

PALM BEACH COUNTY

BOARD OF COUNTY COMMISSIONERS
BOARD APPOINTMENT SUMMARY

Meeting Date: February 5, 2008 [] Regular [X] Consent

Department: Housing and Community Development

Advisory Board: Emergency Shelter Grants Program (ESGP) Advisory BoardI. EXECUTIVE BRIEF

Motion: Staff recommends motion to approve: Appointment of the following two (2) nominees to the Emergency Shelter Grants Program (ESGP) Advisory Board to fill two unexpired two-year terms (Seat 1 and Seat 9), beginning February 5, 2008 and ending September 30, 2009:

<u>Nominees for Appointment</u>	<u>Nominated By</u>	<u>Seat #</u>
Dr. D.M. Walker (Alternate)	The Homeless Coalition of Palm Beach County, Inc.	1
Robert Anis	The Homeless Coalition of Palm Beach County, Inc.	9

Summary: Resolution R-970-1154, adopted by the BCC on September 2, 1997, reestablished the ESGP Advisory Board. The ESGP Advisory Board consists of nine regular and two alternate members nominated by The Homeless Coalition of Palm Beach County, Inc. ESGP Advisory Board members serve at-large for two-year terms. The Advisory Board must be comprised of Palm Beach County residents who are non-conflict, meaning that the agencies they are employed by, or are board members of, will not be applying for ESGP funds during their term in office. Board member Teresa Merwin resigned from the ESGP Advisory Board in preparation for her approaching out of state relocation. A request was sent to the Homeless Coalition on October 4, 2007 requesting nominations. Correspondence was received from the Homeless Coalition on January 2, 2008 nominating one of the current Board Alternates, Robert Anis, to fill Ms. Merwin's seat and Dr. D.M. Walker to fill Mr. Anis's vacated Alternate seat. Countywide (TKF)

Background and Justification: Palm Beach County receives funding from the U.S. Department of Housing and Urban Development under the McKinney-Vento Homeless Assistance Act to fund its Emergency Shelter Grants Program. The provisions of this Act, as well as other regulations governing the Emergency Shelter Grants program, require the establishment of an Emergency Shelter Grants Program Advisory Board. The primary objective this Advisory Board is to make funding recommendations to the Board of County Commissioners for the Emergency Shelter Grants Program. The current Board was appointed on September 11, 2007 to serve a two-year term from October 1, 2007 to September 30, 2009.

Attachments:

1. Two (2) Board Appointment Information Forms
2. The Homeless Coalition's Nomination Letter
3. Resolution R97-1154
4. Current list of members

Recommended by:


Department Director

Date

1/28/08

Legal Sufficiency:


Senior County Attorney

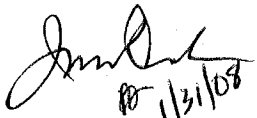
Date

2/4/08

II. REVIEW COMMENTS

A. Other Department Review:

Department Director


1/31/08
28 1/31/08

This summary is not to be used as basis for payment.

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The Homeless Coalition
of Palm Beach County, Inc.
providing windows of light for those in need

**BOARD OF DIRECTORS****Executive Committee**

Robert Anis, President
Dr. Dorothy Walker, VP
Frances Pride, Secretary

Directors

Rene' Bowers
Shandra Dawkins
Sgt. Mark Essary
Linda Graham
Stephen Johnson
Stacey K. LaMotte
Anax Pompilus
Maite Reyes-Coles
Yanick Gribkoff

Professional Advisor

Allen R. Tomlinson, Esq.

Interim Executive Director

Shelley Gottsagen

Funders

State of Florida - Department of
Children and Families

Palm Beach County Board of
County Commissioners

The Community Foundation for
Palm Beach & Martin Counties

Chestain Foundation

January 2, 2008

Mr. Edward Lowery, Director
Housing & Community Development
160 Australian Avenue
Suite 500, WPB, FL 33401
Fax: (561) 233-3651

Dear Mr. Lowery,

Upon request from your office, I would like to submit the following recommendation from The Homeless Coalition of Palm Beach County for appointment to the Emergency Shelter Grant Program committee:

Dr. D.M. Walker, Executive Director
We Help Community Development Corporation
256 NW 9th Street
Belle Glade, Florida 33430
(561) 993-0085 Phone
e-mail: wenniemi@aol.com

I believe that Dr. Walker will provide the expertise and understanding of the issues necessary to contribute positively to the objective decisions made by the ESGP committee. In addition, I would recommend moving Robert Anis from the alternate position to a member position on the ESGP committee. Please feel free to contact me if any further recommendations are needed.

Wishing you and your staff at HCD a happy and healthy new year!

