

6A-1

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS

BOARD APPOINTMENT SUMMARY

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Meeting Date: August 14, 2012

Department: Community Services
Advisory Board: Palm Beach County HIV CARE Council
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I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to approve: Appointment/Reappointment of five (5) individuals for terms of two (2) years with expiration dates as indicated below and proposed seat changes of three (3) current members to the Palm Beach County HIV Comprehensive AIDS Resources Emergency (CARE) Council.

<u>Seat No.</u>	<u>Appointment</u>	<u>Seat Requirement</u>	<u>Term Expires</u>
3	Marsharee Chronicle	Community Based Organizations	08/13/2014
9	Elaine Esplin	Mental Health Provider	08/13/2014
30	Julie Graham	Hospital Planning Agencies	08/13/2014
32	Lorenzo Lowe	HIV/AIDS Prevention	08/13/2014

<u>Seat No.</u>	<u>Reappointment</u>	<u>Seat Requirement</u>	<u>Term Expires</u>
13	Kenny Talbot	Affected Community	08/13/2014

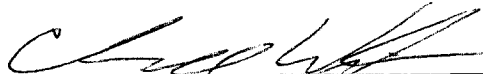
<u>Current Seat No.</u>	<u>Proposed Seat No.</u>	<u>Appointment</u>	<u>Proposed Seat Requirement</u>	<u>Term Expires</u>
22	1	Rafael Abadia	Health Care Provider	11/14/2013
32	25	Nichole Leidesdorf	Non-elected Community Leader	07/19/2013
1	22	Lorenzo Robertson	Affected Community	05/02/2013

Summary: (On page 3)

Background and Justification: (On page 3)

Attachments:

1. Boards/Committees Applications
 2. Proposed Inventory of Seats List
 3. HIV CARE Council Nominations Policy No. 10
- =====

Recommended By:  7/18/12
Department Director Date

Legal Sufficiency:  7/23/12
Chief Assistant County Attorney Date

II. REVIEW COMMENTS

A. Other Department Review:

Department Director

Summary: (Continued from Page 1) The Palm Beach County HIV CARE Council Bylaws state that total membership shall be no more than 33 members. Founding members were appointed for two (2) year terms with subsequent terms of two (2) years. The Palm Beach County HIV CARE Council nomination process is an open process with publicized criteria and legislatively defined conflict of interest standards. Four (4) new appointments and one (1) reappointment have successfully completed the Palm Beach County HIV CARE Council nominations process, and the Palm Beach County HIV CARE Council has recommended their appointments and reappointments. Marsharee Chronicle and Lorenzo Lowe have disclosed that they are employed by Compass, Inc. that contracts with the County for support services. Elaine Esplin has disclosed that she is employed by Comprehensive AIDS Program of Palm Beach County, Inc./FoundCare, Inc. that contracts with the County for medical and support services. Julie Graham has disclosed that she is employed by Treasure Coast Health Council, Inc. d/b/a Health Council of South East Florida that contracts with the County for medical and administrative services. The Palm Beach County HIV CARE Council provides no regulation, oversight, management, or policy-setting recommendations regarding contracts. Disclosure of these contractual relationships is being provided in accordance with the provisions of Sec. 2-443, of the Palm Beach County Code of Ethics. Due to employment changes, and in an effort to most accurately reflect mandatory seat requirements, seat changes for three (3) current members are being recommended. Rafael Abadia is currently in Seat No. 22 but will be moved to Seat No. 1. Nichole Leidesdorf is currently in Seat No. 32 but will be moved to Seat No. 25. Lorenzo Robertson is currently in Seat No. 1 but will be moved to Seat No. 22. (Ryan White) Countywide (TKF)

Background and Justification: (Continued from Page 1) In accordance with the Ryan White Comprehensive AIDS Resources Emergency Act of 1990 (P.L.101-381), Palm Beach County was designated an eligible metropolitan area disproportionately affected by the HIV epidemic and having a demand for services exceeding the capacity of local resources to meet that demand. The federal government, through the Department of Health and Human Services has made funds available to Palm Beach County to meet such demand. In order to access these funds, it is legally mandated by Title I (Part A) of the Ryan White Care Act that Palm Beach County designate a Title I (Part A) HIV Services Planning Council. To that end, the Board established the Palm Beach County HIV CARE Council, per Resolution No. R93-1182, dated September 21, 1993, as amended by Resolution Nos. R97-1067 and R2011-1560. The Ryan White CARE Act Amendments of 1996 mandate a nomination process for appointments to Title I (Part A) Planning Councils. As vacancies occur on the CARE Council, replacements are selected in accordance with the HIV CARE Council nominations process that was adopted by the CARE Council and approved on June 25, 2012. With the addition of these appointments and reappointment, the Palm Beach County HIV CARE Council is comprised of four (4) Black males, eight (8) Black females, seven (7) White females, three (3) White males, one (1) Hispanic male, one (1) Hispanic female, and one (1) Multi-race male.

