



## 2024-2025 PALM BEACH COUNTY MUNICIPAL CLERKS ASSOCIATION OFFICERS AND COMMITTEES ROSTER

### OFFICERS

|   |                          |                |  |
|---|--------------------------|----------------|--|
| Lanelda Gaskins, MMC, <b>President</b>            | Town of Highland Beach   | (561) 278-4548 | <a href="mailto:lgaskins@highlandbeach.us">lgaskins@highlandbeach.us</a>       |
| Melissa Coyne, MMC, <b>Vice President</b>         | City of Lake Worth Beach | (561)586-1659  | <a href="mailto:mcoyne@lakeworthbeachfl.gov">mcoyne@lakeworthbeachfl.gov</a>   |
| Shayla Ellis, CMC, <b>Secretary</b>               | City of Lake Worth Beach | (561)586-1663  | <a href="mailto:sellis@lakeworthbeachfl.gov">sellis@lakeworthbeachfl.gov</a>   |
| Selene Tapia, <b>Treasurer</b>                    | City of Greenacres       | (561)642-2024  | <a href="mailto:stapia@greenacresfl.gov">stapia@greenacresfl.gov</a>           |
| Kelly Avery, CMC, <b>Immediate Past-President</b> | Town of Ocean Ridge      | (561)732-2635  | <a href="mailto:kavery@oceanridgeflorida.com">kavery@oceanridgeflorida.com</a> |

### BY-LAWS/RULES COMMITTEE

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

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| <b>CHAIR-</b> Laura Cahill, CMC | Town of Jupiter   | (561)741-2352              | <a href="mailto:LauraC@jupiter.fl.us">LauraC@jupiter.fl.us</a>                 |
| Vicki Del Bosquez               | City of South Bay | (561) 996-6751<br>Ext. 119 | <a href="mailto:sbcityclerk@southbaycity.com">sbcityclerk@southbaycity.com</a> |
| Stephanie Proffer               | Town of Jupiter   | (561) 741-2533             | <a href="mailto:stephaniep@jupiter.fl.us">stephaniep@jupiter.fl.us</a>         |

### EDUCATION COMMITTEE

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

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| <b>CHAIR</b> – Tijuana Warner, CMC | City of LaBelle             | (561)642-2006 | <a href="mailto:qmoorer@greenacresfl.gov">qmoorer@greenacresfl.gov</a> |
| Marquetta Fells                    | Village of North Palm Beach | (561)841-3355 | <a href="mailto:mfells@village-npb.org">mfells@village-npb.org</a>     |
| Jaclyn DeHart                      | Town of Highland Beach      | (561)278-4548 | <a href="mailto:jdehart@highlandbeach.us">jdehart@highlandbeach.us</a> |

### ELECTION COMMITTEE

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

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| <b>CHAIR-</b> Lanelda Gaskins, MMC, | Town of Highland Beach   | (561)278-4548             | <a href="mailto:lgaskins@highlandbeach.us">lgaskins@highlandbeach.us</a>           |
| Vivian Mendez, MMC                  | Town of Lake Park        | (561)881-3311             | <a href="mailto:vmendez@lakeparkflorida.gov">vmendez@lakeparkflorida.gov</a>       |
| Melissa Coyne, MMC                  | City of Lake Worth Beach | (561)586-1659             | <a href="mailto:mcoyne@lakeworthbeachfl.gov">mcoyne@lakeworthbeachfl.gov</a>       |
| Kelly Churney                       | Town of Palm Beach       | (561)838-5416             | <a href="mailto:kchurney@townofpalmbeach.com">kchurney@townofpalmbeach.com</a>     |
| Alexis Giving, CMC                  | City of Delray Beach     | (561)243-7053             | <a href="mailto:givingsa@mydelraybeach.com">givingsa@mydelraybeach.com</a>         |
| Debrah Hall-McCullon, CMC           | City of Riviera Beach    | (561)845-4090             | <a href="mailto:dshall@rivierabeach.org">dshall@rivierabeach.org</a>               |
| Fiorella Verdecia                   | Town of Juno Beach       | (561)626-1122             | <a href="mailto:fverdecia@juno-beach.fl.us">fverdecia@juno-beach.fl.us</a>         |
| Lakisha Burch, MMC                  | City of Clewiston        | (863)983-1484<br>Ext. 105 | <a href="mailto:Lakisha.burch@clewiston-fl.gov">Lakisha.burch@clewiston-fl.gov</a> |

### HISTORIAN

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

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| <b>CHAIR</b> – Jaelyn DeHart | Town of Highland Beach | (561)278-4548 | <a href="mailto:jdehart@highlandbeach.us">jdehart@highlandbeach.us</a> |
| Jomekeyia McNeil             | Village of Wellington  | (561)71-4784  | <a href="mailto:JMcNeil@wellingtonfl.gov">JMcNeil@wellingtonfl.gov</a> |

