

**PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
BOARD APPOINTMENT SUMMARY**

Meeting Date: February 1, 2011

Department Submitted By: Community Services

Advisory Board: Community Action Advisory Board

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to approve: Appointment of the following representative to the Community Action Advisory Board to fill the unexpired term of a vacated seat:

<u>Seat #</u>	<u>Appointment</u>	<u>Member Category</u>	<u>Term Ending</u>	<u>Nominated By</u>
11	Retha Lowe	Low Income Sector (Lake Worth TAC)	9/30/12	Comm. K. Marcus, Comm. P. Taylor, Comm. S. Abrams, Comm. S. Vana Comm. Aaronson

Summary: The Community Action Advisory Board (CAAB) is a 15 member board comprised of one third elected public officials or their representatives, with the remaining members being business, industry, labor, religion, law enforcement, education or other major groups in the community. On December 2, 2010, written notice was sent to each Commissioner to request nominations. The above appointment will complete the unexpired term of Sharon Odums who was removed for lack of attendance. The appointment meets all applicable guidelines and requirements outlined in Resolution R2009-1549. The CAAB has reviewed and approved the nominee listed above. (Community Action) Countywide (TKF).

Background and Justification: The Community Services Block Grant contract requires the establishment of a Community Action Advisory 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. Including the current reappointments/appointments, the Board is comprised of 8 black females, 4 black males, 2 white females and there is 1 vacancy.

Attachments:

- 1) Resolution No. R-2009-1549
- 2) Board Appointment Information Form Packet (includes memo to BCC, candidate bio, PBC Code of Ethics Acknowledgement of Receipt and State Guide to the Sunshine Amendment and Code of Ethics Acknowledgement of Receipt)
- 3) Board Roster

Recommended by:  _____
Department Director 1/12/11
Date

Legal Sufficiency:  _____
Assistant County Attorney 1/13/11
Date

II. REVIEW COMMENTS

A. Other Department Review:

Department Director

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

The information provided on this form will be used by County Commissioners and/or the entire Board in considering your nomination. This form MUST BE COMPLETED IN FULL. Answer "none" or "not applicable" where appropriate. Further, please attach a biography or résumé to this form.

Part I (to be filled out by Department): (Please Print)

Board Name: Palm Beach County Community Action Advisory Board

At Large Appointment or District Appointment
10/1/09 9/30/12

Term of Appointment: 3 Years. From: ~~2/1/11~~ To: ~~1/31/11~~

Seat Requirement: Low Income Representative Seat #: 11

*Reappointment or New Appointment

or to complete the term of Sharon Odums Due resignation other to:

Completion of term to expire on: 9/30/12

***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.**

1 Number of previously disclosed voting conflicts during the previous term

Part II (to be filled out and signed by Applicant): (Please Print)

APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT

Name: Lowe Retha
Last First Middle

Occupation/Affiliation: Retired

Business Name: N/A

Business Address: N/A

City & State: Lake Worth FL Zip Code: 33460

Residence Address: 1301 12th Ave. So.

City & State: Lake Worth FL Zip Code: 33460

Home Phone: 561 586-7276 Business Phone: () Ext. ()

Cell Phone: 561 307-3564 Fax: ()

Email Address: _____

Mailing Address preference: Business Residence

Have you ever been convicted of a felony: Yes _____ No

If Yes, state the court, nature of offense, disposition of case and date: _____

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 checked="" 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 type="checkbox"/> WF (Caucasian Female) | <input type="checkbox"/> WM (Caucasian Male) |

Applicant's Signature: Retha Lowe Date: 11-3-10

Part III (to be filled out by Commissioner):

Appointment to be made at BCC Meeting on: _____

Commissioner's Signature: Cathy DeFulippo for Date: 12/9/10
Comm. Karen T. Marcus

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- BF (African-American Female)
- HF (Hispanic-American Female)
- WF (Caucasian Female)
- IM (Native-American Indian Male)
- AM (Asian-American Male)
- BM (African-American Male)
- HM (Hispanic-American Male)
- WM (Caucasian Male)

Applicant's Signature: Retha Lowe Date: 11-3-10

Part III (to be filled out by Commissioner):

Appointment to be made at BCC Meeting on: _____

Commissioner's Signature: [Signature] Date: 11/4/10

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 WF (Caucasian Female) WM (Caucasian Male)

Applicant's Signature: Retha Lowe Date: 11-3-10

Part III (to be filled out by Commissioner):

Appointment to be made at BCC Meeting on: _____

Commissioner's Signature: Shelley Varo Date: 12/7/10

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- BM (African-American Male)
- HM (Hispanic-American Male)
- WM (Caucasian Male)