**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 HIV CARE Council Advisory Not Advisory

At Large Appointment or District Appointment / District #: _____

Term of Appointment: 2 Years. From: August 14, 2012 To: August 13, 2014

Seat Requirement: CBO's serving affected populations/ASOs Seat #: 3

*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: Chronicle Marsharee M
Last First Middle

Occupation/Affiliation: Health Services Director

Owner Employee Officer

Business Name: Compass

Business Address: 201 N. Dixie Hwy

City & State: Lake Worth FL Zip Code: 33460

Residence Address: 401 S. Lakeside Drive #4

City & State: Lake Worth FL Zip Code: 33460

Home Phone: () N/A Business Phone: 561 533-9699 Ext. 4004

Cell Phone: 561 543-1694 Fax: 561 586-0635

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

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
R2012-0483	Community Services	HIV Health Support Services (Formula)	3/1/12-2/28/13
pending R2012 0813	Community Services (Attach Additional Sheet(s), if necessary) (supplemental)	HIV Health Support Services	3/1/12-2/28/13

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: Marsharee Chronick Printed Name: Marsharee Chronick Date: 6/18/12

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 or contact us via email at ethics@palmbeachcountyethics.com or (561) 233-0724.

Return this FORM to:
Sonja Holbrook, Department of Community Services
810 Datura Street, West Palm Beach, FL

Section III (Commissioner, if applicable):

Appointment to be made at BCC Meeting on: 8/14/12

Commissioner's Signature: _____ Date: _____

Marsharee M Chronicle
401 South Lakeside Drive
Apt. 4
Lake Worth, FL 33460
(561) 543-1694
marsharee.chronicle@gmail.com

OBJECTIVE: To obtain a position in which I can leverage my educational and professional experience to carry out the vision and mission of the organization.

QUALIFICATIONS SUMMARY

- Over 10 years of non-profit organization/program experience
- Program management and supervisory experience
- Event planning, outreach, and recruitment skills
- Strong client centered skills
- Education and training skills
- Passionate commitment to community development
- Grant Writing

EMPLOYMENT HISTORY

Compass, Inc., the largest gay and lesbian center in the Southeast United States, and the seventh largest in the nation. (April 2005-Present)

Health Services Director [promotion] (May 2011-present)

- Supervise program coordinators for all health services programs and offsite case managers at the Health Department
- Develop program staff capacity
- Design new programming and submit written appeals to secure additional funding
- Ensure monthly program goals are met and complete monthly reports
- Provide quality assurance for program services
- Represent agency at meetings in the community

HIV Case Management Coordinator [promotion] (July 2010-May 2011)

- Supervised and trained onsite medical case management staff
- Ensured that monthly program goals were met
- Represent agency at meetings in the community

HIV Testing & Prevention Coordinator [promotion] (December 2008-May 2009)

- Promoted to this position to manage the HIV Counseling/Testing department
- Ran the day to day operations of the HIV testing and counseling services
- Administered HIV testing, pre and post test counseling, and referral services
- Represented the agency at community meetings and events
- Successfully implemented new HIV testing program and met all contract deliverables
- Supervised HIV prevention staff, interns, and volunteers

HIV Case Manager [promotion] (January 2007-November 2008); (May 2009-July 2010)

- Promoted to this position in order to case manage Spanish speaking clients
- Managed and coordinate the treatment and care of people living with HIV/AIDS.
- Provided onsite case management at the Palm Beach County Health Department after being personally requested by contract manager and onsite supervisor.
- Determined client eligibility for medical and support services according to Ryan White guidelines.

- Trained new case managers.
- Oversaw transportation access for transportation disadvantaged clients.
- Referred clients to other social service agencies to assist them in achieving economic self sufficiency.

Youth Education and Prevention Specialist (April 2005-January 2007)

- Recruited, trained and supervised youth peer educators to conduct workshops on HIV prevention and sexual orientation to over 300 youth and families per year.
- Wrote and submitted quarterly reports and yearly contract proposal to Sylvester Consortium through United Way of Palm Beach County.
- Facilitated bi-weekly support group for gay, lesbian, bisexual, transgender, and questioning youth and monthly child care group for children of gay/lesbian parents.
- Educated groups of youth, parents, and youth-serving professionals on topics such as HIV prevention, sexual orientation, and communication.
- Planned group activities and special events for youth and families in the community.

Lake Worth Community High School Adult Education Program (November 2006-February 2009)

English for Speakers of Other Languages (ESOL) Teacher

- Taught foundations level English to groups of adults.
- Planned lessons based on CASAS competencies and standards.

Planned Parenthood of the Palm Beach & Treasure Coast Area, Inc. (April 2003-April 2005)

Community Educator (Family Life and Sexuality Education)

- Facilitated daily family life and sexuality education groups for youth in teen pregnancy prevention program and monthly discussion groups for their parents; was asked to take on this responsibility at an additional site in 2004.
- Conducted workshops on sexuality for groups of teens.
- Increased the number of teens and males who accessed the community health centers.
- Attended institutes and "Train the Trainer" programs for sexuality educators

Urban League of Palm Beach County, Inc. (September 2001 – April 2003)

Assistant Director for Palm Beach County Center of Excellence [promotion]

- Promoted to position because of recognized skill in program development and implementation.
- Planned annual Brain Bowl competition; recruited high school teams for participation, promoted event, and obtained financial and in-kind sponsorship
- Successfully sought and obtained \$30,000 in grant funding to enhance program activities

Youth Development and Education Specialist

- Planned and facilitated daily after school program for youth deemed at risk for teen pregnancy
- Planned special events for youth and families

COMMUNITY INVOLVEMENT

Cornell Alumni Admissions Ambassadors Network (CAAAN) (2004-present)

- Interviewed area high school applicants to Cornell University and submitted contact reports

