

**PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS**

**BOARD APPOINTMENT SUMMARY**

Meeting Date: March 11, 2008

Department: Community Services

Advisory Board: Citizens Advisory Committee on Health & Human Services

**I. EXECUTIVE BRIEF**

**Motion: Staff recommends motion to approve:** Appointment of one (1) member to the Palm Beach County Citizens Advisory Committee on Health and Human Services for the term indicated;

<u>Seat No.</u>	<u>Appointment</u>	<u>Category</u>	<u>Term</u>	<u>Nominated by</u>
5	Debby Walters	Health Services	03/11/08-9/30/2009	Comm. Koons Comm. Aaronson

**Summary:** This vacancy resulted from the resignation of by Brenda Gail Oakes. Ms. Walters will finish her term which ends September 30, 2009. 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 this appointment. Countywide (TKF)

**Background and Justification:** The Palm Beach County Citizens Advisory Committee on Health and Human Services was established in 1990 and 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. 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 analyze 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 Form

Recommended by:

Department Director

Date

Legal Sufficiency:

Assistant County Attorney

Date

## **II. REVIEW COMMENTS**

### **A. Other Department Review:**

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**Department Director**

## Part I:

8/30/09

## Revised 6/2007

2008 JAN 22 AM 9:53

**JANUARY 2008 - JANUARY 2009**  
**Palm Beach County**  
**CITIZENS ADVISORY COMMITTEE ON HEALTH & HUMAN SERVICE (CAC/HHS)**

Schedule of Regular CAC/HHS Committee Meetings  
and ~~Reserved Meeting Dates~~ (If Necessary)\*1

LOCATION: 810 DATURA STREET, West Palm Beach, FL (BASEMENT CONFERENCE ROOM)  
(Special Meetings may be held at a different time & location)

DATE	TIME	MEETING
January 10, 2008	8:30 A.M.	Citizens Advisory Committee/HHS (CAC/HHS)
January 24, 2008	1:00 pm	Citizens Advisory Committee/Executive Committee
February 14, 2008	8:30 A.M.	Citizens Advisory Committee/HHS (CAC/HHS)
February 21, 2008	1:00 pm	Citizens Advisory Committee/Executive Committee
March 13, 2008	8:30 A.M.	Citizens Advisory Committee/HHS (CAC/HHS)
March 26, 2008	1:00 pm	Citizens Advisory Committee/Executive Committee
April 10, 2008	8:30 A.M.	Citizens Advisory Committee/HHS (CAC/HHS)
April 14, 2008	1:00 pm	Citizens Advisory Committee/Executive Committee
May 8, 2008	8:30 A.M.	Citizens Advisory Committee/HHS (CAC/HHS)
May 22, 2008	1:00 pm	Citizens Advisory Committee/Executive Committee
June 12, 2008	8:30 A.M.	Citizens Advisory Committee/HHS (CAC/HHS)
June 26, 2008	1:00 pm	Citizens Advisory Committee/Executive Committee
July 10, 2008	8:30 A.M.	Citizens Advisory Committee/HHS (CAC/HHS)
July 24, 2008	1:00 pm	Citizens Advisory Committee/Executive Committee
August 14, 2008	8:30 A.M.	Citizens Advisory Committee/HHS (CAC/HHS)
August 28, 2008	1:00 pm	Citizens Advisory Committee/Executive Committee
September 11, 2008	8:30 A.M.	Citizens Advisory Committee/HHS (CAC/HHS)
September 25, 2008	1:00 pm	Citizens Advisory Committee/Executive Committee
October 9, 2008	8:30 A.M.	Annual Meeting

<del>October 23, 2008</del>	<del>1:00 P.M.</del>	<del>Citizens Advisory Committee/Executive Committee</del>
November 13, 2008	8:30 A.M.	Citizens Advisory Committee/HHS (CAC/HHS)
November 20, 2008	Holiday	Thanksgiving
December 11, 2008	8:30 A.M.	Reserved CAC/HHS Annual Meeting
December 25, 2008	Holiday	Christmas Day
January 15, 2009 <del>January 29, 2009</del>	8:30 A.M. <del>1:00 p.m.</del>	Citizens Advisory Committee/HHS (CAC/HHS) <del>Citizens Advisory Committee/Executive Committee</del>

#### **FOOTNOTE**

1. Reserved dates may be utilized for various CAC/HHS meetings such as but not limited to: Executive Committee meetings, Sub-Committee meetings or Workshops.