Applicant's Signature: Retha Lowe Date: 11-3-10

Part III (to be filled out by Commissioner):

Appointment to be made at BCC Meeting on: _____
 Commissioner's Signature: Steven Adams Date: 12/7/10

RESOLUTION NO. R-2009 - 1549

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF PALM BEACH COUNTY, FLORIDA, DESIGNATING THE BOARD OF COUNTY COMMISSIONERS AS THE COMMUNITY ACTION COUNCIL; ESTABLISHING THE COMMUNITY ACTION ADVISORY BOARD; DESIGNATING THE COMMUNITY ACTION ADVISORY BOARD AS THE COMMUNITY SERVICES BLOCK GRANT ADVISORY COMMITTEE; PROVIDING FOR ROLES AND RESPONSIBILITIES; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the U.S. Department of Health and Human Services (HHS) requires that recipients of Community Services Block Grant (CSBG) funds comply with the Community Opportunities, Accountability, and Training and Educational Services Act of 1998, as amended; and

WHEREAS, Section 676B, (b)(1) of that Act requires that a public entity administer the program through a tripartite board composed of members representing the public, private, and low-income sectors of the community; and

WHEREAS, the Community Services Block Grant provides funds for the reduction of poverty, the revitalization of low-income communities, and the empowerment of low-income families and individuals to become fully self-sufficient; and

WHEREAS, Palm Beach County through the Department of Community Services wishes to comply with HHS requirements regarding the Community Action Advisory Board;

WHEREAS, the Board of County Commissioners was previously designated as the Community Action Council and the grantee for the CSBG program through ordinances 74-20 and 04-042, which have been repealed; and

WHEREAS, pursuant to ordinances 74-20 and 04-042, a Community Action Council Administering Board was established.

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

SECTION 1: DESIGNATION OF THE BOARD OF COUNTY COMMISSIONERS AS THE COMMUNITY ACTION COUNCIL AND CSBG GRANTEE

The Board of County Commissioners is hereby designated as the Community Action Council and the grantee of CSBG funding received by Palm Beach County.

SECTION 2: ESTABLISHMENT OF THE COMMUNITY ACTION ADVISORY BOARD AND DESIGNATION AS THE CSBG ADVISORY COMMITTEE

There is hereby established an advisory board to be known as the Community Action Advisory Board, hereinafter referred to as "Advisory Board." Said Advisory Board is

designated as the CSBG Advisory Committee pursuant to the CSBG guidelines of the State of Florida Department of Community Affairs.

SECTION 3: COMPOSITION

- A. The Advisory Board shall be comprised of fifteen (15) members, as follows:
- 1) One-third of the members of the Advisory Board shall be elected public officials holding office on the date of selection, or their representatives. A letter reaffirming agreement to serve as an Advisory Board member, or delegation to a representative, signed by the elected official, shall be required each year until the official's elective term ends.
 - 2) Not fewer than one-third (1/3) of the members of the Advisory Board shall be persons chosen in accordance with democratic selection procedures adequate to assure that they are representatives of low-income individuals and families in the target neighborhood served. Each representative of the low-income sector selected to represent a specific target neighborhood within the community must reside in the neighborhood served. The County will define what constitutes a target neighborhood.
 - 3) The remainder of the members of the Advisory Board shall be persons who can bring pertinent and significant resources from the private sector to the Community Action mission of assisting low-income persons to acquire greater control over their lives and to increase their degree of self-sufficiency.

SECTION 4: 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. Terms of office for the Advisory Board members shall be three (3) year terms. An individual may serve two (2) consecutive full terms. An individual may be eligible for reappointment for additional terms after they have been off of the Board for a minimum of two (2) years.
- C. Terms shall begin on October 1 and end on September 30.
- D. Terms shall be staggered such that one-third (1/3) of the Advisory Board members shall be selected each year.
- E. Nominations shall be requested by County staff upon adoption of this resolution and generally every year thereafter in a manner that will provide for appointment or reappointment prior to the term expiration. All nominations shall be approved by the Board of County Commissioners.
- F. A vacancy occurring during a term shall be filled for the unexpired term and in the manner prescribed above.
- G. All Advisory Board members serve at the pleasure of the Board of County Commissioners.

- H. Members appointed pursuant to Section 3.A.1) will no longer be eligible to serve on the Advisory Board if they, or the elected official they represent, no longer hold elected public office.