Sincerely,


Shelley Gottsagen
Interim Executive Director

2100 Palm Beach Lakes Blvd.
West Palm Beach, FL 33409
Tel: (561) 478-5351 Fax: (561) 478-5355

www.homelesscoalitionpbc.org

RESOLUTION NO. R- 97-1154

**A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS
OF PALM BEACH COUNTY, FLORIDA, ESTABLISHING THE
EMERGENCY SHELTER GRANTS PROGRAM (ESGP) ADVISORY
BOARD.**

WHEREAS, the U.S. Department of Housing and Urban Development (HUD) requires that recipients of Emergency Shelter Grants Program (ESGP) funds comply with the Stewart B. McKinney Homeless Assistance Act of 1987, as amended, and with 24 CFR Part 576; and

WHEREAS, the Emergency Shelter Grants Program provides funds for the operation and maintenance of emergency shelters and transitional housing, emergency assistance, and homeless prevention; and

WHEREAS, HUD, through 24 CFR Part 91, published on January 5, 1995, established Consolidated Plan and Citizen Participation Plan requirements; and

WHEREAS, Palm Beach County through the Department of Housing and Community Development (HCD) wishes to comply with HUD regulations regarding the Consolidated Plan and Citizen Participation Plan requirements; and

WHEREAS, the Board of County Commissioners of Palm Beach County, Florida, desires to establish an advisory board in conjunction with the Homeless Coalition of Palm Beach County, Inc. (Homeless Coalition) to assist the County in achieving its ESGP goals.

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

**SECTION 1: ESTABLISHMENT OF THE EMERGENCY SHELTER GRANTS
PROGRAM ADVISORY BOARD**

There is hereby established an advisory board to be known as the "Emergency Shelter Grants Program Advisory Board," herein referred to as the "Advisory Board."

SECTION 2: COMPOSITION

The Advisory Board shall be comprised of nine (9) regular and two (2) alternate members to fill vacancies occurring during the term of office. The eleven (11) members shall be "non-conflict" members, in that the agencies they are employed by or board members of will not be applying for ESGP funds during their term of office. All members shall be nominated by the Homeless Coalition of Palm Beach County, Inc., all of whom shall be appointed at large by the Board of County Commissioners.

SECTION 3: APPOINTMENTS, TERMS, VACANCIES AND COMPOSITIONS

A. All members of the Advisory Board shall be residents of Palm Beach County, Florida at the time of appointment and while serving on the Advisory Board.

B. The maximum number of Boards and Commissions that an individual appointed by the Board of County Commissioners may serve on at one time shall be three (3).

C. Terms of office for the Advisory Board members shall be two (2) year terms. There shall be no limit on the number of terms an individual may serve.

D. A vacancy occurring during a term shall be filled for the unexpired term and in the manner prescribed above. The Board of County Commissioners may remove a member for cause inconsistent with the functions of the Advisory Board.

E. Advisory Board members shall not be prohibited from qualifying as a candidate for elected office.

F. Travel reimbursement is limited to expenses incurred only for travel outside Palm Beach County necessary to fulfill board member responsibilities when sufficient funds have been budgeted and are available. Travel expenses shall have the prior approval of the Board of County Commissioners. No other expenses are reimbursable except documented long distance phone calls to the Department of Housing and Community Development.

SECTION 4: AUTHORITY

The Advisory Board shall have the following authority and powers:

A. To review ESGP proposals submitted by service providers, to verify the information therein, to make funding recommendations to the Board of County Commissioners, and to recruit private and public sector representatives to the membership of particular Advisory Board committees. These members shall be subject to the rules and by-laws of the Advisory Board and to the overall authority of the Board of County Commissioners of Palm Beach County, Florida.

B. To adopt rules and by-laws providing for the governance of the Advisory Board, which rules and by-laws will be adopted by a majority vote of the members of the Advisory Board.

C. To review and make recommendations on all ESGP activities funded through the Department of Housing and Community Development.

SECTION 5: CODE OF ETHICS

Advisory Board members shall abide by the Palm Beach County Code of Ethics as stated in County Resolution 94-693.

SECTION 6: OBJECTIVES

A. The objectives of the Advisory Board shall be to assist the County in reaching its ESGP goals and to ensure that homeless individuals and families residing in Palm Beach County can benefit from the ESGP. These include the following:

1. Provide information to members of the Homeless Coalition on the amount of ESGP funds available and the range of activities to be undertaken.

2. Review the County's progress towards its ESGP goals and make recommendations to the Board of County Commissioners. The primary recommendations shall be for funding of ESGP proposals submitted by service providers. The Advisory Board may develop the application and evaluation criteria for awarding ESGP funds. The final decision for awarding ESGP funds shall be made by the Board of County Commissioners.

3. Foster and promote cooperation between governmental agencies and community-based non-governmental and non-profit organizations in order to ensure the efficient and timely implementation of the County's objectives concerning homelessness.

4. Provide information to the County on needs and other factors affecting the smooth implementation of the ESGP within Palm Beach County.