**For additional information contact: David Rafaidus (561) 3554705 or [drafaidu@co.palm-beach.fl.us](mailto:drafaidu@co.palm-beach.fl.us)**

REV:dmr090507

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INTER-OFFICE COMMUNICATION

Department of  
Community Services

810 Datura Street  
West Palm Beach, FL 33401  
(561) 355-4700  
FAX: (561) 355-3863  
www.pbcgov.com

TO: Honorable Addie L. Greene, Chairperson &  
Members of the Board of County Commissioners

FROM: Edward L. Rich, Director   
Community Services Department

SUBJ: Board Nominations to the Palm Beach County  
Citizens Advisory Committee on Health and Human  
Services

DATE: January 2, 2008

Palm Beach County  
Board of County  
Commissioners

Addie L. Greene, Chairperson

Jeff Koons, Vice Chair

Karen T. Marcus

Robert J. Kanjian

Mary McCarty

Burt Aaronson

Jess R. Santamaria

County Administrator

Robert Weisman

Consistent with BCC Resolution No. R2001-0913, as amended, and PPM#: CW-0-023; the Citizens Advisory Committee on Health and Human Services (CAC/HHS) is respectfully requesting names of individuals that the Board of County Commissioners may wish to consider for appointment to the Citizens Advisory Committee.

Nominations are needed for a total of one (1) seat.

Seat #5 is currently vacant and was formerly held by Brenda Gail Oakes. Ms. Oakes became employed with Palm Beach County which necessitated her resignation. Debby Walters is seeking appointment to Seat #5. A copy of her resume is attached.

The requirements of the nomination are to be a Palm Beach County resident (requirement of all members) and have knowledge of at least one component of the System of Care. Additionally, one member must be a resident west of 20 Mile Bend. Sandra Chamblee (Seat #9) is currently the only resident west of 20 Mile Bend.

I have provided a board appointment information form for the vacant seat for your use.

"An Equal Opportunity  
Affirmative Action Employer"



<u>Name</u>	<u>Seat No.</u>	<u>Term Expires</u>
Debby Walters	#5	8/30/2009

Please provide your nominee names to me prior to January 18, 2008 in order that I may place this on the February 5, 2008 Agenda for your consideration.

To assist you in making your nominations, I have enclosed the following information:

- A. Authority & Committee Functions
- B. List of Current Members
- C. Appointment Information Forms
- D. CAC meeting Schedule (2008-2009)

Should you have any questions, or wish to discuss this topic in greater detail, please contact David Rafaidus, Senior Planner at (561) 355-4705 or [drafaidu@co.palm-beach.fl.us](mailto:drafaidu@co.palm-beach.fl.us)

Thank you!

#### Attachments

pc: Jeff Koons, Vice-Chair  
Karen T. Marcus, County Commissioner  
Mary McCarty, County Commissioner  
Burt Aaronson, County Commissioner  
Jess R. Santamaria, County Commissioner  
Robert J. Kanjian, County Commissioner  
✓ Jon Van Arnam, Assistant County Administrator  
Tammy Fields, Senior Assistant County Attorney  
David Rafaidus, Senior Planner  
Patty Hindle, Agenda Coordinator

**Palm Beach County  
Community Health Alliance**



(P) 561-712-1799 (F) 561-712-1863 901 North Point Pkwy., Suite 109, West Palm Beach, FL 33405 [www.pbcca.org](http://www.pbcca.org)

