

PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

Meeting Date: August 16, 2011      ☐ Consent      ☒ Regular  
   ☐ Ordinance      ☐ Public Hearing

Department

Submitted By: Community Services

Submitted For: Human Services Division

I. EXECUTIVE BRIEF

**Motion and Title:** Staff recommends motion to adopt: Resolution repealing and replacing Resolution R2007-0720, as amended by Resolution R2007-1693, providing for composition and an effective date for the Homeless Advisory Board.

**Summary:** On May 1, 2007, the Board of County Commissioners established the Homeless Advisory Board to develop and oversee a Ten-Year Plan to End Homelessness in Palm Beach County (Ten-Year Plan). The need has been identified to reduce membership and change the direction of the Homeless Advisory Board from one of plan development to a board whose focus is on implementation. The proposed Resolution also reduces the membership from 36 to 19 members. Additional reductions are expected in the future. (Human Services) Countywide (TKF)

**Background and Justification:** The Homeless Advisory Board was established by the Board of County Commissioners (BCC) in 2007. The BCC formally adopted the Ten-Year Plan in September 2008. The Homeless Advisory Board's focus is now directed toward implementation which is being aggressively pursued through its committees. Many of the members initially appointed were elected officials and chief executive officers. Due to the changing focus and BCC direction, the Homeless Advisory Board voted to recommend a reduction in the number of seats from 36 to 19, and change the composition to reflect a board that is transition-oriented without designation of core or general membership categories. The prior Resolution indicated that the Homeless Advisory Board would meet nine times a year; this action would reduce the number of meetings to four a year. With fewer meetings, the need for alternates to attend would be eliminated.

**Attachments:**

1. Resolution for the Homeless Advisory Board
2. Resolution R2007-0720
3. Resolution R2007-1693

Recommended by:       7/13/11      Date  
Department Director

Approved by:       \_\_\_\_\_      Date  
Assistant County Administrator

## II. FISCAL IMPACT ANALYSIS

### A. Five Year Summary of Fiscal Impact:

Fiscal Years	<u>2011</u>	<u>2012</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>
Capital Expenditures	_____	_____	_____	_____	_____
Operating Costs	_____	_____	_____	_____	_____
External Revenue	_____	_____	_____	_____	_____
Program Income (County)	_____	_____	_____	_____	_____
In-Kind Match (County)	_____	_____	_____	_____	_____
NET FISCAL IMPACT	<u>~0~</u> * see below	_____	_____	_____	_____
# ADDITIONAL FTS POSITIONS (Cumulative)	_____	_____	_____	_____	_____
Is Item Included In Current Budget: Yes _____ No _____					
Budget Account No.: Fund _____ Dept. _____ Unit _____ Obj. _____					
Program Code: _____ Program Period: _____					

### B. Recommended Sources of Funds/Summary of Fiscal Impact:

Departmental Fiscal Review: \* No fiscal impact.

*Tauna Malhotra*  
7/15

## III. REVIEW COMMENTS

### A. OFMB Fiscal and/or Contract Dev. and Control Comments:

*[Signature]* 7/22/11      *[Signature]* 7/26/11  
OFMB VA      Contract Dev. and Control  
7/21/11      7-26-11 B. Wheeler  
2/12/12

### B. Legal Sufficiency:

*[Signature]* 7/27/11  
Assistant County Attorney

### C. Other Department Review:

\_\_\_\_\_  
Department Director

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

RESOLUTION NO. R2011 -

RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF PALM BEACH COUNTY, FLORIDA, REPEALING AND REPLACING RESOLUTIONS R2007-0720 AND R2007-1693; PROVIDING FOR THE ESTABLISHMENT OF THE HOMELESS ADVISORY BOARD; PROVIDING FOR COMPOSITION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the U.S. Department of Housing and Urban Development (HUD) recommends that recipients of Supportive Housing Program funds comply with the Stewart B. McKinney Homeless Assistance Act of 1987, as amended, and with 24 CFR Parts 582 and 583; and

WHEREAS, the Supportive Housing Program provides funds for the operation and maintenance of Safe Havens, transitional housing, permanent supportive housing and permanent housing; and

WHEREAS, Palm Beach County, through the Department of Community Services, Division of Human Services wishes to comply with HUD recommendations regarding the Homeless Advisory Board; and

WHEREAS, HUD has adopted a Continuum of Care Program that allocates HUD homeless assistance grants to organizations that participate in local homeless assistance program planning networks, and each of these networks is called a Continuum of Care; and

WHEREAS, the Board of County Commissioners of Palm Beach County, Florida, established a Homeless Advisory Board on May 1, 2007 to create a Ten-Year Plan to End Homelessness in Palm Beach County pursuant to Resolution R2007-0720, and such Resolution was amended by Resolution R2007-1693, on October 2, 2007.

