

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
BOARD APPOINTMENT SUMMARY

Meeting Date: September 25, 2007

Department: Community Services

Submitted By: Community Action Program

Advisory Board Name: Community Action Board

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to approve: appointment and/or reappointment of the following representatives to the Community Action Council Administering Board for a term of three (3) years, effective October 1, 2007.

Seat ID# Name Seat/Requirement Nominated By Commissioner(s)

Re-Appoint:

Table with 4 columns: Seat ID#, Name, Seat/Requirement, Nominated By Commissioner(s). Rows include Lynda Charles, Dr. Yvette Coursey, Vincent P. Goodman, Von Sheila Hatcher, Jerry Kelly, Autrie Moore-Williams, Laura Tingo, Easie La Rose, Anax Pompillus, Yvette Jakes, Asleen Stepherson, Loretha Daniels.

Appoint:

Table with 4 columns: Seat ID#, Name, Seat/Requirement, Nominated By Commissioner(s). Rows include Angelia Fowler, Robert Walker.

Summary: Ordinance No. 2004-042, establishes the Community Action Council Administering Board (CACAB). The CACAB is comprised of not less than 15, and not more than 23 members. One third of the members are elected public officials, holding term on the date of selection, or their representatives. The remaining are members of business, industry, labor religion, law enforcement, education or other major groups in the community served. On January 25, 2007, and August 6, 2007, written notice was sent to each Commissioner to request nominations. The nominees above meet all applicable guidelines and requirements outlined in the Community Services Block Grant Contract establishing ordinance. The CACAB has reviewed and approved the nominees listed above. (Community Action) Countywide (TKF).

Background and Justification: The Community Services Block Grant contract requires the establishment of a Community Services Block Grant Board and that the Board fully participates in the planning, implementation and evaluation of the Community Services Block Grant program to serve low-income communities.

Attachments:

- 1) Ordinance No. 2004-042
2) Board Appointment forms
3) Current list of CACAB Members

Recommended by: [Signature] 9-14-2007
Department Director Date

Legal Sufficiency: [Signature] 9-17-2007
Assistant County Attorney Date

III. REVIEW COMMENTS

A. Other Department Reviews

Department Director

REVISED 06/92
ADM FORM 03
(THIS SUMMARY IS NOT TO BE USED AS A BASIS FOR PAYMENT).

ORDINANCE NO. 2004-042

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AN ORDINANCE OF THE BOARD OF COUNTY COMMISSIONERS OF PALM BEACH COUNTY, FLORIDA, REPEALING AND REPLACING, IN ITS ENTIRETY, ORDINANCE NO. 74-20, AS CODIFIED IN SECTIONS 2-166 THROUGH 2-169 OF THE PALM BEACH COUNTY CODE; DESIGNATING THE BOARD OF COUNTY COMMISSIONERS AS COMMUNITY ACTION COUNCIL; RE-ESTABLISHING THE ADMINISTERING BOARD OF THE COMMUNITY ACTION COUNCIL; DESIGNATING SUCH BOARD AS THE COMMUNITY SERVICE BLOCK GRANT ADVISORY COMMITTEE; PROVIDING FOR A PURPOSE; PROVIDING FOR A ROLE AND RESPONSIBILITIES; PROVIDING FOR MEMBERSHIP AND OFFICERS; PROVIDING FOR REPEAL OF LAWS IN CONFLICT; PROVIDING FOR SEVERABILITY; PROVIDING FOR INCLUSION IN THE CODE OF LAWS AND ORDINANCES; AND PROVIDING FOR AN EFFECTIVE DATE.

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WHEREAS, the Board of County Commissioners of Palm Beach County,

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Florida determined that it was in the public interest to be designated as a Community Action

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Council and to appoint an administering board pursuant to the Economic Opportunity Act

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of 1964; and

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WHEREAS, Palm Beach County is the recipient of Community Services

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Block Grant funds and is designated as the Community Action Council of Palm Beach

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County; and

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WHEREAS, the Board of County Commissioners of Palm Beach County,

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Florida, acts as the Governing Board of the Community Action Council pursuant to the

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Community Service Block Grant Act of 1981; and

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WHEREAS, the Board of County Commissioners of Palm Beach County,

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Florida, established the Community Action Council Administering Board in 1974 pursuant

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to Ordinance 74-20; and

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WHEREAS, Ordinance 74-20 is outdated and needs to be repealed and

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replaced; and

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WHEREAS, the Board of County Commissioners now wishes to repeal and

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replace the referenced ordinance relating to the Community Action Council.