December 4, 2007

Mr. David Martin Rafaidus  
Senior Planner  
Palm Beach County  
Board of County Commissioners  
810 Datura Street  
West Palm Beach, Florida 33401

Dear Mr. Rafaidus:

Thank you for the opportunity to provide background on what the Palm Beach County Community Health Care Alliance's role is within the county. The mission of the Alliance is to *"facilitate the coordination of and access to quality health care for the uninsured and underinsured residents of Palm Beach County"*. The Alliance represents an "alliance of providers and funders" of health care and social services in the county. Its goals are to:

- create new capacity in the health care and human services delivery system;
- maximize existing health care resources;
- promote enrollment in appropriate health and human service programs;
- minimize duplication of services;
- assure appropriate continuity of care; and
- return value to its member organizations and the persons they serve.

If appointed, through my participation in representing the Alliance on the Citizen's Advisory Council there would be an additional opportunity for further expansion of collaboration and coordination between the network of public and private providers and funders. We are all striving to ensure that Palm Beach County has a streamlined continuum of care that provides access to quality affordable health care and social services to those individuals and families most in need. With decreasing resources and unfortunately increasing health and human service needs, it is imperative that both the private and public sector work in tandem with one another to fulfill these increasing needs our existing resources.

I am very honored and want to thank you and members of the Council for considering me for appointment to the Council. The work that the Council is charged with completing is critical to sustaining Palm Beach County's commitment to its most venerable citizens. I look forward to hearing from you.

Sincerely,

Debby Walters  
Executive Director



**Debby Walters**  
**101 NE 5<sup>th</sup> Street**  
**Delray Beach, Florida**  
**(561) 712-1799 Work**  
**(202) 422-5277 Cell Phone**

## **EXPERIENCE**

**9/07 to  
present**

**Executive Director**  
**Palm Beach County Community Health Alliance (Alliance)**

Oversees the Alliance's mission and staff to *"facilitate the coordination of and access to quality health care for the uninsured and underinsured residents of Palm Beach County"*. The Alliance and its members represent an "alliance of providers and funders" of health care and social services in the county.

**6/06 – 8/07**

**Senior Policy Advisor/Analyst**  
**Association of Maternal and Child Health Programs (AMCHP), Washington DC**

Lead responsibility for the development, implementation, and evaluation of national policy and program activities relating to health care financing and other maternal and child (including children and youth with special health care needs and their families) health issues. Track, analyze, report and develop federal and state policy initiatives relevant to the delivery of health care services. Assume lead staff role in developing workplans, timelines and allocating resources to assist junior staff accomplish tasks and projects in the assigned area, oversee decisions regarding the division of work responsibility. Staff liaison to AMCHP's Health Care Finance and Policy Committee and other association members to develop policy and program activities. Serve as AMCHP's lead in establishing and maintaining strategic relationships with the federal Maternal and Child Health Bureau, (MCHB), Health and Resources Services Administration (HRSA) Centers for Medicare and Medicaid Services (CMS) Centers for Disease Control (CDC), and other national organizations. Provide technical assistance for state officials, national policy makers, and organizations regarding health care policy and finance issues. Grant consultant/development to states.

