

**CITY OF PEMBROKE PINES**  
**ADVISORY BOARD AND COMMITTEE APPLICATION FORM**

*Please return the **signed and completed application form and a recent resume**\* to: City of Pembroke Pines, City Clerk's Office, 601 City Center Way, Pembroke Pines, Florida 33025.*

**\*NOTE: YOUR RESUME MUST ACCOMPANY THIS APPLICATION IN ORDER FOR THE APPLICATION TO BE CONSIDERED.**

**Please type or use dark ink to complete this form.**

Applicant Name Catherine A. Minnis, MBA

Race\* Black National Origin\* United States

Occupation Consultant/Academic Instructor

Street Address The Arbor at Park Place, 1400 Saint Charles Place Unit 601

Subdivision N/A

Home Telephone N/A Business Telephone 7862555775

E-mail Address cminnismba@gmail.com

Length of Residence in Pembroke Pines (if applicable) 6 6  
Years Months

Length of Time as Business Person in Pembroke Pines (if applicable) 6 6  
Years Months

Are you a registered voter? Yes Commission District No. \_\_\_\_\_ Precinct No. X011

Do you have a criminal record? No If yes, please explain. \_\_\_\_\_

Have you ever been convicted of a felony? No If yes, please explain. \_\_\_\_\_

Do you have any criminal charges pending? No If yes, please explain. \_\_\_\_\_

Do you have any relatives employed by the City? No If yes, please state name(s): \_\_\_\_\_

Are you aware of any potential conflict of interest that may arise from your serving on this/these board(s)? No If yes, please explain. \_\_\_\_\_

CITY CLERK'S OFFICE  
CITY OF PEMBROKE PINES  
2025 JUN 26 PM 5:35

Does your business, or your employer have any contractual relationship with, or do any business with the City? No If yes, please explain.

Do you have monies owed to the City that are delinquent? No If yes, please explain.

Do you have any pending code violations relating to property owned by you in the City? No If yes, please explain.

Do you have any violations relating to other City codes? No If yes, please list:

\*The responses to these items is optional. The City is interested in providing for cultural diversity on its Advisory Boards and Committees, and seeks this information solely in order for the City to further its goal to provide for diversity on its Advisory Boards and Committees.

**Which board or committees are of interest to you? Please indicate up to three preferences by ranking. Please denote your first choice with a "1," etc. Please place a number adjacent to any board or committee for which you wish to be considered. If you do not place a number next to a board or committee, the City Commission will not be able to consider you for that board or committee.**

<u>6</u> Arts & Culture Advisory Board	<u>3</u> Affordable Housing <sup>1</sup>
<u>      </u> Board of Adjustment	<u>      </u> Charter High School Advisory Board <sup>2</sup>
<u>4</u> Economic Development Board	<u>5</u> Education Advisory Board
<u>      </u> Environmental Advisory Board	<u>      </u> Citizens Committee/Hurricane Prep (Ad Hoc)
<u>2</u> Planning & Zoning Board	<u>      </u> Police and Fire Pension Fund Board
<u>      </u> Diversity and Heritage Advisory Board	<u>      </u> Social Media Committee (Ad Hoc)
<u>      </u> Charter Review Board	<u>      </u> <b>Public Art Committee (PAC) New</b>
<u>      </u> <b>Budget Committee (A. Castillo)</b>	<u>      </u> Charter Review Board <sup>3</sup>
<u>1</u> Citizen's Budget Advisory Board	

<sup>1</sup>You must complete the "Supplement to Application for Affordable Housing Committee."

<sup>2</sup>Representative of Educational or Business sector of the Community

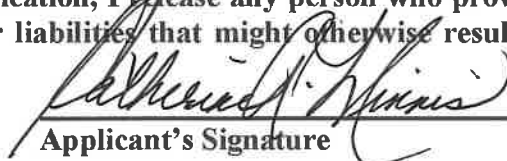
<sup>3</sup>This Board is convened once every five years.

**Please provide a brief statement outlining why you wish to serve on the board(s) you have indicated above.**

**I am interested in serving on the Budget Committee and/or additional boards because I care deeply about the future of Pembroke Pines and want to play an active role in shaping policies that reflect the needs of all residents.**

I've resided in Pembroke Lakes since 2018 and in South Florida since 1963. I have connected with residents and business owners who express concerns about varying issues. Working together with the Budget Committee and on any other committee will help me become more knowledgeable, contribute more, and **better educate our neighbors.** I believe my over 30-year background in local government, economic development, planning and zoning and non-profit boards can contribute to the role and responsibility of these committees and welcome the opportunity to offer my skills and talents.

