

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS

Agenda Item #:

6D-1

BOARD APPOINTMENT SUMMARY

Meeting Date: October 16, 2012

Department: Community Services
Advisory Board: Palm Beach County HIV CARE Council

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to approve: Proposed seat change of one (1) current member of the Palm Beach County HIV Comprehensive AIDS Resources Emergency (CARE) Council.

<u>Current</u> <u>Seat No.</u>	<u>Proposed</u> <u>Seat No.</u>	<u>Appointment</u>	<u>Proposed</u> <u>Seat Requirement</u>	<u>Term Expires</u>
9	33	Thomas McKissack	Advocate for Persons Living With HIV/AIDS	7/19/2013

Summary: 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. Due to an effort to most accurately reflect mandatory seat requirements, a seat change for one (1) current member is being recommended. Thomas McKissack is currently in Seat No. 9 but will be moved to Seat No. 33. (Ryan White) Countywide (TKF)

Background and Justification: 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. 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.

Attachments:

1. Board/Committee Application
2. Proposed Inventory of Seats List
3. HIV CARE Council Nominations Policy No. 10

Recommended By: Gaurang Mehta
Department Director

Date

Legal Sufficiency: [Signature]
Chief Assistant County Attorney

9/26/12
Date

II. REVIEW COMMENTS

A. Other Department Review:

Department Director

**PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
ADVISORY BOARD NOMINEE INFORMATION FORM**

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.

Part I (to be filled out by Department): (Please Print)

Board Name: Palm Beach County HIV CARE Council

☐ At Large Appointment

or

☐ District Appointment

Term of Appointment: 2 Years.

From: _____

To: _____

Seat Requirement: Mental Health & for Substance Abuse

Seat #: 139^{5th}

☒ *Reappointment

or

☐ New Appointment

or ☐ to complete the
term of _____

Due

☐

resignation

☐

other

to: _____

Completion of term to
expire on: _____

***When a person is being considered for re-appointment, the number of previous disclosed voting conflicts shall be considered by the Board of County Commissioners.**

Number of previously disclosed voting conflicts during the previous term _____

Part II (to be filled out and signed by Applicant): (Please Print)

APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT

Name: McKissack
Last

Thomas
First

Edward
Middle

Occupation/Affiliation: Oakwood / Jerone Golden

Business Name: Jerone Golden / Oakwood

Business Address: 1041 45TH Street

City & State: West Palm Beach

Zip Code:

33407

Residence Address: 1045 35TH

City & State: WPB FL

Zip Code:

33407

Home Phone: (561) 848-9594

Business Phone:

(561) 842-3145 Ext.

Cell Phone: (561) 718-2505

Fax:

()

Email Address: _____

Mailing Address preference: ☒ Business ☐ Residence

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

If Yes, state the court, nature of offense, disposition of case and date: _____

Minority Identification Code:

☐ IF (Native-American Female)

☐ IM (Native-American Indian Male)

☐ AF (Asian-American Female)

☐ AM (Asian-American Male)

☐ BF (African-American Female)

☒ BM (African-American Male)

☐ HF (Hispanic-American Female)

☐ HM (Hispanic-American Male)

☐ WF (Caucasian Female)

☐ WM (Caucasian Male)

Applicant's Signature: Thomas E. McKissack

Date: 5-23-10

Part III (to be filled out by Commissioner):

Appointment to be made at BCC Meeting on: _____

Commissioner's Signature: _____

Date: _____



TO: ADVISORY BOARD MEMBERS

FROM: ROBERT WEISMAN
COUNTY ADMINISTRATOR

RE: PALM BEACH COUNTY CODE OF ETHICS

Effective May 1, 2010, contractual relationships between Palm Beach County government and advisory board members, their employers, or businesses, are prohibited conflicts of interest as set forth in the Palm Beach County Code of Ethics, Ordinance 2009-051. This conflict of interest must be waived by an affirmative vote of five (5) members of the Board of County Commissioners upon full disclosure at a public meeting in order to accept appointment to an advisory board. In the space provided below, please identify any such contractual relationships, or verify that none exist at this time. The Ordinance (2009-051) and the training requirement can be found on the web at: <http://www.pbcgov.com/ethics/advisory.htm>

<u>Type of Contract</u>	<u>Which Department/Division</u>	<u>Effective Date</u>	<u>Term</u>
	See attached		
	spreadsheet.		