The SMART Ride (The Southernmost AIDS Ride) (October 2005-March 2008)

- Recruited riders and crew members for the event; participated as crew member in January 2006

EDUCATION

Cornell University

- Bachelor of Arts, Women's Studies, May 2001

SKILLS/CERTIFICATIONS

- Proficiency in Spanish language
- Grant writing
- Certified in HIV counseling, testing, and linkage
- Certified in administration of HIV rapid testing
- Certified in solution-focused interventions
- Computer proficiency
- Leadership certificate from Achieve Global Leadership Training
- Management Certificate from Harvard ManageMentor

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Section I (Department): (Please Print)

Board Name: Palm Beach County HIV CARE Council Advisory Not Advisory

At Large Appointment or District Appointment /District #: _____

Term of Appointment: 2 Years. From: 8/14/2012 To: 8/12/2014

Seat Requirement: Mental Health Provider Seat #: 9

*Reappointment or New Appointment

or to complete the term of _____ Due to: resignation other

Completion of term to expire on: _____

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Section II (Applicant): (Please Print)

APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT

Name: Esplin Elaine
Last First Middle

Occupation/Affiliation: Mental Health Counselor

Owner Employee Officer

Business Name: Comprehensive AIDS Program, Inc.

Business Address: 2330 S. Congress Ave

City & State West Palm Beach, FL Zip Code: ~~33460~~ 33406

Residence Address: 2616 Carolina Ct.

City & State Lake Worth, FL Zip Code: 33460

Home Phone: (561) 762-0720 Business Phone: (561) 304-2466 Ext. _____

Cell Phone: 661 762-0720 Fax: ()

Email Address: eesplin@cappbc.org

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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Ex: (R#XX-XXXX/PO XXX)	Parks & Recreation	General Maintenance	10/01/11-09/30/12
See attached. R 2012 0597 R 2012 0814 R 2012 0815 R 2012 0598 R 2012 0599 R 2012 0816	DCS / Ryan White ↓ (Attach Additional Sheet(s), if necessary) OR <input type="checkbox"/> NONE	HIV Support / medical Serv. ↓	3/1/12 - 2/28/13 ↓

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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: Elaine Esplin Printed Name: Elaine Esplin Date: 6/26/12

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Return this FORM to:
 Sonja Holbrook, Department of Community Services
 810 Datura Street, West Palm Beach, FL

Section III (Commissioner, if applicable):

Appointment to be made at BCC Meeting on: 8/14/12

Commissioner's Signature: _____ Date: _____

Elaine Esplin - CAP

Contractual Relationships:

Contract Transaction No	Department/Division	Description of services	Term
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Additional sheets

Contract Transaction No	Department/Division	Description of services	Term
R20120597	PB County Dept of Comm Serv	Non Medical Case Mgt	3/1/12- 2/28/13
		Health Insurance Continuation	3/1/12- 2/28/13
		Medical Case Mgt	3/1/12- 2/28/13
		Peer Mentor Program	3/1/12- 2/28/13

R20120815

R20120598	PB County Dept of Comm Serv	Medical case management	3/1/12- 2/28/13
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R20120599	PB County Dept of Comm Serv	Substance Abuse Residential	3/1/12- 2/28/13
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		Mental Health Counseling	3/1/12- 2/28/13
		Home & Comm Base H Care	3/1/12- 2/28/13
		Food Bank/Home Del Meals	3/1/12- 2/28/13
		Medical Transportation Ass	3/1/12- 2/28/13
		Emergency Financial Ass	3/1/12- 2/28/13
		Lab Diagnostic Test	3/1/12- 2/28/13
		Outpat Primary Care	3/1/12- 2/28/13
		Nurse Care Coord	3/1/12- 2/28/13
		Oral Health	3/1/12- 2/28/13

Elaine Esplin, LMHC, CAP

2616 Carolina Ct.

Lake Worth, FL 33460

Tel: 561-762-0720

E_esplin@bellsouth.net

Objective: To provide comprehensive therapeutic services to individuals, and groups affected by life circumstances, instilling hope and strengthening the system to fulfill self-directed goals.

Qualifications:

- ❖ Licensed Mental Health Counselor - LMHC
- ❖ Certified Addictions Counselor- CAP
- ❖ Excellent written and verbal communication skills
- ❖ Proven ability to work with diverse populations
- ❖ Extensive work with family systems
- ❖ Excellent knowledge of community resources
- ❖ Clinical expertise with psychosocial assessments and treatment planning
- ❖ Grants management

Experience:

2009-Present:

Comprehensive AIDS Program of Palm Beach County, Inc.

Initially hired as Linkage Specialist with a SAMHSA grant, promoted to Behavioral Health Program Manager overseeing several grants related to substance abuse treatment and prevention. Also Ryan White funds for substance abuse and mental health for those with HIV/AIDS.

1997-2009

The Hanley Center (formerly Hanley-Hazelden)

Family Program Counselor- Facilitated psycho-social program for family members affected by chemical dependency. Provided individual, group, couples, and family counseling. Developed family program manual, and workshops.

1993-1995

Comprehensive AIDS Program of Palm Beach County, Inc.

Senior Case Manager- Provided case management services to population affected by HIV diagnosis.

