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PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS

BOARD APPOINTMENT SUMMARY

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Meeting Date: August 14, 2012

Department: Community Services  
Advisory Board: Citizens Advisory Committee on Health and Human Services  
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I. EXECUTIVE BRIEF

**Motion & Title:** Staff recommends motion to approve: Reappointment of one (1) member to the Citizens Advisory Committee on Health and Human Services for a three (3) year term as indicated below.

<u>Seat No.</u>	<u>Nominee</u>	<u>Seat Requirement</u>	<u>Term</u>	<u>Nominated By:</u>
7	Barbara Jacobowitz	Support Services	10/01/2012 - 09/30/2015	Comm. Aaronson

**Summary:** The Citizens Advisory Committee on Health and Human Services consists of 11 members with at least one (1) member being a resident west of the 20 Mile Bend and at least one (1) member being a representative of the Palm Beach County League of Cities. Ms. Jacobowitz previously served on this committee; however, she was removed due to lack of attendance. She has now expressed interest in returning to her vacant seat. The Board of County Commissioners was notified by memo dated May 17, 2012, requesting nominations for appointment. Countywide (TKF)

**Background and Justification:** The Citizens Advisory Committee on Health and Human Services was established in 1990. The Committee is currently charged with assisting the Board of County Commission in the assessment of need, planning, implementation and evaluation of a system of care, as defined in the Health and Human Services Element of the Palm Beach County Comprehensive Plan. Further, the Committee has the responsibility to: 1) make recommendations on an annual basis during the Financially Assisted Agency funding process regarding services and funding priorities, outcomes and contract requirements; 2) create a forum for citizen participation; 3) make recommendations to the Land Use Advisory Board and Board of County Commissioners regarding amendments to the Health and Human Services Element of the Comprehensive Plan; 4) serve as a link to local and regional health and human service planning organization; and 5) make recommendation on the collection of data necessary to analyze the health and human service needs of people in Palm Beach County. Chapter 9J-5, F.A.C. also requires "the local governing body and local planning agency to adopt procedures that provide for and encourage public participation in the planning process." The Citizens Advisory Committee on Health and Human Services has been designated to meet this requirement. Including the current request for reappointment, the Citizens Advisory Committee on Health and Human Services is comprised of one (1) African American male, five (5) White females, three (3) White males, and one (1) Hispanic female.

- Attachments:**
1. Boards/Committees Application with Résumé
  2. Current Membership List
  3. Resolution No. R2001-0913

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Recommended By: [Signature] Department Director Date 7/18/12

Legal Sufficiency: [Signature] Chief Assistant County Attorney Date 7/19/12

**II. REVIEW COMMENTS**

**A. Other Department Review:**

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**Department Director**



**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: Barbara Jacobowitz Name: Barbara Jacobowitz Date: 6/25/12

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:  
 {David Rafaidus}, {Community Services Department/Administration}  
 {810 Datura Street, West Palm Beach, Florida 33401}

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

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

Commissioner's Signature: [Signature] Date: 7-25-12

## **Barbara H. Jacobowitz, M.S. in Public Health**

106 Greenwood Court  
Royal Palm Beach, FL 33411

cell (561) 329-2942  
[bjacobowitz1@gmail.com](mailto:bjacobowitz1@gmail.com)

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### **Health Care Management and Grantsmanship**

*30 years Industry Experience + 15 years as Executive Director +  
10 years as Trustee of Palm Healthcare Foundation*

Accomplished healthcare professional with 30 years experience in managing and overseeing health and human service not-for-profit entities including the authorship and implementation of millions of dollars of successful grant applications; facilitation of numerous strategic planning, team building and outcome evaluation training for various audiences; and appointment by former Attorney General Bob Butterworth to the Board of Palm Healthcare Foundation to represent the community perspective for the distribution of millions of dollars to support local health and human service programs.

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### **Professional Experience**

#### **Keiser University, West Palm Beach, Florida**

*Health Services Administration Program Chair, March 2011 - Present*

*Adjunct Faculty, Health Services Administration Program, September 2010 – March 2011*

Began as adjunct faculty and promoted to full-time Program Chair with administrative responsibilities. Taken 30 years of health and human services administrative experience and incorporated the "real world" into the curriculum of HSA courses. Evaluated by students as "outstanding" at completion of all courses taught. Chair of Grants Committee and Co-Chair of Health Care Cluster Committee; member of Cross Functional Team Committee; Leadership Committee and other university committees. To date, courses taught include:

- HSA 1117 – Principles of Health Services Administration
- HSA 1192C – Health Care Computer Applications
- HSA 1253 – Medical Office Administration and Billing
- HSA 2253 – CPT Coding for Health Services Administration
- HSC 1531 – Healthcare Medical Terminology

**Treasure Coast Health Council, Inc., Palm Beach Gardens, Florida**

*Executive Director, July 1996 – February 2010.*

Local Health Council not-for-profit as defined in Florida Statutes and included health planning and grants administration responsibilities for a five-county area. Under contract with the Florida Department of Health and the Florida Agency for Healthcare Administration, wrote successful grant applications and implemented programs that took the agency from a \$110,000 annual budget to over \$5 million within the first two years of my tenure.

