIVERY ORDER Changed Order  BOARD OF COUNTY COMMISSIONERS www.pbcgov.com		DO 720 05061000007200002562 IMPORTANT THE ABOVE NUMBER MUST APPEAR ON ALL SHIPPING LABELS, PACKING SLIPS, TRANSPORT DOCUMENTS, INVOICES AND CORRESPONDENCE. BOARD OF COUNTY COMMISSIONERS PALM BEACH COUNTY FINANCE DEPT. P.O. BOX 4036 WEST PALM BEACH, FL 33402-4036 TELEPHONE: 561-355-2912	
Fossett Enterprises, Inc. Express Services, Inc. 2240 Palm Beach Lakes Blvd, Suite 250 West Palm Beach FL 33409 Barb or Lee Fossett		ORDER DATE 08-13-2010 DELIVERY DATE 08-20-2010 F.O.B. Destination VENDOR NUMBER VC0000010024 VENDOR ADDRESS AD002 VENDOR CONTACT PC002 BID/QUOTE/RFP NO CMA 680 07025A		561-471-8285	

ITEM	QUANTITY	UNIT	COMMODITY CODE	ITEM DESCRIPTION	UNIT PRICE	EXTENDED PRICE
1	331.5000	HR	96269	*****LINE MODIFIED***** Personnel Services, Temporary, Word Processor Operator TEMPORARY PERSONNEL ADMINISTRATION 05/10/10 - 08/20/10 - NATALIE JONES MSDS: Not Required E) RC 081310 - 58056 = 77 (98671134-9, 98686844-6 & 98709341-6) <i>off</i>	13.500000	4,475.25

completed

TAX EXEMPTION INFORMATION STATE TAX EXEMPTION NUMBER 85-8012622286C-8 FEDERAL EXCISE TAX EXEMPTION NUMBER 59-74-0344K EXEMPTION CERTIFICATES WILL BE MAILED UPON REQUEST		ISSUER Janet L. Smith EMAIL: jsmith@pbwater.com		TELEPHONE 561-493-6229 EXT:		ORDER TOTAL 4,475.25	
NOTE TO VENDOR UNLESS AGREED TO OTHERWISE, PALM BEACH COUNTY'S STANDARD TERMS AND CONDITIONS ARE INCORPORATED IN THIS ORDER BY REFERENCE AT WEB ADDRESS: WWW.PBCGOV.COM/PURCHASING. ADDITIONAL TERMS & CONDITIONS WILL BE NOTED IN THIS ORDER WHEN APPLICABLE.		PAGE NUMBER: 1 OF 1		AUTHORIZED BY PALM BEACH COUNTY BOARD OF COUNTY COMMISSIONERS			
PRINT DATE: 08/13/10 ENDOR E-MAIL: barb.fossett@expresspros.com		RESP. DEPT: 720 UNIT: 1110		www.pbcgov.com/purchasing			

UTILITIES (561) 493-6238 CENTRAL REGION OPERATION CENTER 8100 FOREST HILL BLVD WEST PALM BEACH FL 33413 ATTN: WENDY OTANO		CENTRAL DELIVERY ORDER Changed Order  BOARD OF COUNTY COMMISSIONERS www.pbcgov.com		DO 720 05061000007200002562 IMPORTANT THE ABOVE NUMBER MUST APPEAR ON ALL SHIPPING LABELS, PACKING SLIPS, TRANSPORT DOCUMENTS, INVOICES AND CORRESPONDENCE.	
Fossett Enterprises, Inc. Express Services, Inc. 2240 Palm Beach Lakes Blvd, Suite 250 West Palm Beach FL 33409 Barb or Lee Fossett		ORDER DATE 05-10-2010 DELIVERY DATE 08-20-2010 F.O.B. Destination VENDOR NUMBER VC0000010024 VENDOR ADDRESS AD002 AGREEMENT NUMBER PC002 BID/QUOTE/RFP NO CMA 680 07025A		BOARD OF COUNTY COMMISSIONERS PALM BEACH COUNTY FINANCE DEPT. P.O. BOX 4036 WEST PALM BEACH, FL 33402-4036 TELEPHONE: 561-355-2912	

ITEM	QUANTITY	UNIT	COMMODITY CODE	ITEM DESCRIPTION	UNIT PRICE	EXTENDED PRICE
1	480.0000 400.5 344.5 281.5 225.5	HR	96269	*****LINE MODIFIED***** Personnel Services, Temporary, Word Processor Operator TEMPORARY PERSONNEL ADMINISTRATION 05/10/10 - 08/20/10 - NATALIE JONES MSDS: Not Required A) RC 060410 - 44651 = 79.5 (98570453-82-98529518-7) <i>off</i> B) RC 062410 - 48788 = 86 (98548933-5, 98566996-92-98589705-7) <i>off</i> C) RC 070910 - 51432 = 33 (98611444-5) <i>off</i> D) RC 072010 - 53495 = 56 (98632323-62-98649802-0) <i>off</i>	13.500000	6,480.00

TAX EXEMPTION INFORMATION STATE TAX EXEMPTION NUMBER 85-8012622286C-8 FEDERAL EXCISE TAX EXEMPTION NUMBER 59-74-0344K EXEMPTION CERTIFICATES WILL BE MAILED UPON REQUEST		ISSUER Janet L. Smith EMAIL: jlsmith@pbcwater.com		TELEPHONE 561-493-6229 EXT:	
NOTE TO VENDOR UNLESS AGREED TO OTHERWISE, PALM BEACH COUNTY'S STANDARD TERMS AND CONDITIONS ARE INCORPORATED IN THIS ORDER BY REFERENCE AT WEB ADDRESS: WWW.PBCGOV.COM/PURCHASING. ADDITIONAL TERMS & CONDITIONS WILL BE NOTED IN THIS ORDER WHEN APPLICABLE.		ORDER TOTAL 6,480.00		PAGE NUMBER: 1 OF 1	

PRINT DATE: 05/10/10 RESP. DEPT: 720 UNIT: 1110
 VENDOR E-MAIL: barb.Fossett@expresspros.com
 AUTHORIZED BY
 PALM BEACH COUNTY BOARD OF
 COUNTY COMMISSIONERS



Requisition Type: DO - Deliver Order - Master Agreement

Master Agreement: CMA 680 07025A

Confirming Order:

Work Order:

CIP Number:



Requisition Number: 20946

Advantage ID: DO 720 050610-2562

Date: 05/06/2010

Submitted By: enieves

Buyer: enieves

Delivery Location and Code: 7221 CROC Warehouse

Requested By:

Delivery Date: 05/20/2010

Vendor Code and Name: VC0000010024 FOSSETT ENTERPRISES

Address: 2240 Palm Beach Lakes Blvd, Suite 250

West Palm Beach

FL 33409-

Vendor Contact Information

barb.Fossett@expresspros.co
(561) 471-8285

TOTAL COST: \$ 6480.00

Requisition Description: TEMP WORD PROCESSOR JR

Comments:

Req. #	Date	User	Comment
20946	05/06/2010	enieves	barb.Fossett@expresspros.com

Accounting Data

Req. #	Acct Line #	Acct Fund	Acct Dept	Acct Unit	Acct Object	Acct Line %
20946	4,001	720	1110	3404		

Commodity List

Req. #	Acct Line #	Unit	Unit Cost	Qty	Commodity Code	Commodity Description
20946	1	Hours	13.50	480.00	96269	NATALIE JONES 3/24-8/20

Manufacturing Information:

Requisition Record	Date and Time	Person who Processed the Req.	Requisition Status Changed To	Requisition Forwarded To:
20946	5/6/2010 3:33:51PM	enieves	Submit	callstock
20946	5/7/2010 8:02:00AM	callstock	Submit	enieves
20946	5/7/2010 9:39:53AM	enieves	Submit	JLSmith



Palm Beach County

EMF

Payroll related services, please pay from this invoice.
1283-226744/water Account # 12831205

Invoice Date 5/19/2010
Invoice Number 98510453-8

Page: 1 of 1

Palm Beach County
water - Water Utilities Div. Palm Beach County Department
PWU1 - Word Processing operator-120809 72 865
Purchase Order#: DO 05061000007200002562
Jones, Natalie Dawn
5/16/2010 Regular Time 40.00 hours @ \$13.50 per hour

item

summary

\$540.00

Invoice Total

\$540.00

RECEIVED
2010 MAY 21 PM 3:59
SHARON R. JONES
BOARD OF COUNTY COMMISSIONERS
FINANCE

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Express offers total client care, professional search, HR services and employment solutions at all levels.

12



Account Number	12831205
Invoice Number	98510453-8
Invoice Date	5/19/2010
Amount Due	\$540.00
Due Date	5/29/2010

PDF

Please make check payable to Express Services, Inc.



Palm Beach County
8100 Forest Hill Blvd.
West Palm Beach, FL 33413

Express Services, Inc.
P.O. Box 281533
Atlanta, GA 30384-1533



Please return this portion with your payment

0000000985104538

00000000226744

00054000



Press hard and print clearly

Name <u>Natale Jones</u>		Week Ending Date (Sunday) <u>5/16/10</u>	
Last Four (4) Digits of Social Security Number <u>6028</u>		Job Number	
Client Company Name <u>Palm Beach County Water Utilities</u>			
DAY/DATE	TIME IN	Lunch Out	TIME OUT
MON	7:00	1:00	4:00
TUE	7:00	1:00	4:00
WED	7:00	1:00	4:00
THU	7:00	1:00	4:00
FRI	7:00	1:00	4:00
SAT			
SUN			
ENTER WEEKLY TOTALS (Round to nearest quarter hour)		Regular Time <u>40</u>	Double Time

ASSOCIATE NOTICE: Please fill in this time card completely. Leave the appropriate copy with your supervisor who signs to verify hours. The Express copies of the time card must be received in our office by 8:00 a.m. Monday. Failure to turn in your time card by the deadline may delay your check by one week. Failure to notify Express of the completion of any assignment will be considered job abandonment, and unemployment benefits may be denied in some states.

I certify, through my signature below, that I have worked the hours listed on this timecard and that the hours reflected are true and accurate. I further acknowledge that I have not been denied any required meals and rest breaks during this pay period, if I did not receive any required meals and rest breaks during this pay period. I agree that I will immediately notify my Express Staffing Consultant both verbally and in writing, in addition while on assignment, I have not had any work related injuries or illnesses nor have I been subject to any workplace discrimination or harassment.

Associate Signature: Natale Jones Date: 5/14/10



Yes! As an Express Associate, I want to help the Children's Miracle Network.

Please deduct:

☐ \$ This paycheck ☐ \$ Every paycheck ☐ \$ Other

CLIENT NOTICE AND VERIFICATION: The undersigned, as agent for the client company, certifies that the Express temporary associate named herein worked acceptably during the period noted on this card. The undersigned also acknowledges and accepts the terms and conditions listed on the reverse side of this time card whereby this temporary associate has been supplied by Express. Please read the terms and conditions and retain the client copy.

Authorized Signature: [Signature] Date: 5-17-10

Title: Mgr. Support Services

Department or special billing instructions:

QUALITY OF WORK: ☒ EXCELLENT ☐ SATISFACTORY ☐ UNSATISFACTORY

CLIENT COPY

AT01 00/091

00053325



Press hard and print clearly

Name		Natalie Jones		Week Ending Date (Sunday) 5/23/10				
Last Four (4) Digits of Social Security Number		0028		Job Number				
Client Company Name		Palm Beach County Water Utilities		<input type="checkbox"/> Assignment Completed				
DAY/DATE		TIME IN	Lunch Out	Lunch In	TIME OUT	Regular Time	Overtime	Double Time
MON	7:00	12:00	1:00	4:00	8			
TUE	7:00	12:00	1:30	4:00	7.5			
WED	7:00	12:00	1:00	4:00	8			
THU	7:00	12:00	1:00	4:00	8			
FRI	7:00	12:00	1:00	4:00	8			
SAT	7:00 12:00 1:00 4:00 8							
SUN	7:00 12:00 1:00 4:00 8							

ENTER WEEKLY TOTALS (Round to nearest quarter hour)	Regular Time	Overtime	Double Time
	39.5		

ASSOCIATE NOTICE: Please fill in this time card completely. Leave the appropriate copy with your supervisor who signs to verify hours. The Express copies of the time card must be received in our office by 8:00 a.m. Monday. Failure to turn in your time card by the deadline may delay your check by one week. Failure to notify Express of the completion of any assignment will be considered job abandonment, and unemployment benefits may be denied in some states.

I certify, through my signature below, that I have worked the hours listed on this timecard and that the hours reflected are true and accurate. I further acknowledge that I have not been denied any required meals and rest breaks during this pay period. I agree that I will immediately notify my Express Staffing Consultant both verbally and in writing. In addition, while on assignment, I have not had any work related injuries or illnesses nor have I been subject to any workplace discrimination or harassment.

Associate Signature: Natalie Jones Date: 5/21/10

Yes! As an Express Associate, I want to help the Children's Miracle Network.

Please deduct:

☐ \$ This paycheck ☐ \$ Every paycheck ☐ \$ Other \$2

CLIENT NOTICE AND VERIFICATION: The undersigned, as agent for the client company, certifies that the Express temporary associate named herein worked acceptably during the period noted on this card. The undersigned also acknowledges and accepts the terms and conditions listed on the reverse side of this time card while by this temporary associate has been supplied by Express. Please read the terms and conditions and retain the client copy.