1990-1992

Lighthouse For The Blind

Social Worker- Provided intake, assessment and counseling for those affected by visual impairments. Services were delivered to senior popu-

Education: **Masters of Science in Mental Health Counseling**
Nova Southeastern University, Ft. Lauderdale, FL

Bachelor's of Social Work (BSW)
Ryerson University, Toronto, ON

Affiliations: Florida Mental Health Counselor's Association
American Counseling Association
Florida Certification Board – through CAP

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BOARDS/COMMITTEES APPLICATION**

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Section I (Department): (Please Print)

Board Name: Palm Beach County HIV CARE Council Advisory Not Advisory

At Large Appointment or District Appointment /District #: _____

Term of Appointment: 2 Years. From: 8/14/2012 To: 8/13/2014

Seat Requirement: Hospital Planning Agencies or other health planning agencies Seat #: 30

*Reappointment or New Appointment

or to complete the term of _____ Due to: resignation other

Completion of term to expire on: _____

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Section II (Applicant): (Please Print)

APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT

Name: Graham Julie
Last First Middle

Occupation/Affiliation: Health Planning
Owner Employee Officer

Business Name: Health Council of Southeast Florida

Business Address: 600 Sandtree Dr. Suite 101

City & State Palm Beach Gardens, FL Zip Code: 33403

Residence Address: 107 Landward Dr.

City & State Jupiter, FL Zip Code: 33477

Home Phone: (617) 680-8400 Business Phone: (561) 844-4220 Ext. 15

Cell Phone: () Fax: ()

Email Address: jgraham@hcsef.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

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<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 & Recreation</u>	<u>General Maintenance</u>	<u>10/01/11-09/30/12</u>
<u>R2012 0487</u>	<u>Ryan White</u>	HIV Specialty Care and CARE Council Support	<u>3/1/12 - 2/28/13</u>
<u>R2012 - 0821</u>	<u>Ryan White</u>	<u>HIV Specialty Care</u>	<u>3/1/12 - 2/28/13</u>

(Attach Additional Sheet(s), if necessary)

OR NONE

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- 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: Julie Graham Date: 6/26/12

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 or contact us via email at ethics@palmbeachcountyethics.com or (561) 233-0724.

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 Sonja Holbrook, Department of Community Services
 810 Datura Street, West Palm Beach, FL

Section III (Commissioner, if applicable):

Appointment to be made at BCC Meeting on: 8/14/12

Commissioner's Signature: _____ Date: _____

Julie K. Graham

107 Landward Drive, Jupiter, FL 33477 ▪ 617-680-8400 ▪ jkgraham@gmail.com

Profile

Motivated individual with a positive outlook and a desire to improve public health by working to promote wellness and prevent disease. Professional training and education in the health field and extensive experience in a business ownership position handling personnel, project, and office management. A fast learner who enjoys collaborating with others and also works well individually. Thrives in a fast-paced environment with other motivated individuals. Recognized for dedication and careful attention to work, strong sense of responsibility, excellent organizational abilities and superior problem solving skills. Strong sense of professionalism and high level of competence allows for work in complex and dynamic professional environments

Education

JOHNS HOPKINS BLOOMBERG SCHOOL OF PUBLIC HEALTH – Baltimore, MD

Master of Public Health, August 2011

GPA: 3.9/4.0

Coursework:

Effective Writing for Public Health Change, Introduction to the U.S. Healthcare System, Program Planning for Health Behavior Change, Suicide as a Public Health Problem, Managing Health Service Organizations, Introduction to Risk Sciences and Public Policy, Psychiatric Epidemiology, Obesity Economics, Fundamentals of Epidemiology, Statistical Reasoning in Public Health, Public Health Practice, Problem Solving in Public Health, Prevention of Mental Disorders: Public Health Interventions, Adolescent Health and Development, A New View: Improving Public Health Through Social and Behavioral Tools and Approaches, Training Methods and Continuing Education for Health Workers, Public Health Perspectives on Research, Perspectives of Psychiatry: The Public Health Framework, History of Public Health, Environmental Health, Introduction to Persuasive Communication

TUFTS UNIVERSITY, FRIEDMAN SCHOOL OF NUTRITION SCIENCE AND POLICY – Boston, MA

Nutritional Biochemistry and Metabolism, Master of Science Program

12 credit hours completed toward graduate degree

GEORGETOWN UNIVERSITY – Washington, DC

Bachelor of Science, Health Studies, Science Track, May 2003

GPA 3.5/4.0, Cum Laude, top 17 of program

Health Studies Scholar 2003 and 2002, 2003 Second Honor Lists

Member of Health Studies Honor Society

AMERICAN UNIVERSITY – Washington, DC

GPA: 3.89/4.0

Honors Program Participant

Dean's List, 1999, 2000, 2001

Skills Summary

- Project Management and Coordination
- Office/ Personnel Management
- Team-building / Team-leading
- Accounting and Bookkeeping
- Project Budgeting
- Business Development
- Marketing
- Data Analysis
- Presentations /Material Preparation
- Laboratory Techniques
- Internet Research
- Scientific and Legal Research

Professional Experience

PROJECT AND PERSONNEL MANAGEMENT

- Project lead on large scale Community Health Assessments (CHA) and Community Health Improvement Plans (CHIP)
- Project Director for patient navigation initiative in Palm Beach County, Florida
- Collaboration and communication with other involved parties in programs and transactions
- Research alternative methods for project completion
- Evaluation of current systems and methods and make suggestions for improvements
- Budgeting for projects and office systems including obtaining quotes and meeting with potential service providers
- Preparation of status reports for projects
- Brainstorm new approaches to project issues
- Interview potential employees and collaborators

