

6A-1

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
BOARD APPOINTMENT SUMMARY

Meeting Date: November 20, 2007

Department: Community Services

Advisory Board: Citizens Advisory Committee on Health & Human Services

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to approve:

A) reappointment of three (3) members to the Palm Beach County Citizens Advisory Committee on Health and Human Services for the terms indicated:

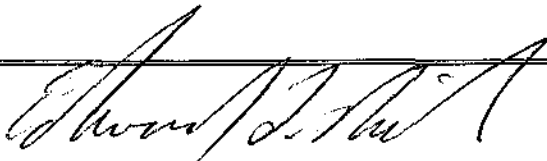
Seat No.	Reappointment	Category	Term	Nominated by
Seat 3	Dr. Barbara Cox Gerlock	Behavioral Health	11/20/07-9/30/10	Comm. Koons
Seat 6	Elizabeth Hernandez Cayson	Planning & Research	11/20/07-9/30/10	Comm. Koons
Seat 9	Sandra Chamblee	Resident west of 20 Mile Bend, Physical Health, Mental Health Adult & Elderly Services	11/20/07-9/30/10	Comm. Koons

Summary: The Citizens Advisory Committee on Health and Human Services consists of eleven (11) members with at least one (1) member being a resident west of the 20 Mile Bend and at least one (1) member being a representative of the Palm Beach County League of Cities. Founding members were appointed for 1, 2 and 3 year terms with subsequent terms for three (3) years. Resolution R-2001-0913 requires the Executive Committee of the Citizens Advisory Committee to solicit and recommend member nominations for transmittal to the Board of County Commissioners. The Executive Committee has recommended these reappointments. The Board of County Commissioners was notified by memo dated September 5, 2007 and requested to provide nominations for appointment. Countywide (TKF)

Background and Justification: The Palm Beach County Citizens Advisory Committee on Health and Human Services was established in 1990. The Committee is currently charged with assisting the Board of County Commissioners in the assessment of need, planning, implementation and evaluation of a system of care, as defined in the Health and Human Services Element of the Palm Beach County Comprehensive Plan. Further, the Committee has the responsibility to: 1) make recommendations on an annual basis during the Financially Assisted Agency funding process regarding services and funding priorities, outcomes and contract requirements; 2) create a forum for citizens participation; 3) make recommendations to the Land Use Advisory Board and Board of County Commissioners regarding amendments to the Health and Human Services Element of the Comprehensive Plan; 4) serve as a link to local and regional health and human service planning organizations; and 5) make recommendations on the collection of data necessary to analyzed the health and human service needs of the people of Palm Beach County. Chapter 9J-5, F.A.C. also requires "the local governing body and local planning agency to adopt procedures that provide for and encourage public participation in the planning process." The Citizens Advisory Committee on Health and Human Services has been designated to meet this requirement.

Attachments

- 1. Resolution No. R-2001-0913
- 2. Current Membership List
- 3. Board Appointment Information Forms

Recommended by:  10-22-2007
Department Director Date

Legal Sufficiency:  10-24-07
Assistant County Attorney Date

II. REVIEW COMMENTS

A. Other Department Review:

Department Director

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ATTACHMENT A

RESOLUTION NO. R-2001-0913

**RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF
PALM BEACH COUNTY, FLORIDA, REPEALING AND REPLACING
RESOLUTIONS R-90-1978, R-93-317 AND R-99-54; PROVIDING FOR
THE CITIZENS ADVISORY COMMITTEE ON HEALTH AND HUMAN
SERVICES**

WHEREAS, Florida Statutes and the Florida Administrative Code recognize the importance of citizen participation in the development and evaluation of comprehensive plans; and

WHEREAS, the Board of County Commissioners of Palm Beach County, Florida, established the Citizens Advisory Committee on Health and Human Services on November 13, 1990 pursuant to Resolution R-90-1978; and

WHEREAS, Resolution R-90-1978 was subsequently amended by Resolutions R-93-317 and R-99-54; and

WHEREAS, there is a need to further amend the resolutions pertaining to the Citizens Advisory Committee on Health and Human Services to more clearly define the committee's roles and responsibilities; and

WHEREAS, consolidation of all resolutions pertaining to the Citizens Advisory Committee on Health and Human Services will simplify future references.

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

I. Repeal and Replacement of Prior Resolutions: Resolutions R-90-1978 (dated November 13, 1990), R-93-317 (dated March 16, 1993) and R-99-54 (dated January 12, 1999) are hereby repealed and replaced with the following:

Section 1. Creation of the Palm Beach County Citizens Advisory Committee on Health and Human Services There is hereby established an Advisory Committee to be known as the "Palm Beach County Citizens Advisory Committee on Health and Human Services" herein referred to as the "Committee."