**I hereby certify that all statements made in this application are true and complete. Permission is granted to the City of Pembroke Pines to investigate and verify criminal and credit history and any information provided on this and successive documents completed for purposes of my appointment to the City Board or Committee. In return for consideration of my application, I release any person who provides information pertaining to me from all claims or liabilities that might otherwise result from such information or opinions.**

  
Applicant's Signature

**6/23/25**

Date

Applications for board and committee vacancies are accepted throughout the year. For additional information, please call the City Clerk's Office at (954) 450-1050.

SSG:DNT:dnt

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# Catherine A. Minnis, MBA

1400 Saint Charles Place, Unit 601 | Pembroke Pines, FL 33026

[www.linkedin.com/in/catherineminnis](http://www.linkedin.com/in/catherineminnis)

Visionary leader with the demonstrated ability to deliver optimal results. Solid 33-year career in public and private sectors, building relationships, fostering a culture of teamwork, shared mission, vision and values and dedication to client satisfaction.

## KEY STRENGTHS

Leadership	Client Relations	Political Astuteness
Team Building	Community Outreach	Business Development
Project Management	Economic Development	Public Relations
Fundraising	Procurement	Effective Communications

## KEY ACCOMPLISHMENTS

- Developed, implemented and maintained the sales strategy opportunities for the nation's second largest waste and recycling hauler, Republic Services, with a \$24 million Book of Business, in its Fort Lauderdale Division.
- Provided over 2,500 high school students with postsecondary College & Career Readiness education in Broward County Public Schools.
- Procured over \$3.8 million in contractual business for over 500 certified small-, minority-, and women-owned businesses with the South Florida Super Bowl Host Committee and National Football League for Super Bowl XLIV.
- \$2.9 billion *Building Better Communities* Bond Referendum Program to finance capital improvement and economic development projects throughout Miami-Dade County

## PROFESSIONAL EXPERIENCE

BROWARD COUNTY PUBLIC SCHOOLS, Fort Lauderdale, FL

**Academic Instructor, Henry D. Perry Education Center**

March 2025

**Broward Advisor for Continuing Education**

September 2012 – October 2015

Boyd H. Anderson High School

Assisted with the completion of specific test applications leading to postsecondary options (including vocational and technical school information; PSAT, SAT, ACT, ASVAB; information regarding job applications and/or resumes; general information regarding scholarships, grants, financial aid, and the applications for each.

THE MINNIS GROUP LLC, Pembroke Pines, FL

2012 – Present

**President/Founder**

Small business consulting and public relations firm, advocating for small-, minority-, and women-owned businesses and non-profits providing social media marketing, profitability and political campaigns strategies.

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BROWARD COUNTY COMMISSION, Fort Lauderdale, FL

June 2019 – December 2023

Office of Economic and Small Business Development | **Program Project Coordinator, Senior**

Developed and maintained relationships with Broward County non-profit organizations, service providers, local business and industry groups, municipalities and educational entities with the goal of aligning apprenticeship opportunities with employment needs, particularly in disadvantaged communities.

- Partner with the Human Resources Division and other internal County agencies to create apprenticeship/training opportunities within the organization.
- Report annually on progress made in aligning workforce needs with apprenticeship/training programs as part of Broward County's larger economic development effort.
- Liaison with Greater Fort Lauderdale Alliance, Junior Achievement, OIC, Urban League of Broward County, Broward College and municipalities to market the Construction Apprenticeship Program.

MIAMI-DADE COLLEGE, Miami, FL

March 2018 – June 2019

**Continuing Education Instructor** | Carrie P. Meek Foundation Job Readiness Training Program

Empowered and prepared over 300 adults with job readiness skills helped them to become marketable to employers who created jobs at the Amazon Fulfillment Center and other employers at locations throughout Miami-Dade County.

REPUBLIC SERVICES, INC., Fort Lauderdale, FL

October 2015 – May 2017

**Municipal Services Manager**

Developed and implemented the Fort Lauderdale Division sales strategy for procurement contract extensions, new business and re-bid of municipal waste and recycling hauling sales opportunities to ensure growth, retention, and quality of revenue, valued at over \$20 million book of business.

- Participated in government affairs activities in the assigned division and serve as the Registered Lobbyist addressing hauling, disposal and collection issues within five municipalities.
- Met regularly with key stakeholders and Elected Officials within Broward & Miami-Dade municipalities, state and federal agencies to enhance the company's position and continuously bring value-added services to the relationship.