**3/02 – 6/06**

**Senior Medicaid Policy Research Analyst**  
**Agency for Health Care Administration (AHCA), Tallahassee, Florida**

Serves as lead Medicaid research analyst and coordinator of statewide health policy issues for women, children, and individuals having disabilities and/or chronic illnesses. State certified contract manager with oversight and supervision of nine state/federal contracts with budgets totaling approximately 10 million. Responsible for directing, managing, coordinating, monitoring, and evaluating Medicaid program and policy development functions. Conduct policy, economic, and financial analyses of Medicaid, State Children's Health Insurance Program (SCHIP) Federally Qualified Health Centers (FQHC) and other federal/state programs and policy issues including the effect and impact of national and state reform proposals. Develop (RFP's, ITN'S), administer, and oversee state, federal, and private foundation grants and contracts, project budgets, and contract staff. Analyze Medicaid eligibility and service coverage, expenditures, and quality of care data. Oversight of Florida's 211 Resource and Referral Certification Program. Develop, promulgate, and implement Medicaid program rules based on state and federal statutory requirements. Evaluate/monitor programs compliance and adherence to rule standards. Assess the possible impact of federal requirements (e.g., ERISA, EMTALA, RBRVS, and Titles V, XIX, XX, XXI and Medicaid disproportionate share (DSH) payments) on existing and pilot programs. Analyze and prepare legislative bill analyses, provide testimony, and complete legislative budget requests. Conduct Medicaid research projects and prepare short and long-range strategic plans, special reports, and studies.

6/92 - 3/02

**Senior Health Policy Analyst, Office of Health Policy**

Agency for Health Care Administration (AHCA) Tallahassee, Florida

Responsible for health program and policy development issues related to Florida's health care reform efforts. Original staff and contributor to Florida's interim and final health care reform plans. Lead policy analyst and coordinator of statewide health policy issues for women and children. Staff analyst for the development of Florida's basic benefit standard. State Project Director for the development of *Florida's Standards for Pediatric Emergency and Inpatient Pediatric Care in Hospitals* and *Standards for Obstetrical and Neonatal Care in Hospitals*. Project Director for the Florida Perinatal Study, working in conjunction with the National Perinatal Center in Rhode Island. Coordinator and technical advisor of statewide HMO (managed care) Medical Director Meetings and Pediatric Medical Advisory Steering Committees. Responsible for the development of comprehensive health policy issues and standards for persons who are disabled or have a chronic illness. Prepared legislation and completed bill analyses of health related issues. Maintained up-to-date knowledge as it relates to federal, state and local health care issues. Responsible for analyzing and preparing data relevant for rule development. Completed rule development and promulgation. Provided technical assistance to state and national agencies, health care providers, and practitioners. Responsible for developing annual legislative budget requests. Represented the Agency at legislative hearings which included providing legislative testimony, and presented at both state and national meetings.

**National and State Medicaid and Health Policy Legislative Initiatives – Complete Legislative Analyses, Reports, and Develop Legislation Serve as Staff Liaison to Federal Agencies and State Legislative Committees**

- 340B Analysis – Impact to non-Eligible State Title V Entities - 2007
- *Achieving a Community-Based System of Services for Children and Youth with Special Health Care Needs: Recognizing Achievements, Identifying Challenges and Developing a Vision for the Future*, December 2006
- AMCHP Briefing Paper EPSDT – Possible Impact of Deficit Reduction Act, on Medicaid and state Title V Programs November 2006
- Analysis and Impact of Proposed Medicaid Commission Recommendations, October 2006
- State Impact Based on the Reduction of Federal Title V Funds July 2006-07
- State and Federal Medicaid Reform Benefit Analyses – 2004 – 2007
- Performance Based Budgeting (PB2) Legislative Reports – 2003 – 2006
- Florida's Medicaid Funding Legislative Briefing – 2003 – 2005
- Emergency Department Alternatives – Area 6 – Medicaid – 2003
- Florida's Reporting Requirements for Health Care Practitioners and Health Facilities – Pursuant to Chapter 2001-277, Laws of Florida – 2001
- Legislative Issue Paper on Benefits and Concerns Relating to Mammography Screenings – 200
- Insurance/HMO Coverage for Universal Hearing Screening of all Newborns (legislation)
- Maternal and Newborn Early Discharge Legislation
- Represented AHCA on National Committee Addressing Maternal and Newborn Early Hospital Discharge Legislation
- Florida's Child Health Supervision Act – Insurance Coverage for Children (legislation)
- Comprehensive Coverage for Diabetes (legislation)
- Comprehensive Coverage for Mastectomies and Reconstructive Surgery (legislation)