- Organize weekly personnel meetings
- Address personnel concerns, Discuss and mediate personnel issues
- Prepare necessary paperwork and presentation materials for meetings and events
- Negotiation within office and with other involved parties regarding procedures and transactions
- Preparation of memos regarding meeting and telephones conferences

OFFICE MANAGEMENT

- Oversee all financial aspects of two companies
- Maintenance of insurance (errors and omissions, liability, worker's compensation, health insurance)
- Assure company and employee adherence to necessary regulations and standards of practice
- Research new guidelines, devise plan for and oversee implementation
- Review company contracts (with service providers and transactional)
- Address and resolve client concerns
- Organize marketing campaigns, devise marketing strategies and prepare materials
- Prepare budget reports
- Plan and lead meetings with other owners and colleagues
- Implement new systems for office procedures
- Order supplies and equipment

LABORATORY TECHNIQUES, RESEARCH AND DOCUMENT PREPARATION

- Co-author on federal grant application
- Lead author on Community Health Assessments
- Research on Department of Health and Human Services grant regarding breast cancer and estrogen receptor activation
- Conduct and manage laboratory research on studies related to infectious disease and lipid metabolism with a focus on diet and nutrition as they relate to HIV, heart disease, diabetes and obesity.
 - Experience with luciferase assays, condensate extraction, tissue culture, plasmid growth and purification, analysis of lipid profiles in blood samples, ELISA PAI-1 assays and fibrinogen coagulation
 - Research for publication and named participant: "Effects of Tobacco Smoke Condensate on Estrogen Receptor- α Gene Expression and Activity", Martin et al. *Endocrinology*, 2007; 148: 4676-4686
 - Presentation at Georgetown University Nursing and Health Studies Undergraduate Research Conference
 - Collaboration with colleagues to organize, integrate and process data into spreadsheets and presentations
 - Assist senior scientists in the preparation of scientific papers for submission to journals

Employment History

HEALTH COUNCIL OF SOUTHEAST FLORIDA – Palm Beach Gardens, Fl

Community Health & Program Planner / Project Director, 2012

Member Liaison Coordinator, 2011-2012

BENOIT REAL ESTATE GROUP, LLC – Somerville, MA

Partner/Manager/Broker, 2005-2010

BENOIT LAW OFFICE – Somerville, MA

Manager/Legal Assistant, 2007-2010

TUFTS UNIVERSITY – HUMAN NUTRITION RESEARCH CENTER ON AGING – Boston, MA

Senior Research Technician/Interim Lab Manager, Nutrition/Infection and Lipid Metabolism Units, 2003-2005

GEORGETOWN UNIVERSITY, LOMBARDI CANCER CENTER – Georgetown, DC

Intern, 2003

Memberships, Volunteer Work and Interests

MEMBERSHIPS

- NAMI Mass – National Alliance on Mental Illness, Massachusetts
- The National Society of Collegiate Scholars – Georgetown University Chapter

VOLUNTEER WORK

- Participant in Cross-Cultural Solutions volunteer program in Salvador, Brazil

INTERESTS

- Healthful cooking, music, traveling, reading, running, playing tennis, hiking and other outdoor activities

**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 HIV CARE Council Advisory Not Advisory

At Large Appointment or District Appointment /District #: _____

Term of Appointment: 2 Years. From: 8/14/2012 To: 8/13/2014

Seat Requirement: HIV/AIDS Prevention Seat #: 32

*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: Lowe Lorenzo
Last First Middle

Occupation/Affiliation: HIV/AIDS Prevention
Owner Employee Officer

Business Name: Compass, Inc..

Business Address: 201 N. Dixie Hwy

City & State: Lake Worth, FL Zip Code: 33460

Residence Address: 1398 W. 36th St.

City & State: Riviera Beach Zip Code: 33404

Home Phone: (561) 572-6681 Business Phone: (561) 533-9699 Ext. 4009

Cell Phone: () Fax: ()

Email Address: lorenzo@compassglcc.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>
Ex: (R#XX-XXXX/PO XXX)	Parks & Recreation	General Maintenance	10/01/11-09/30/12
R2012-0483	DCS/Ryan White	Ryan white HIV Services	3/1/12-2/28/13
R2012-0813	DCS/Ryan White	Ryan white HIV Services	3/1/12-2/28/13

(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:  Printed Name: Lorenzo Lowe Date: 8/26/2012

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 or contact us via email at ethics@palmbeachcountyethics.com or (561) 233-0724.

Return this FORM to:
Sonja Holbrook, Department of Community Services
810 Datura Street, West Palm Beach, FL

Section III (Commissioner, if applicable):

Appointment to be made at BCC Meeting on: 8/14/12

Commissioner's Signature: _____ Date: _____

Lorenzo Lowe
1398 West 36th Street, Riviera Beach, Florida 33404
(C) 561-572-6681
blkfeather_breath@yahoo.com

Professional with excellent communication skills, partnership and relationship building skills. Multi-tasker, successful in working with and meeting deadlines. Excellent interpersonal, organization, problem solving, decision-making and negotiation skills. Detailed & result oriented.