WHEREAS, since the Ten-Year Plan to End Homelessness has now been adopted, there exists a need to transition the Homeless Advisory Board into a board that will

work in conjunction with the Continuum of Care to assist the County in achieving the objectives of the Ten-Year Plan to End Homelessness.

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

REPEAL AND REPLACEMENT

Resolution R2007-0720 and Resolution R2007-1693 are hereby repealed in their entirety and replaced with the following:

SECTION 1: ESTABLISHMENT OF THE HOMELESS ADVISORY BOARD

There is hereby established an advisory board to be known as the "Homeless Advisory Board," herein referred to as the "Advisory Board."

SECTION 2: COMPOSITION

A. The Advisory Board shall be comprised of nineteen members as follows:

- Palm Beach County Commissioner;
- Palm Beach County Sheriff Office Representative;
- Palm Beach County School District Representative;
- Florida Department of Children and Families Representative;
- Five Business Representatives;
- Formerly Homeless Individual Representative;
- Formerly Homeless Family Representative;
- Two Faith-Based Community Representatives;
- Housing Authority Representative;
- League of Cities Representative;
- Homeless Coalition Representative (while a signed Memorandum of Agreement is in effect);
- Veterans Administration Representative;
- Homeless and Housing Alliance Representative; and a

Community Advocate representing the next community where a homeless resource center is planned.

**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.
- C. Terms of office for the Advisory Board members shall be three years and shall begin on October 1<sup>st</sup> and end on September 30th. There shall be no limit on the number of terms an individual may serve.
- D. Appointments shall be made by the Board of County Commissioners. The Homeless Advisory Board may provide recommendations for appointments.
- E. A vacancy occurring during a term shall be filled for the unexpired term and in the manner prescribed above.
- F. Upon adoption of this resolution, those members with unexpired terms that were serving on the previous Homeless Advisory Board will continue on the Advisory Board until their term expires.
- G. 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.
- H. Advisory Board members shall not be prohibited from qualifying as a candidate for elected office.

**SECTION 4: ROLES AND RESPONSIBILITIES**

The roles and responsibilities of the Homeless Advisory Board shall be to assist the County in reaching its Ten-Year Plan to End Homelessness goals and they shall have the authority and power to accomplish this through the following:

- A. Gather community input on homelessness;
- B. Oversee implementation of the Ten-Year Plan to End Homelessness;

- C. Foster and promote cooperation between governmental agencies, community-based agencies, non-profit organizations and business interests in order to ensure the efficient and timely implementation of the Ten-Year Plan to End Homelessness;
- D. Review progress made in the County towards achieving the objectives identified in the Ten-Year Plan to End Homelessness and make recommendations to the Board of County Commissioners. The primary recommendations may include systematic changes, policy changes, and funding recommendations;
- E. Provide information regarding the needs and other factors affecting the smooth implementation of the Ten-Year Plan to End Homelessness within Palm Beach County;
- F. Determine roadblocks affecting program implementation and recommend corrective measures to the Board of County Commissioners.
- G. Review and comment to the Board of County Commissioners on homeless legislation;
- H. Make program funding recommendations to the Board of County Commissioners; and
- I. Recruit private and public sector representatives to the membership of Advisory Board committees; and
- J. 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.

#### SECTION 5: MEETINGS

- A. The Advisory Board shall meet a minimum of four 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 Robert's

Rules of Order. The Chair shall have the authority to call emergency meetings, as is needed and appropriate.

- 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 6: OFFICERS

- A. The Chair shall be a County Commissioner appointed by the Palm Beach County Board of County Commissioners.

1. Duties of the Chair:

- a. Call and set the agenda for Advisory Board meetings;
- b. Preside at Advisory Board meetings;
- c. Establish committees, appoint committee chairs and charge committees with specific tasks; and
- d. Perform other functions as the Advisory Board may assign by rule or order.