SECTION 5: AUTHORITY

- A. The Advisory Board shall have the authority and power to advise the Board of County Commissioners on the development, planning, implementation and evaluation of the CSBG program to serve low-income communities.
- B. Members shall be subject to the rules and procedures of the Advisory Board, if rules and procedures are created, and to the overall authority of the Board of County Commissioners of Palm Beach County, Florida.

SECTION 6: CODE OF ETHICS

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

SECTION 7: RESPONSIBILITIES

The responsibilities of the Community Action Advisory Board shall include the following:

- A. Conduct regular assessments of the circumstances of low-income individuals and families and of the resources available and needed in the community to support movement by low-income persons toward greater self-sufficiency;
- B. 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. Participate fully in the development and implementation of programs and projects designed to serve the poor or low-income citizens of the County;
- D. Review and recommend programs and projects for the use of the CSBG funds;
- E. Foster and promote cooperation between governmental agencies, community-based non-governmental non-profit organizations and business interests in order to achieve the goals and outcomes of community action plans;
- F. Submit an annual report to the Board of County Commissioners on activities undertaken and accomplishments made during the preceding year;
- G. Receive reasonable advance notice of, and an opportunity to make recommendations, concerning:
 - 1) Appointment of the program coordinator;
 - 2) Determination of overall program plans and priorities;
 - 3) Approval of program proposals and budgets;
 - 4) Enforcement of compliance with all conditions of federal and state grants;

- 5) Corrective measures to remove roadblocks affecting program implementation;
- 6) Determination, subject to federal, state, and local regulations and policies, of rules of procedure for the Advisory Board;
- 7) Any changes to this Resolution. In the event that the Advisory Board determines a public meeting is necessary to address any changes to this Resolution, said public meeting will be arranged prior to submission of any such change to the Board of County Commissioners.
- H. To perform such other duties as may be from time to time assigned by the Board of County Commissioners.

SECTION 8: MEETINGS

- A. The Advisory Board shall meet a minimum of ten (10) times a year; however, members may be required to attend additional meetings.
- B. A majority of the members appointed shall constitute a quorum for the conduct of the Advisory Board's business.
- C. In the presence of a quorum, Advisory Board business shall be conducted by a vote of a majority present and be governed by Robert's Rules of Order.
- D. The Chair shall have the authority to call emergency meetings, as is needed and appropriate, by informing members at least three (3) days in advance.
- E. Public notice of all Advisory Board meetings shall be provided consistent with the requirements of the Florida Department of Community Affairs and Florida laws, and all such meetings shall be open to the public at all times.

SECTION 9: OFFICERS

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, but not to exceed two (2) consecutive terms in any one (1) office.

- A. 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;
 - 4) Serve as primary liaison with program staff; and
 - 5) 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. The Secretary shall be responsible for Board record-keeping and documentation.

Vacancies in any officer position shall be filled for the remainder of the term by the Advisory Board.

SECTION 10: REMOVAL FOR LACK OF 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 at least two-thirds of the meetings scheduled during a program year. Participation for less than three-fourths of a meeting shall constitute lack of attendance. Members removed under this paragraph shall not continue to serve until a new appointment is made and removal shall create a vacancy.

SECTION 11: EFFECTIVE DATE

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

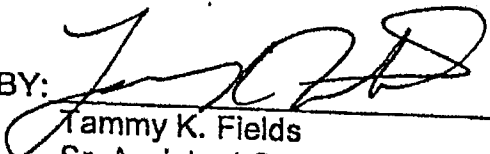
The foregoing Resolution was offered by Commissioner Marcus, who moved its adoption. The motion was seconded by Commissioner Vana, and upon being put to a vote, the vote was as follows:

Commissioner Karen Marcus, District 1	<u> </u> Aye
Commissioner John F. Koons, District 2	<u> </u> Aye
Commissioner Shelley Vana, District 3	<u> </u> Aye
Commissioner Steven Abrams, District 4	<u> </u> Aye
Commissioner Burt Aaronson, District 5	<u> </u> Aye
Commissioner Jess Santamaria, District 6	<u> </u> Aye
Commissioner Priscilla Taylor, District 7	<u> </u> Aye

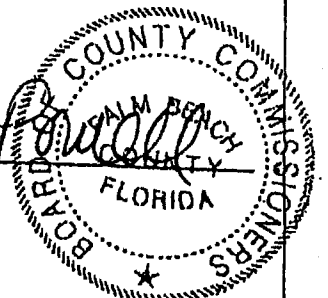
The Chairperson thereupon declared the Resolution duly passed and adopted this 15th day of September, 2009.

