

6D-1

PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS

BOARD APPOINTMENT SUMMARY

Meeting Date: April 17, 2012

Department

Submitted By: Community Services

Advisory Board: Head Start/Early Head Start Policy Council

I. EXECUTIVE BRIEF

Staff recommends motion to approve: Appointment/Reappointment of the following parent representatives and alternates to the Head Start/Early Head Start Policy Council for a term beginning on April 16, 2012, and ending on September 30, 2012.

PARENT REPRESENTATIVE AND ALTERNATE(S) BY CENTER

(R) = Representative

(A) = Alternate

<u>Seat ID #</u>	<u>West Palm Beach</u>	<u>Seat ID #</u>	<u>A Step Above</u>
16	Natasha A. Stewart (R) Kenneth Poitier, Jr. (A)	24	Erncie Jean (A)

<u>Seat ID #</u>	<u>King's Kids</u>	<u>Seat ID #</u>	<u>My First Steps</u>
26	Sheena R. Burgess (R)	27	Eleisha R. Freeman (R) Elodia Cortes (A)

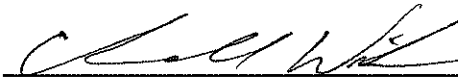
<u>Seat ID #</u>	<u>Village Academy (School District)</u>
33	Edoris J. Maddox (R) Yvette E. Montot (A)

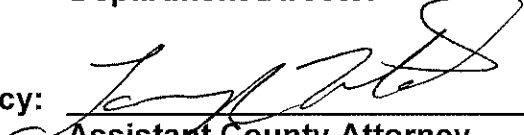
Summary: (On Page 3)

Background and Justification: (On Page 3)

**Attachments:**

- 1) Boards/Committees Application
- 2) Head Start/Early Head Start Policy Council Current Board Membership Listing
- 3) Head Start/Early Head Start Policy Council Resolution No. R2011-1999

Recommended By:  3/29/12  
 Department Director Date

Legal Sufficiency:  4/2/12  
 Assistant County Attorney Date

**II. REVIEW COMMENTS**

**A. Other Department Review:**

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

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

**Summary:** (Continued from Page 1) Term of appointment for parent representatives and alternates to the Head Start/Early Head Start Policy Council (Council) is one year and requires that representatives and alternates be a parent of a child enrolled in the Head Start/Early Head Start (HS/EHS) program. The Council is comprised of 33 members, of which six (6) are Community representatives. With this motion, a current Parent representative and alternate will switch roles and new parent representatives and alternates will be added to complete the terms of seats left vacant due to resignation. The Council has recommended these parents for appointment.

**Background and Justification:** (Continued from Page 1) The Council's responsibilities include establishing a method of hearing and resolving community complaints about the HS/EHS program, conducting self-evaluations, identifying child development needs, and ensuring that space, equipment and supplies are acquired as needed. They may also be consulted regarding directive given to HS/EHS staff in day-to-day operations and membership guidelines including the Sunshine Law, State Code of Ethics and the Palm Beach Code of Ethics. The ethnic makeup of the Council, including the above nominees, consists of seven (7) Black males, 20 Black females, and four (4) Hispanic females. The authority for the HS/EHS Policy Council is provided by Resolution Number R2011-1999.

PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS  
BOARDS/COMMITTEES APPLICATION

Rep

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**Section I (Department):** (Please Print)

Board Name: Head Start/Early Head Start Policy Council Advisory  Not Advisory

At Large Appointment or  District Appointment / District #: \_\_\_\_\_

Term of Appointment: \_\_\_\_\_ Years. From: 12/05/11 12/06/11 To: 12/05/12 9/30/12

Seat Requirement: WEST PALM BEACH Seat #: 16

\*Reappointment or  New Appointment

or  to complete the term of Kenneth Poirier Due to:  resignation  other

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

\*When a person is being considered for reappointment, the number of previous disclosed voting conflicts during the previous term shall be considered by the Board of County Commissioners: \_\_\_\_\_

**Section II (Applicant):** (Please Print)  
**APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT**

Name: STEWART NATASHA AMANDA  
Last First Middle

Occupation/Affiliation: \_\_\_\_\_  
Owner  Employee  Officer

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

City & State \_\_\_\_\_ Zip Code: \_\_\_\_\_

Residence Address: 2281 AVENUE H EAST

City & State RIVIERA BEACH, FL Zip Code: 33404

Home Phone: ( ) \_\_\_\_\_ Business Phone: ( ) \_\_\_\_\_ Ext. \_\_\_\_\_

Cell Phone: 561 319-8061 Fax: ( ) \_\_\_\_\_

Email Address: NATASHAT3000@AOL.COM

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:  Male  Female  
 Native-American  Hispanic-American  Asian-American  African-American  Caucasian

**CONTRACTUAL RELATIONSHIPS:** Pursuant to Article XIII, Sec. 2-443 of the Palm Beach County Code of Ethics, advisory board members are prohibited from entering into any contract or other transaction for goods or services with Palm Beach County. Exceptions to this prohibition include awards made under sealed competitive bids, certain emergency and sole source purchases, and transactions that do not exceed \$500 per year in aggregate. These exemptions are described in the Code. This prohibition does not apply when the advisory board member's board provides no regulation, oversight, management, or policy-setting recommendations regarding the subject contract or transaction and the contract or transaction is disclosed at a public meeting of the Board of County Commissioners. **To determine compliance with this provision, it is necessary that you, as a board member applicant, identify all contractual relationships between Palm Beach County government and you as an individual, directly or indirectly, or your employer or business.** This information should be provided in the space below. If there are no contracts or transactions to report, please verify that none exist. Staff will review this information and determine if you are eligible to serve or if you may be eligible for an exception or waiver pursuant to the code.

<u>Contract/Transaction No.</u>	<u>Department/Division</u>	<u>Description of Services</u>	<u>Term</u>
<u>Ex: (R#XX-XXXX/PO XXX)</u>	<u>Parks &amp; Recreation</u>	<u>General Maintenance</u>	<u>10/01/11-09/30/12</u>
_____	_____	_____	_____
_____	_____	_____	_____

(Attach Additional Sheet(s), if necessary)

OR   NONE

All board members are required to read and complete training on Article XIII, the Palm Beach County Code of Ethics, and read the Guide to the Sunshine Amendment prior to appointment/reappointment. Article XIII, and the training requirement can be found on the web at: <http://www.palmbeachcountyethics.com/training.htm>. Keep in mind this requirement is on-going.