Authorized Signature: [Signature] Date: 5-21-10

Department or special billing instructions:

QUALITY OF WORK: ☒ EXCELLENT ☐ SATISFACTORY ☐ UNSATISFACTORY

CLIENT COPY

AT01 (06/09)

00032400

Express
FORWARD HOURS

Press hard and print clearly

Name Natalie Jones		Week Ending Date (Sunday) 5-30-10					
Last Four (4) Digits of Social Security Number 0000		Job Number					
Client Company Name Water Utilities Palm Beach County		<input type="checkbox"/> Assignment Completed <input type="checkbox"/> Returning Next Week					
DAY/DATE	TIME IN	Lunch Out	Lunch In	TIME OUT	Regular Time	Overtime	Double Time
MON	7:00	12:00	1:00	4:00	8		
TUE	7:00	12:00	1:00	4:00	8		
WED	7:00	12:00	1:00	4:00	8		
THU							
FRI							
SAT							
SUN							

ENTER WEEKLY TOTALS (Round to nearest quarter hour)

Regular Time **24** Overtime Double Time

ASSOCIATE NOTICE: Please fill in this time card completely. Leave the appropriate copy with your supervisor who signs to verify hours. The Express copy of the time card must be received in our office by 8:00 a.m. Monday. Failure to turn in your time card by the deadline may delay your check by one week. Failure to notify Express of the completion of any assignment will be considered job abandonment, and unemployment benefits may be denied in some states.

I certify, through my signature below, that I have worked the hours listed on this timecard and that the hours reflected are true and accurate. I further acknowledge that I have not been denied any required meals and rest breaks during this pay period. If I did not receive any required meals and rest breaks during this pay period, I agree that I will immediately notify my Express Staffing Consultant both verbally and in writing. In addition, while on assignment, I have not had any work related injuries or illnesses nor have I been subject to any workplace discrimination or harassment.

Associate Signature: Natalie Jones Date: 5-20-10



Yes! As an Express Associate, I want to help the Children's Miracle Network.

Please deduct:
☐ \$ ____ This paycheck ☐ \$ ____ Every paycheck ☐ \$ ____ Other

CLIENT NOTICE AND VERIFICATION: The undersigned, as agent for the client company, certifies that the Express temporary associate named herein worked acceptably during the period noted on this card. The undersigned also acknowledges and accepts the terms and conditions listed on the reverse side of this time card whereby this temporary associate has been supplied by Express. Please read the terms and conditions and retain the client copy.

Authorized Signature: [Signature] Date: 5-20-10

Title: _____

Department or special billing instructions:

QUALITY OF WORK: ☐ EXCELLENT ☐ SATISFACTORY ☐ UNSATISFACTORY

CLIENT COPY

AT01 10/09



Palm Beach County

EMF

Payroll related services, please pay from this invoice.
1283-226744/water Account #12831205

Invoice Date 6/09/2010
Invoice Number 98566996-9

Page: 1 of 1

Palm Beach County
water - Water Utilities Div. Palm Beach County Department
PWU1 - Word Processing operator-120809 72 865
Purchase Order#: DO 05061000007200002562
Jones, Natalie Dawn
6/06/2010 Regular Time 24.00 hours @ \$13.50 per hour

item	summary
------	---------

\$324.00	
----------	--

RECEIVED

2010 JUN 14 PM 2:06

SHARON R. EUGEN, CLERK
BOARD OF CO COMM PB CO
FINANCE**Invoice Total****\$324.00**

Please call (561) 471-8285 for questions regarding your account

Express offers total client care, professional search, HR services and employment solutions at all levels.

16



Account Number	12831205
Invoice Number	98566996-9
Invoice Date	6/09/2010
Amount Due	\$324.00
Due Date	6/19/2010

PDF

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Palm Beach County
8100 Forest Hill Blvd.
West Palm Beach, FL 33413

Express Services, Inc.
P.O. Box 281533
Atlanta, GA 30384-1533



Please return this portion with your payment

0000000985669969

000000000226744

00032400

Express
EMPLOYMENT PROFESSIONALS

Press hard and print clearly

Name Natalie Jones		Week Ending Date (Sunday) 6/6/10					
Last Four (4) Digits of Social Security Number 6028		Job Number					
Client Company Name Palm Beach County Water Util		<input type="checkbox"/> Assignment Completed <input type="checkbox"/> Returning Next Week					
DAY/DATE	TIME IN	Lunch Out	Lunch In	TIME OUT	Regular Time	Overtime	Double Time
MON							
TUE	7:00	12:00	1:00	4:00	8		
WED	7:00	12:00	1:00	4:00	8		
THU							
FRI	7:00	12:00	1:00	4:00	8		
SAT							
SUN							
ENTER WEEKLY TOTALS (Round to nearest quarter hour)				Regular Time 24	Overtime	Double Time	

ASSOCIATE NOTICE: Please fill in this time card completely. Leave the appropriate copy with your supervisor who signs to verify hours. The Express copies of the time card must be received in our office by 8:00 a.m. Monday. Failure to turn in your time card by the deadline may delay your check by one week. Failure to notify Express of the completion of any assignment will be considered job abandonment, and unemployment benefits may be denied in some states.

I certify, through my signature below, that I have worked the hours listed on this timecard and that the hours reflected are true and accurate. I further acknowledge that I have not been denied any required meals and rest breaks during this pay period. If I did not receive any required meals and rest breaks during this pay period, I agree that I will immediately notify my Express Staffing Consultant both verbally and in writing. In addition, while on assignment, I have not had any work related injuries or illnesses nor have I been subject to any workplace discrimination or harassment.

Associate Signature: Natalie Jones

Date: 6/4/10

Year: As an Express Associate, I want to help the Children's Miracle Network.

Please deduct:

☐ \$ This paycheck ☐ \$ Every paycheck ☐ \$ Other

CLIENT NOTICE AND VERIFICATION: The undersigned, as agent for the client company, certifies that the Express temporary associate named herein worked acceptably during the period noted on this card. The undersigned also acknowledges and accepts the terms and conditions listed on the reverse side of this time card whereby this temporary associate has been supplied by Express. Please read the terms and conditions and retain the original copy.

Authorized Signature: [Signature]

Title: mg Support Service

Date: 6-7-10

Department or special billing instructions:

QUALITY OF WORK: ☐ EXCELLENT ☐ SATISFACTORY ☐ UNSATISFACTORY

CLIENT COPY

AT01 (06/09)

00051300



Press hard and print clearly

Name		Natalie Jones		Week Ending Date (Sunday)		6/13/10	
Last Four (4) Digits of Social Security Number		6028		Job Number			
Client Company Name				<input type="checkbox"/> Assignment Completed		<input type="checkbox"/> Beginning Next Week	
DAY/DATE	TIME IN	Lunch Out	Lunch In	TIME OUT	Regular Time	Overtime	Double Time
MON	7:00	12:00	1:00	4:00	8		
TUE	7:00	12:00	1:00	4:00	8		
WED	7:00	12:00	1:00	4:00	8		
THU	7:00	12:00	1:00	4:00	8		
FRI	7:00	no lunch		2:00	6		
SAT							
SUN							

ENTER WEEKLY TOTALS (Round to nearest quarter hour)

Regular Time 38 Overtime Double Time

ASSOCIATE NOTICE: Please fill in this time card completely. Leave the appropriate copy with your supervisor who signs to verify hours. The Express copies of the time card must be received in our office by 6:00 a.m. Monday. Failure to turn in your time card by the deadline may delay your check by one week. Failure to notify Express of the completion of any assignment will be considered job abandonment, and unemployment benefits may be denied in some states.