2. If a vacancy occurs in the office of the Chair, the Palm Beach County Board of County Commissioners shall appoint a replacement.

- B. The Vice Chair shall be elected by a majority vote of the Advisory Board and shall serve for a term of one year.

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

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

- C. The Secretary shall be elected by a majority vote of the Advisory Board and shall serve for a term of one year.

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

2. If a vacancy occurs in the office of the Secretary, the Advisory Board will elect another member to fill the unexpired term.

**SECTION 7: 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 consecutive meetings or failure to attend at least two-thirds of the meetings scheduled during a calendar 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 8: ANNUAL NARRATIVE REPORT**

The Advisory Board shall submit an annual narrative report to the Agenda Coordinator. The form, substance, and submittal dates for annual narrative reports are established by PPM CW-O-060.

**SECTION 9: SUNSHINE LAW AND STATE CODE OF ETHICS**

Members of the Advisory Board are to comply with the Sunshine Law and State Code of Ethics. Reasonable public notice of all Advisory Board meetings shall be provided. All meetings of the Advisory Board shall be open to the public at all times and minutes shall be taken at each meeting.

**SECTION 10: PALM BEACH COUNTY CODE OF ETHICS**

Advisory Board members are to comply with Article XIII, the Palm Beach County Code of Ethics.

SECTION 9: 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 \_\_\_\_\_, who moved its adoption. The motion was seconded by Commissioner \_\_\_\_\_, and upon being put to a vote, the vote was as follows:

COMMISSIONER KAREN T. MARCUS, CHAIR	-
COMMISSIONER SHELLEY VANA, VICE CHAIR	-
COMMISSIONER PAULETTE BURDICK	-
COMMISSIONER STEVEN L. ABRAMS	-
COMMISSIONER BURT AARONSON	-
COMMISSIONER JESS R. SANTAMARIA	-
COMMISSIONER PRISCILLA A. TAYLOR	-

The Chairperson thereupon declared the Resolution duly passed and adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2011.

APPROVED AS TO FORM AND  
LEGAL SUFFICIENCY

ATTEST:  
SHARON R. BOCK,  
CLERK & COMPTROLLER

BY:   
\_\_\_\_\_  
Tammy K. Fields  
Assistant County Attorney

BY: \_\_\_\_\_  
Deputy Clerk

OCT 15 2007

Agenda Item #: 3 E-27  
JK/m 7-2

REC'D OCT 15 2007

PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS  
AGENDA ITEM SUMMARY

R-2007-1693

Meeting Date: October 2, 2007

☒ Consent      ☐ Regular  
☐ Public Hearing

Submitted By: COUNTY ATTORNEY

REC'D OCT 09 2007

Submitted For: Community Services Department (Division of Human Services)

I. EXECUTIVE BRIEF

**Motion and Title:** Staff recommends motion to: adopt a resolution amending Resolution R-2007-0720 regarding the Homeless Advisory Board, providing for alternates; providing for additional members, providing for an effective date.

**Summary:** On May 1, 2007, The Board of County Commissioners established the Homeless Advisory Board, and a need has been identified to allow for alternates and additional members.

**Background and Justification:** The Homeless Advisory Board was established on May 1, 2007. Many of the members initially appointed are elected officials and Chief Executive Officers. Due to their schedules, some members have not been able to attend all meetings, but have sent representatives in their stead. Their representatives are not able to vote or have their presence counted towards reaching a quorum. This has adversely affected the efficiency of the board. At the September 19, 2007 meeting of the Homeless Advisory Board, there was a consensus of the members to recommend amendments to the resolution to allow for alternates. In addition, there are more formerly homeless individuals who have expressed an interest in serving on the Homeless Advisory Board, than there are seats available. Since their input is so important, it was recommended that more seats be made available for formerly homeless individuals. (Human Services) Countywide (TKF)

**Attachments:**

1. Resolution 2007-0720

Recommended by: DM McNamee      9/25/07  
County Attorney      Date

Approved by: John      9/27/07  
N/A      Date

## II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact: (No fiscal impact)

Fiscal Years	2007	2008	2009	2010	2011
Capital Expenditures	_____	_____	_____	_____	_____
Operating Costs	_____	_____	_____	_____	_____
External Revenues	_____	_____	_____	_____	_____
Program Income (County)	_____	_____	_____	_____	_____
In-Kind Match (County)	_____	_____	_____	_____	_____
NET FISCAL IMPACT	_____	_____	_____	_____	_____
# ADDITIONAL FTE POSITIONS (Cumulative)	_____	_____	_____	_____	_____