Education: **John I. Leonard High School Lake Worth, FL**
Diploma-General Studies/Vocational Degree Jun/94-May/98
University of Phoenix, Axia College, Phoenix AZ
Human Services Management AA Degree Jan/07- Dec/09
HIV/AIDS 500/501 Certified
The Department of Health, Jun/2011

Work Experience:

Feb/10 – Present Compass Lake Worth, FL
HIV Prevention Coordinator

- Coordinator of the HIV Prevention Program and the Social Networking Strategies (SNS) Program.
- Supervised a team of 15 including staff and volunteer testers and managed a team of 55 envoys for SNS.
- Coordinated testing events such as World AIDS Day, National HIV Testing Day, and Pridefest
- Maintained database of all tests completed in to a Supply Inventory while maintaining confidentiality
- Conducted HIV 104 courses within the community, while providing Rapid Testing
- Stellar Counseling, Testing, and Linkage (CTL) services.
- Collaborated with other community leaders within the Department of Health, and other Community Based Organizations

May/09- 02/2011 CARP West Palm Beach, FL
Behavioral Health Technician

- Worked with adolescent males addicted to substances.
- Duties included ensuring client treatment adherence daily.
- Lead and monitored groups and activities with clients daily.
- Coordinated educational activities for all summer programs.
- Responsible for executing skills that benefit client health and treatment recommendations are followed.

Jul/09 –May/11 Comprehensive Aids Program Palm Springs, FL
HIV Community Outreach Assoc./Volunteer

- Provided Rapid testing and conducted HIV 104 educational courses for facilities.
- Conducted neighborhood outreach to the communities while targeting minority populations for testing and assessments.

Jul/07 – Dec/09 State of Florida West Palm Beach, FL.
Legal Secretary

Assistant to Magistrate Judette N. Fanelli of the 15th Judicial Circuit.

- Coordinate trial dates with attorneys and pro se litigants.
- Responsible for scheduling Marchman Act, Baker Act, and Family Case hearings.
- Provided specific services for substance abuse clients.
- Administrative duties also included completing documented orders, mailing, and answering high volume of calls.

References

Professional:

Verneka Owens 561-502-3979	Deputy Sheriff of Palm Beach County
LaTosha Lowe-Goode 561-355-7252	Media Relations of State Attorney's Office
Julius White 561-319-5869	Medical Case Manager of Compass

Personal:

Monica Banks 561-201-3126	Jupiter Police Officer Friend	9 years
Stephen Routhier 561-248-3007	Contractor Friend	13 years
Shameka Fuller 628-2200	RN	11 years
Nikole Moton 954-663-9596	Teacher/Customer Service Friend/Former Co-Worker	7 years

**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 HIV CARE Council Advisory Not Advisory

At Large Appointment or District Appointment /District #: _____

Term of Appointment: 2 Years. From: 8/14/2012 To: 8/13/2014

Seat Requirement: Affected Communities Seat #: 13

*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: 0

Section II (Applicant): (Please Print)

APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT

Name: Talbot Kenny
Last First Middle

Occupation/Affiliation: N/A

Owner Employee Officer

Business Name: _____

Business Address: _____

City & State _____ Zip Code: _____

Residence Address: 12930 Arrowwood Drive

City & State Palm Beach Gardens Zip Code: 33418

Home Phone: (561) 290-5070 Business Phone: () Ext. _____

Cell Phone: () Fax: ()

Email Address: kennynvegas@yahoo.com

Mailing Address Preference: Business Residence

Have you ever been convicted of a felony: Yes _____ No 2

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.

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By watching the training program on the Web, DVD or VHS
 By attending a live presentation given on 8/29, 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: [Signature] Printed Name: Kevin Tabor Date: 5/3/12

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 or contact us via email at ethics@palmbeachcountyethics.com or (561) 233-0724.

Return this FORM to:
Sonja Holbrook, Department of Community Services
810 Datura Street, West Palm Beach, FL

Section III (Commissioner, if applicable):

Appointment to be made at BCC Meeting on: 8/14/12

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

Kenny Talbot
12930 Arrowwood Drive
Palm Beach Gardens, FL 33411
Phone: (561) 290*5070
E-mail: kennynvegas@yahoo.com

I have a strong desire in improving my community and bringing awareness to HIV/AIDS. In the past, I have gained a great deal of leadership experience and recognize the importance of teamwork through my work serving as the Vice President of a Home Owner's Association for four years, and serving as the Lead Foreman. In the two years that I have been a member of the Palm Beach County HIV CARE Council, I have participated in its Planning, Community Awareness, and Priorities & Allocations (P&A) committees. I have learned a lot from and provided valuable input to the committees and its members. I have seen the great impacts from the work and initiatives done by the CARE Council, and have a great understanding of how important an organization like this is. I understand that being a member of such an organization is a true honor and have a strong desire in wanting to continue as a member of this body. In submitting my application for reappointment to the CARE Council, I hope to continue my participation, gain more knowledge, and continue to serve and help the community of Palm Beach County.

