

To Whom It May Concern

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Attached please find my resume for the above position. The strength of my qualifications for consideration of the Interim City Manager (ICM) is largely based on the four years that I served on the Council rather than my resume experiences. The positions of vice chair and chair respectively required weekly conferences with then city manager, Ruth Jones. Much was learned from the City Manager of the functions of each City Department as well as the City Budget and Polices and Procedures. Planning Council agendas were included. I was a member of the Council who hired Miss Jones in 2009 as well as CRA executive Director Tony Brown.

As a solution focused legislator I sponsored resolutions and ordinances that were beneficial to our citizens and employees. The DROP program being the most significant Ordinance with a forever legacy of my service. Resolutions also sponsored offered relief to our citizens and businesses with escalating water bills in addition to financial assistance to Seniors with low incomes and the disabled. Latter actions resulted from my office in-depth research on the manufacture of our water Meters which CNN reported were very deficient.

The hiring and evaluating of high-level positions were my duties as Chair of the Riviera Police Pension fund, which today is a 76 million dollar fund. Attorneys, Consultants, Investment Managers, Plan Administrators Auditors, and others were interviewed, hired and evaluated under my leadership as is required by State Statute

Post Council life did allow time to invest in our title one elementary schools. To that end, Washington Elementary, Mary McLeod Bethune Elementary and Lincoln Elementary each were beneficiaries of \$15,000 Carson reading room grants. Additionally, two of these schools were provided with washers and dryer's thanks to Palm Beach County's Republican Executive Committee who donated the funds.

Whereas I lack experience as a City Manager, there is brought to the position at minimum the following:

- Experiences gained from two terms on the Council that provide a base knowledge of the departmental functions within the City and of the Utility District.
- Important history on some matters germane to our relationship with the CRA. Especially now as there is the legal question of the CRA Commission's authority to submit RFP for Marina Development. My history of this issue influenced my suggestion to two commissioners to acquire the 2014 Lease and determine the legal status of same. The answer was surprising.
- History of relationships established with Community and Business partners such as North County Chamber of Commerce and Riviera Beach Business Council.
- Immediate availability to begin transition with Karen during her last week, thus providing for a continuity of City business from within that office. Very important at this time as Ms Hoskins emphatically stated she is not available after departure. Also provides for communication and follow up on current priorities.
- Availability 24 /7 as this could be important to newly elected Council Persons during their settling in period.
- Lastly, I bring Integrity, trust and total commitment to the Citizens and the Council. I am a long time vested stake holder in the City of Riviera Beach. Already engaged in this community and has worked to make certain that the needs of all

Please feel free to contact me on any questions.

Respectively submitted,

*Bertie E. Brock*

## Resume

### Billie E Brooks

#### Executive Profile:

Executive positions in both the public and private sectors. The private sector, president and CEO of three successful businesses: a for-profit case management agency, a congregate living facility and travel agency. In the public sector have held executive and supervisory positions with State and County agencies.

#### Skill Highlights

Public Speaking

Community Outreach

Leadership/communications

Solution Focused

Staff Development /Training

Patient

Team builder

Resourceful

#### Core Accomplishments:

As a business owner, I motivated my staff to become entrepreneurs in the same type business. Two started their own and I mentored each through the process.

#### Professional Experience:

##### **President/CEO**

December, 1999 to July, 2012

##### **Future Planning Inc.** Riviera Beach, Florida/West Palm Beach, Florida

A for-profit incorporated case management agency providing supports and services to developmentally disabled persons referred through The Agency for Persons with Developmental Disabilities. Trained and supervised a small staff of Social Workers and an Administrative assistant. Agency caseload averaged 65 consumers. Retired 2012

##### **President/CEO**

November, 1978 to June, 1995

##### **B.E Brooks Enterprises Inc.,** North Palm Beach, Florida

A for-profit travel agency specializing in group and business travel.

##### **Executive Director, 4 C's Program**

July, 1974 to September 1978

##### **Palm County Board of County Commissioners,** West Palm Beach, Florida

Administered Title XX Program allocating federal funds to child development programs throughout Palm Beach County. Monitored programs and conducted on-site training in Nutrition, Early Childhood Education, Social Services and Finance.

**Unit Supervisor**  
1970

September, 1965 to August,

**Florida Department of Health and Rehabilitative Services, West Palm Beach, FL**

Supervised and trained staff of Social Workers and Clerks. Unit responsible for determining eligibility and providing supports and services to welfare recipients receiving AFDC, Aid to the Blind and Aid to the Disabled.

### Education:

**Bachelor of Science, Nursing Education**

Aug, 1963

**Tuskegee University; Tuskegee, Alabama USA**

**Master of Science, Social Work**

Aug, 1998

**Barry University; Miami, Florida USA**

### Civic and Community Involvement:

- Current Trustee of Riviera Beach Police Pension Fund. Chair
- Member Palm Beach County Association of Black Social Workers
- Executive Director (Vol) Riviera Beach Boys' Choir Inc
- Past President and member of Board of Directors Northside Kiwanis Club.
- Riviera Beach City Council, 2009 to 2013. Chair and Vice Chair
- Riviera Beach Community Redevelopment Agency, 2009 to 2013. Chair and Vice Chair
- Former Governor's Appointee to the Children Services Council. Vice President and President
- Palm Beach County Board of County Commissioners' former Appointee to Florida Health and Human Services Council