Is Item Included in Current Budget? Yes \_\_\_\_\_ No \_\_\_\_\_

Budget Account No.: Fund \_\_\_\_\_ Department \_\_\_\_\_ Unit \_\_\_\_\_ Object \_\_\_\_\_

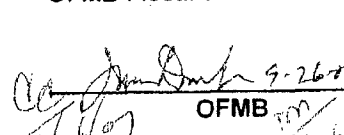
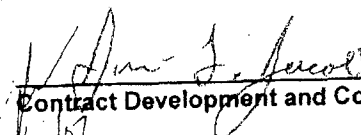
Reporting Category \_\_\_\_\_

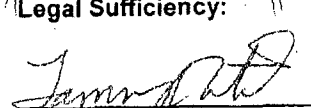
B. Recommended Sources of Funds/Summary of Fiscal Impact:

C. Departmental Fiscal Review: \_\_\_\_\_

## III. REVIEW COMMENTS

A. OFMB Fiscal and/or Contract Development and Control Comments:

 9-26-07  
 OFMB 9/26/07  
 9/29/07  
 Contract Development and Control 9/26/07

B. Legal Sufficiency:  9/25/07  
 Assistant County Attorney

C. Other Department Review:

\_\_\_\_\_  
 Department Director

**THIS SUMMARY IS NOT TO BE USED AS A BASIS FOR PAYMENT.**

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RESOLUTION NO. R-2007-1693

**RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF PALM BEACH COUNTY, FLORIDA, AMENDING RESOLUTION 2007-0720 REGARDING THE HOMELESS ADVISORY BOARD; PROVIDING FOR ALTERNATES; PROVIDING FOR ADDITIONAL MEMBERS; PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the U.S. Department of Housing and Urban Development (HUD) recommends that recipients of Supportive Housing Program funds comply with the Stewart B. McKinney Homeless Assistance Act of 1987, as amended, and with 24 CFR Part 582 and 583; and

**WHEREAS**, the Supportive Housing Program provides funds for the operation and maintenance of Safe Havens, transitional housing, permanent supportive housing and permanent housing; and

**WHEREAS**, Palm Beach County through the Department of Community Services Division of Human Services wishes to comply with HUD recommendations regarding the Homeless Advisory Board; and

**WHEREAS**, HUD has adopted a Continuum of Care Program that allocates HUD homeless assistance grants to organizations that participate in local homeless assistance program planning networks. Each of these networks is called a Continuum of Care; and

**WHEREAS**, the Board of County Commissioners of Palm Beach County, Florida, established a Homeless Advisory Board on May 1, 2007, and wishes to make certain amendments to the membership.

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

**SECTION I: COMPOSITION** Section 2 of Resolution R-2007-0720 is amended to read as follows:

A. The Advisory Board shall be comprised of sixteen (16) "Core Member Seats" and sixteen (16) "Community and Business Member Seats" as follows:

Core Member Seats (16)

Palm Beach County Commissioner or designated alternate;  
Palm Beach County Sheriff or Sheriff's appointee or designated alternate;  
Palm Beach County Chief Judge or judge's appointee or designated alternate;  
Palm Beach County School Board Chairperson or Board Member or designated alternate;  
City of West Palm Beach, Mayor or Commissioner or designated alternate;  
City of Boca Raton, Mayor or Council Member or designated alternate;  
City of Delray Beach, Mayor or Commissioner or designated alternate;  
City of Boynton Beach, Mayor or Commissioner or designated alternate;  
City of Riviera Beach, Mayor or Council Member or designated alternate;  
City of Belle Glade, Mayor or Commissioner or designated alternate;  
Palm Beach County Health Department Director or designated alternate;  
United Way of Palm Beach County Executive Director or designated alternate;  
Heath Care District Chief Executive Officer or designated alternate;  
Children's Services Council Chief Executive Officer or designated alternate;  
Florida Department of Children and Families District Administrator or designated alternate;  
Emergency Shelter Grant Advisory Board Chairperson or Board Member.

The designated alternate shall be counted towards achieving a quorum and shall have full voting rights when attending in the absence of the appointed official.