I certify, through my signature below, that I have worked the hours listed on this timecard and that the hours reflected are true and accurate. I further acknowledge that I have not been denied any required meals and rest breaks during this pay period. If I did not receive any required meals and rest breaks during this pay period, I agree that I will immediately notify my Express Staffing Consultant both verbally and in writing. In addition, while on assignment, I have not had any work related injuries or illnesses nor have I been subject to any workplace discrimination or harassment.

Associate Signature: Natalie Jones Date: 6/13/10

Yes! As an Express Associate, I want to help the Children's Miracle Network.

Please deduct:

☐ \$ This paycheck ☐ \$ Every paycheck ☐ \$ Other



CLIENT NOTICE AND VERIFICATION: The undersigned, as agent for the client company, certifies that the Express temporary associate named herein worked acceptably during the period noted on this card. The undersigned also acknowledges and accepts the terms and conditions listed on the reverse side of this time card/whereby this temporary associate has been supplied by Express. Please read the terms and conditions and retain the client copy.

Authorized Signature: [Signature] Date: 6-11-10

Title: Phys Support Services

Department or special billing instructions:

QUALITY OF WORK: ☐ EXCELLENT ☐ SATISFACTORY ☐ UNSATISFACTORY



Palm Beach County

EMF

Payroll related services, please pay from this invoice.
1283-226744/water Account #12831205

Invoice Date 6/23/2010
Invoice Number 98611444-5

Page: 1 of 1

Palm Beach County
water - Water Utilities Div. Palm Beach County Department
PWU1 - Word Processing operator-120809 72 865
Purchase Order#: DO 05061000007200002562
Jones, Natalie Dawn
6/20/2010 Regular Time 33.00 hours @ \$13.50 per hour

item

summary

\$445.50

Invoice Total

\$445.50

Please call (561) 471-8285 for questions regarding your account

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Account Number	12831205
Invoice Number	98611444-5
Invoice Date	6/23/2010
Amount Due	\$445.50
Due Date	7/03/2010

Please make check payable to Express Services, Inc.



Palm Beach County
8100 Forest Hill Blvd.
West Palm Beach, FL 33413

Express Services, Inc.
P.O. Box 281533
Atlanta, GA 30384-1533



Please return this portion with your payment

0000000986114445

000000000226744

00044550

Express
EMPLOYMENT PROFESSIONALS

Press hard and print clearly

Name <u>Natalie Jones</u>		Week Ending Date (Sunday) <u>6/20/10</u>					
Last Four (4) Digits of Social Security Number <u>6038</u>		Job Number					
Client Company Name		<input type="checkbox"/> Assignment Completed <input checked="" type="checkbox"/> Returning Next Week					
DAY/DATE	TIME IN	Lunch Out	Lunch In	TIME OUT	Regular Time	Overtime	Double Time
MON	7:00	12:00	1:00	4:00	8		
TUE	7:00			9:00	2		
WED	8:00			4:00	7		
THU	7:00	12:00	1:00	4:00	8		
FRI	7:00	12:00	1:00	4:00	8		
SAT							
SUN							

ENTER WEEKLY TOTALS (Round to nearest quarter hour)

Regular Time

Overtime

Double Time

33

ASSOCIATE NOTICE: Please fill in this time card completely. Leave the appropriate copy with your supervisor who signs to verify hours. The Express copies of the time card must be received in our office by 8:00 a.m. Monday. Failure to turn in your time card by the deadline may delay your check by one week. Failure to notify Express of the completion of any assignment will be considered job abandonment, and unemployment benefits may be denied in some states.

I certify, through my signature below, that I have worked the hours listed on this timesheet and that the hours reflected are true and accurate. I further acknowledge that I have not been denied any required meals and rest breaks during this pay period. If I did not receive any required meals and rest breaks during this pay period, I agree that I will immediately notify my Express Staffing Consultant both verbally and in writing. In addition, while on assignment, I have not had any work related injuries or illnesses nor have I been subject to any workplace discrimination or harassment.

Associate Signature: Natalie Jones Date: 6/18/10



Yes/As an Express Associate, I want to help the Children's Miracle Network.

Please deduct:

☐ \$ This paycheck ☐ \$ Every paycheck ☐ \$ Other

CLIENT NOTICE AND VERIFICATION: The undersigned, as agent for the client company, certifies that the Express temporary associate named herein worked acceptably during the period noted on this card. The undersigned also acknowledges and accepts the terms and conditions listed on the reverse side of this time card. Whereby this temporary associate has been supplied by Express. Please read the terms and conditions and retain the client copy.

Authorized Signature: [Signature] Date: 6-18-10

Title: Mgr - Support Services

Department or special billing instructions:

QUALITY OF WORK: ☐ EXCELLENT ☐ SATISFACTORY ☐ UNSATISFACTORY

CLIENT COPY

AT01 M07091

Payroll related services, please pay from this invoice.
1283-226744/water Account # 12831205

Invoice Date	6/30/2010
Invoice Number	98632323-6

Page: 1 of 1

Palm Beach County
water - Water Utilities Div. Palm Beach County Department
PWU1 - Word Processing operator-120809 72 865
Purchase Order#: DO 05061000007200002562
Jones, Natalie Dawn
6/27/2010 Regular Time 16.00 hours @ \$13.50 per hour

item

summary

\$216.00

RECEIVED

2010 JUL -9 AM 9:46

SHARON R. BUCK, CLERK
BOARD OF CO COMM PB CO
FINANCE

Invoice Total

\$216.00

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18



Account Number	12831205
Invoice Number	98632323-6
Invoice Date	6/30/2010
Amount Due	\$216.00
Due Date	7/10/2010

PTMS

Please make check payable to Express Services, Inc.

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

Palm Beach County
8100 Forest Hill Blvd.
West Palm Beach, FL 33413

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Atlanta, GA 30384-1533

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0000000986323236

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00021600

Express <small>EMPLOYMENT PROFESSIONALS</small>		Press hard and print clearly			
Name <u>Natalie Jones</u>		Week Ending Date <u>6/27/10</u>			
Last Four (4) Digits of Social Security Number <u>6028</u>		Job Number			
Original Company Name <u>Talm Beach County Water Utilities</u>		<input type="checkbox"/> Assignment Completed <input type="checkbox"/> Returning Next Week			
DAY/DATE	TIME IN	Lunch Out	Lunch In	TIME OUT	Regular Time
MON	7:00	12:00	1:00	4:00	8
TUE	7:00	12:00	1:00	4:00	8
WED					
THU					
FRI					
SAT					
SUN					
ENTER WEEKLY TOTALS (Round to nearest quarter hour)					Regular Time <u>16</u>
					Overtime
					Double Time

ASSOCIATE NOTICE: Please fill in this time card completely. Leave the appropriate copy with your supervisor who signs to verify hours. The Express copies of the time card must be received in our office by 5:00 a.m. Monday. Failure to turn in your time card by the deadline may delay your check by one week. Failure to notify Express of the completion of any assignment will be considered job abandonment, and unemployment benefits may be denied in some states.