Section 2. Mission Statement. The mission of the Committee shall be to assist the Board of County Commissioners in the assessment of need, planning, implementation and

ATTACHMENT A

evaluation of a System of Care, as defined in the Health and Human Services Element of the Palm Beach County Comprehensive Plan.

Section J. Role and Responsibilities The Committee shall have the following roles and responsibilities:

- A. To make recommendations on the collection of data necessary to analyze the health and human service needs of the people of Palm Beach County.
- B. To create a forum for citizen participation for all phases of the Health and Human Services Element of the Palm Beach County Comprehensive Plan development and amendment process. Further, the Committee shall make recommendations to the Land Use Advisory Board (LUAB) and the Board of County Commissioners regarding amendments to the Health and Human Services Element of the Palm Beach County Comprehensive Plan, and shall review the implementation status of the Health and Human Service Element of the Comprehensive Plan on an annual basis.
- C. To create a forum for citizen participation, the Committee shall specifically provide for consumer, minority and affected party input on an issue by issue basis to allow for those affected to be involved in the Committee's activities.
- D. To make recommendations on an annual basis during the Financially Assisted Agency funding process regarding service and funding priorities, outcomes and contract requirements.
- E. To serve as a link to local and regional health and human service planning organizations. Linkages may include ex-officio member appointments of the Committee, participation in other agency planning processes, and multi-agency task forces to resolve specific problems. Further, all agencies and staff within the auspices of the Board of County Commissioners shall provide data, information and such support as reasonably required, and shall otherwise work in cooperation with the Committee in pursuing the Board of County Commissioner's health and human service goals, objectives and policies. The purpose of such linkages is to facilitate the Committee in achieving its mission.

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F. Submit an annual narrative report to the Board of County Commissioners on activities undertaken and accomplishments made during the preceding year.

G. To perform such other duties as may be from time to time assigned by the Board of County Commissioners.

Section 4. Membership The Committee shall be comprised of eleven (11) members.

The total membership of the Committee shall, at a minimum, represent the components of the Health and Human Service System of Care: public health, physical health, behavioral health, developmental services, children and family services, adult and elderly services, education, recreation, workforce development, municipalities, business and economic development, planning/research & evaluation, transportation, and housing. All members must reside in Palm Beach County and have knowledge of at least one component of the System of Care.

Membership shall be representative of the racial, ethnic and geographic diversity of Palm Beach County. At least one member shall be a resident of west of 20 mile bend. (At least one member shall be a representative of the Palm Beach County League of Cities.

A. **Appointment.** Members shall be appointed at large by the Board of County Commissioners, and serve for staggered terms of three (3) years, but without limitation to the total number of terms. Terms shall begin on October 1st, and end on September 30th.

B. **Member Nominations.** The nomination process shall begin ninety (90) days prior to the expiration of a member's term, or immediately in the event of an unplanned vacancy. The Board of County Commissioners shall be notified and requested to provide nominations for committee appointment. The Palm Beach County Health Department and the Palm Beach County League of Cities will each be requested to submit a nomination. Nominees submitted by the Committee, the Palm Beach County League of Cities, the Palm Beach County Health Department and individual Commissioners will be transmitted to the Board of County Commissioners. An approved board appointment form, with attached resume, must be completed for all nominees prior to transmittal.

C. **Ex-officio Members.** Ex-officio members may be appointed by a majority vote of the Committee, or as directed by the Board of County Commissioners, for the purpose of assisting the Committee in achieving its mission.

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D. Conflict of Interest. Members shall be governed by the applicable provisions of the Palm Beach County Ethics Resolution (R-94-693), as may be amended.

E. Compensation. Members shall receive no compensation for service, but may be entitled to travel reimbursement incurred only for travel outside Palm Beach County necessary to fulfill board member responsibilities and only when sufficient funds have been budgeted and when prior approval has been given by the Board of County Commissioners.

F. Attendance. Members shall be automatically removed for lack of attendance. Lack of attendance is defined as failure to attend three (3) consecutive meetings or failure to attend more than one-half of the meetings scheduled during a calendar year. Participation for less than three-fourths of a meeting shall be the same as a failure to attend a meeting. Excused absences due to illness, absence from the county or personal hardship, if approved by a majority vote of the Committee, shall not constitute lack of attendance. Excused absences shall be entered into the minutes at the next regularly scheduled meeting. Members removed pursuant to this paragraph shall not continue to serve on the Committee and such removal shall create a vacancy.

Section 5. Officers A chair, vice-chair and 2nd vice-chair shall be elected by a majority vote of the Committee and shall serve for a term of one year, but not to exceed two consecutive terms in any one office. The duties of the chair shall be to:

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

The vice-chair or 2nd vice-chair shall perform the duties of the chair in the chair's absence and such other duties as the chair may assign.