By signing below I acknowledge that I have read, understand, and agree to abide by Article XIII, the Palm Beach County Code of Ethics, and I have received the required Ethics training (in the manner checked below):

- Hand Outs
- By watching the training program on the Web, DVD or VHS
- By attending a live presentation given on 9/22, 2011

**AND**

By signing below I acknowledge that I have read, understand and agree to abide by the Guide to the Sunshine Amendment & State of Florida Code of Ethics:

\*Applicant's Signature: Natasha Stewart Printed Name: NATASHA STEWART Date: 3/5/2012

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Return this FORM to:  
{Insert Liaison Name Here}, {Insert Department/Division Here}  
{Insert Address Here}

**Section III (Commissioner, if applicable):**

Appointment to be made at BCC Meeting on: \_\_\_\_\_

Commissioner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Pursuant to Florida's Public Records Law, this document may be reviewed and photocopied by members of the public.

Revised 08/01/2011

PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS  
BOARDS/COMMITTEES APPLICATION

AIT

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 At Large Appointment or  District Appointment /District #: \_\_\_\_\_  
Term of Appointment: \_\_\_\_\_ Years. From: 12/05/11 12/6/11 To: 12/06/12 9-30-2012  
Seat Requirement: WEST PALM BEACH Seat #: 16  
 \*Reappointment or  New Appointment

or  to complete the term of Natasha Stewart Due to:  resignation  other  
Completion of term to expire on: 9-30-2012

\*When a person is being considered for reappointment, the number of previous disclosed voting conflicts during the previous term shall be considered by the Board of County Commissioners: \_\_\_\_\_

**Section II (Applicant):** (Please Print)  
**APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT**

Name: Patricia De Kennell  
Last First Middle

Occupation/Affiliation: \_\_\_\_\_  
Owner  Employee  Officer

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

City & State \_\_\_\_\_ Zip Code: \_\_\_\_\_

Residence Address: 1691 N. Seacrest Blvd

City & State Boynton Beach FL Zip Code: 33435

Home Phone: ( ) Business Phone: ( ) Ext. \_\_\_\_\_

Cell Phone: 561-856-8846 Fax: ( )

Email Address: ildob200@gmail.com

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:  Male  Female  
 Native-American  Hispanic-American  Asian-American  African-American  Caucasian

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<u>Contract/Transaction No.</u>	<u>Department/Division</u>	<u>Description of Services</u>	<u>Term</u>
Ex: (R#XX-XXXX/PO XXX)	Parks & Recreation	General Maintenance	10/01/11-09/30/12
_____	_____	_____	_____
_____	_____	_____	_____

(Attach Additional Sheet(s), if necessary)

OR  NONE

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- By attending a live presentation given on 9/22, 20 11

AND

By signing below I acknowledge that I have read, understand and agree to abide by the Guide to the Sunshine Amendment & State of Florida Code of Ethics:

\*Applicant's Signature: [Signature] Printed Name: Kennell P. Liva Date: 3/6/12

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Return this FORM to:  
{Insert Liaison Name Here}, {Insert Department/Division Here}  
{Insert Address Here}

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Appointment to be made at BCC Meeting on: \_\_\_\_\_

Commissioner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS  
BOARDS/COMMITTEES APPLICATION

114

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**Section I (Department):** (Please Print)

Board Name: Head Start/Early Head Start Policy Council Advisory  Not Advisory

At Large Appointment or  District Appointment /District #: \_\_\_\_\_

Term of Appointment: 1 Years. From: 12/6/11 To: 9-30-2012

Seat Requirement: A Step Above Seat #: 24

\*Reappointment or  New Appointment

or  to complete the term of Wilbertz-Denwill Due to:  resignation  other

Completion of term to expire on: 9-30-2012

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**Section II (Applicant):** (Please Print)

**APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT**

Name: Jean Ernie  
Last First Middle

Occupation/Affiliation: \_\_\_\_\_

Owner  Employee  Officer

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

City & State \_\_\_\_\_ Zip Code: \_\_\_\_\_

Residence Address: 1530 Stonehaven Dr Apt 2

City & State Boynton Beach FL Zip Code: 33436

Home Phone: (561) 932-5510 Business Phone: ( ) Ext. \_\_\_\_\_

Cell Phone: (561) 853-7570 Fax: ( )

Email Address: ErnieJean@yahoo.com

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:  Male  Female  
 Native-American  Hispanic-American  Asian-American  African-American  Caucasian



**Section II Continued:**

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_____	_____	_____	_____
_____	_____	_____	_____

(Attach Additional Sheet(s), if necessary)

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Received Hand out.  
 By watching the training program on the Web, DVD or VHS  
 By attending a live presentation given on 9-21, 2012

**AND**

By signing below I acknowledge that I have read, understand and agree to abide by the Guide to the Sunshine Amendment & State of Florida Code of Ethics:

\*Applicant's Signature: Ernie Jean Printed Name: ERNIE JEAN Date: 9-21-2011

Any questions and/or concerns regarding Article XIII, the Palm Beach County Code of Ethics, please visit the Commission on Ethics website [www.palmbeachcountyethics.com](http://www.palmbeachcountyethics.com) or contact us via email at [ethics@palmbeachcountyethics.com](mailto:ethics@palmbeachcountyethics.com) or (561) 233-0724.

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Revised 08/01/2011

PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS  
BOARDS/COMMITTEES APPLICATION

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At Large Appointment or  District Appointment /District #: \_\_\_\_\_

Term of Appointment: \_\_\_\_\_ Years. From: 12/06/11 12/6/11 To: 12/05/12 9-30-2012

Seat Requirement: King's Kids Seat #: 26

\*Reappointment or  New Appointment

or  to complete the term of Winston Thomas Due to:  resignation  other

Completion of term to expire on: 9-30-2012

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Section II (Applicant): (Please Print)

APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT

Name: Burgess Sheena R  
Last First Middle

Occupation/Affiliation: \_\_\_\_\_

Owner  Employee  Officer

Business Name: Credit Card Management Services DBA Debt Helper Con

Business Address: 4611 Okeechobee Blvd Ste 114  
City & State: West Palm Beach, FL Zip Code: 33417

Residence Address: 5149 Caribbean Blvd #1223  
City & State: WPB, FL Zip Code: 33407

Home Phone: ( ) Business Phone: ( ) Ext. \_\_\_\_\_

Cell Phone: 813-9527 Fax: ( ) \_\_\_\_\_

Email Address: ilikadabeach@aol.com

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:  Male  Female  
 Native-American  Hispanic-American  Asian-American  African-American  Caucasian

Section II Continued:

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Ex: (R#XX-XXXX/PO XXX)	Parks & Recreation	General Maintenance	10/01/11-09/30/12
None	None	None	None

(Attach Additional Sheet(s), if necessary)

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- By attending a live presentation given on 02/27, 2012

AND

By signing below I acknowledge that I have read, understand and agree to abide by the Guide to the Sunshine Amendment & State of Florida Code of Ethics:

\*Applicant's Signature: Sheena Burgess Printed Name: Sheena Burgess Date: 03/06/12

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Revised 08/01/2011

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or  to complete the term of Nadege Adrien Due to:  resignation  other  
Completion of term to expire on: September 30, 2012

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**Section II (Applicant):** (Please Print)

**APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT**

Name: Freeman Fleisha R.  
Last First Middle  
Occupation/Affiliation: \_\_\_\_\_  
Owner  Employee  Officer   
Business Name: \_\_\_\_\_  
Business Address: \_\_\_\_\_  
City & State \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Residence Address: 2807 Saranac Ave.  
City & State West Palm Beach Zip Code: 33409  
Home Phone: ( ) Business Phone: ( ) Ext. \_\_\_\_\_  
Cell Phone: (509) 577-6584 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:  Male  Female  
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Ex: (R#XX-XXXX/PO XXX)	Parks & Recreation	General Maintenance	10/01/11-09/30/12
_____	_____	_____	_____
_____	_____	_____	_____

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AND

By signing below I acknowledge that I have read, understand and agree to abide by the Guide to the Sunshine Amendment & State of Florida Code of Ethics:

\*Applicant's Signature: Elisha Freeman Printed Name: Elisha Freeman Date: 1/20/12

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Commissioner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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BOARD OF COUNTY COMMISSIONERS  
BOARDS/COMMITTEES APPLICATION

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Board Name: Head Start/Early Head Start Policy Council Advisory  Not Advisory

At Large Appointment or  District Appointment /District #: \_\_\_\_\_

Term of Appointment: \_\_\_\_\_ Years. From: 12/6/11 To: 9-30-2012

Seat Requirement: My First Steps Seat #: 27

\*Reappointment or  New Appointment

or  to complete the term of Suze Dimache Due to:  resignation  other  
Completion of term to expire on: 9-30-2012

\*When a person is being considered for reappointment, the number of previous disclosed voting conflicts during the previous term shall be considered by the Board of County Commissioners: \_\_\_\_\_

**Section II (Applicant):** (Please Print)

**APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT**

Name: Cortes Elodia  
Last First Middle

Occupation/Affiliation: N/A  
Owner  Employee  Officer

Business Name: N/A

Business Address: \_\_\_\_\_  
City & State \_\_\_\_\_ Zip Code: \_\_\_\_\_

Residence Address: 644 Sneed Circle

City & State West Palm Beach Zip Code: 33413

Home Phone: 561 686-9081 Business Phone: ( ) Ext.

Cell Phone: 561 309-4772 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:  Male  Female  
 Native-American  Hispanic-American  Asian-American  African-American  Caucasian

**Section II Continued:**

**CONTRACTUAL RELATIONSHIPS:** Pursuant to Article XIII, Sec. 2-443 of the Palm Beach County Code of Ethics, advisory board members are prohibited from entering into any contract or other transaction for goods or services with Palm Beach County. Exceptions to this prohibition include awards made under sealed competitive bids, certain emergency and sole source purchases, and transactions that do not exceed \$500 per year in aggregate. These exemptions are described in the Code. This prohibition does not apply when the advisory board member's board provides no regulation, oversight, management, or policy-setting recommendations regarding the subject contract or transaction and the contract or transaction is disclosed at a public meeting of the Board of County Commissioners. **To determine compliance with this provision, it is necessary that you, as a board member applicant, identify all contractual relationships between Palm Beach County government and you as an individual, directly or indirectly, or your employer or business.** This information should be provided in the space below. If there are no contracts or transactions to report, please verify that none exist. Staff will review this information and determine if you are eligible to serve or if you may be eligible for an exception or waiver pursuant to the code.

<u>Contract/Transaction No.</u>	<u>Department/Division</u>	<u>Description of Services</u>	<u>Term</u>
Ex: (R#XX-XXXX/PO XXX)	Parks & Recreation	General Maintenance	10/01/11-09/30/12
_____	_____	_____	_____
_____	_____	_____	_____

(Attach Additional Sheet(s), if necessary)

OR   NONE

All board members are required to read and complete training on Article XIII, the Palm Beach County Code of Ethics, and read the Guide to the Sunshine Amendment prior to appointment/reappointment. Article XIII, and the training requirement can be found on the web at: <http://www.palmbeachcountyethics.com/training.htm>. Keep in mind this requirement is on-going.

By signing below I acknowledge that I have read, understand, and agree to abide by Article XIII, the Palm Beach County Code of Ethics, and I have received the required Ethics training (in the manner checked below):

By watching the training program on the Web, DVD or VHS  
 By attending a live presentation given on 3/7, 20 12

**AND**

By signing below I acknowledge that I have read, understand and agree to abide by the Guide to the Sunshine Amendment & State of Florida Code of Ethics:

\*Applicant's Signature: [Signature] Printed Name: Elodia Cortes Date: 3/7/12

Any questions and/or concerns regarding Article XIII, the Palm Beach County Code of Ethics, please visit the Commission on Ethics website [www.palmbeachcountyethics.com](http://www.palmbeachcountyethics.com) or contact us via email at [ethics@palmbeachcountyethics.com](mailto:ethics@palmbeachcountyethics.com) or (561) 233-0724.

Return this FORM to:  
 {Insert Liaison Name Here}, {Insert Department/Division Here}  
 {Insert Address Here}

**Section III (Commissioner, if applicable):**

Appointment to be made at BCC Meeting on: \_\_\_\_\_

Commissioner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Pursuant to Florida's Public Records Law, this document may be reviewed and photocopied by members of the public.

Revised 08/01/2011

**PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS  
BOARDS/COMMITTEES APPLICATION**

Rep

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.

**Section I (Department):** (Please Print)

Board Name: Head Start/Early Head Start Policy Council Advisory  Not Advisory

At Large Appointment or  District Appointment / District #: \_\_\_\_\_

Term of Appointment: \_\_\_\_\_ Years. From: 4-16-2012 To: 9-30-2013  
01-24-2012 01-23-2013

Seat Requirement: School District - Village Academy Seat #: 33

\*Reappointment or  New Appointment

or  to complete the term of \_\_\_\_\_ Due to:  resignation  other

Completion of term to expire on: \_\_\_\_\_

\*When a person is being considered for reappointment, the number of previous disclosed voting conflicts during the previous term shall be considered by the Board of County Commissioners: \_\_\_\_\_

**Section II (Applicant):** (Please Print)

**APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT**

Name: Maddox Edoris Jermaine  
Last First Middle

Occupation/Affiliation: Paster  
Owner  Employee  Officer

Business Name: Christian Bible Fellowship Church

Business Address: 1844 Hypolite Rd.