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY

ATTEST:
SHARON R. BOCK,
CLERK & COMPTROLLER

BY: 
Tammy K. Fields
Sr. Assistant County Attorney

BY: 
Deputy Clerk



Retha M Lowe

1301 12th Ave South, Lake Worth, Fl 33460 ♦ (561) 586-7278

Objective: To secure a professional position, utilizing my background, skills, and experience in administration and government, to benefit the citizens of Palm Beach County.

Political/Professional Experience:

- Vice-Mayor of Lake Worth
- Vice-Mayor Pro-Team
- City Commissioner
- President of The Palm Beach League of Cities
- Member Treasure Coast Planning Council
- FL League Policy Committee
- Member of the Community Development Corp.
- Board Member of the Salvation Army
- Member of the Code Enforcement
- Management in banking

Work Experience:

1968 – 1993 Branch Manager
1st Federal Saving and Loan/Great Western Bank Lake Worth, FL

1994 – 2008 City Commissioner
City of Lake Worth Lake Worth, FL

Education:

- Business Communication Degree
Palm Beach Community College Lake Worth, FL
- Certificate in Government
Palm Beach Community College Lake Worth, FL
- Psychology Internship Lake Worth, FL
- H.S. Diploma
Carver High School Delray, FL



TO: ADVISORY BOARD MEMBERS

FROM: ROBERT WEISMAN
COUNTY ADMINISTRATOR

RE: PALM BEACH COUNTY CODE OF ETHICS

Effective May 1, 2010, contractual relationships between Palm Beach County government and advisory board members, their employers, or businesses, are prohibited conflicts of interest as set forth in the Palm Beach County Code of Ethics, Ordinance 2009-051. This conflict of interest must be waived by an affirmative vote of five (5) members of the Board of County Commissioners upon full disclosure at a public meeting in order to accept appointment to an advisory board. In the space provided below, please identify any such contractual relationships, or verify that none exist at this time. The Ordinance (2009-051) and the training requirement can be found on the web at: <http://www.pbcgov.com/ethics/advisory.htm>

<u>Type of Contract</u>	<u>Which Department/Division</u>	<u>Effective Date</u>	<u>Term</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

_____ Yes, submit a waiver to the Board of County Commissioners, since I or my employer have/has the above named contract(s);

OR

At this time, I nor my employer have contract(s) with the Board of County Commissioners

As a (current or potential) advisory board member you are required to receive training on the PBC Code of Ethics and acknowledge that you have read and understand the PBC Code of Ethics Ordinance.

If you are unable access the training and/or Ordinance on the web, please contact {Insert Liaison Name Here} at {Insert Telephone Number Here} for other arrangements.

Acknowledgment of Receipt

NAME: Retha Lowe
Print or Type

FIRM/COMPANY/ORGANIZATION: Community Action Advisory Bd.

ADVISORY BOARD(S): Salvation Army Board

I acknowledge that I have taken the required training; and read and understand the Palm Beach County Code of Ethics Ordinance, the provisions of which are effective May 1, 2010. I understand that as an advisory board member of the above-mentioned board(s) that I am bound by it.

Signature: Retha Lowe Date: 11-3-10

Please sign and return this FORM to {Insert Liaison Name Here} {Insert Address Here}. A self-addressed envelope has been provided for your convenience.



Department of
Community Services

Community Action Program
810 Datura Street

West Palm Beach, FL 33401

(561) 355-4792

Fax: (561) 355-4192

www.pbcgov.com



**Palm Beach County
Board of County
Commissioners**

Burt Aaronson, Chair

Karen T. Marcus, Vice Chair

Shelley Vana

Steven L. Abrams

Jess R. Santamaria

Priscilla A. Taylor

County Administrator

Robert Weisman



"An Equal Opportunity
Affirmative Action Employer"

INTER-OFFICE MEMORANDUM
Palm Beach County

TO: Honorable Burt Aaronson, Chair and
Members of the Board of County Commissioners

FROM: James Green, CAP Coordinator
Community Action Program *JG*

DATE: December 2, 2010

RE: **BOARD APPOINTMENT - COMMUNITY ACTION
ADVISORY BOARD**

The Community Action Advisory Board, along with its democratic election process has recommended the following nominee be appointed to the board as follows:

<u>Appointee</u>	<u>Seat Requirement</u>	<u>Term</u>
Retha Lowe	Low Income	3 yr.

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.

The Board Appointment Information Form for the nominee is attached for your perusal.

Please sign and return the approved form to Community Action Program to be placed on the BOCC Agenda.