I certify, through my signature below, that I have worked the hours listed on this timecard and that the hours reflected are true and accurate. I further acknowledge that I have not been denied any required meals and rest breaks during this pay period. If I did not receive any required meals and rest breaks during this pay period, I agree that I will immediately notify my Express Staffing Consultant both verbally and in writing. In addition, while on assignment, I have not had any work related injuries or illnesses nor have I been subject to any workplace discrimination or harassment.

Associate Signature: Natalie Jones Date: 6/22/10

Yes! As an Express Associate, I want to help the Children's Miracle Network.

Please deduct:

☐ \$ _____ This paycheck ☐ \$ _____ Every paycheck ☐ \$ _____ Other



CLIENT NOTICE AND VERIFICATION: The undersigned, as agent for the client company, certifies that the Express temporary associate named herein worked acceptably during the period noted on this card. The undersigned also acknowledges and accepts the terms and conditions listed on the reverse side of this time card whereby this temporary associate has been supplied by Express. Please read the terms and conditions and retain the client copy.

Authorized Signature: [Signature] Date: 6-22-10

Title: MGR - Support Service

Department or special billing instructions:

QUALITY OF WORK: ☒ EXCELLENT ☐ SATISFACTORY ☐ UNSATISFACTORY

CLIENT COPY

ATOT 10/03/09



Palm Beach County

EMF

Payroll related services, please pay from this invoice.
1283-226744/water Account # 12831205

Invoice Date 7/07/2010
Invoice Number 98649802-0

Page: 1 of 1

Palm Beach County
water - Water Utilities Div. Palm Beach County Department
PWU1 - Word Processing operator-120809 72 865
Purchase Order#: DO 05061000007200002562
Jones, Natalie Dawn
7/04/2010 Regular Time 40.00 hours @ \$13.50 per hour

item	summary
------	---------

\$540.00	
----------	--

RECEIVED
2010 JUL 12 PM 2:46
SHARON R. BROWN, CLERK
BOARD OF CO COMM PB CO
FINANCE

Invoice Total

\$540.00

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12



Account Number	12831205
Invoice Number	98649802-0
Invoice Date	7/07/2010
Amount Due	\$540.00
Due Date	7/17/2010

PDF

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West Palm Beach, FL 33413

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0000000986498020

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00054000



A + Tim: Janet

Express		Press hard and print clearly									
Name		Natalie Jones		Week Ending Date (Sunday)		7/4/10		Job Number			
Last Four (4) Digits of Social Security Number		6628		Client Company Name		Palm Beach County Water Utilities		Assignment Completed		<input type="checkbox"/> Returning Next Week	
DATE	TIME IN	Lunch Out	Lunch In	TIME OUT	Regular Time	Overtime	Double Time				
MON	7:00	12:30	1:30	4:00	8						
TUE	7:00	12:30	1:30	4:00	8						
WED	7:00	12:30	1:30	4:00	8						
THU	7:00	12:30	1:30	4:00	8						
FRI	7:00	12:30	1:30	4:00	8						
SAT											
SUN											
ENTER WEEKLY TOTALS (Round to nearest quarter hour)					Regular Time	Overtime	Double Time				
					40						

Associate Signature: Natalie Jones Date: 7/1/10

Yes/As an Express Associate, I want to help the Children's Alliance Network.

Please deduct ☐ \$ This paycheck ☐ \$ Every paycheck ☐ \$ Other ☐ \$

Authorized Signature: William M. Vint Date: 7/2/10

Title: Dir. Finance & Admin.

Department or special billing instructions

QUALITY OF WORK: ☐ EXCELLENT ☐ SATISFACTORY ☐ UNSATISFACTORY

CLIENT COPY

ATOT 7/10/09



Palm Beach County

EMF

Payroll related services, please pay from this invoice.
1283-226744/water Account # 12831205

Invoice Date 7/14/2010
Invoice Number 98671134-9

Page: 1 of 1

Palm Beach County
water - Water Utilities Div. Palm Beach County Department
PWU1 - Word Processing operator-120809 72 865
Purchase Order#: DO 05061000007200002562
Jones, Natalie Dawn
7/11/2010 Regular Time 21.00 hours @ \$13.50 per hour

item

summary

\$283.50

RECEIVED
2010 JUL 19 AM 8:08
SHARON H. BOGGS, CLERK
BOARD OF CO COMM PB CC
FINANCE

Invoice Total

\$283.50

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11



Account Number	12831205
Invoice Number	98671134-9
Invoice Date	7/14/2010
Amount Due	\$283.50
Due Date	7/24/2010

PDF

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0000000986711349

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00028350

Express <small>PROFESSIONAL PERSONNEL</small>		Press hard and print clearly									
Name: Natalie Jones		Week Ending Date (Sunday) 7/11/10									
Last Four (4) Digits of Social Security Number 6028		Job Number									
Client Company Name Indian Beach County Water Utilities		<input type="checkbox"/> Assignment Completed									
		<input type="checkbox"/> Requiring Next Week									
DAY/DATE	TIME IN	Lunch Out	Lunch In	TIME OUT	Regular Time	Overtime	Double Time				
MON											
TUE	7:00	12:30	1:30	4:00	8						
WED	10:00	12:30	1:30	4:00	5						
THU	7:00	12:30	1:30	4:00	8						
FRI											
SAT											
SUN											
ENTER WEEKLY TOTALS (Round to nearest quarter hour)					Regular Time	Overtime	Double Time				
					2						

Associate Signature: Natalie Jones Date: 7/8/10

Yes! As an Express Associate, I want to help the Client's Miracle Network.

Please Contact:

☐ \$ ____ This paycheck ☐ \$ ____ Every paycheck ☐ \$ ____ Other

Authorized Signature: William M. West Date: 7/8/10

Title: Presn. Finance Admin.

Department or special billing instructions:

QUANTITY OF WORK: ☐ EXCELLENT ☐ SATISFACTORY ☐ UNSATISFACTORY

CLIENT COPY

AT01 (03/09)

- 1) Palm Beach County
- 2) Water Utilities Department

File

No.	Mode
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Destination

 $p_g(s)$

Result

Page
Not Sent

0834 Memory TX

94715927

P. 1

OK

Reason for error

- E. 1) Hang up or line fail
E. 3) No answer
E. 5) Exceeded max. E-mail size

- E. 2) Busy
E. 4) No facsimile connection

[illegible]

Payroll related services, please pay from this invoice.
1283-226744/water Account #12831205

Invoice Date 7/21/2010
Invoice Number 98686844-6

Page: 1 of 1

Palm Beach County
water - Water Utilities Div. Palm Beach County Department
PWU1 - Word Processing operator-120809 72 865
Purchase Order#: DO 05061000007200002562
Jones, Natalie Dawn
7/18/2010 Regular Time 16.00 hours @ \$13.50 per hour

item	summary
\$216.00	

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2010 JUL 23 PM 3:16

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BOARD OF COUNTY COMMISSIONERS
FINANCE

Invoice Total \$216.00

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EMPLOYMENT PROFESSIONALS

Account Number	12831205
Invoice Number	98686844-6
Invoice Date	7/21/2010
Amount Due	\$216.00
Due Date	7/31/2010

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|||||
Palm Beach County
8100 Forest Hill Blvd.
West Palm Beach, FL 33413