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NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF COUNTY COMMISSIONERS OF PALM BEACH COUNTY, FLORIDA, that:

SECTION 1. REPEALER:

Ordinance No. 74-20, as codified in Sections 2-166 through 2-169 of the Palm Beach County Code, is hereby repealed and replaced in its entirety by the provisions herein.

SECTION 2. SAVINGS CLAUSE:

Any and all actions taken under the Ordinance referenced in Section 1 are hereby preserved and may be enforced.

SECTION 3. BOARD OF COUNTY COMMISSIONERS DESIGNATED AS COMMUNITY ACTION COUNCIL:

The Board of County Commissioners of Palm Beach County is hereby designated as the Community Action Council of Palm Beach County.

SECTION 4. REESTABLISHMENT OF THE PALM BEACH COUNTY COMMUNITY ACTION COUNCIL ADMINISTERING BOARD:

The Community Action Council Administering Board (hereinafter "Administering Board") established pursuant to Ordinance 74-20 is hereby reestablished pursuant to the guidelines of the State of Florida Department of Community Affairs and is designated as the Community Services Block Grant Advisory Committee. All members currently appointed pursuant to Ordinance No. 74-20 shall remain members until the expiration of their term.

SECTION 5. PURPOSE:

The purpose of the Administering Board shall be to assist the Board of County Commissioners in the development, planning, implementation and evaluation of the Community Services Block Grant Program to serve low-income communities. The Board of County Commissioners reserves the major policy and decision-making powers relating to the Community Action Council.

SECTION 6. ROLE AND RESPONSIBILITIES:

The Administering Board shall have the following roles and responsibilities:

- A. To fully participate in the development and implementation of programs and projects designed to serve the poor or low income areas in Palm Beach

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County.

- B. To create a forum for citizen participation that maximizes participation of those served so as to best stimulate and take full advantage of capabilities for self-advancement and assure that programs and projects are meaningful to and widely utilized by their intended beneficiaries.
- C. To review and recommend programs and projects for the use of the Community Services Block Grant (CSBG) Funds.
- D. Submit an annual narrative report to the Board of County Commissioners on activities undertaken and accomplishments made during the preceding year.
- E. To receive reasonable advance notice of, and an opportunity to make recommendations to the Board of County Commissioners concerning:
 - 1. Appointment of the staff.
 - 2. Determination, subject to federal regulations and policies, of major personnel, fiscal, and program policies.
 - 3. Determination of overall program plans and priorities.
 - 4. Approval of all program proposals and budgets.
 - 5. Enforcement of compliance with all conditions of federal and state grants.
 - 6. Determination, subject to federal regulations and policies, of rules of procedure for the Administering Board.
 - 7. Any changes to this ordinance. In the event that the Administering Board determines a public meeting is necessary to address any changes to this ordinance, said public meeting will be arranged prior to submission of any such ordinance change to the Board of County Commissioners.
- F. To perform such other duties as may be from time to time assigned by the Board of County Commissioners.

SECTION 7. MEMBERSHIP:

The Administering Board shall be comprised of not less than 15 members and not more than 23 members. All members must reside in Palm Beach County.

1 Membership shall be representative of the racial, ethnic and geographic diversity of Palm
2 Beach County.

3 A. Appointment. Members shall be appointed by the Board of County
4 Commissioners, and serve for staggered terms of three (3) years, but without
5 limitation to the total number of terms. Terms shall begin on October 1st, and
6 end on September 30th. The Administering Board shall be constituted so that:

7 1. One-third of the members of the Administering Board are elected
8 public officials holding office on the date of selection, or their
9 representatives. A letter reaffirming delegation to a representative,
10 signed by the elected official, shall be required each year regardless
11 of the number of years the term runs.

12 2. Not fewer than one-third of the members of the Administering Board
13 are persons chosen in accordance with democratic selection
14 procedures adequate to assure that they are representatives of low
15 income individuals and families in the neighborhood served. Each
16 representative of the low-income sector selected to represent a
17 specific neighborhood within the community must reside in the
18 neighborhood served. The County will define what constitutes a
19 neighborhood.