- Responsible for all agency operation including the oversight of financial operations, human resources (including the development of job descriptions and personnel policies and procedures, agency benefits, etc) and programmatic operations (maintaining HIPAA standards, operating the Ryan White programs and others).
- Marketed the agency to receive additional funding to improve the health of the community residents including evaluation contracts for major federal and state grant programs.
- Assisted in the development of the first Diabetes Research and Education Center in the Mollie Wilmot Center on the campus of St. Mary's Hospital.
- Responsible for health advocacy efforts on identified issues, such as HIV/AIDS and Diabetes, with the local government, Florida State legislative members/staff and Congressional members/staff.

**Health and Human Services Planning Association of Palm Beach County, Inc.**

**West Palm Beach, Florida** *Director of Planning, 1992 – 1996.*

Responsible for providing planning and strategic support to Board designated health and human service agencies.

- Established the HIV Services Planning Council; authored the initial \$3.5 million grant proposal; developed the original operating policies and procedures.
- Principal researcher and author of numerous documents including needs assessments on non-institutional home care needs, domestic violence programs, HIV/AIDS programs, and homelessness.

**Additional Professional Experience includes:**

1991 - 1992 Vice President, Lobell & Associates Consulting

1989 – 1991 Health and Human Services Planner, Palm Beach County Department of  
Community Services

1987 – 1989 Planning and Development Coordinator, Hospice By The Sea, Inc.

1983 – 1986 Director of Health Planning, District IX Health Council, Inc.

*Additional Information Available Upon Request*

#### **Journal Articles**

*The Treatment of Batterers, On Call: The Journal of the Palm Beach County Medical Society, October, 1994.*

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#### **Awards**

- **1995 Certificate of Appreciation presented by the Palm Beach County Board of County Commissioners** in recognition of outstanding contribution in establishing the Palm Beach County HIV Services Planning Council.
  - **2007 Commitment to Community Award presented by the Palm Beach County Healthcare Workforce Partnership** for work in the development of programs for people living with diabetes.
  - **2007 Heroes in HIV/AIDS presented by the Redemptive Life Church on World AIDS Day** for work in developing programs for People Living with HIV/AIDS in Palm Beach County.
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#### **Current Affiliations**

- **Secretary (Officer); Chair – Community Investment Committee; Elected Trustee of Palm Healthcare Foundation.**
  - **Immediate Past Chair, Florida Diabetes Leadership Alliance Board of Directors.**
  - **Immediate Past Chair, Citizen's Advisory Committee on Health and Human Services to the Palm Beach County Board of County Commissioners.**
  - **Alumni, Leadership Palm Beach County, Class of 2000.**
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### Education

**1982, MS in Public Health** with a concentration in Health Administration and Planning, University of Massachusetts at Amherst. Public Health Traineeship Recipient. Internship at Springfield Municipal Hospital.

**1980, BA in Political Science**, State University of New York at Stony Brook. Graduated Cum Laude. New York State Regent's Scholarship Recipient.





## PALM BEACH COUNTY, FLORIDA

### CITIZENS ADVISORY COMMITTEE ON HEALTH & HUMAN SERVICES

#### Appointment Date Information

<u>SEAT:</u>	<u>CURRENT MEMBER:</u>	<u>APPOINT DATE:</u>	<u>EXPIRE DATE:</u>
1.	Thomas A. Arnedos, 2 <sup>nd</sup> Vice-Chair	10/01/2009	09/30/2012
2.	Nate G. Nichols, Chair	11/16/2010	09/30/2013
3.	Barbara Cox Gerlock, Ph.D., 1 <sup>st</sup> Vice-Chair	11/16/2010	09/30/2013
4.	Vacant	11/16/2010	09/30/2013
5.	Karen Dodge, Ph.D.	11/16/2010	09/30/2012
6.	Elizabeth Hernandez Cayson	11/16/2010	09/30/2013
7.	Vacant	10/01/2009	09/30/2012
8.	Dr. Richard L. Galeta, League of Cities Rep.	11/15/2011	09/30/2014
9.	Sandra G. Chamblee, Glades Representative	11/16/2010	09/30/2013
10.	Chief Deputy Michael G. Gauger	10/01/2009	09/30/2012
11.	Pamela Gionfriddo	11/15/2011	09/30/2014