Palm Beach County HIV CARE Council

Proposed Inventory of Seats

Updated 7/5/2012

Grey Shading = Federally Mandated Seat Pastel Shading = Federally Mandated Category **Bold = OPEN CHAIR**

Waiting for BCC approval new member

SEAT	PROVIDERS - SEATS 1-11	OCCUPANT	POSITION/ORGANIZATION	TERM EXPIRES	DEMOGRAPHIC INFO.
1	Health care provider, including federally qualified health centers	Rafael Abadia	PBC Health Department	11/14/13	HISM
2	Community-Based Organizations serving affected populations/AIDS Service Organizations	Vicki Ann Tucci	Legal AID Society of Palm Beach County, Inc.	7/19/2013	WF
3	Community-Based Organization serving affected populations/AIDS Service Organizations	Marshree Chronicle	Compass		BF
4	Community-Based Organizations serving affected population/AIDS Service Organizations	OPEN CHAIR			
5	Social Service Providers, including housing and homeless service providers	OPEN CHAIR			
6	Social Service Providers, including housing and homeless service providers	OPEN CHAIR			
7	Social Service Providers, including housing and homeless services providers	Kimberly Rommel-Enright	Legal AID Society of Palm Beach County, Inc.	11/14/2013	WF
8	Social Service Providers, including housing and homeless service providers	OPEN CHAIR			
9	<u>Mental Health and/or Substance Abuse Provider</u>	<u>Elaine Esplin</u>	<u>CAP</u>		<u>WF</u>
10	Substance Abuse and/or Mental Health Providers	Rosalyn Collins	Gratitude House	11/14/2013	BF
11	Local Public Health Agencies	Mary Piper Kannel	PBC Health Department	5/2/2013	WF

Palm Beach County HIV CARE Council

Proposed Inventory of Seats

SEAT	AFFECTED COMMUNITIES, INCLUDING PLWH AND HISTORICALLY UNDER-SERVED SUBPOPULATIONS AND/OR INDIVIDUALS CO-INFECTED WITH HEPATITIS B/C – SEATS 12 - 22	OCCUPANT	POSITION/ ORGANIZATION	TERM EXPIRES	DEMOGRAPHIC INFO.
12	Affected Communities, including People Living with HIV/AIDS and historically under-served subpopulations and/or individuals co-infected with Hepatitis B/C	Mary Jane Reynolds	Community Member	5/2/2013	BF
13	Affected Communities, including People Living with HIV/AIDS and historically under-served subpopulations and/or individuals co-infected with Hepatitis B/C	Kenny Talbot	Community Member	8/15/2012	W/HISM
14	Affected Communities, including People Living with HIV/AIDS and historically under-served subpopulations and/or individuals co-infected with Hepatitis B/C	Glenn Krabec, PhD	Community Member	5/2/2013	WM
15	Affected Communities, including People Living with HIV/AIDS and historically under-served subpopulations and/or individuals co-infected with Hepatitis B/C	OPEN CHAIR			
16	Affected Communities, including People Living with HIV/AIDS and historically under-served subpopulations and/or individuals co-infected with Hepatitis B/C	Cecil Smith	Community Member	5/2/2013	BM
17	Affected Communities, including People Living with HIV/AIDS and historically under-served subpopulations and/or individuals co-infected with Hepatitis B/C	Bobbie Cleveland	Community Member	5/2/2013	BF
18	Affected Communities, including People Living with HIV/AIDS and historically under-served subpopulations and/or individuals co-infected with Hepatitis B/C	Melissa McGee	Community Member	11/14/2013	BF
19	Affected Communities, including People Living with HIV/AIDS and historically under-served subpopulations and/or individuals co-infected with Hepatitis B/C	Shirley Samples	Community Member	5/2/2013	BF
20	Affected Communities, including People Living with HIV/AIDS and historically under-served subpopulations and/or individuals co-infected with Hepatitis B/C	Don Hilliard	Community Member	11/14/2013	WM
21	Affected Communities, including People Living with HIV/AIDS and historically under-served subpopulations and/or individuals co-infected with Hepatitis B/C	Laurence Osband	Community Member	5/2/2013	WM
22	Affected Communities, including People Living with HIV/AIDS and historically under-served subpopulations and/or individuals co-infected with Hepatitis B/C	Lorenzo Robertson	Community Member	5/2/2013	BM

Palm Beach County HIV CARE Council

Proposed Inventory of Seats

SEAT	NON-ELECTED COMMUNITY LEADERS – SEATS 23 - 33	OCCUPANT	POSITION/ ORGANIZATION	TERM EXPIRES	DEMOGRAPHIC INFO.
23	Non-Elected Community Leaders	OPEN CHAIR			
24	Non-Elected Community Leaders	Juny Tetevi	CommCare Pharmacy	7/19/2013	BF
<u>25</u>	<u>Non-Elected Community Leaders</u>	<u>Nichole Leidesdorf</u>	<u>N/A</u>	<u>7/19/2013</u>	<u>WF</u>
26	Non-Elected Community Leaders	OPEN CHAIR			
27	Non-Elected Community Leaders	OPEN CHAIR			
28	State Medicaid Agency	Cindy Barnes	Medicaid	11/14/2013	WF
29	State Part B Agency	Dr. Marlinda Jefferson	Minority Dev. & Empowerment	11/14/2013	HISF
<u>30</u>	<u>Hospital Planning Agencies or other health care planning agencies</u>	<u>Julie Graham</u>	<u>HCSEF</u>		<u>WF</u>
31	Part D, or if none present, representatives of organizations addressing the needs of children, youth, and families with HIV	Shantreirra Monroe	Families First	7/19/2013	BF
<u>32</u>	<u>Other federal HIV Programs, including HIV Prevention Program</u>	<u>Lorenzo Lowe</u>	<u>Compass</u>		<u>BM</u>
33	Representative of/ or formerly incarcerated People Living with HIV/AIDS	Thomas McKissack	Jerome Golden Center for Behavioral Health	7/19/2013	BM