20 3. The remainder of the members of the Administering Board are
21 officers or members of business, industry, labor, religious, law
22 enforcement, education, or other major groups and interests in the
23 community served. Interest groups are organizations with non-profit
24 status, incorporated and registered with the State of Florida.

25 B. Conflict of Interest. Members shall be governed by the applicable
26 provisions of the Palm Beach County Ethics Resolution (R-94-693, as
27 amended by Resolution R-2003-0962) and as may be further amended.

28 C. Compensation. Members shall receive no compensation for service,
29 but may be entitled to travel reimbursement incurred only for travel outside
30 Palm Beach County necessary to fulfill board member responsibilities and

1 only when sufficient funds have been budgeted and when prior approval has
2 been given by the Board of County Commissioners.

3 D. Attendance. Members shall be automatically removed for lack of
4 attendance. Lack of attendance is defined as failure to attend three (3)
5 consecutive meetings or failure to attend at least two-thirds of the meetings
6 scheduled during a calendar year. Participation for less than three-fourths of
7 a meeting shall be the same as a failure to attend a meeting. Members
8 removed pursuant to this paragraph shall not continue to serve on the
9 Administering Board and such removal shall create a vacancy.

10 **SECTION 8. OFFICERS:**

11 A chair and vice-chair shall be elected by a majority vote of the Administering
12 Board and shall serve for a term of one year, but not to exceed two consecutive terms in any
13 one office. The duties of the chair shall be to:

- 14 (A) Call Administering Board meetings and organize the agenda for the
- 15 same;
- 16 (B) Preside at Administering Board meetings;
- 17 (C) Establish subcommittees, appoint subcommittee chairs, and charge
- 18 subcommittee with specific tasks;
- 19 (D) Serve as primary liaison with staff; and,
- 20 (E) Perform other functions as the Administering Board may assign.

21 The vice-chair shall perform the duties of the chair in the chair's absence and
22 such other duties as the chair may assign.

23 If a vacancy occurs in the office of the chair, then the position shall be
24 assumed by the vice-chair for the remainder of the term. Any remaining vacancies shall be
25 filled through a majority vote of the Administering Board.

26 Any officer may be removed from office by a majority vote of the
27 Administering Board whenever the best interest of the Administering Board and public
28 would be served.

29 **SECTION 9. MEETINGS:**

30 The Administering Board shall meet on a regular basis. A quorum must be

1 present for the conduct of all regular meetings. A majority of the members appointed shall
 2 constitute a quorum. The chair may call a meeting or a meeting may be called upon the
 3 written request of three members. All meetings shall be governed by Robert's Rules of
 4 Order and shall comply with the Sunshine Law. Reasonable public notice of all meetings
 5 shall be provided. All meetings of the Administering Board shall be open to the public at all
 6 times and minutes shall be taken at each meeting.

7 **SECTION 10. REPEAL OF LAWS IN CONFLICT:**

8 All local laws and ordinances in conflict with any provisions of this
 9 Ordinance are hereby repealed to the extent of such conflict.

10 **SECTION 11. INCLUSION IN THE CODE OF LAWS AND ORDINANCES:**

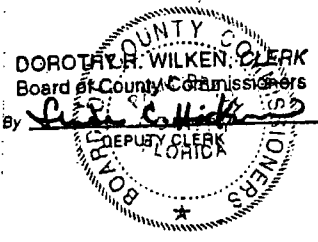
11 The provisions of this Ordinance shall be come and be made a part of the
 12 Code of Laws and Ordinances of Palm Beach County, Florida. The sections of this
 13 Ordinance may be renumbered or relettered to accomplish such, and the word "ordinance"
 14 may be changed to "section," "article," or other appropriate word.

15 **SECTION 12. EFFECTIVE DATE:**

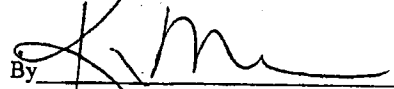
16 The provisions of this Ordinance shall become effective upon filing with the
 17 Department of State.

