

PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS

Agenda Item #:

6A-1

BOARD APPOINTMENT SUMMARY

Meeting Date: May 15, 2012

Department

Submitted By: Community Services

Advisory Board: Homeless Advisory Board

I. EXECUTIVE BRIEF

**Motion and Title:** Staff recommends motion to approve: Appointment of the following representative to the Homeless Advisory Board effective May 15, 2012, and ending September 30, 2014.

<u>Seat #</u>	<u>Appointment</u>	<u>Member Category</u>	<u>Term Ending</u>	<u>Nominated By</u>
3	Marcia Andrews	Palm Beach County School District Representative	09/30/2014	PBC School District

**Summary:** The Homeless Advisory Board (HAB) developed the Ten-Year Plan to End Homelessness in Palm Beach County (Ten-Year Plan). The Plan was approved by the BCC in September 2008. The focus of the HAB is now directed towards implementation of the Ten-Year Plan. The HAB is comprised of 19 members; nine (9) seats are designated for specific agency representatives. The remaining ten seats are designated for business representatives, formerly homeless persons and faith-based representatives. The above-designated seat requires appointment of a Palm Beach County School District Representative. Ms. Andrews was recommended by the Palm Beach County School District to serve on the Homeless Advisory Board as their representative. (Human Services) Countywide (TKF)

**Background and Justification:** The HAB's responsibilities include overseeing the implementation of the Ten-Year Plan, gathering community input on homelessness, reviewing progress made towards achieving the objectives identified in the Ten-Year Plan, providing information regarding the needs and other factors affecting the implementation, determining roadblocks affecting program implementation and recommending corrective measures, reviewing and commenting on homeless legislation, and making program funding recommendations. The ethnic makeup of the HAB, including the above nominee, consists of six (6) White males, two (2) Black females and two (2) White females. New members are being recommended to the HAB during a board reformation process. The Division of Human Services provides staff support. The authority for the HAB is provided by Resolution Number R2011-1233.

**Attachments:**

1. Boards/Committees Application
2. Homeless Advisory Board Current Board Membership Listing
3. Homeless Advisory Board Resolution No. R2011-1233

Recommended By: [Signature] Department Director Date: 4/24/12

Approved By: [Signature] Assistant County Administrator - Attorney Date: 4/26/12

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

*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: Palm Beach County Homeless Advisory Board Advisory  Not Advisory

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

Term of Appointment: 1 yr 4½ mo. Years. From: May 16, 2012 To: September 30, 2013

Seat Requirement: Palm Beach County School District Seat #: 3

\*Reappointment or  New Appointment

or  to complete the term of Kim Williams 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: Andrews Marcia  
Last First Middle

Occupation/Affiliation: Palm Beach County School Board Member  
Owner  Employee  Officer

Business Name: School District of Palm Beach County

Business Address: 3340 Forest Hill Blvd., Ste. C-316

City & State: West Palm Beach Zip Code: 33406

Residence Address: 2919 Fontanta Lane

City & State: Royal Palm Beach, FL Zip Code: 33411

Home Phone: ( 561 ) 798-5362 Business Phone: ( 561 ) 434-8139 Ext. \_\_\_\_\_

Cell Phone: ( 561 ) 640-3437 Fax: ( )

Email Address: Marcia.andrews@palmbeachschools.org

Mailing Address Preference:  Business  Residence

Have you ever been convicted of a felony: Yes \_\_\_\_\_ No X

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 \_\_\_\_\_, 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: Marcia Andrews Printed Name: Marcia Andrews Date: 2/7/12

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:**  
**Marilyn Munoz, Board Liaison, Department of Human and Veteran Services**  
**810 Datura Street, Room 350, West Palm Beach, FL 33401**  
**[mmunoz@pbcgov.org](mailto:mmunoz@pbcgov.org)**

**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

**Homeless Advisory Board Member Category and Seat Number  
10/1/2011 – 9/30/2014**

<b>Seat Number</b>	<b>Seat Requirement</b>	<b>Name of Member</b>	<b>Term of Appointment</b>
1	Palm Beach County Commissioner	Priscilla Taylor	10/1/11-9/30/13
2	Palm Beach County Sheriff Office Representative	Jeff Lindskoog	10/1/11-9/30/13
3	Palm Beach County School District Representative	<i>Marcia Andrews*</i>	10/1/11-9/30/14
4	Florida Department of Children and Families Representative	<i>TBA</i>	10/1/11-9/30/14
5	Business Representative	Dean Lavalley	10/1/11-9/30/13
6	Business Representative	Philip D. Lewis	10/1/11-9/30/13
7	Business Representative		10/1/11-9/30/14
8	Business Representative		10/1/11-9/30/14
9	Business Representative		10/1/11-9/30/14
10	Formerly Homeless Individual Representative		10/1/11-9/30/14
11	Formerly Homeless Family Representative		10/1/11-9/30/14
12	Faith-Based Community Representatives	Leo Abdella	10/1/11-9/30/13
13	Faith-Based Community Representatives		10/1/11-9/30/14
14	Housing Authority Representative	Judie Aigen	10/1/11-9/30/13
15	League of Cities Representative		10/1/11-9/30/14
16	Homeless Coalition Representative	Jordan Hunt	10/1/11-9/30/13
17	Veterans Administration Representative	Charleen Szabo	10/1/11-9/30/13
18	Homeless and Housing Alliance Representative	Daniel Gibson	10/1/11-9/30/13
19	Community Advocate		10/1/11-9/30/14

\*To be appointed.

School Board Member Marcia Andrews is an extremely dedicated professional with 35 years experience as an educator in Palm Beach County School District. Her passion for helping others led her into the field of teaching at the middle school level. Through the years she has served as an Assistant Principal, Principal, Director, and Chief Officer of Human Resources. After retirement, Marcia started volunteering in the community and later started Up Front Consulting, LLC.

Mrs. Andrews has always been active in community and civic organizations: Listed are some of her community and civic associations.

- . She served as Chairman of the Urban League of Palm Beach County
- .Member and Officer of Payne Chapel A.M.E. Church
- . Member of Zeta Phi Beta Sorority
- .Past President of Florida Association of School Personnel Administrators
- .Member of the Palm Beach County Democratic Party Executive Committee
- .Served on the PTA and SAC at Cypress Trails Elementary School and Crestwood Middle School
- .Served on the Glades Tri Cites Community Education Committee.

Marcia grew up in Palm Beach County and graduated from Roosevelt High School. She graduated with a Bachelor in Education from FAU and a Masters in Administration and Supervision from Nova University. She enjoyed teaching her students and worked hard to make sure they were successful. Marcia wants to continue to be a change agent for building better school and community relations.

School Board Member Marcia Andrews has been married to Robert Andrews for 40 years and has one daughter and five grandchildren. She enjoys tennis, exercising, and jogging.

RESOLUTION NO. R2011 - 1233

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 30<sup>th</sup>. 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 Aaronson, who moved its adoption. The motion was seconded by Commissioner Vana, and upon being put to a vote, the vote was as follows:

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

The Chairperson thereupon declared the Resolution duly passed and adopted this 16th day of August, 2011.

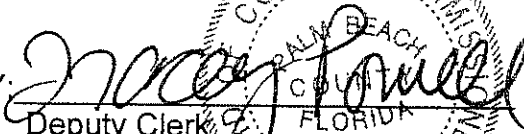
APPROVED AS TO FORM AND  
LEGAL SUFFICIENCY

BY:

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

ATTEST:  
SHARON R. BOCK,  
CLERK & COMPTROLLER

BY:

  
\_\_\_\_\_  
Deputy Clerk