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Atlanta, GA 30384-1533

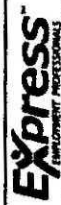
Please return this portion with your payment

|||||

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00021600



Press hard and print clearly

Name Natalie D. Jones Week Ending Date (Sunday) 7/18/10
Last Four (4) Digits of Social Security Number 6038 Job Number

Client Company Name Water Utilities
☐ Assignment Completed
☒ Returning Next Week

DAY/DATE	TIME IN	Lunch Out	Lunch In	TIME OUT	Regular Time	Overtime	Double Time
MON							
TUE							
WED							
THU	7:00	12:30	1:30	4:00	8		
FRI	7:00	12:30	1:30	4:00	8		
SAT							
SUN							

ENTER WEEKLY TOTALS (Round to nearest quarter hour)
Regular Time 16 Overtime Double Time

CLIENT COPY

Associate Signature: Natalie D. Jones Date: 7/16/10
Yes! As an Express Associate, I want to help the Children's Miracle Network.
Please deduct:
☐ \$ _____ This paycheck ☐ \$ _____ Every paycheck ☐ \$ _____ Other

Authorized Signature: Debra M. West Date: 7/16/10
Title: Dir. Finance & Admin

Department or special billing instructions:
QUALITY OF WORK: ☐ EXCELLENT ☐ SATISFACTORY ☐ UNSATISFACTORY

AT01 (06/09)



Palm Beach County

EMF

Payroll related services, please pay from this invoice.
1283-226744/water Account # 12831205

Invoice Date 7/28/2010
Invoice Number 98709341-6

Page: 1 of 1

Palm Beach County

water - Water Utilities Div. Palm Beach County Department

PWU1 - Word Processing operator-120809 72 865

Purchase Order#: DO 05061000007200002562

Jones, Natalie Dawn

7/25/2010 Regular Time 40.00 hours @ \$13.50 per hour

item

summary

\$540.00

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2010 JUL 30 AM 10:54

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BOARD OF CO COMM PB CO
FINANCE

Invoice Total

\$540.00

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Account Number	12831205
Invoice Number	98709341-6
Invoice Date	7/28/2010
Amount Due	\$540.00
Due Date	8/07/2010

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West Palm Beach, FL 33413

Express Services, Inc.

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Atlanta, GA 30384-1533



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00054000

Express
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Name		Natalie Jones		Week Ending Date (Sunday)		7/25/10	
Last Four (4) Digits of Social Security Number		6028		Job Number			
Client Company Name		Palm Beach County Water Utilities		<input type="checkbox"/> Assignment Completed		<input type="checkbox"/> Returning Next Week	
DAY/DATE	TIME IN	Lunch Out	Lunch In	TIME OUT	Regular Time	Overtime	Double Time
MON	7:00	12:30	1:30	4:00	8		
TUE	7:00	12:30	1:30	4:00	8		
WED	7:00	12:30	1:30	4:00	8		
THU	7:00	12:30	1:30	4:00	8		
FRI	7:00	12:30	1:30	4:00	8		
SAT							
SUN							

ENTER WEEKLY TOTALS (Round to nearest quarter hour)	Regular Time	Overtime	Double Time
	40		

ASSOCIATE NOTICE: Please fill in this time card completely. Leave the appropriate copy with your supervisor who signs to verify hours. The Express copies of the time card must be received in our office by 6:00 a.m. Monday. Failure to turn in your time card by the deadline may delay your check by one week. Failure to notify Express of the completion of any assignment will be considered poor abandonment, and unemployment benefits may be denied in some states.

I certify, through my signature below, that I have worked the hours listed on this timecard and that the hours reflected are true and accurate. I further acknowledge that I have not been denied any required meals and rest breaks during this pay period. I agree that I will immediately notify my Express Staffing Consultant both verbally and in writing. In addition, while on assignment, I have not had any work related injuries or illnesses nor have I been subject to any workplace discrimination or harassment.

Associate Signature: Natalie Jones Date: 7/23/10



Yes! As an Express Associate, I want to help the Children's Miracle Network.

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☐ \$ ____ This paycheck ☐ \$ ____ Every paycheck ☐ \$ ____ Other

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Authorized Signature: [Signature] Date: 7-23-10

Title: Mgt Support Services

Department or special billing instructions:

QUALITY OF WORK: ☐ EXCELLENT ☐ SATISFACTORY ☐ UNSATISFACTORY

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AT01 MO/091



Palm Beach County

EMF

Payroll related services, please pay from this invoice.
1283-226744/water Account # 12831205

Invoice Date
Invoice Number

8/04/2010
98732970-3

Page: 1 of 1

Palm Beach County
water - Water Utilities Div. Palm Beach County Department
PWU1 - Word Processing operator-120809 72 865
Purchase Order#: DO 05061000007200002562
Jones, Natalie Dawn
8/01/2010 Regular Time 40.00 hours @ \$13.50 per hour

item

summary

\$540.00

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2010 AUG -6 PM 2:20
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BOARD OF CO COMM PB CO
FINANCE

Invoice Total

\$540.00

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19



Account Number	12831205
Invoice Number	98732970-3
Invoice Date	8/04/2010
Amount Due	\$540.00
Due Date	8/14/2010

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PALM BEACH COUNTY COMMISSION ON ETHICS
MEMORANDUM OF INQUIRY

To: Alan Johnson, Executive Director
From: Mark E. Bannon, Investigator
Date: October 15, 2011
Re: C11-019 – Sheryl Steckler, PBC Inspector General
C11-020 – Wayne Condry, PBC Director of Human Resources

• **Background and Inquiry**

Both matters as listed came to the attention of the Commission on Ethics' (COE) staff via sworn complaints dated September 30, 2011, and filed in person at the COE office by Complainant, a Palm Beach County employee. Complaint C11-019, names PBC Inspector General Sheryl Steckler as Respondent. Complaint C11-020 names PBC Director of Human Resources Wayne Condry as Respondent. The narrative and factual scenario, sworn to by Complainant, are the same in both complaints. Therefore, these complaints were consolidated for purposes of initial inquiry.

The sworn Complaint, narrative attachment, and all documentation submitted were reviewed. The initial sentence within the narrative of the complaint stated that Complainant was reporting violations of the Ethics Ordinance under Sections 2-443(a), *Misuse of public office or employment*, and 2-445, *Anti-nepotism law*. The second paragraph of the narrative section lists an allegation of retaliation against Complainant by other employees within the PBC Water Utilities Department based on Complainant's initial discussion with a supervisor of a nepotism violation by one of these employees, Dawn Jones. There is no allegation listed within the sworn complaint that either Respondent Sheryl Steckler or Respondent Wayne Condry committed any act of nepotism themselves. Therefore, this portion of the complaint is legally insufficient to open an investigation as to this allegation.