City & State: Lantana FL Zip Code: 33462

Residence Address: 614 NW 5th St.

City & State: Daytona Beach FL Zip Code: 32135

Home Phone: (407) 739-3016 Business Phone: ( ) Ext. ( )

Cell Phone: (407) 502-4193 Fax: ( )

Email Address: ejfennad@aol.com

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:  Male  Female  
 Native-American  Hispanic-American  Asian-American  African-American  Caucasian



Section II Continued:

**CONTRACTUAL RELATIONSHIPS:** Pursuant to Article XIII, Sec. 2-443 of the Palm Beach County Code of Ethics, advisory board members are prohibited from entering into any contract or other transaction for goods or services with Palm Beach County. Exceptions to this prohibition include awards made under sealed competitive bids, certain emergency and sole source purchases, and transactions that do not exceed \$500 per year in aggregate. These exemptions are described in the Code. This prohibition does not apply when the advisory board member's board provides no regulation, oversight, management, or policy-setting recommendations regarding the subject contract or transaction and the contract or transaction is disclosed at a public meeting of the Board of County Commissioners. To determine compliance with this provision, it is necessary that you, as a board member applicant, identify all contractual relationships between Palm Beach County government and you as an individual, directly or indirectly, or your employer or business. This information should be provided in the space below. If there are no contracts or transactions to report, please verify that none exist. Staff will review this information and determine if you are eligible to serve or if you may be eligible for an exception or waiver pursuant to the code.

<u>Contract/Transaction No.</u>	<u>Department/Division</u>	<u>Description of Services</u>	<u>Term</u>
Ex: (R#XX-XXXX/PO XXX)	Parks & Recreation	General Maintenance	10/01/11-09/30/12
_____	_____	_____	_____
_____	_____	_____	_____

(Attach Additional Sheet(s), if necessary)

OR  NONE

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- By watching the training program on the Web, DVD or VHS
- By attending a live presentation given on \_\_\_\_\_, 20\_\_\_\_

AND

By signing below I acknowledge that I have read, understand and agree to abide by the Guide to the Sunshine Amendment & State of Florida Code of Ethics:

\*Applicant's Signature: [Signature] Printed Name: Edwin J. Maddox Date: 8-7-12

Any questions and/or concerns regarding Article XIII, the Palm Beach County Code of Ethics, please visit the Commission on Ethics website [www.palmbeachcountyethics.com](http://www.palmbeachcountyethics.com) or contact us via email at [ethics@palmbeachcountyethics.com](mailto:ethics@palmbeachcountyethics.com) or (561) 233-0724.

Return this FORM to:  
{Insert Liaison Name Here}, {Insert Department/Division Here}  
{Insert Address Here}

**Section III (Commissioner, if applicable):**

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Commissioner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Pursuant to Florida's Public Records Law, this document may be reviewed and photocopied by members of the public.

Revised 08/01/2011

**PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS  
BOARDS/COMMITTEES APPLICATION**

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Board Name: Head Start/Early Head Start Policy Council Advisory  Not Advisory

At Large Appointment or  District Appointment / District #: \_\_\_\_\_

Term of Appointment: \_\_\_\_\_ Years. From: 4-16-2012 To: 9-30-2012

Seat Requirement: Village Academy Seat #: 33

\*Reappointment or  New Appointment

or  to complete the term of \_\_\_\_\_ Due to:  resignation  other

Completion of term to expire on: \_\_\_\_\_

\*When a person is being considered for reappointment, the number of previous disclosed voting conflicts during the previous term shall be considered by the Board of County Commissioners: \_\_\_\_\_

**Section II (Applicant):** (Please Print)

**APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT**

Name: Montot Yvette Elizabeth  
Last First Middle

Occupation/Affiliation: \_\_\_\_\_

Owner  Employee  Officer

Business Name: Village Academy

Business Address: 400 SW 12th Ave

City & State: Delray Beach Zip Code: 33444

Residence Address: 3837 NW 8th Street

City & State: Delray Beach, Florida Zip Code: 33444

Home Phone: (Cell) Business Phone: ( ) Ext. \_\_\_\_\_

Cell Phone: (Cell) 255-1324 Fax: ( )

Email Address: yvettemontot yvettemontot@yahoo.com

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:  Male  Female  
 Native-American  Hispanic-American  Asian-American  African-American  Caucasian

**CONTRACTUAL RELATIONSHIPS:** Pursuant to Article XIII, Sec. 2-443 of the Palm Beach County Code of Ethics, advisory board members are prohibited from entering into any contract or other transaction for goods or services with Palm Beach County. Exceptions to this prohibition include awards made under sealed competitive bids, certain emergency and sole source purchases, and transactions that do not exceed \$500 per year in aggregate. These exemptions are described in the Code. This prohibition does not apply when the advisory board member's board provides no regulation, oversight, management, or policy-setting recommendations regarding the subject contract or transaction and the contract or transaction is disclosed at a public meeting of the Board of County Commissioners. To determine compliance with this provision, it is necessary that you, as a board member applicant, identify all contractual relationships between Palm Beach County government and you as an individual, directly or indirectly, or your employer or business. This information should be provided in the space below. If there are no contracts or transactions to report, please verify that none exist. Staff will review this information and determine if you are eligible to serve or if you may be eligible for an exception or waiver pursuant to the code.

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Ex: (R#XX-XXXX/PO XXX)	Parks & Recreation	General Maintenance	10/01/11-09/30/12
_____	_____	_____	_____
_____	_____	_____	_____

(Attach Additional Sheet(s), if necessary)

OR  NONE

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- By watching the training program on the Web, DVD or VHS
  - By attending a live presentation given on 11-03, 20 11

AND

- By signing below I acknowledge that I have read, understand and agree to abide by the Guide to the Sunshine Amendment & State of Florida Code of Ethics:

\*Applicant's Signature: [Signature] Printed Name: Yvette Montot Date: 11-03-2011

Any questions and/or concerns regarding Article XIII, the Palm Beach County Code of Ethics, please visit the Commission on Ethics website [www.palmbeachcountyethics.com](http://www.palmbeachcountyethics.com) or contact us via email at [ethics@palmbeachcountyethics.com](mailto:ethics@palmbeachcountyethics.com) or (561) 233-0724.