18 **APPROVED AND ADOPTED** by the Board of County Commissioners of


19 Palm Beach County, Florida, on this the 19 day of October, 2004.



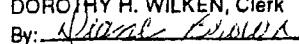
PALM BEACH COUNTY, FLORIDA,
 BY ITS BOARD OF COUNTY
 COMMISSIONERS

By 
 Karen T. Marcus, Chair

25 APPROVED AS TO FORM AND
 26 LEGAL SUFFICIENCY

27 
 28 County Attorney

29 **EFFECTIVE DATE:** Filed with the Department of State on the 25 day of
 30 October, 2004.

31 STATE OF FLORIDA, COUNTY OF PALM BEACH
 I, DOROTHY H. WILKEN, ex-officio Clerk of the
 Board of County Commissioners certify this to be a
 true and correct copy of the original filed in my office
 on October 19, 2004
 DATED at West Palm Beach, FL on 11/9/04
 DOROTHY H. WILKEN, Clerk
 By:  D.C.

COMMUNITY ACTION BOARD MEMBERSHIP ROSTER

PUBLIC SECTOR (7 Seats)

1. **PBC BCC AT-LARGE**
Bd. County Commissioner
P.O. Box 1989
West Palm Beach, FL 33402

2. **PBC BCC AT-LARGE**
Bd. County Commissioner
P.O. Box 1989
West Palm Beach Beach, FL 33402

3. **PBC BCC AT-LARGE**
Bd. County Commissioner
P.O. Box 1989
West Palm Beach, FL 33402

4. **PBC BCC AT-LARGE**
Bd. County Commissioner
P.O. Box 1989
West Palm Beach, FL 33402

5. **PBC BCC AT-LARGE**
Bd. County Commissioner
P.O. Box 1989
West Palm Beach, FL 33402
355-2207

6. **Mayor, City of West Palm Beach**
P.O. Box 3366
West Palm Beach, FL 33402
659-8000 / 822-1424 (fax#)

REPRESENTATIVES

- Lynda Charles**
1555 Palm Beach Lakes Blvd.
Suite 1500
West Palm Beach, FL 33401
735-4232 (H) / 471-7700
(Re-Appointment Pending)
- Dr. Yvette Coursey, Vice Chair**
Sickle Cell Foundation
P.O. Box 3823
West Palm Beach, FL 33402
863-8569/833-3113 (w) 659-4505 fax
(Re-Appointment Pending)
- Vincent R. Goodman, Chairman**
450 W. 36th Street
Riviera Beach, FL 33404
842-6421(H) / 640-5091(w)
(Re-Appointment Pending)
- Von Sheila Hatcher**
4437 Davis Road
Lake Worth, FL 33461
(561) 856-9769
(Re-Appointment Pending)
- Pamela "Pam" Williams**
1572 W. 33rd Street
Riviera Beach, FL 33404
844-4854 (H) / 616-4968 (W)
- Jerry Kelly**
ECD Dept.
200 2nd Street / P.O. Box 3366
West Palm Beach, FL 33402
(561) 822-1258 / (561) 969-1037
(Re-Appointment Pending)

BUSINESS/INDUSTRY, SOCIAL SERVICES ETC. (7 Seats)

7. **City of South Bay**
Bobby "Tony" Smith, City Manager
335 S.W. 2nd Avenue
South Bay, FL 33493
Autrie Moore-Williams
P.O. Box 848
South Bay, FL 33493
(561) 996-5861 (H) / (561) 914-1511
(Re-Appointment Pending)

1. **Ann Simpson, MSW**
4397 Lake Lucerne Circle
West Palm Beach, FL 33409
478-1884 (h) / 355-7531
Public Defender's Office

2. **Anax Pompilus**
3330 Forest Hill Blvd., C-210
West Palm Beach, FL 33406
434-8852 / 644-2472 (cell) / 963-3859 (fax #)
(Re-Appointment Pending)
PBC School District

3. **Evelyn Palencia**
3111 S. Dixie Hwy., Suite 140
West Palm Beach, FL 33405
820-8902 / 820-8892 (fax)
evelyn.palencia@frls.org
Florida Rural Legal Services, Inc.