Attachments

cc: Commissioner Karen T. Marcus, Vice-Chair
Commissioner Shelley Vana
Commissioner Steven L. Abrams
Commissioner Jess R. Santamaria
Commissioner Priscilla A. Taylor

COMMUNITY ACTION ADVISORY BOARD ROSTER

GRANTEE: Palm Beach County Board of County Commissioners

Name	Entity Represented	Mailing Address & E-Mail Address	Telephone Number(s) Home, Office, Cell & Fax:	Date when originally seated on Board	Date when seated for current term	Expiration date of current term
PUBLIC SECTOR						
Dr. Yvette Coursey Seat #: 1	PBC BCC At-Large	P.O. Box 3823 West Palm Beach, FL 33402 cotomassociates@juno.com	(561) 863-8569 (H) (561) 833-3113 (W) (561) 659-4505 (fax) Original Appointment	10/1/09	10/1/09	09/30/12
Vincent Goodman Seat #: 2	PBC BCC At-Large	450 W. 36 th Street Riviera Beach, FL 33404	(561) 842-6421 (H) (561) 313-4576 (C) reappointed	10/1/09	10/1/10	09/30/13
Pamela Williams Seat #: 3	PBC BCC At-Large	1572 W. 33 rd Street Riviera Beach, FL 33404 leoongo@yahoo.com	(561) 844-4854 (H) (561) 506-1370 (C) Original Appointment	10/1/09	10/1/09	09/30/11
Deirdre M. Jacobs Seat #: 4	City of WPB	200 2 nd Street West Palm Beach, FL 33402 djacobs@wpb.org	(561) 822-1256 (561) 822-1268 (fax) Original Appointment	10/1/09	10/1/09	09/30/11
Mary R. Wilkerson Seat #: 5	City of Belle Glade City Commissioner	110 Dr. MLK, Jr. Blvd. W. Belle Glade, FL 33430	(561) 248-4026 (Cell) (561) 996-0100 ext. 113 Completion of Term	10/1/09	10/1/09	09/30/12
PRIVATE SECTOR						
Alvin Colbert Seat #: 6	Lake Worth Utilities	414 Lake Avenue Lake Worth, FL 33460	(561) 533-7375 (w) (561) 876-9118 (C) Completion of Term	10/1/09	10/1/10	09/30/13
Candace S. Walker Seat #: 7	Healthcare	291 Moccasin Trail West Jupiter, FL 33458 candyfinland@yahoo.com	(561) 252-0627 Original Appointment	10/1/09	10/1/09	09/30/11
Gary Hawkins Seat #: 8	Employment Wkforce Alliance	1500 N. Congress Ave. A-15 West Palm Beach, FL 33401 ghawkins@pbcalliance.com	(561) 758-4885 (C) (561) 615-8867 (H) Reappointed	10/1/09	10/1/10	09/30/13

Name	Entity Represented	Mailing Address & E-Mail Address	Telephone Number(s) Home, Office, Cell & Fax:	Date when originally seated on Board	Date when seated for current term	Expiration date of current term
Theresa Johnson Seat #: 9	Urban League of PBC	1700 N. Australian Avenue West Palm Beach, FL 33401 tjohnson@ulpbc.org	(561) 833-1461 x3004 (561) 833-6050 (fax) Original Appointment	10/1/09	10/1/09	09/30/11
Gina Horn Seat #: 10	Food – Sam’s Club	4295 45 th Street West Palm Beach, FL 33409	(561) 531-7661 (C) (561) 687-0098 Original Appointment	10/1/09	10/1/09	09/30/12
LOW INCOME SECTOR						
Vacant Seat #: 11	Lake Worth TAC		Completion of term	10/1/09		09/30/12
Theresa Jackson Seat #: 12	Delray/Boynton TAC	805 South B Street Lake Worth, FL 33460 bizztheresa1@aol.com	(561) 588-0155 (H) (561) 364-9501 (W) Original Appointment	10/1/09	10/1/09	09/30/11
Elaine Gulley Seat #: 13	Belle Glade TAC	2360 E. Main Street Pahokee, FL 33476 elainegulley@att.net	(561) 985-4066 (C) (561) 924-2397 (H) reappointed	10/1/09	10/1/10	09/30/13
David Rolling, Esq. Seat #: 14	Riviera Beach TAC	1201 W. 1 st Street Riviera Beach, FL 33404 darolling@bellsouth.net	(561) 254-0353 (C) Original Appointment	10/1/09	10/1/09	09/30/12
Valerie Mays Seat #: 15	West Palm Beach TAC	511 Clear Lake Avenue West Palm Beach, FL 33401 valerie.mays@live.com	(561) 856-8310 (C) Completion of term	10/1/09	10/1/10	09/30/13