Return this FORM to:  
{Insert Liaison Name Here}, {Insert Department/Division Here}  
{Insert Address Here}

Section III (Commissioner, if applicable):

Appointment to be made at BCC Meeting on: \_\_\_\_\_

Commissioner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS  
HEAD START/EARLY HEAD START POLICY COUNCIL**

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**I. AUTHORITY :**

Resolution No. R92-444, adopted March 24, 1992; repealed and replaced by Resolution No. R2000-1866, adopted November 21, 2000; repealed and replaced by Resolution No. R2006-1878, adopted September 12, 2006; repealed and replaced by R2011-1999, adopted December 20, 2011.

**II. APPOINTING BODY :**

Board of County Commissioners

**III. COMPOSITION, QUALIFICATIONS, TERMS & REMOVAL :**

There will be a total of 33 members of the Head Start/Early Head Start (HS/EHS) Policy Council. At all times there shall be an odd number of seats on the HS/EHS Policy Council. In the event of a change in the number of HS/EHS centers or programs, that will result in a change in the number of parent members, the number of community representatives will be adjusted accordingly so that an odd number of members is retained to maintain at least a 51% parent membership. A) Parent Members: At least 51% of the members of the HS/EHS Policy Council must be parents of HS/EHS children presently enrolled in program (Parent Members). One Parent Member and at least one alternate shall be elected by the parents of children currently enrolled in the HS/EHS Program at each center operated by PBC and each service area of the EHS program. Alternate members may only vote at meetings at which the elected Parent Member is absent. All parents serving on the HS/EHS Policy Council as members or as alternates must be approved by the BCC. B) Community Representatives: Nine members of the HS/EHS Policy Council shall be representatives of the Community (Community representatives). Community representatives must represent major public or private agencies or major community, civic or professional organizations which have a concern for children of low income families or may be parents of former HS/EHS children. It is preferred that at least one member of the HS/EHS Policy Council have a fiscal or accounting background. All Community representatives shall be at-large appointments of the BCC and ratified by the elected parent members of the HS/EHS Policy Council. All members must be residents of Palm Beach County at the time of appointment and while serving on the HS/EHS Policy Council. All members must be selected annually; and in no event may serve for than three years pursuant to federal regulations.

**EXTENDED COMPOSITION :**

**IV. MEETINGS :**

Fourth Wednesday of the month at 6:00 p.m. at West Palm Beach Head Start Center, 100 North Chillingworth Drive, WPB

**V. FUNCTIONS :**

The Council shall have general responsibility for establishing a method of hearing and resolving Community complaints about the Head Start program. They shall have operating responsibility for conducting self-evaluation of the County's Head Start/Early Head Start program. They must be consulted on the identification of child development needs in the area to be served and on the standards for ensuring that space, equipment and supplies are acquired as needed. They may be consulted on the directive given to Head Start/Early Head Start staff in day-to-day operations.

\* indicates a member having an action pending

VI. LIAISON INFORMATION :

LIAISON DEPARTMENT

Community Services

CONTACT PERSON

Nicole Muhammad

ADDRESS

50 S Military Tr Ste 203  
West Palm Beach FL 33415  
Phone # 561-233-1634

\* indicates a member having an action pending



HEAD START/EARLY HEAD START POLICY COUNCIL

SEAT ID	CURRENT MEMBER	ROLE TYPE	RACE CODE	GENDER	BUSINESS / HOME PHONE	SEAT REQUIREMENT	APPOINT DATE	REAPPOINT DATE	EXPIRE DATE
<b>Appointed By : At-Large/PBC Board of County Commissioners</b>									
1	Mickale Linton	Member	AA	M	561-202-5293	Community Rep.	11/16/2010	12/20/2011	09/30/2012
	7117 Hawks Nest Ter West Palm Beach FL 33407								
	<b>NOMINATED BY :</b>								
2	Tamara Starks	Member	AA	F	561-924-7302	Community Rep.	11/16/2010	12/20/2011	09/30/2012
	161 S Flame Ave Pahokee FL 33476								
	<b>NOMINATED BY :</b>								
3	Larry Brown	Member	AA	M	561-655-3007	Community Rep.	12/20/2011		09/30/2012
	1443 Palm Beach Lakes Blvd West Palm Beach FL 33401								
	<b>NOMINATED BY :</b>								
4	Patricia Trought	Member	AA	F	561-623-7622	Community Rep.	12/20/2011		09/30/2012
	1500 N Congress Ave Apt A4E West Palm Beach FL 33401								
	<b>NOMINATED BY :</b>								

\* indicates a member having an action pending

Appointed By : At-Large/PBC Board of County Commissioners

5	Sakina Bivins	Member	AA	F	561-541-2643	Community Rep.	12/20/2011	09/30/2012
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Post Office Box 530112  
Lake Park FL 33404

NOMINATED BY :

6	Vacant	Member			-	Community Rep.		
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NOMINATED BY :

7	Pernell Jones	Member	AA	M	561-578-0256	Parent Representative Boynton Beach	12/20/2011	09/30/2012
---	---------------	--------	----	---	--------------	-------------------------------------	------------	------------

204 Meadow Cir  
Boynton Beach FL 33436

NOMINATED BY :

7	Patricia Moore	Alternate Member A	AA	F	561-860-2842	Parent Representative Boynton Beach	12/20/2011	09/30/2012
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10 Southern Cross Cir Apt 20  
Boynton Beach FL 33463

NOMINATED BY :

\* indicates a member having an action pending

Appointed By : At-Large/PBC Board of County Commissioners

8 Jezebel Rodriguez Member HA F 561-972-0158 Parent Representative Jupiter 12/20/2011 09/30/2012  
204 2nd St  
Jupiter FL 33458

NOMINATED BY :

9 Olga Flores Member HA F 561-261-6334 Parent Representative South Bay 12/20/2011 09/30/2012  
364 SE 4th St  
Belle Glade FL 33430

NOMINATED BY :

9 Adriana Flores Alternate Member A HA F 561-261-5727 Parent Representative South Bay 12/20/2011 09/30/2012  
348 SE 4th St  
Belle Glade FL 33430

NOMINATED BY :

10 Jessica Jones Member AA F 561-993-2748 Parent Representative Palm Glades 12/20/2011 09/30/2012  
901 SW Avenue "J"  
Belle Glade FL 33430

NOMINATED BY :