MIAMI-DADE COUNTY, Miami, FL

June 1989 – September 2011

**Division Supervisor** | Public Housing & Community Development

April 2010 – September 2011

Managed division that provided core economic development programs designed to serve as a catalyst in spurring new private sector investment and job creation in communities struggling to secure benefits of the new economy.

- Developed technical assistance workshops for businesses who sought over \$17 million in funding to start a new business or expand an existing one with eligibility criteria from one of several Federal programs funded through the department.
- Supported sustainable economic development strategies that leveraged investments from other public and private sources in order to ensure long-term viability of the local business community.

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SOUTH FLORIDA SUPER BOWL HOST COMMITTEE 2010, Miami, FL

January 2008 – April 2010

**Director of Community Outreach** | NFL Emerging Business Program

Miami-Dade County Loaned Executive to Super Bowl XLIV.

Prepared South Florida region to host the record-breaking Super Bowl XLIV and fulfilled all bid obligations to the National Football League (NFL).

- Implemented NFL Emerging Business Program; conducted “How To Do Business with the Super Bowl” business development workshops for over 2,500 business regionally.
- Collaborated with civic groups, government-approved certification agencies, and the Host Committee with outreach strategies in an effort to identify eligible small businesses in the tri-county area.

**Regional Manager | Team Metro Kendall Office**, Miami, FL

January 2005 – January 2008

Managed Team Metro Regional Center Operations, over \$1 million budget, engaged in addressing residents’ concerns and community needs via proactive outreach activities, internal County partnerships, neighborhood code compliance services, and throughout five Commission Districts and one Community Council.

- Developed annual Regional Office Plan and Balanced Scorecard measures in alignment with the County’s Strategic Plan and the department’s Business Plan.
- Honored as 2006 “Volunteer of the Year” by ACS for largest contributions received in the campaign’s history, in excess of \$2 million through employee contributions and special events.

**Miami-Dade County Outreach Coordinator**, Miami, FL

2004

Selected by the County Manager’s Office to coordinate employee and community outreach, and manage logistics for voter approval of \$2.9 billion *Building Better Communities* Bond Referendum Program to finance capital improvement and economic development projects throughout Miami-Dade County

- Educated over 50 community groups including municipalities, businesses, Chambers of Commerce, local unions; and faith-based organizations through personal appearances, briefings, and question and answer sessions involving all aspects of projects to be funded by the ballot referendum.

## EDUCATION

EMERGE | 2025

CITY OF PEMBROKE PINES | **Citizens Police Academy** | 2024

THE CAMPAIGN SCHOOL AT YALE UNIVERSITY | The Basics | 2023

DUKE UNIVERSITY | **Non-Profit Management Certification** | 2015

U.S. DEPARTMENT OF JUSTICE | Federal Bureau of Investigation, Miami Division | **FBI Citizen’s Academy** | 2008

FLORIDA INTERNATIONAL UNIVERSITY, Miami, FL

**Master of Business Administration**, International Business | 1997 | **Bachelor of Public Administration** | 1995

## COMMUNITY BOARDS, MEMBERSHIPS

LEADERSHIP BROWARD FOUNDATION | **Class XLII** | June 2024 | **Women Leading Broward (WLB)** | Class III | 2016

TOP LADIES OF DISTINCTION, INCORPORATED | Nassau, Bahamas Chapter | June 2024

THE LINKS, INCORPORATED | North Broward County (FL) Chapter | **Vice President** | 2021 – 2025

DELTA SIGMA THETA SORORITY, INCORPORATED | **Vice President, Fiscal Affairs** | 2021 – 2025

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## RECOGNITION

BROWARD DEMOCRATIC EXECUTIVE COMMITTEE | Area Leader | 2022

CITY OF LAUDERHILL | **Exemplary Service as a Bahamian Trailblazer** | 2021

NATIONAL BLACK MBA ASSOCIATION | **Award of Excellence** | 2019

SICKLE CELL DISEASE ASSOCIATION OF BROWARD COUNTY, INC. | **Award Honoree** | 2018

MARCH OF DIMES | **Women of Distinction** | 2016

CITY OF MIRAMAR | **Planning & Zoning Board** | **Chair** | **Appointed Member** | 2011 – 2015

BOYS & GIRLS CLUB of BROWARD COUNTY | **100 Most Outstanding Women of Broward County** | 2014