Community and Business Member Seats (2016)

Seven (7) Business Representatives;  
Three (3) Private Foundation Representatives;  
Four (4) Two (2) Formerly Homeless Representatives;  
One (1) Faith Based Community Representative;  
One (1) Philanthropist;  
One (1) Housing Authority Representative;  
One (1) Hospital Executive Officer.  
Two (2) general members with an interest in homelessness in Palm Beach County.

SECTION II: REMOVAL FOR LACK OF ATTENDANCE Section 9 of Resolution R-2007-0720 shall be amended to read as follows:

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 calendar 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. Core Members who send a designated alternate shall not be considered to be absent.

**SECTION III: EFFECTIVE DATE**

This Resolution shall become effective upon approval by a majority vote of the Board of County Commissioners, Palm Beach County, Florida. All provisions of Resolution R-2007-0720 not specifically amended herein, shall remain unchanged.

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

Commissioner Addie L. Greene, Chairperson	- Aye
Commissioner Jeff Koons, Vice Chair	- Aye
Commissioner Karen T. Marcus	- Aye
Commissioner Robert J. Kanjian	- Aye
Commissioner Mary McCarty	- Aye
Commissioner Burt Aaronson	- Aye
Commissioner Jess R. Santamaria	- Aye

The Chairperson thereupon declared the Resolution duly passed and  
adopted this 2nd day of October, 2007.

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

SHARON R. BOCK, CLERK & COMPTROLLER

By: Sharon R. Bock

Deputy Clerk

APPROVED AS TO FORM AND  
LEGAL SUFFICIENCY

By: Tammy K. Fields

Tammy K. Fields  
Senior Assistant County Attorney

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PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS  
AGENDA ITEM SUMMARY

Agenda Item #: 5C-1  
A/M.S.O  
M/S 965  
R-2007-0720

Meeting Date: May 1, 2007

( ) Consent

(X) Regular

( ) Ordinance

( ) Public Hearing

Department

Submitted By: Community Services

Submitted For: Division of Human Services

I. EXECUTIVE BRIEF

**Motion and Title:** Staff recommends motion to: approve a resolution establishing a Homeless Advisory Board.

**Summary:** On December 5, 2006, the Board of County Commissioners conceptually approved the establishment of a Homeless Advisory Board. The impetus for developing this Board stems from the federal mandate that communities implement plans to end homelessness. The Homeless Advisory Board would serve as liaison to the BCC as well as facilitate coordination of a vision and adoption of the Ten Year Strategic Plan to End Homelessness. The purpose of developing a Homeless Advisory Board is to achieve consensus on dealing with this multi-faceted and complex issue in regards to homelessness in Palm Beach County. Additionally, the Board will be accountable for tracking and reporting the progress in achieving the goals and objectives outlined in the Strategic Plan. The Advisory Board will consist of sixteen (16) Core members to include ten (10) elected officials from both county and city municipalities, judicial, law enforcement; and six (6) members to include Palm Beach County Health Department Director, United Way of Palm Beach County Chief Executive Officer, Health Care District Chief Executive Director, Children's Services Council Chief Executive Officer, Florida Department of Children and Families District Administrator, and Emergency Shelter Grant Advisory Board Chairperson or Board Member. There will be sixteen Community and Business Member Seats which shall be filled by individuals nominated by a majority vote of individuals in Core Member Seats. The sixteen (16) community and business partners include: seven (7) business representatives; three (3) private foundation representatives; two (2) formerly homeless representatives; one (1) faith based community representative; one (1) philanthropist; one (1) Housing Authority representative; and one (1) hospital executive officer. The Division of Human Services will provide staff support to this Board. (Human Services) Countywide (TKF)

**Background and Justification:** In 1995, the BCC began addressing homelessness when homeless individuals and families began congregating in county parks. From this initial project, Human Services began to work with the Palm Beach County Homeless Continuum of Care to bring federal resources to supplement local dollars. This is a county-wide issue that has not gone away. Efforts to date have been coordinated by service providers. To truly address the issues of homelessness, others need to participate. The Division has served as the Lead Entity for Homeless Services and is charged with developing a Plan to End Homelessness in Palm Beach County in the next ten years. This complex issue has necessitated the need for the development of a comprehensive, all inclusive Homeless Advisory Board.