**Project Director and Technical Advisor – Development and/or Implementation**

- American Academy of Pediatrics Child Health Advocacy Group
- Serves on the following Florida Medicaid reform committees: children's programs, long term care, and disability programs/waiver initiatives
- Health and Human Services Eligibility Access System – Florida 211 Network Provider Certification Standards
- Florida's Standards for Pediatric Emergency and Inpatient Pediatric Care in Hospitals – Document Development, Rule Development and Promulgation
- Florida's Standards for Obstetrical and Neonatal Care in Hospitals – Document Development, Rule Development and Promulgation
- Florida's Maternal and Newborn Early Hospital Discharge Guidelines
- Florida's Nutrition Guidelines for Infants and Children
- Diabetes Medical Practice Guidelines for Children and Adults

**3/88 - 6/91**

**Training Specialist, Children, Youth and Families Professional Development Centers**  
Tallahassee, Florida

Developed statewide policies, procedures and quality standards governing programs and training of Children, Youth and Families dependency and delinquency counselors. Conducted statewide training on state and federal legislation and regulations relating to child abuse and neglect. Identified training needs; planned and assisted in the development and coordination of instructional and training materials. Developed statewide quality assessment / monitoring instrument used to determine training program outcomes and to assess compliance with state and federal statutes. Assisted with the development of program budget and annual legislative budget requests (LBRs).

**10/84 -3/88**

**Senior Human Services Program Specialist, Department of Health and Rehabilitative Services,**  
Tallahassee, Florida

Coordinated the implementation and supervision of Florida's Child Day Care Training Program and training personnel – Developed training modules on Florida's Child Protection Statutes (abuse and neglect), Child Health and Safety, Child Growth and Development and Child Nutrition, and Children Who have Special Needs. Responsible for implementing Florida's Corporate Child Day Care Initiatives.

**5/81 -5/84**

**Supervisor of Patient Services/Volunteers, Pacific Medical Center**  
San Francisco, California

Pre-operative and post-operative counseling to children with chronic and life-threatening illnesses, served as hospital liaison to pediatric oncology unit; supervised, coordinated and trained patient service volunteers.

## **EDUCATION**

Bachelor of Arts in Psychology and Social Work -- University of West Florida  
Florida Contract Manager Certification  
Post Graduate work MPA/MBA/Health Services Systems – Florida State University

## **NATIONAL and STATEWIDE COUNCILS, COMMITTEES, and BOARDS**

- Maternal and Child Health Bureau Integrated Systems of Care Advisory Committee
- American Academy of Pediatrics Health Care Advisory Committee
- The National Catalyst Center Health Care Finance Advisory Board
- Palm Beach County Community Health Alliance Board
- Florida KidCare Statewide Program Evaluation Committee
- Florida Alliance of Information and Referral Board (through 6/06)
- Florida Birth Defects Registry Council (through 6/06)
- Florida Emergency Services for Children Advisory Council (through 6/06)
- Florida Department of Health Pregnancy Associated Mortality Review Committee (through 6/06)

## **GUBERNATORIAL APPOINTMENTS**

**C-CRAB Florida Cancer Control & Research Advisory Council**

Appointed by Governor Lawton Chiles

Re-appointed by Governor Jeb Bush

Term of Appointment: 1996 – 2002

**Florida KidCare Coordinating Council – State Children's Health Insurance Program (SCHIP)**

Appointed by Governor Jeb Bush

Term of Appointment: 1998 – 2002

**Florida Healthy Kids Corporation Board Member**

Appointed by Governor Lawton Chiles

Re-appointed by Governor Jeb Bush

Term of Appointment: 1993 – 2000

**Florida Developmental Disabilities Planning Council**

Appointed by Governor Bob Graham

Term of Appointment: 1984 – 1988

Served on: Program and Services Committee & Committee to Revise Chapter 393, F.S.