_____ Yes, submit a waiver to the Board of County Commissioners, since I or my employer have/has the above named contract(s);

OR

_____ At this time, neither I nor my employer have contract(s) with the Board of County Commissioners

As a (current or potential) advisory board member you are required to receive training on the PBC Code of Ethics and acknowledge that you have read and understand the PBC Code of Ethics Ordinance.

If you are unable to access the training and/or Ordinance on the web, please contact {Insert Liaison Name Here} at {Insert Telephone Number Here} for other arrangements.

Acknowledgement of Receipt

NAME: Thomas E. Melissack
Print or Type

FIRM/COMPANY/ORGANIZATION: _____

ADVISORY BOARD(S): Hiv Cre Council

I acknowledge that I have taken the required training; and read and understand the Palm Beach County Code of Ethics Ordinance, the provisions of which are effective May 1, 2010. I understand that as an advisory board member of the above-mentioned board(s) that I am bound by it.

Signature: Thomas E. Melissack Date: 5-23-11

Please sign and return this FORM to {Insert Liaison Name Here} {Insert Address Here}. A self-addressed envelope has been provided for your convenience.

TO: ADVISORY BOARD MEMBERS

FROM: ROBERT WEISMAN
COUNTY ADMINISTRATOR

RE: STATE GUIDE TO THE SUNSHINE AMENDMENT & CODE OF ETHICS

As an appointee to a Palm Beach County Advisory Board, you must familiarize yourself with the State Guide to the Sunshine Amendment and Code of Ethics. The purpose of this guide is to ensure adherence to the highest standards of ethics, protect the integrity of County government and foster public confidence.

This guide addresses conflict of interest, disclosure, acceptance and reporting of gifts, use of position or property, voting conflicts, political activities, prohibition against misuse of the code, and enforcement. This Guide also addresses conflicts, prohibitions on doing business with the County or having conflicting employment or contractual relationships. The Guide can be found on the web at: <http://www.pbcgov.com/ethics/advisory.htm>

Please read and make yourself familiar with the Guide and return the acknowledgment form below to: (Insert Liaison Name) (Insert Liaison Address). If you cannot access this document on the web, please contact (Insert Liaison Name) at (Insert Liaison Telephone #) for other arrangements.

Acknowledgement of Receipt

NAME: Thomas E. McKissack
Print or Type

ADVISORY BOARD(S): HIV Care Council

I acknowledge that I have read the State of Florida Guide to the Sunshine Amendment and the Code of Ethics. I understand that as an advisory board member of the above-mentioned board(s) that I am bound by it.

Signature: Thomas McKissack Date: 5-23-11

Please sign and return to (Insert Liaison Information) in self-addressed envelope provided.

Revised 3/15/10

THOMAS E. MCKISSACK

1045 35TH STREET WEST PALM BEACH, FL 33407 (561) 848-9594

OBJECTIVE

To work with an agency that will enhance my social work skills and increase my effectiveness in dealing with persons with dual disorders and HIV/AIDS.

EMPLOYMENT

SUPERVISOR, RESIDENTIAL PROGRAM

(1996 – present)

Oakwood Center of the Palm Beaches

1041 45th Street

West Palm Beach, FL 33407

Supervise employees and clients at residential housing units for clients who are mentally ill. Handle employee scheduling for a 24/7 facility. Arrange for clients to move in or out, arrange for transportation of clients for treatment and medical appointments. Resolve interpersonal differences between employees and clients. Ensure that all federal and stated standards for housing are met.

I measure my success by the number of clients who have successfully moved into their own apartments, secured jobs, and regained a normal life.