\* indicates a member having an action pending



**Appointed By : At-Large/PBC Board of County Commissioners**

11 Christan Franklin Member AA F 561-441-8365 Parent Representative Delray Beach 12/20/2011 09/30/2012  
501 SW 9th St  
Delray Beach FL 33444

**NOMINATED BY :**

11 Malissa Johnson Alternate Member A AA F 561-865-5894 Parent Representative Delray Beach 11/16/2010 12/20/2011 09/30/2012  
715 SW 2nd Ct  
Delray Beach FL 33444

**NOMINATED BY :**

12 Latoya Lawrence Member AA F 561-924-2788 Parent Representative Pahokee 12/20/2011 09/30/2012  
602 Farm Pl  
Pahokee FL 33476

**NOMINATED BY :**

12 Leslie Bouie Alternate Member A AA F 561-924-5134 Parent Representative Pahokee 12/20/2011 09/30/2012  
413 Shirley Dr  
Pahokee FL 33476

**NOMINATED BY :**

\* Indicates a member having an action pending

**Appointed By : At-Large/PBC Board of County Commissioners**

13 Solecia Higgs Member AA F 561-541-5844 Parent Representative Westgate 12/20/2011 09/30/2012  
1091 Golden Lakes Unit 411  
West Palm Beach FL  
33411

**NOMINATED BY :**

13 Maribel Martinez Alternate Member A HA F 561-906-6645 Parent Representative Westgate 12/20/2011 09/30/2012  
337 Perry Ave Apt A  
Greenacres FL 33463

**NOMINATED BY :**

14 Spadreen Facey Member AA F 754-246-0392 Parent Representative Lake Worth 12/20/2011 09/30/2012  
1218 Island Shores Dr  
Greenacres FL 33413

**NOMINATED BY :**

14 Kimberly Pierre-Louis Alternate Member A HA F 239-601-4092 Parent Representative Lake Worth 12/20/2011 09/30/2012  
6881 Sea Daisy Dr  
Lake Worth FL 33462

**NOMINATED BY :**

\* indicates a member having an action pending

Appointed By : At-Large/PBC Board of County Commissioners

15 Tynisha Ball Member AA F 561-541-0718 Parent Representative Riviera Beach 12/20/2011 09/30/2012  
4941 Adler Dr Apt A  
West Palm Beach FL  
33417

NOMINATED BY :

15 Lisa Robinson Alternate AA F 857-249-8275 Parent Representative Riviera Beach 12/20/2011 09/30/2012  
Member A  
1370 W 32nd St  
Riviera Beach FL 33404

NOMINATED BY :

16 Kenneth Poitier, Jr. Member AA M 561-856-8846 Parent Representative W. Palm Beach 12/20/2011 09/30/2012  
1619 N Seacrest Blvd  
Boynton Beach FL 33435

NOMINATED BY :

16 Natasha Stewart Alternate AA F 561-319-8061 Parent Representative W. Palm Beach 12/20/2011 09/30/2012  
Member A  
3744 Savoy Ln Apt B2  
West Palm Beach FL  
33417

NOMINATED BY :

\* indicates a member having an action pending

**Appointed By : At-Large/PBC Board of County Commissioners**

17	Anesper Atilus	Member	AA	F	561-460-8607	Parent Rep. Union Baptist Head Start	12/20/2011	09/30/2012
	848 Hawthorne Dr Lake Park FL 33403							

**NOMINATED BY :**

17	Melguer Bartolon	Alternate Member A	HA	M	561-840-2690	Parent Rep. Union Baptist Head Start	12/20/2011	09/30/2012
	711 38th St West Palm Beach FL 33407							

**NOMINATED BY :**

18	Charlemagne Louis-Charles	Alternate Member A	AA	M	561-201-3902	Parent Rep/EHS/Delray Beach	11/16/2010	12/20/2011	09/30/2012
	2925 SW 22nd Ave Apt 204 Delray Beach FL 33445								

**NOMINATED BY :**

19	Guilene Beaubrun	Member	AA	F	561-729-1968	Parent Rep/Achievement Center	11/16/2010	12/20/2011	09/30/2012
	617 SW 7th Ave Delray Beach FL 33444								

**NOMINATED BY :**

\* indicates a member having an action pending

**Appointed By : At-Large/PBC Board of County Commissioners**

20 Rodna Achille Member AA F 561-574-6564 Family Child Care Operator 12/20/2011 09/30/2012  
2302 Wedgewood Plaza Dr  
Riviera Beach FL 33404

**NOMINATED BY :**

21 Yajaira Martinez Member HA F 561-357-0489 Early Head Start Home Based 12/20/2011 09/30/2012  
632 Sea Pine Way Apt C1  
Greenacres FL 33415

**NOMINATED BY :**

22 Vacant Member Parent Rep/Florence Fuller CDC 11/15/2013

**NOMINATED BY :**

23 Jovanie Barthelemy Member AA F 561-687-2358 Parent Rep/Apostolic CDC 12/20/2011 09/30/2012  
5923 W Bimini Cir  
Wellington FL 33407

**NOMINATED BY :**

\* indicates a member having an action pending

**Appointed By : At-Large/PBC Board of County Commissioners**

24 Brittni Adams Member AA F 786-400-5975 Parent Rep/A Step Above 12/20/2011 09/30/2012  
1010 9th St Apt 3  
West Palm Beach FL  
33401

**NOMINATED BY :**

24 Wilbentz Deneville Alternate AA M 561-692-2135 Parent Rep/A Step Above 12/20/2011 09/30/2012  
Member A  
7328 Willow Springs Cir S  
Boynton Beach FL 33436

**NOMINATED BY :**

25 Chanda Antoine Member AA F 561-670-8557 Parent Rep/Emmanuel CDC 12/20/2011 09/30/2012  
1356 Summit Pines Blvd Apt  
West Palm Beach FL  
33415

**NOMINATED BY :**

25 Kenya McKenzie Alternate AA F 561-351-2350 Parent Rep/Emmanuel CDC 12/20/2011 09/30/2012  
Member A  
4886 Wedgewood Way Apt 6  
West Palm Beach FL  
33417

**NOMINATED BY :**

\* indicates a member having an action pending

**Appointed By : At-Large/PBC Board of County Commissioners**

26 Winston Thomas Member AA M 561-684-1635 Parent Rep/Kings Kids 12/20/2011 09/30/2012  
5827 Cassandra Ct  
West Palm Beach FL  
33415