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If a vacancy occurs in any one of the offices, then the position shall be assumed by the next highest ranking officer for the remainder of the term. Any remaining vacancies shall be filled through a majority vote of the Committee.

Any officer may be removed from office by a majority vote of the Committee whenever the best interest of the Committee and public would be served.

Section 6. Meetings The Committee shall meet on a regular basis. A quorum must be present for the conduct of all regular meetings. A majority of the members appointed shall constitute a quorum. The chairperson may call a meeting or a meeting may be called upon the written request of three members.

A. **Subcommittees.** The Committee will conduct its business through one (1) standing sub-committee, the Executive Committee, and ad hoc sub-committees, work groups, and other appropriate forums as needed. The Executive Committee will consist of the Officers, the Immediate Past Chair, a representative whose residence is west of 20 mile bend and a representative of the Palm Beach County League of Cities. The purpose of the Executive Committee is to review and evaluate matters arising between regular Committee meetings, and to solicit and recommend member nominations for transmittal to the Board of County Commissioners. Ad hoc sub-committees shall be chaired by a Committee member.

B. **Conduct of Meetings.** All meetings shall be governed by Robert's Rules of Order and shall comply with the Sunshine Law. Reasonable public notice of all meetings shall be provided. All meetings of the Committee shall be open to the public at all times and minutes shall be taken at each meeting.

Section 7. Administration Professional staff for the Committee shall be provided through the Department of Community Services. To assure accurate record-keeping, the Department of Community Services shall also appoint a recording secretary to support the committee.

II. Effective Date The provisions of this resolution shall become effective upon approval by the Board of County Commissioners.

ATTACHMENT A

The foregoing Resolution was offered by Commissioner Masilotti, who moved its adoption. The motion was seconded by Commissioner Marcus, and upon being put to a vote, the vote was as follows:

WARREN H. NEWELL, Chairman	-	Aye
CAROL A. ROBERTS, Vice-Chair	-	Aye
KAREN T. MARCUS	.	Aye
MARY McCARTY	.	Aye
BURT AARONSON	.	Absent
TONY MASILOTTI	.	Aye
ADDIE L. GREENE	.	Aye

The Chairman thereupon declared the Resolution duly passed and adopted this

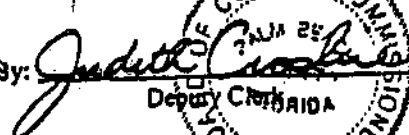
19th day of June, 2001.


APPROVED AS TO FORM AND
LEGAL SUFFICIENCY

By: 
Assistant County Attorney

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

DOROTHY H. WILKEN, CLERK

By: 
Deputy Clerk



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**CITIZENS ADVISORY COMMITTEE ON HEALTH & HUMAN SERVICES
ADVISORY BOARD MEMBERS**

<u>SEAT</u>	<u>CURRENT MEMBER</u> <u>CODE</u>	<u>RACE</u>	<u>BUSINESS/ HOME PHONE</u>	<u>REQUIREMENT</u>	<u>APPOINT DATE</u>	<u>EXPIRE DATE</u>
APPOINTED BY: At Large						
1	Thomas A. Arnedos Palm Beach County Health Dept. 826 Evernia Street West Palm Beach, FL 33401	WM	(561) 355-3133 (561) 471-7965	Health Services	01/10/2006	09/30/2009
2	Vacant				10/01/2007	09/30/2010
3	Barbara B. Cox-Gerlock, Ph.D. 7716 Spring Creek Drive West Palm Beach, FL 33411	WF	(561) 615-6043 (561) 326-0356	Behavioral Health Services	10/01/2004	09/30/2007
4	Cynthia R. Smith 12287 Sunset Pointe Lane Wellington, FL 33414	BF	(561) 822-0276 (561) 753-6857	Human Services	09/30/2003	09/30/2009
5	Brenda Gail Oakes 3333 Forest Hill Blvd West Palm Beach, FL 33406	WF	(561) 352-2471 (561) 732-1746	Human Services	04/10/2007	09/30/2009
6	Elizabeth Hernandez Cayson Suite - B 1500 NW Avenue 'L' Belle Glade, FL 33430	HF	(561) 996-0129 (561) 784-9795	Planning & Research	01/13/2004	09/30/2007
7	Barbara H. Jacobowitz, M.S. Treasure Coast Health Coun. 4152 W. Blue Heron, Ste. 229 Riviera Beach, FL 33404	WF	(561) 844-4220 (561) 791-2297	Support Services	04/10/2007	09/30/2009