RESOLUTION NO. R-2001-0913

**RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF PALM BEACH COUNTY, FLORIDA, REPEALING AND REPLACING RESOLUTIONS R-90-1978, R-93-317 AND R-99-54; PROVIDING FOR THE CITIZENS ADVISORY COMMITTEE ON HEALTH AND HUMAN SERVICES**

**WHEREAS**, Florida Statutes and the Florida Administrative Code recognize the importance of citizen participation in the development and evaluation of comprehensive plans; and

**WHEREAS**, the Board of County Commissioners of Palm Beach County, Florida, established the Citizens Advisory Committee on Health and Human Services on November 13, 1990 pursuant to Resolution R-90-1978; and

**WHEREAS**, Resolution R-90-1978 was subsequently amended by Resolutions R-93-317 and R-99-54; and

**WHEREAS**, there is a need to further amend the resolutions pertaining to the Citizens Advisory Committee on Health and Human Services to more clearly defining the committee's roles and responsibilities; and

**WHEREAS**, consolidation of all resolutions pertaining to the Citizens Advisory Committee on Health and Human Services will simplify future reference.

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

- I. **Repeal and Replacement of Prior Resolutions;** Resolutions R-90-1978 (dated November 13, 1990), R-93-317 (dated March 16, 1993) and R-99-54 (dated January 12, 1999) are hereby repealed and replaced with the following:

**Section 1. Creation of the Palm Beach County Citizens Advisory Committee on Health and Human Services.** There is hereby established an Advisory Committee to be known as the "Palm Beach County Citizens Advisory Committee on Health and Human Services" herein referred to as the "Committee."

**Section 2. Mission Statement.** The mission of the Committee shall be to assist the Board of County Commissioners in the assessment of need, planning, implementation and evaluation of a System of Care, as defined in the Health and Human Services Element of the Palm Beach County Comprehensive Plan.

**Section 3. Roles and Responsibilities.** The Committee shall have the following roles and responsibilities:

- A. To make recommendation on the collection of data necessary to analyze the health and human service needs of the people of Palm Beach County.

- B. To create a forum for citizen participation for all phases of the Health and Human Services Element of the Palm Beach County Comprehensive Plan development and amendment process. Further, the Committee shall make recommendations to the Land Use Advisory Board (LUAB) and the Board of County Commissioners regarding amendments to the Health and Human Services Element of the Palm Beach County Comprehensive Plan, and shall review the implementation status of the Health and Human Services Element of the Comprehensive Plan on an annual basis.
- C. To create a forum for citizen participation, the Committee shall specifically provide for consumer, minority and affected party input on an issue by issue basis to allow for those affected to be involved in the Committee's activities.
- D. To make recommendations on an annual basis during the Financially Assisted Agency funding process regarding service and funding priorities, outcomes and contract requirements.
- E. To serve as a link to local and regional health and human service planning organizations. Linkages may include ex-officio member appointments of the Committee, participation in other agency planning processes, and multi-agency task forces to resolve specific problems. Further, all agencies and staff within the auspices of the Board of County Commissioners shall provide data, information and such support as reasonably required, and shall otherwise work in cooperation with the Committee in pursuing the Board of County Commissioner's health and human service goals, objectives and policies. The purpose of such linkages is to facilitate the Committee in achieving its mission.
- F. Submit an annual narrative report to the Board of County Commissioners on activities undertaken and accomplishments made during the preceding year.
- G. To perform such other duties as may be required from time to time assigned by the Board of County Commissioners.

**Section 4. Membership.** The Committee shall be comprised of eleven (11) members. The total membership of the Committee shall, at a minimum, represent the components of the Health and Human Services System of Care: public health, physical health, behavioral health, developmental services, children and family services, adult and elderly services, education, recreation, workforce development, municipalities, business and economic development, planning/research & evaluation, transportation, and housing. All members must reside in Palm Beach County and have knowledge of at least one component of the System of Care. Membership shall be representative of the racial, ethnic and geographic diversity of Palm Beach County. At least one member shall be a resident of west of 20 mile bend. At least one member shall be a representative of the Palm Beach County League of Cities.