**NOMINATED BY :**

27 Nadege Adrien Member AA F 561-502-3351 Parent Rep/My First Steps 12/20/2011 09/30/2012  
5147 Caribbean Blvd Apt 112  
West Palm Beach FL  
33407

**NOMINATED BY :**

27 Suze Dimache Alternate AA F 561-383-0508 Parent Rep/My First Steps 12/20/2011 09/30/2012  
Member A  
770 Malibu Bay Dr Apt 103  
West Palm Beach FL  
33401

**NOMINATED BY :**

28 J. Jarrodd Cadore Member AA M 561-632-7693 Parent Rep/San Castle EHS 11/16/2010 12/20/2011 09/30/2012  
4200 Community Dr Apt 150  
West Palm Beach FL  
33409

**NOMINATED BY :**

\* indicates a member having an action pending

Appointed By : At-Large/PBC Board of County Commissioners

28 Shayla Valentine Alternate AA F 561-909-5521 Parent Rep/San Castle EHS 12/20/2011 09/30/2012  
Member A  
2431 NE 1st Ln  
Boynton Beach FL 33435

NOMINATED BY :

29 Lisa Smith Member AA F 561-333-0080 Parent Rep/YMCA 12/20/2011 09/30/2012  
18224 40th Run N  
Loxahatchee FL 33470  
*Lanine123@yahoo.com*

NOMINATED BY :

30 Fantasia Sims Member AA F 561-577-6874 Parent Rep/Tender Love & Care 12/20/2011 09/30/2012  
206 E Tiffany Dr  
West Palm Beach FL  
33407

NOMINATED BY :

31 Emely Andino Member HA F 561-876-4759 Parent Rep/Kidz Kaleidoscope 12/20/2011 09/30/2012  
869 Cotton Bay Dr W Apt 307  
Lake Worth FL 33406

NOMINATED BY :

\* indicates a member having an action pending



**Appointed By: At-Large/PBC Board of County Commissioners**

31	Michelle Vilmenay	Alternate Member A	HA	F	561-307-6731	Parent Rep/Kidz Kaleidoscope	12/20/2011	09/30/2012
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5100 45th St Apt 3A  
West Palm Beach FL  
33407

**NOMINATED BY :**

32	Vacant	Member				Parent Rep/Hispanic Human Resources Council		
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**NOMINATED BY :**

33	Vacant	Member				Parent Rep/Village Academy (School Dist)		
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**NOMINATED BY :**

**0 Board alternate(s) are vacant.**

\* Indicates a member having an action pending



**II. FISCAL IMPACT ANALYSIS**

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

Fiscal Years	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
Capital Expenditures	_____	_____	_____	_____	_____
Operating Costs	_____	_____	_____	_____	_____
External Revenue	_____	_____	_____	_____	_____
Program Income (County)	_____	_____	_____	_____	_____
In-Kind Match (County)	_____	_____	_____	_____	_____
NET FISCAL IMPACT	<u>-0-</u> <i>see below</i>	_____	_____	_____	_____
# ADDITIONAL FTE POSITIONS (Cumulative)	_____	_____	_____	_____	_____

Is Item Included In Current Budget? Yes \_\_\_ No \_\_\_  
 Budget Account No.: Fund \_\_\_\_\_ Dept. \_\_\_\_\_ Unit \_\_\_\_\_ Object \_\_\_\_\_  
 Program Code \_\_\_\_\_

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

**C. Departmental Fiscal Review:**

**III. REVIEW COMMENTS**

**A. OFMB Fiscal and/or Contract Administration Comments:**  
*\* There is no fiscal impact on this item.*  
 \_\_\_\_\_ *12/1/11*      \_\_\_\_\_ *12/15/11*  
 OFMB      Contract Development & Control  
*12/6/11*      *12-15-11 B. Wheeler*

**B. Legal Sufficiency:**  
 \_\_\_\_\_ *12/16/11*  
 Assistant County Attorney

**C. Other Department Review:**  
 \_\_\_\_\_  
 Department Director

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

**II. 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 and moved its adoption. The motion was seconded by Commissioner Abrams upon being put to a vote, the vote was as follows:

Commissioner Shelley Vana, Chair	Aye
Commissioner Steven L. Abrams, Vice Chairman	Aye
Commissioner Karen T. Marcus	Aye
Commissioner Paulette Burdick	Aye
Commissioner Burt Aaronson	Aye
Commissioner Jess R. Santamaria	Aye
Commissioner Priscilla A. Taylor	Aye

The Chairman thereupon declared the Resolution duly passed and adopted this 20th day of December, 2011.

APPROVED AS TO FORM  
AND LEGAL SUFFICIENCY

By:   
Assistant County Attorney

PALM BEACH COUNTY, FLORIDA  
BY ITS BOARD OF COUNTY  
COMMISSIONERS

SHARON R. BOCK, CLERK &  
COMPTROLLER

By:   
Deputy Clerk



RESOLUTION R-2011- 2011-1999

**A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF PALM BEACH COUNTY, FLORIDA REPEALING AND REPLACING RESOLUTION NO. R2006-1878 REGARDING THE HEAD START/EARLY HEAD START POLICY COUNCIL**

**WHEREAS**, the Board of County Commissioners of Palm Beach County adopted Resolution No. R-92-444 on March 24, 1992, which established the Head Start Policy Council; and

**WHEREAS**, the Head Start Policy Council Resolution No. R-92-444 was repealed and replaced with Resolution No. R2000-1866, dated November 21, 2000 to establish the Head Start/Early Head Start Policy Council to incorporate Early Head Start Program;

**WHEREAS**, the Head Start/Early Head Start Policy Council Resolution No. R-2000-1866 was repealed and replaced with Resolution No. R-2006-1878, dated September 12, 2006 to accommodate the inclusion of the Head Start/Early Head Start Contracted Programs;

**WHEREAS**, the Head Start/Early Head Start Policy Council Resolution No. R-2006-1878 needs to be repealed and replaced to include new terms of appointment;

**WHEREAS**, the Federal Government requires all Head Start/Early Head Start grant recipients to establish a Head Start/Early Head Start Policy Council which is comprised of parents of Head Start/Early Head Start children presently enrolled in the program and representatives of the community; and

**WHEREAS**, parent and community involvement is essential to an effective Head Start/Early Head Start program,

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

**I. Repeal and Replacement**

Resolution No. R-2006-1878 is hereby repealed and replaced with the following:

**A. Requirements for Membership**

There will be a total of 33 members of the Policy Council. At all times there shall be an odd number of membership positions on the Head Start/Early Head Start Policy Council. In the event of a change in the

number of Head Start/Early Head Start centers or programs, that will result in a change in the number of parent members, the number of community representatives will be adjusted accordingly so that an odd number of members is retained to maintain at least a 51% parent membership.