8	Dr. Richard L. Galeta 8315 Pine Tree Land Lake Clarke Shore, FL 33406	WM	() (561) 586-4402	PBC League of Cities	10/01/2005	09/30/2008
9	Sandra G. Chamblee, Ex. Dir. Initiative, Inc., Glades Health 1045 Tabit Road Belle Glade, FL 33430	WF	(561) 996-0500 (561) 996-3219	Resident west of 20 Mile Bend (Glades)	10/01/2004	09/30/2007
10	Col. Michael G. Gauger Dept of Field Operations Palm Beach County Sheriff's Office 3228 Gun Club Road West Palm Beach, FL 33406	WM	(561) 688-3014	Support Services	04/10/2007	09/30/2009
11	Mary "Jill" Hansen, Esq. Hanson, Perry & Jensen, P.A. 400 Executive Center Drive Suite 207 West Palm Beach, FL 33401	WF	(561) 686-6550	Financial/Legal Services	10/01/2005	09/30/2008

**PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
ADVISORY BOARD NOMINEE INFORMATION FORM**

Part I:

Board Name: Citizens Advisory Committee on Health and Human Services

At Large Appointment or District Appointment

Term of Appointment: 3 Years. From: 11/29/07 To: 9/30/2010

Seat Requirement: _____ Seat #: 3

*Reappointment or New Appointment

or to complete the term of _____ Due to: resignation other
Completion of term to expire on: _____

Part II: APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT

Name: Cox Gerlock Barbara
Last First Middle

Occupation/Affiliation: Psychologist

Business Name: Palm Beach County School District

Business Address: 3340 Forest Hill Blvd.

City & State West Palm Beach, FL Zip Code: 33406

Residence Address: 7716 Spring Creek Drive

City & State West Palm Beach, FL Zip Code: 33411

Home Phone: (561) 615-6043 Business Phone: (561) 326-0356 ext. _____

Cell Phone: () Fax: ()

Email Address: hotdoc@adelphia.net

Mailing Address preference: Business Address Residence

Minority Identification Code:

- | | |
|---|---|
| <input type="checkbox"/> IF (Native-American Female) | <input type="checkbox"/> IM (Native-American Indian Male) |
| <input type="checkbox"/> AF (Asian-American Female) | <input type="checkbox"/> AM (Asian-American Male) |
| <input type="checkbox"/> BF (African-American Female) | <input type="checkbox"/> BM (African-American Male) |
| <input type="checkbox"/> HF (Hispanic-American Female) | <input type="checkbox"/> HM (Hispanic-American Male) |
| <input checked="" type="checkbox"/> WF (Caucasian Female) | <input type="checkbox"/> WM (Caucasian Male) |

Part III: COMMISSIONER COMMENTS

Appointment to be made at BCC Meeting on: _____

***When a person is being considered for re-appointment, the number of previous disclosed voting conflicts shall be considered by the Board of County Commissioners.**

_____ Number of previously disclosed voting conflicts during the previous term

Signature: Joh F Van

Date: 9/14/07

PALM BEACH COUNTY
COMMUNITY SERVICES
2007 SEP 17 AM 9:22

**PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
ADVISORY BOARD NOMINEE INFORMATION FORM**

Part I:

Board Name: Citizens Advisory Committee on Health and Human Services

At Large Appointment or District Appointment

Term of Appointment: 3 Years. From: 11/20/07 To: 9/30/2010

Seat Requirement: Resident west of 20 mile Bend Seat #: 9

*Reappointment or New Appointment

or to complete the term of _____ Due to: resignation other

Completion of term to expire on: _____

Part II: APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT

Name: Chamblee Sandra
Last First Middle

Occupation/Affiliation: Director

Business Name: Glades Health Initiative

Business Address: 136 S. Main Street

City & State: Belle Glade, FL Zip Code: 33430

Residence Address: 1045 Tabit Road

City & State: Belle Glade, FL Zip Code: 33430

Home Phone: (561) 996-3219 Business Phone: (561) 996-0500 ext.

Cell Phone: () Fax: ()

Email Address: _____

Mailing Address preference: Business Address Residence

Minority Identification Code:

- | | |
|---|---|
| <input type="checkbox"/> IF (Native-American Female) | <input type="checkbox"/> IM (Native-American Indian Male) |
| <input type="checkbox"/> AF (Asian-American Female) | <input type="checkbox"/> AM (Asian-American Male) |
| <input type="checkbox"/> BF (African-American Female) | <input type="checkbox"/> BM (African-American Male) |
| <input type="checkbox"/> HF (Hispanic-American Female) | <input type="checkbox"/> HM (Hispanic-American Male) |
| <input checked="" type="checkbox"/> WF (Caucasian Female) | <input type="checkbox"/> WM (Caucasian Male) |

Part III: COMMISSIONER COMMENTS

Appointment to be made at BCC Meeting on: _____

*When a person is being considered for re-appointment, the number of previous disclosed voting conflicts shall be considered by the Board of County Commissioners.

Number of previously disclosed voting conflicts during the previous term _____

Signature: [Signature]

Date: 9/13/07