**AWARDS**

**American Diabetes/Florida Diabetes Legislative Award – 2002**

**Davis Productivity Award – 2002**

Individual Award for the development of *Florida's Standards for Pediatric Emergency and Inpatient Pediatric Care in Hospitals*

**Davis Productivity Award – 1996**

Top Individual State Award — for the development of legislation and practice guidelines for the comprehensive coverage of diabetes and maternal and newborn early hospital discharge legislation.

**RECENT NATIONAL PRESENTATIONS**

**Health and Human Services Day – Leadership Palm Beach County – November 2007**

Overview of Palm Beach County's uninsured and underinsured and the role of Palm Beach County Community Health Alliance

**Association of Maternal and Child Health Board Meeting Presentations – 2006-07**

Health Care Finance Issues (Medicaid, SCHIP, Overview of 340B Prescription Program

**National State Leadership Institute Meeting – August 2006**

The role of the Association of Maternal and Child Health Programs and Federal Title V Funding

**National Alliance for Information and Referral Systems Annual Conference – 2004**

Florida's 211 Legislation and the State's 211 Certification Rules and Requirements

**Child Health Corporation of America Annual Conference – 2002**

Florida's Child Health Care Reform Initiatives and

Florida's Standards for Pediatric Emergency and Inpatient Pediatric Care in Hospitals

**National Association of Children Hospitals and Related Institutions (NACHRI)**

**Annual Conferences – 2001 and 1998**

Florida's Child Health Care Reform Initiatives and

Florida's Standards for Pediatric Emergency and Inpatient Pediatric Care in Hospitals

**National State Legislator's Conference – 2001 and 1999**

**Florida's Child Health Care Reform Initiatives and Florida's Legislation**

**American College of Emergency Physicians Annual Conference – 2000**

Florida's Standards for Pediatric Emergency and Inpatient Pediatric Care in Hospitals

**References Provided upon Request**

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

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## 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.

ATTACHMENT A

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 1<sup>st</sup>, and end on September 30<sup>th</sup>.

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.



ATTACHMENT A

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 2<sup>nd</sup> 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 2<sup>nd</sup> vice-chair shall perform the duties of the chair in the chair's absence and such other duties as the chair may assign.

## ATTACHMENT A

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

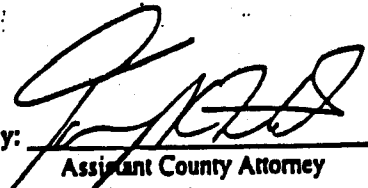
The foregoing Resolution was offered by Commissioner Masilotti, who moved its adoption. The motion was seconded by Commissioner Marcus, and upon being put to a vote, the vote was as follows:

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> APPOINTED BY: At Large	<u>RACE</u>	<u>BUSINESS/ HOME PHONE</u>	<u>REQUIREMENT</u>	<u>APPOINT DATE</u>	<u>EXPIRE DATE</u>
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	04/10/2006	09/30/2009
2	Nate G. Nichols Childrens' Services Council 2300 High Ridge Road Boynton Beach, FL 33426	BM	(561) 740-7000 (800) 331-1462	Health Services	12/04/2007	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	11/20/2004	09/30/2010
4	Cynthia R. Smith 12287 Sunset Pointe Lane Wellington, FL 33414	BF	(561) 822-0276 (561) 753-6857	Human Services	04/10/2007	09/30/2009
5	Vacant					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	11/20/2007	09/30/2010
7	Barbara H. Jacobowitz, M.S. Treasure Coast Health Coun. 600 Sand Tree Drive– Suite 101 Palm Beach Gardens, FL 33403	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)	11/20/2007	09/30/2010
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

Legend: \*- Resident West of 20 Mile Bend  
\*- PBC League of Cities Representative

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Revised by DMR on 02/02/2008