On October 11, 2011, I spoke by telephone with Isidro M. Garcia, Esq., of the Garcia Law Firm, 224 Datura Street, Suite 900, West Palm Beach, FL 33401, who is private counsel for Complainant. I contacted Mr. Garcia instead of contacting Complainant directly due to this representative relationship. In discussing the complaint with Mr. Garcia, he agreed that the alleged act of nepotism was not committed by either Respondent. However, he did state that both Inspector General Steckler and Director Condry failed to properly and timely investigate the nepotism complaint once made, and that their failure to investigate could be construed as a violation of Section 2-442(a), *Misuse of public office or employment*, since they had an obligation to do so. I advised Mr. Garcia that the Inspector general has no jurisdiction over a nepotism complaint, and that while nepotism is a merit rule violation, the failure to "timely" investigate a merit rule violation does not constitute, by itself, a misuse of office violation under the code. I pointed out that §2-443(a) requires a showing that some official act or failure to act by the public official or employee must result in a special financial benefit for the employee, or another person or entity enumerated within §2-443(a) (1-7), to result in a violation. I asked if his client had any personal knowledge of such a financial benefit being obtained by either Respondent. Mr. Garcia's response was that since the Inspector General is paid with county funds, there was an argument to be made that her failure to timely investigate the nepotism claim was based on her not wishing to "ruffle any feathers" within county administration, or the Board of County Commissioners (BCC), thus there was an "indirect" financial benefit to their failure to act. I did point out to Mr. Garcia that while the Office of the Inspector General (IGO) may be funded through the BCC, it is an independent office that does not answer to either the BCC or PBC administration.

It should be noted that the original nepotism complaint was delayed by the filing of an unrelated complaint submitted by Dawn Jones and her supervisors alleging procurement policy violations against three (3) PBC Water Utilities employees, including the Complainant. The Complainant was ultimately cleared by the IGO in this unrelated investigation, and two (2) employees were terminated as a result. I communicated this to the Complainant's attorney and further advised him again that the IGO has no jurisdiction to investigate a nepotism complaint, and therefore it cannot be a misuse of their office not to do so. In addition, the procurement matter

was referred to the State Attorney by the IG and was investigated for approximately 9 months before being returned to the IG. As a result it would not be illogical for all investigations involving Complainant to be placed on hold until criminal charging decisions were made by the State.

Mr. Garcia advised that this entire incident was the basis of a "whistle blower" lawsuit he had filed on behalf of Complainant in state court, which has since been removed to federal court with the addition of a 1st Amendment violation claim. I advised Mr. Garcia that our office was only concerned with violations of the code of ethics alleged in his complaint. However, I told him that any investigation into other possible code violations uncovered during my initial inquiry are exempt from public records laws, unless and until a determination is made that there is probable cause to find that a violation has occurred or the complaint is dismissed for lack of legal sufficiency. I advised that this investigator would be recommending a no legal sufficiency finding against both Respondents Steckler and Condry as there are insufficient facts and circumstances to support a violation of the Code of Ethics.

On October 11, 2011, myself and COE Investigator James Poag met with Director Condry at his office to ascertain a more complete picture of the original nepotism complaint, and whether or not it was being investigated. Mr. Condry explained that he had originally sent the matter to the IG, believing it fell within their jurisdiction. On September 19, 2011, he received a "Management Referral" from Evangeline Rentz, IGO Intake Manager, referring the matter back to him, as the issue of Nepotism falls outside of the jurisdiction of the IGO. He had done some preliminary gathering of background material in relation to this nepotism complaint as a possible violation of PBC Merit Rules (Rule 11, Sections 11.01, 11.02 & 11.03, Palm Beach County Merit Rules), but had not yet begun his investigation into this allegation. Because nepotism is also a violation of the PBC Code of Ethics (§2-445, *Anti-nepotism law*), and since he had not yet initiated a formal investigation into a possible merit Rule violation, it was decided that he would place his investigation on hold until COE staff completed an inquiry into the alleged Code violation.

- **Relevant Sections of the Code of Ethics**

The following portions of the PBC Code of Ethics ordinance are relevant to this Inquiry:

Sec. 2-443. Prohibited conduct.

- (a) *Misuse of public office or employment.* An official or employee shall not use his or her official position or office, or take or fail to take any action, or influence others to take or fail to take any action, in a manner which he or she knows or should know with the exercise of reasonable care will result in a special financial benefit, not shared with similarly situated members of the general public, for any of the following persons or entities:
 - (1) Himself or herself;
- (b) *Corrupt misuse of official position.* An official or employee shall not use his or her official position or office, or any property or resource which may be within his or her trust, to corruptly secure or attempt to secure a special privilege, benefit, or exemption for himself, herself, or others. For the purposes of this subsection, "corruptly" means done with a wrongful intent and for the purpose of obtaining, or compensating or receiving compensation for, any benefit resulting from some act or omission of an official or employee which is inconsistent with the proper performance of his or her public duties.

Sec. 2-445. Anti-nepotism law.

An official may not appoint, employ, promote, advance, or advocate for appointment, employment, promotion, or advancement in or to a position in the county or municipality as applicable in which the official is serving or over which the official exercises jurisdiction or control, any individual who is a relative or domestic partner of the official. An individual may not be appointed, employed, promoted, or advanced in or to a position in the county or a municipality if such appointment, employment, promotion, or advancement has been advocated by an official, serving in or exercising jurisdiction or control over the county or municipality as appropriate, who is a relative or domestic partner of the individual or if such appointment, employment, promotion, or advancement is made by a collegial body of which a relative of the individual is a member.

- (1) For the purposes of this section, "official" means any official or employee in whom is vested the authority by law, rule, or regulation, or to whom the authority has been delegated, to appoint, employ, promote, or advance individuals or to recommend individuals for appointment, employment, promotion, or advancement in connection with employment in the county or municipality as applicable.
- (2) For the purposes of this section, "relative" means spouse, parent, child, sibling, uncle, aunt, first cousin, nephew, niece, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister.

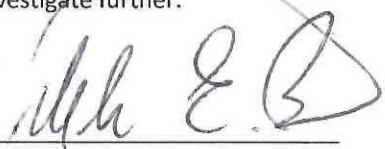
While Complainant listed both Sheryl Steckler and Wayne Condry on the complaint, there is no information listed within the complaint to show that the allegations, even if true, would result in a violation of the Code of Ethics by either Sheryl Steckler or Wayne Condry under §2-442(a), because there is no allegation that either Respondent, or an enumerated person or entity, specially financially benefited, or that either Respondent corruptly secured or attempted to secure any special privilege, benefit or exemption for any other person, by any act or failure to act in their official capacity.

Further, there is also no information submitted actually accusing either Respondent of any act of nepotism in violation of §2-445. The basis for the complaint appears to be that neither acted quickly enough in investigating Complainant's original nepotism complaint. It is not a violation of any ethics code provision to fail to work quickly, unless such failure is based on an improper reason under either §2-443(a) or (b). Here, no such financial or corrupt nexus is alleged. Therefore, even if all allegations in the complaint are true, the complaint is legally insufficient to open a formal investigation into these allegations.

- **Conclusion**

Based on the information listed above, both Complaint Number C11-019 and C11-020 are **Not Legally Sufficient** for COE staff to investigate further.