**Attachments:** Resolution for Homeless Advisory Board

**Recommended By:**

Department Director

Date

**Approved By:**

Assistant County Administrator

Date

4310

5 C 1

## II. FISCAL IMPACT ANALYSIS

### A. Five Year Summary of Fiscal Impact:

Fiscal Years	2006	2007	2008	2009	2010
Capital Expenditures	_____	_____	_____	_____	_____
Operating Costs	_____	_____	_____	_____	_____
External Revenue	_____	_____	_____	_____	_____
Program Income (County)	_____	_____	_____	_____	_____
In-Kind Match (County)	_____	_____	_____	_____	_____
NET FISCAL IMPACT	_____	0	_____	_____	_____
# ADDITIONAL FTE POSITIONS (Cumulative)	_____	_____	_____	_____	_____
Is Item Included in Current Budget:	Yes _____		No <u>X</u>		
Budget Account No.:	Fund _____	Dept. _____	Unit _____	Obj. _____	Program Period: _____
	Program Code _____				

### B. Recommended Sources of Funds/Summary of Fiscal Impact:

Departmental Fiscal Review:

## III. REVIEW COMMENTS

- A. OFMB Fiscal and/or Contract Administration Comments:  
There is no fiscal impact associated with this item.

[Signature] 4/24/07 OFMB [Signature] 4/25/07 Contract Administration  
4/23/07 4/19/07 4/25/07

- B. Legal Sufficiency:

[Signature] 4/24/07  
Assistant County Attorney

- C. Other Department Review:

\_\_\_\_\_  
Department Director

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

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF PALM BEACH COUNTY, FLORIDA, ESTABLISHING THE HOMELESS ADVISORY BOARD.

WHEREAS, the U.S. Department of Housing and Urban Development (HUD) recommends that recipients of Supportive Housing Program funds comply with the Stewart B. McKinney Homeless Assistance Act of 1987, as amended, and with 24 CFR Part 582 and 583; and

WHEREAS, the Supportive Housing Program provides funds for the operation and maintenance of Safe Havens, transitional housing, permanent supportive housing and permanent housing; and

WHEREAS, Palm Beach County through the Department of Community Services Division of Human Services wishes to comply with HUD recommendations regarding the Homeless Advisory Board; and

WHEREAS, HUD has adopted a Continuum of Care Program that allocates HUD homeless assistance grants to organizations that participate in local homeless assistance program planning networks. Each of these networks is called a Continuum of Care; and

WHEREAS, the Board of County Commissioners of Palm Beach County, Florida, desire to establish an advisory board in conjunction with the Continuum of Care to assist the County in achieving a Ten (10) Year Plan to End Homelessness:

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

SECTION 1: ESTABLISHMENT OF THE HOMELESS ADVISORY BOARD

There is hereby established an advisory board to be known as the "Homeless Advisory Board," herein referred to as the "Advisory Board."

SECTION 2: COMPOSITION

A. The Advisory Board shall be comprised of sixteen (16) "Core Member Seats" and sixteen (16) "Community and Business Member Seats" as follows:

Core Member Seats (16)

Palm Beach County Commissioner;  
Palm Beach County Sheriff or Sheriff's appointee;  
Palm Beach County Chief Judge or judge's appointee;  
Palm Beach County School Board Chairperson or Board Member;  
City of West Palm Beach, Mayor or Commissioner;  
City of Boca Raton, Mayor or Council Member;  
City of Delray Beach, Mayor or Commissioner;  
City of Boynton Beach, Mayor or Commissioner;  
City of Rivera Beach, Mayor or Council Member;  
City of Belle Glade, Mayor or Commissioner;  
Palm Beach County Health Department Director;  
United Way of Palm Beach County Executive Director;  
Heath Care District Chief Executive Officer;  
Children's Services Council Chief Executive Officer;  
Florida Department of Children and Families District Administrator;  
Emergency Shelter Grant Advisory Board Chairperson or Board Member.

Community and Business Member Seats (16)

Seven (7) Business Representatives;  
Three (3) Private Foundation Representatives;  
Two (2) Formerly Homeless Representatives;  
One (1) Faith Based Community Representative;  
One (1) Philanthropist;  
One (1) Housing Authority Representative;  
One (1) Hospital Executive Officer.