4. **Laura L. Tingo**
111 S. Sapodilla Street
West Palm Beach, FL 33401
837-58686 (w) / 248-4621 (cell)
(Re-Appointment Pending)
Dept. of Children & Families

5. **Tequisha Myles**
423 Fern Street, Suite 220
West Palm Beach, FL 33401
655-8944 ext. 296 / 655-5269 (fax #)
PBC Legal Aid Society

6. **Esaie LaRose**
c/o Salvation Army
1577 North Military Trail
West Palm Beach, FL 33409
682-1118 ext. 204
esaiealarose@uss.salvationarmy.org
(Re-Appointment Pending)
Urban League of PBC

REPRESENTATIVES OF THE POOR (9 Seats)

- | | | |
|----|---|-------------------------------|
| 7. | Verdina Coleman, Secretary/Treasurer
4100 Okeechobee Blvd.
West Palm Beach, FL 33409
340-1060 ext. 348 / 340-1058 (Fax#) | PBC Workforce Alliance |
| 1. | Yvette Jakes
5874 Whirla Way Road
Palm Beach Gardens, FL 33418
624-5661 (Home)
841-8180 (Work)
<i>(Re-Appointment Pending)</i> | Jupiter |
| 2. | Asleen Stepherson
1417 West 33 rd Street
Riviera Beach, FL 33404
863-1640 / 881-4769 (work)
<i>(Re-Appointment Pending)</i> | Riviera Beach |
| 3. | Tombalena Guyton
1917 Baythorne Road
West Palm Beach, FL 33415
357-7967 / 655-4120 (w) / 722-1460 (cell) | Lake Worth TAC |
| 4. | Mildred Edwards
40 S.W. 7 th Avenue
Delray Beach, FL 33444
(561) 276-3586 | Delray Beach TAC |
| 5. | Phyllis Clark
P.O. Box 713 / 502 Oak Court
South Bay, Florida 33493
992-7929 (h) / 996-8710 (w) | South Bay |
| 6. | Loretha Daniels
2513 S.E. 2 nd Street
Boynton Beach, FL 33435
364-3531
<i>(Re-Appointment Pending)</i> | Boynton Beach |
| 7. | Lillie Pettigrew
751 Palm Blvd.
Pahokee, FL 33476
924-3500 (H) | Pahokee |

REPRESENTATIVES OF THE POOR (9 Seats) - Cont'd

- | | | |
|----|--|------------------------|
| 8. | Angelia Fowler
4226 Plumosa Street
West Palm Beach, FL 33406
(561) 337-4417(H) / (561) 598-4415 (W)
<i>(Appointment Pending - Sept. 25, 2007)</i> | West Palm Beach |
| 9. | Robert Walker
816 S.E. 2 nd Street
Belle Glade, FL 33430
(561) 261-2100
<i>(Appointment Pending - Sept. 25, 2007)</i> | Belle Glade |

DIVISION 2. COMMUNITY ACTION COUNCIL*

***Editor's note:** Ord. No. 04-042, §§ 1 and 3--9, adopted October 19, 2004, amended the code by repealing former div. 2, §§ 2-166--2-169, and adding a new div. 2. Former div. 2 pertained to similar subject matter, and derived from Ord. No. 74-20, adopted August 20, 1974.

Sec. 2-166. Board of county commissioners designated as community action council.

The board of county commissioners is hereby designated as the community action council of the county.

(Ord. No. 04-042, § 3, 10-19-04)

Sec. 2-167. Reestablishment of the county community action council administering board.

The community action council administering board (hereinafter "administering board") established pursuant to Ord. No. 74-20 is hereby reestablished pursuant to the guidelines of the state department of community affairs and is designated as the community services block grant advisory committee. All members currently appointed pursuant to Ord. No. 74-20 shall remain members until the expiration of their term.

(Ord. No. 04-042, § 4, 10-19-04)

Sec. 2-168. Purpose.

The purpose of the administering board shall be to assist the board of county commissioners in the development, planning, implementation and evaluation of the community services block grant program to serve low-income communities. The board of county commissioners reserves the major policy and decision-making powers relating to the community action council.

(Ord. No. 04-042, § 5, 10-19-04)

Sec. 2-169. Role and responsibilities.

The administering board shall have the following roles and responsibilities.

- (1) To fully participate in the development and implementation of programs and projects designed to serve the poor or low income areas in the county;
- (2) To create a forum for citizen participation that maximizes participation of those served so as to best stimulate and take full advantage of capabilities for self-advancement and assure that programs and projects are meaningful to and widely utilized by their intended beneficiaries;
- (3) To review and recommend programs and projects for the use of the community services block grant (CSBG) funds;
- (4) Submit an annual narrative report to the board of county commissioners on