Submitted by:


Mark E. Bannon, Investigator
PB County Commission on Ethics

10/17/2011
Date

Reviewed by:


(Initials)

10/17/2011
Date

SUPPLEMENTAL MEMORANDUM OF INQUIRY

To: Alan S. Johnson, Executive Director
From: Mark E. Bannon, Investigator
Date: October 25, 2011
Re: C11-019 – Sheryl Steckler, PBC Inspector General
C11-020 – Wayne Condry, PBC Director of Human Resources

After conducting an initial inquiry into the allegations against Sheryl Steckler and Wayne Condry as listed in the sworn Complaint, a new case number was obtained to initiate an Inquiry into the "Nepotism" issue presented by Complainant, Paul Beaudreau, as it related to other parties not named in his complaint, specifically PBC Water Utilities employee Dawn Jones, and her daughter, Natalie Jones. This Inquiry was completed under case number AN 11-022.

The PBC Code of Ethics §2-445, *Anti-nepotism law*, states:

Sec. 2-445. Anti-nepotism law.

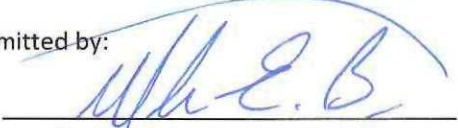
An official may not appoint, employ, promote, advance, or advocate for appointment, employment, promotion, or advancement in or to a position in the county or municipality as applicable in which the official is serving or over which the official exercises jurisdiction or control, any individual who is a relative or domestic partner of the official. An individual may not be appointed, employed, promoted, or advanced in or to a position in the county or a municipality if such appointment, employment, promotion, or advancement has been advocated by an official, serving in or exercising jurisdiction or control over the county or municipality as appropriate, who is a relative or domestic partner of the individual or if such appointment, employment, promotion, or advancement is made by a collegial body of which a relative of the individual is a member. Mere approval of budgets shall not be sufficient to constitute "jurisdiction or control" for the purposes of this section. (Emphasis added)

- (1) For the purposes of this section, "official" means any official or employee in whom is vested the authority by law, rule, or regulation, or to whom the authority has been delegated, to appoint, employ, promote, or advance individuals or to recommend individuals for appointment, employment, promotion, or advancement in connection with employment in the county or municipality as applicable. (Emphasis added)
- (2) For the purposes of this section, "relative" means spouse, parent, *child*, sibling, uncle, aunt, first cousin, nephew, niece, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister. (Emphasis added)

Only the official or employee that appoints or employs or advocates for the appointment or employment of a relative, or the individual who is employed by a relative in violation of this Section, can be charged with a violation of the Code of Ethics.

According to county procurement records and statements of material witnesses, Dawn Jones was not involved in any aspect of employment decision-making, or subsequent supervision of her daughter. There was no evidence of advocacy by Ms. Jones. Any procurement records containing Ms. Jones name were made in the normal course of her ministerial duty as procurement specialist for her department and employment decision-making or other authorization was made entirely by Director Debra West. The Inquiry under case number AN 11-023 found that there was insufficient evidence to conclude that either employee Dawn Jones, or her daughter Natalie Jones, violated this portion of the Code of Ethics.

Submitted by:


Mark E. Bannon, Investigator
PB County Commission on Ethics

10/25/2011
Date

Reviewed by:


(Initials)

10/25/2011
Date

PALM BEACH COUNTY COMMISSION ON ETHICS

MEMORANDUM OF NO LEGAL SUFFICIENCY

To: Palm Beach County Commission on Ethics
From: Alan S. Johnson, Executive Director
Date: October 15, 2011
Re: C11-019 – Respondent: Sheryl Steckler, PBC Inspector General
C11-020 – Respondent: Wayne Condry, PBC Director of Human Resources

- **Recommendation**

Regarding Complaint C11-019, Respondent Sheryl Steckler, and Complaint C11-020, Respondent Wayne Condry, wherein both complaints list identical fact patterns from the same Complainant, Staff recommends a finding of **NO LEGAL SUFFICIENCY** to be entered for both.

Legal sufficiency exists where there is an allegation of a violation of an ordinance within the jurisdiction of the Ethics Commission, purportedly committed by an individual within the authority of the Ethics Commission, based substantially on the personal knowledge of the Complainant, relating to an alleged violation occurring after the effective date of the code, and filed with the Ethics Commission within two years of the alleged violation.

- **Background**

Both matters as listed came to the attention of the Commission on Ethics' (COE) staff via sworn complaints dated September 30, 2011, and filed in person at the COE office by Paul Beaudreau, a Palm Beach County employee. Complaint C11-019, names PBC Inspector General Sheryl Steckler as Respondent. Complaint C11-020 names PBC Director of Human Resources Wayne Condry as Respondent. The narrative and factual scenario portions of the complaints sworn to by Mr. Beaudreau are the same in both complaints. Therefore, these complaints were investigated together.

The complaints allege that both Respondents violated the Palm Beach County Code of Ethics, specifically §2-443(a), *Misuse of public office or employment*, and §2-445, *Anti-nepotism law*. However, in reading the narrative portion of this sworn Complaint, it becomes clear that the basis of the Complaint as submitted, is that another county employee is alleged to have violated §2-445 by hiring her daughter as a temporary employee, and that Respondents, by failing to act timely in investigating this allegation, violated §2-443(a). However, Complainant fails to allege at any point that the purported failure to investigate timely is based on any special financial or other improper benefit. Regardless of the fact that the complaint of nepotism was originally filed with the IGO by Complainant, the IGO has no authority to investigate a violation of the Code of Ethics, as such a violation falls within the jurisdiction of the COE. Further, Human Resources can only conduct an investigation into a possible violation of PBC Merit Rule 11, *Nepotism*, which is currently an open investigation instituted by Mr. Condry.

This issue was further complicated by the fact that Complainant had been named as a party in a formal complaint to the PBC Office of the Inspector General (IGO) for violations of county procurement policy. The IGO initially sent the matter for investigation to the State Attorney's Office (SAO) and ultimately (after approximately 9 months), when the SAO declined to file criminal charges, did investigate this claim, leading to the termination of two (2) PBC employees. Complainant was cleared of any culpability by the IGO investigation. After this investigation was completed, the IGO referred the nepotism issue back to Mr. Condry as Director of Human resources, and he began his initial inquiry into these claims.

- **Analysis**

In reviewing the facts as submitted along with the sworn complaint, and additional information collected through documentary evidence provided, as well as an interview with Mr. Condry, it was determined that the allegations by Complainant, even if true, would not support a violation of the Code of Ethics. The fact that an investigation into a possible code violation was delayed based on intervening matters (the IGO complaint of procurement issues) does not rise to the level of misuse of public office or employment, unless such delay was based on some improper financial motive or other special benefit. Improper benefit was never alleged, nor was any evidence of an improper motive found during the inquiry.

- **Conclusion**

Based on the above reasons, there is **NO LEGAL SUFFICIENCY** for an investigation to be conducted into either C11-019 or C11-020.

BY: _____

Alan S. Johnson
Executive Director
Florida bar #223352
Commission on Ethics
2633 Vista Parkway
West Palm Beach, FL 33411
561-233-0720

Date

10/17/2011