4313

R2007 0720<sup>2</sup>

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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. "Core Member Seats" shall be filled by individuals selected and appointed by the government entity or organization designated for the seat. Appointments shall be requested by County staff upon adoption of this resolution and generally every two (2) years thereafter in a manner that will provide for appointment or reappointment prior to the term expiration.
- E. "Community and Business Member Seats" shall be filled by individuals nominated by a majority vote of individuals in Core Member Seats. The 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. The Board of County Commissioners may remove a member for cause inconsistent with the functions of the Advisory Board.
- G. Advisory Board members shall not be prohibited from qualifying as a candidate for elected office.
- H. In the event that a municipality, organization or government agency designated for a Core Member Seat chooses not to participate on the Advisory Board, the Board of County Commissioners may designate a replacement entity. Such replacement does not require an amendment to this Resolution.

SECTION 4: AUTHORITY

The Advisory Board shall have the following authority and powers:

- A. Gather community input on homelessness.

- B. Review and comment to the Board of County Commissioners on homeless legislation.
- C. Assist in the preparation of and oversee implementation of the Ten Year Plan to End Homelessness.
- D. Make funding recommendations to the Board of County Commissioners.
- E. Recruit private and public sector representatives to the membership of particular Advisory Board committees. 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.

These members shall be subject to the rules and by-laws of the Advisory Board, if rules and bylaws are created, and to the overall authority of the Board of County Commissioners of Palm Beach County, Florida.

#### 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 as may be amended.

#### SECTION 6: RESPONSIBILITIES

The responsibilities of the Homeless Advisory Board shall be to assist the County in reaching its Ten (10) Year Plan to End Homelessness goals.

These include the following:

1. Review progress made in the County towards achieving the objectives identified in the Ten (10) Year Plan to End Homelessness and make recommendations to the Board of County Commissioners. The primary recommendations may include systematic changes, policy changes, and funding recommendations.
2. Foster and promote cooperation between governmental agencies, community-based non-governmental non-profit organizations and business interests in

order to ensure the efficient and timely implementation of the (10) Year Plan to End Homelessness.

3. Provide information regarding the needs and other factors affecting the smooth implementation of the Ten (10) Year Plan to End Homelessness within Palm Beach County.
4. 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 eight (8) 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 Robert's Rules 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. The Chair shall be a County Commissioner appointed by the Palm Beach County Board of County Commissioners.
  1. Duties of the Chair:
    - a. Call and set the agenda for Advisory Board meetings;
    - b. Preside at Advisory Board meetings;
    - c. Establish committees, appoint committee chairs and charge committees with specific tasks; and
    - d. Perform other functions as the Advisory Board may assign by rule or order.

4316

R2007 0720<sup>s</sup>

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2. If a vacancy occurs in the office of the Chair, the Palm Beach County Board of County Commissioners shall appoint a replacement.
- B. The Vice Chair shall be elected by a majority vote of the Advisory Board and shall serve for a term of one (1) year.
  1. The Vice Chair shall perform the duties of the Chair in the Chair's absence, and such other duties as the Chair may assign.
  2. If a vacancy occurs in the office of the Vice Chair, the Advisory Board will elect another member to fill the unexpired term.
- C. The Secretary shall be elected by a majority vote of the Advisory Board and shall serve for a term of one (1) year.
  1. The Secretary shall be responsible for the record-keeping functions and will review all Minutes and correspondence of the Advisory Board.
  2. If a vacancy occurs in the office of the Secretary, the Advisory Board will elect another member to fill the unexpired term.

SECTION 9: 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 calendar 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 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 Aaronson who moved its adoption. The motion was seconded by Commissioner Marcus, and upon being put to a vote, the vote was as follows:

ADDIE L. GREENE, CHAIRPERSON	- Aye
JEFF KOONS, VICE CHAIR	- Aye
KAREN T. MARCUS, COMMISSIONER	- Aye
BURT AARONSON, COMMISSIONER	- Aye
WARREN H. NEWELL, COMMISSIONER	- Absent
MARY McCARTY, COMMISSIONER	- Aye
JESS R. SANTAMARIA, COMMISSIONER	- Aye

The Chairperson thereupon declared the Resolution duly passed and adopted this 1st day of May, 2007.

APPROVED AS TO FORM AND  
LEGAL SUFFICIENCY

BY: Tammy K. Fields  
Assistant County Attorney

ATTEST:  
SHARON R. BOCK,  
CLERK & COMPTROLLER

BY: Sharon R. Bock  
Deputy Clerk



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