5. Determine roadblocks affecting program implementation and recommend corrective measures to the Board of County Commissioners.

SECTION 7: MEETINGS

A. The Advisory Board shall meet a minimum of five (5) times a year; however, members may be required to attend additional meetings. A majority of the members appointed shall constitute a quorum for the conduct of the Advisory Board's business. In the presence of a quorum, Advisory Board business shall be conducted by a vote of a majority present and be governed by Roberts Rule of Order. The Chair shall have the authority to call emergency meetings, as is needed and appropriate, by informing members at least one week in advance.

B. Reasonable public notice of all Advisory Board meetings shall be provided, and all such meetings shall be open to the public at all times.

SECTION 8: OFFICERS

A. A Chair, Vice Chair and Secretary shall be elected by a majority vote of the Advisory Board and shall serve for a term of one (1) year.

Duties of the Chair:

1. Call and set the agenda for Advisory Board meetings;
2. Preside at Advisory Board meetings;
3. Establish committees, appoint committee chairs and charge committees with specific tasks; and
4. Perform other functions as the Advisory Board may assign by rule or order.

B. The Vice Chair shall perform the duties of the Chair in the Chair's absence, and such other duties as the Chair may assign.

C. If a vacancy occurs in the office of the Chair, the Vice Chair shall become the Chair for the unexpired term. If a vacancy occurs in the office of the Vice Chair, the Advisory Board will elect another member to fill the unexpired term of the Vice Chair.

D. The Secretary shall be responsible for the record-keeping functions and will review all Minutes and correspondence of the Advisory Board.

SECTION 9: ATTENDANCE

Members of the Advisory Board 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 constitute lack of attendance. Excused absences due to illness, absence from the County, or personal hardship, if approved by the Advisory Board, shall not constitute lack of attendance. Excused absences shall be entered into the minutes at the next regularly scheduled

meeting of the Advisory Board. Members removed under this paragraph shall not continue to serve until a new appointment is made and removal shall create a vacancy.

SECTION 10: EFFECTIVE DATE

This Resolution shall become effective upon approval by a majority vote of the Board of County Commissioners, Palm Beach County, Florida.

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

BURT AARONSON, CHAIRMAN	- Aye
MAUDE FORD LEE, VICE CHAIR	- Aye
KAREN T. MARCUS, COMMISSIONER	- Aye
CAROL A. ROBERTS, COMMISSIONER	- Aye
WARREN H. NEWELL, COMMISSIONER	- Aye
MARY McCARTY, COMMISSIONER	- Absent
KEN L. FOSTER, COMMISSIONER	- Aye

The Chairman thereupon declared the Resolution duly passed and adopted this 2nd day of September, 1997.

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY

ATTEST:

DOROTHY H. WILKEN, CLERK

BY: 

Tammy K. Fields

Assistant County Attorney

BY: 

Deputy Clerk

Ref: S:\PLANADMN\ESGPADVISBRD\1996_97\RESOLUT

ESGP Advisory Board Members Available for Reappointment**Robert Anis (Alternate)**

Work: 881-2687 Cell: 400-2140 Home: 641-9001
 E-Mail: Robert.Anis@hcahealthcare.com FAX: 863-6844
 Columbia Hospital, Attn: Mental Health Services, 2201 45th St., WPB, FL 33407

Barbara Bell-Spence

Work: Cell: Home: 561-996-7792
 E-Mail: spenceb@bellsouth.net FAX:
 740 SE 1st Street, Belle Glade, FL 33430

Erick Dominguez (Alternate)

Work: 688-3751 Cell: (772) 662-1850 Pager: Home: Non-Pub
 E-Mail: dominguez@pbso.org FAX: 688-3559
 PBSO, Attn: Human Resources, 3228 Gun Club Road, WPB, FL 33406

Jeff Ferraro

Work: 837-5406 Cell: (561) 662-7045 Home: 333-8264
 E-Mail: jeffrey_ferraro@dcf.state.fl.us FAX: 837-5460
 Dep't. of Children & Families, 111 S. Sapodilla Ave., Suite 211-F, WPB, FL 33401

Linda Graham

Work: 422-6845; Sect'y: 422-6846 Cell: 301-6459 Home: 848-7419
 E-Mail: Linda.graham2@med.va.gov FAX: 422-5309
 Chief of Social Work Services, VA MedCtr,(116-S) 7305 N. Military Tr, WPB 33410

Stephen Johnson

Work: (561)471-9309 Home: (561)471-9309
 E-Mail: etienetennis@yahoo.com Fax: (866)367-4313
 Administrator of Westgate Tabernacle
 Mail: 1722 Suwanee Drive, West Palm Beach, FL 33409

Ezra Krieg

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 E-Mail: ezrakrieg@yahoo.com FAX: 561-495-1114
 Director of Special Projects, Kids in Distress, Inc.
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LeRoy Nace

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Sandy Reynolds

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