- A. Appointment. Member shall be appointed at large by the Board of County Commissioners, and serve for staggered terms of three (3) years, but without limitation to the total number of terms. Terms shall begin on October 1<sup>st</sup>, and end on September 30<sup>th</sup>.
- B. Member Nominations. The nomination process shall begin ninety (90) days prior to the expiration of a member's term, or immediately in the event of an unplanned vacancy. The Board of County Commissioners shall be notified and requested to provide nominations for committee appointment. The Palm Beach County Health Department and the Palm Beach County League of Cities will each be requested to submit a nomination. Nominees submitted by the Committee, the Palm Beach County League of Cities, the Palm Beach County Health Department and individual Commissioners will be

transmitted to the Board of County Commissioners. An approved board appointment form, with attached resume, must be completed for all nominees prior to transmittal.

- C. Ex-officio Members. Ex-officio members may be appointed by a majority vote of the Committee, or as directed by the Board of County Commissioners, for the purpose of assisting the Committee in achieving its mission.
- D. Conflict of Interest. Members shall be governed by the applicable provisions of the Palm Beach County Ethics Resolution (R-94-693), as may be amended.
- E. Compensation. Members shall receive no compensation for services, but may be entitled to travel reimbursement incurred only for travel outside Palm Beach County necessary to fulfill board member responsibilities and only when sufficient funds have been budgeted and when prior approval has been given by the Board of County Commissioners.
- F. Attendance. Members shall be automatically removed for lack of attendance. Lack of attendance is defined as failure to attend three (3) consecutive meetings or failure to attend more than one-half of the meetings scheduled during a calendar year. Participation for less than three-fourths of a meeting shall be the same as a failure to attend a meeting. Excused absences due to illness, absence from the county of personal hardship, if approved by a majority vote of the Committee, shall not constitute lack of attendance. Excused absences shall be entered into the minutes at the next regularly scheduled meeting. Members removed pursuant to this paragraph shall not continue to serve on the Committee and such removal shall create a vacancy.

**Section 5. Officers.** A chair, vice-chair and 2<sup>nd</sup> vice-chair shall be elected by a majority vote of the Committee and shall serve for a term of one year, but not to exceed two consecutive terms in any one office. The duties of the chair shall be to:

- (A) Call Committee meetings and organize the agenda for the same;
- (B) Preside at committee meetings;
- (C) Establish subcommittees, appoint subcommittee chairs, and charge subcommittee with specific tasks;
- (D) Serve as primary liaison with staff; and
- (E) Perform other functions as the committee may assign.

The vice-chair or 2<sup>nd</sup> 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 any one of the offices, then the position shall be assumed by the next highest ranking officer for the remainder of the term. Any remaining vacancies shall be filled through a majority vote of the Committee.

Any officer may be removed from office by a majority vote of the Committee whenever the best interest of the Committee and public would be served.

**Section 6. Meetings.** The Committee shall meet on a regular basis. A quorum must be present for the conduct of all regular meetings. A majority of the members appointed shall constitute a quorum. The chairperson may call a meeting or a meeting may be called upon the written request of three members.

- A. Subcommittees. The Committee will conduct its business through one (1) standing sub-committee, the Executive Committee, and ad hoc sub-committees, work groups, and other appropriate forums as needed. The Executive Committee will consist of the Officers, the Immediate Past Chair, a representative whose residence is west of 20 mile bend and a representative of the Palm Beach County League of Cities. The purpose of the Executive Committee is to review and evaluate matters arising between regular Committee meetings, and to solicit and recommend member nominations for transmittal to the Board of County Commissioners. Ad hoc sub-committees shall be chaired by a Committee member.
- B. Conduct of Meetings. All meetings shall be governed by Robert's Rules of Order and shall comply with the Sunshine Law. Reasonable public notice of all meetings shall be provided. All meetings of the Committee shall be open to the public at all times and minutes shall be taken at each meeting.

**Section 7. Administration.** Professional staff for the Committee shall be provided through the Department of Community Services. To assure accurate record-keeping, the Department of Community Services shall also appoint a recording secretary to support the committee.

- II. Effective Date. The provisions of this resolution shall become effective upon approval of the Board of County Commissioners.

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

WARREN H. NEWELL, Chairman	-	Aye
CAROL A. ROBERTS, Vice-Chair	-	Aye
KAREN T. MARCUS	-	Aye
MARY McCARTY	-	Aye
BURT AARONSON	-	Absent
TONY MASILOTTI	-	Aye
ADDIE L. GREENE	-	Aye

The Chairman thereupon declared the Resolution duly passed and adopted this 19<sup>th</sup> day of June, 2001.