Demographic Info Key: BF= Black Female, BM= Black Male, HAIF= Haitian Female, HAIM= Haitian Male, WF= White Female, WM= White Male, HISF= Hispanic Female, HISM= Hispanic Male, M= Multi-Race

Palm Beach County HIV CARE Council

Council Policy

Policy Number: 10
Approved: April 30, 2001
Amended: January 26, 2004
Amended: November 16, 2009
Amended: November 22, 2010
Amended: June 27, 2011
Amended: June 25, 2012
Issue: Nominations Process for CARE Council Membership

This policy is adopted by the Palm Beach County HIV CARE Council (CARE Council), for the purpose of ensuring there is an open and fair nominations process which will provide for a CARE Council membership which is reflective of the AIDS epidemic in Palm Beach County, Florida. In addition, it is the intention of the CARE Council to maintain a nominations policy which complies with directives of the Division of HIV Services (DHS) and the Health Resources Services Administration (HRSA) as those directives relate to the Ryan White Act.

I. Legislative Background:

Section 2602(b) of the reauthorized Ryan White Act states: "Nominations to the planning council (CARE Council) shall be identified through an open process and candidates shall be selected based upon locally delineated and published criteria. Such criteria shall include a conflict of interest standard for each nominee."

II. Expectations:

An open nominations process, in combination with other legislative requirements and existing DHS policy on PLWH participation, shall result in broad and diverse community inclusion and culturally competent deliberations in CARE Council processes. The CARE Council will only approve and/or appoint members who have gone through the nominations process and shall appoint members on a timely basis to ensure minimum disruption to CARE Council activities.

Nominations to the Council shall be sought from a wide spectrum of potential members. Recruitment shall be made through existing Council committees and through ongoing solicitation through existing council members, service providers, outreach through advertising, and staff working with consumers of HIV/AIDS services. Particular consideration shall be given to disproportionately affected and historically underserved groups and sub-populations.

Every member of the CARE Council is encouraged to actively recruit members to fill gaps in Council membership. Recruitment is not just the Membership Committee's responsibility. Council members should use their own network and seek key contacts in other communities

to help identify potential members to fill gaps and to provide individuals to participate in CARE Council committee activities.

III. Steps in the Nominations Process:

1. When necessary advertising may be placed in various publications countywide notifying the public of the need for participation through membership on the CARE Council. Included in the advertising shall be notification of the need to fill membership positions based upon the demographics of the epidemic in Palm Beach County, and to ensure legislatively mandated positions are filled. A time limit for return of applications shall be included in the notification.
2. Potential applicants shall be provided a nominations packet containing a letter describing roles and responsibilities of the council, duties of membership, time expectations, gaps in representations, conflict of interest standards, HIV disclosure requirements, and an overview of the selection process and timeline; within three (3) business days of request. There shall also be an application form used to gather information about: relevant experience, expertise, skills, the person's interest in serving, the perspective he or she might bring to the CARE Council, how his or her peer group might relate to groups affected by HIV, and other related information.
3. Each returned application will be issued a document number, and receipt shall be logged in for tracking purposes.
4. CARE Council staff will review all application forms and will recommend a list of persons for the Membership Committee to interview per "Procedure for Applicant Interviews." When two or more persons apply for the same slot, the committee will interview at least two applicants for the slot. Interviews shall be conducted by at least two committee members—one of which must be the Chair or Vice Chair and a staff member, according to a structured interview format. Open ended questions about past experience on boards, ideas about significant HIV/AIDS issues and professional or affected community linkages shall be incorporated into the interview.
5. After the interviews are completed, the results of each interview are discussed at the next regularly scheduled Membership Committee meeting. When reviewing candidates for membership, the committee will consider the following factors: attendance at CARE Council meetings, and involvement on committees. The Membership Committee may also consider activities such as involvement in Membership Development Sessions. In addition, seat availability, the demographics of the board and candidate qualification will be taken into consideration. The final committee recommendations will be forwarded to the Executive Committee and, if approved, to the Palm Beach County HIV CARE Council. If the recommendation is accepted by the CARE Council, the individual's name will then be forwarded to the Palm Beach County Board of County Commissioners for appointment. The candidate must document completion of the Palm Beach County ethics training prior to submission of their name to the Palm Beach County Board of County Commissioners. In the event a recommended candidate is not acceptable to the Palm Beach County Board of County Commissioners, a request for a replacement candidate, if available, will be forwarded to the Membership Committee and the Membership Committee will provide the name of

another candidate to the Palm Beach County HIV CARE Council. If the recommendation is accepted by the CARE Council, the individual's name will then be forwarded to the Palm Beach County Board of County Commissioners for appointment.

Candidates must fulfill the following requirements prior to being forwarded for CARE Council Membership:

Candidates must join one (1) committee and attend at least three (3) meetings, one (1) of which must be either a CARE Council meeting or CARE Council sponsored training (inclusive of annual retreat), within a one (1) year period.

Documented exceptions to these requirements may be made, based upon the need of the CARE Council or in an extenuating circumstance, at the discretion of the Membership Committee Chair with the approval of the Executive Committee.