### LEGISLATIVE COMMITTEE

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

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| <b>CHAIR-</b> Kristen Puhalainen, CMC | City of Atlantis         | (561)965-1744               | <a href="mailto:kpuhalainen@atlantisfl.gov">kpuhalainen@atlantisfl.gov</a>   |
| Nylene Clark, CMC                     | City of Pahokee          | (561) 924-5534<br>Ext. 2006 | <a href="mailto:nclark@cityofpahokee.com">nclark@cityofpahokee.com</a>       |
| Tijuana Warner, MMC                   | City of LaBelle          | (863)675-2872               | <a href="mailto:tiawarner@citylabelle.com">tiawarner@citylabelle.com</a>     |
| Melissa Coyne, MMC,                   | City of Lake Worth Beach | (561)586-1659               | <a href="mailto:mcoyne@lakeworthbeachfl.gov">mcoyne@lakeworthbeachfl.gov</a> |

**MEMBERSHIP  
COMMITTEE**

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

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| <b>CHAIR</b> – Katrina Pinder, CMC | Town of Ocean Ridge          | (561)732-2635 | <a href="mailto:kpinder@oceanridgeflorida.com">kpinder@oceanridgeflorida.com</a>     |
| Kelly Avery, CMC                   | Town of Ocean Ridge          | (561)455-3193 | <a href="mailto:kavery@oceanridgeflorida.com">kavery@oceanridgeflorida.com</a>       |
| Ivelisse Chico-Randazzo, CMC       | Town of Jupiter Inlet Colony | (561)746-3787 | <a href="mailto:Randazzo@jupiterinletcolony.org">Randazzo@jupiterinletcolony.org</a> |

**MENTORING COMMITTEE**

- Duties
- Provide a framework to facilitate the exchange of knowledge and experiences between Clerks to provide assistance and support in the performance of their duties.
  - Pair Clerks with Mentor Clerks based on the individual needs and goals, not solely on location or workload.
  - Maintains a mentee list and evaluates mentoring relationships
  - Mentors are expected to provide ongoing support, guidance, and encouragement to their Mentees, share common practices that are in line with the PBCMCA (Palm Beach County Municipal Clerks Association) policies and best practice and more.

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| <b>CHAIR</b> - Melissa Coyne, MMC,<br><b>Vice President</b> | City of Lake Worth Beach | (561)586-1659  | <a href="mailto:mcoyne@lakeworthbeachfl.gov">mcoyne@lakeworthbeachfl.gov</a> |
| Quintella Moore, MMC  | City of Greenacres       | (561) 642-2006 | <a href="mailto:QMoorer@grenacresfl.gov">QMoorer@grenacresfl.gov</a>         |
| Lanelda Gaskins, MMC  | Town of Highland Beach   | (561) 248-4548 | <a href="mailto:lgaskins@highlandbeach.us">lgaskins@highlandbeach.us</a>     |

**NOMINATING COMMITTEE**

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

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| <b>CHAIR</b> – Kelly Avery, CMC,<br>Immediate Past-<br>President | Town of Ocean Ridge   | (561)732-2635 | <a href="mailto:kavery@oceanridgeflorida.com">kavery@oceanridgeflorida.com</a> |
| Vivian Mendez, MMC   | Town of Lake Park     | (561)881-3311 | <a href="mailto:vmendez@lakeparkflorida.gov">vmendez@lakeparkflorida.gov</a>   |
| Tammy Stanzone, CMC  | City of Boynton Beach | (561)742-6062 | <a href="mailto:StanzoneT@bbfl.us">StanzoneT@bbfl.us</a>                       |

**SCHOLARSHIP  
COMMITTEE**

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

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| Jomekeyia McNeil                                      | Village of Wellington    | (561)71-4784  | <a href="mailto:JMcNeil@wellingtonfl.gov">JMcNeil@wellingtonfl.gov</a>           |
| Laura Weidgans  | Town of Lake Park        | (561)881-3311 | <a href="mailto:lweidgans@lakeparkflorida.gov">lweidgans@lakeparkflorida.gov</a> |
| Phillip W. Daly, CMC                                  | City of Boca Raton       | (561)393-7746 | <a href="mailto:PDaly@ci.boca-raton.fl.us">PDaly@ci.boca-raton.fl.us</a>         |
| Laura Cahill, CMC                                     | Town of Jupiter          | (561)741-2352 | <a href="mailto:LauraC@jupiter.fl.us">LauraC@jupiter.fl.us</a>                   |
|   |                          |               |  |

**SUNSHINE COMMITTEE**

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

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|----------------------------------|------------------------------|---------------|--|
| <b>CHAIR – Shayla Ellis, CMC</b> | City of Lake Worth Beach     | (561)586-1663 | <a href="mailto:sellis@lakeworthbeachfl.gov">sellis@lakeworthbeachfl.gov</a>         |
| Ivelisse Chico-Randazzo, CMC     | Town of Jupiter Inlet Colony | (561)746-3787 | <a href="mailto:Randazzo@jupiterinletcolony.org">Randazzo@jupiterinletcolony.org</a> |

**WEBSITE MASTER**

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

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| <b>CHAIR- Erika Petersen</b> | Town of Manalapan | (561)585-9477 | <a href="mailto:epetersen@manalapan.org">epetersen@manalapan.org</a> |
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