1. **Parent members**

At least 50% of the members of the Head Start/Early Head Start Policy Council must be parents of Head Start children presently enrolled in the Palm Beach County Head Start program ("Parent Members"). One parent member and at least one alternate shall be elected by the parents of children currently enrolled in the Head Start/Early Head Start program at each center operated by Palm Beach County and each service area of the Early Head Start program. Alternate members may only vote at meetings at which the elected member is absent. At the time of the adoption of this resolution ten Head Start/Early Head Start centers, centers based and home based Early Head Start programs are operating or planned. However, the number of parent members may vary depending upon the number of centers and programs are in operation. All parents serving on the Head Start/Early Head Start Policy Council as members or as alternates must be approved by the Board of County Commissioners.

2. **Community Representatives**

Nine members of the Head Start/Early Head Start Policy Council shall be representatives of the community ("Community Representative"). Community Representatives must represent major public or private agencies or major community, civic or professional organizations which have a concern for children of low income families or may be parents of former Head

Start/Early Head Start children. It is preferred that at least one member of the Head Start/Early Head Start Policy Council have a fiscal or accounting background. All Community Representatives shall be at large appointments of the Board of County Commissioners and ratified by the elected parent members of the Head Start/Early Head Start Policy Council.

**B. Conditions of Membership**

**Residency Requirement**

All members must be residents of Palm Beach County at the time of appointment and while serving on the Council.

**C. Prohibition of County Staff**

County employees may not be appointed to the Head Start/Early Head Start Policy Council.

**D. Terms of Appointment**

All parent members of Policy Councils or Policy Committees must stand for election or re-election annually. All community representatives also must be selected annually. Policy Councils and Policy Committees must limit the number of one-year terms any individual may serve on either body to a combined total of three terms.

**E. Automatic Removal for Lack of Attendance**

A member of the Head Start/Early Head Start Policy Council shall automatically be removed for lack of attendance. Lack of attendance is defined as failure to attend three (3) consecutive meetings and/or failure to attend more than one-half of the meetings scheduled during a calendar year. Participation for less than three-fourths of a meeting shall constitute lack of attendance. Members removed under this paragraph shall not continue to serve until a new appointment is made and removal shall create a vacancy.

F. **Elected Office**

Members shall not be prohibited from qualifying as a candidate for elected office.

G. **Travel Reimbursement**

Travel reimbursement is limited to expenses incurred only for travel outside Palm Beach County necessary to fulfill Council member responsibilities when sufficient funds have been budgeted and are available and upon the prior approval of the Board of County Commissioners and is consistent with Palm Beach County personnel rules and procedures. No other expenses are reimbursable except documented long distance telephone calls to the liaison County department.

H. **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.

I. **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.

J. **Palm Beach County Code of Ethics**

Advisory Board members are to comply with the Palm Beach County Code of Ethics as codified in Section 2-441 through 2-448 of the Palm Beach County Code.

K. **Role & Responsibilities of Head Start/Early Head Start Policy Council**

1. Policy Councils and Policy Committees must work in partnership with key management staff and the governing



body to develop, review, and approve or disapprove the following policies and procedures:

- a. All funding applications and amendments to funding applications for Early Head Start and Head Start, including administrative services, prior to the submission of such applications to the Department of Health and Human Services;
- b. Procedures describing how the Board County Commissioners body and the appropriate policy group will implement shared decision-making;
- c. Procedures for program planning in accordance with the Head Start Performance Standards and the requirements of 45 CFR 1305.3;
- d. The program's philosophy and long- and short-range program goals and objectives;
- e. The selection of delegate agencies and their service areas;
- f. The composition of the Policy Council and the procedures by which policy group members are chosen;
- g. Criteria for defining recruitment, selection, and enrollment priorities, in accordance with the requirements of 45 CFR part 1305;
- h. The annual self-assessment of the grantee and delegate agency's progress in carrying out the programmatic and fiscal intent of its grant application, including planning or other actions that may result from the review of the annual audit and findings from the Federal monitoring review;
- i. Program personnel policies and subsequent changes to those policies, in accordance with 45 CFR 1301.31, including standards of conduct for program staff, consultants, and volunteers;

- j. Decisions to hire or terminate the Early Head Start or Head Start director of the grantee or delegate agency; and
  - k. Decisions to hire or terminate any person who works primarily for the Early Head Start or Head Start program of the Board County Commissioners or delegate agency.
2. In addition, Policy Councils must perform the following functions directly:
- a. Serve as a link to the Parent Committees, grantee and delegate agency governing bodies, public and private organizations, and the communities they serve;
  - b. Assist Parent Committees in communicating with parents enrolled in all program options to ensure that they understand their rights, responsibilities, and opportunities in Early Head Start and Head Start and to encourage their participation in the program;
  - c. Assist Parent Committees in planning, coordinating, and organizing program activities for parents with the assistance of staff, and ensuring that funds set aside from program budgets are used to support parent activities;
  - d. Assist in recruiting volunteer services from parents, community residents, and community organizations, and assist in the mobilization of community resources to meet identified needs; and
  - e. Establish and maintain procedures for working with the grantee or delegate agency to resolve community complaints about the program.

**L. Meetings of Head Start/Early Head Start Policy Council**

The Head Start/Early Head Start Policy Council shall meet not less than once per month. A quorum must be present for the conducting of all business. The presence of at least one-third (1/3) of the members appointed shall constitute a quorum. All meetings shall be governed by Roberts' Rules of Order.

Reasonable public notice of all meetings shall be provided and all such meetings shall be open to the public at all times. Minutes of all meetings shall be taken and available for public inspection.

**M. Chair and Vice-Chair**

A Chair and Vice-Chair shall be elected by a majority of the Head Start/Early Head Start Policy Council and shall serve for a term of one year.

Duties of the Chair:

1. Call Head Start/Early Head Start Policy Council meetings and set the agenda for same;
2. Preside at Head Start/Early Head Start Policy Council meetings;
3. Establish committees, appoint committee chairs and charge committees with specific tasks;
4. Perform other functions as the Council may assign by rule or order;
5. The Chair shall be a voting member of the Head Start/Early Head Start Policy Council.

**N. Duties of Vice-Chair**

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

If a vacancy occurs in the office of the Chair, the Vice-Chair shall become the chair for the unexpired term. If a vacancy occurs in the office of Vice-Chair, the Council will elect another member to fill the unexpired term of the Vice-Chair.