SUPERVISOR, FORENSIC DAY TREATMENT PROGRAM

(1990 – 1996)

Oakwood Center of the Palm Beaches

1041 45th Street

West Palm Beach, FL 33407

Apply advanced skills and expertise in directing a Dual Diagnosis Day Treatment program. Screen clients for admission, plan, supervise and implement various treatment approaches through a group format. Coordinate service provision with other Day Treatment, PHP, Residential, Medical Staff and Case Managers for successful implementation and attainment of clients' service plan goals. Clinically supervise staff. Provide individual therapy and crisis counseling as indicated.

CASE MANAGER

(1987 - 1990)

Oakwood Center of the Palm Beaches

1041 45th Street

West Palm Beach, FL 33407

Perform thorough assessment of the needs of each client assigned to caseload. Link clients with community resources, as needed coordinating all services for each client assigned to caseload. Employ effective listening skills determining client needs. Develop Service Implementation Plans and conduct periodic reviews of these plans for each client to determine progress toward established goals. Ensure appropriate documentation related to each case is recorded in the service record and the service record is kept up-to-date. Involve significant others (family, boarding homeowner, etc.) in assessment, service planning, and implementation processes as appropriate.

PRIMARY COUNSELOR

(1987 – present)

Second or Third Shift and Per Diem

Drug Abuse Treatment Association

West Palm Beach, FL 33407

Maintain close supervision in a lock down environment for 13 to 17 year olds with alcohol and drug addiction problems. Help them with anger management and coping skills. Plan and organize social activities for the clients. Also supervise outside activities for these clients.

EDUCATION

BACHELOR OF SCIENCE / SOCIAL WELFARE
Tennessee State University
Nashville, TN

(1977-1982)

Successfully completed course of study in Social Welfare.

MASTERS DEGREE / SOCIAL WORK
Atlanta University
Atlanta, GA

(1982-1984)

Completed Masters Thesis on Diverse Attitudes in Voting.

SKILLS

- Ability to talk with both co-workers and clients in their own terms so that full communication is established.
- Ability to adhere to both Federal and State regulations in my field.

Active Contracts

Jerome Golden Center for Behavioral Health, Inc.

Client	Departmentt	Division	Contract No.	Contract Name/Description	Contract Beg. Date	Contract End Date
Palm Beach County, Board of County Commissioners	Community Services	Division of Human Services	R2010-2072	Project Success/Homeless Services Program	01/01/11	12/31/11
Palm Beach County, Board of County Commissioners	Community Services	Division of Human Services	R2010-1504	Project Success/Homeless Services Program	10/01/10	09/30/11
Palm Beach County, Board of County Commissioners	Community Services	Division of Human Services	R2010-1503	Homeless Assertive Community Treatment/Homeless ACT	10/01/10	09/30/11
Palm Beach County, Board of County Commissioners	Community Services	Division of Human Services	R2010-0747	Shelter Plus Care/Flagler (15 Individuals)	05/23/10	05/22/11
Palm Beach County, Board of County Commissioners	Community Services	Division of Human Services	R2010-1102	Shelter Plus Care Program (17 Individuals)	08/01/10	07/31/11
Palm Beach County, Board of County Commissioners	Community Services	Division of Human Services	R2009-1634	Shelter Plus Care Program/Project Northside (7 Individuals)	07/01/09	06/30/14
Palm Beach County, Board of County Commissioners	Criminal Justice Commission	Criminal Justice Commission	R2010-0923	Mental Health Collaboration Project	10/01/09	03/31/12
Palm Beach County, Board of County Commissioners	Community Services	Community Services	R2010-1832	FAA Financial Assistance Mental Health, Substance Abuse Crisis Stabilization and Inpatient Services	10/01/10	09/30/11
Palm Beach County, Board of County Commissioners	Community Services	Ryan White Part A	R2011-0474	HIV/Aids Counseling Services	03/01/11	08/31/11

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	<u>Community-Based Organization serving affected populations/AIDS Service Organizations</u>	<u>Marsharee Chronicle</u>	<u>Compass</u>		<u>BF</u>
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
25	<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
30	<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
32	<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
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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.
