

**PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
BOARD APPOINTMENT SUMMARY**

REVISED

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Meeting Date: April 16, 2013

Department
Submitted By: Community Services
Advisory Board: Homeless Advisory Board

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I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to approve: Appointment of Ellen Van Arsdale to the Homeless Advisory Board to complete the term of Marcia Andrews effective April 16, 2013, ending September 30, 2014 and Appointment of Sylvia Moffett to the Homeless Advisory Board effective April 16, 2013, ending September 30, 2015.

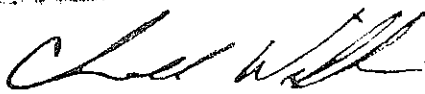
<u>Seat #</u>	<u>Appointment</u>	<u>Member Category</u>	<u>Term Ending</u>	<u>Nominated By</u>
3	Ellen Van Arsdale	PBC School District	09/30/2014	PBC School District
15	Sylvia Moffett	League of Cities Representative	09/30/2015	League of Cities

Summary: On May 1, 2007, the Board of County Commissioners established the Homeless Advisory Board (HAB) to develop a Ten-Year Plan to End Homelessness in Palm Beach County (Ten-Year Plan). Resolution R2011-1233 was approved by the BCC on August 16, 2011, reducing the membership from 36 to 19. Seat 15 was not filled at that time. City of West Palm Beach Commissioner, Sylvia Moffett, was recommended by the League of Cities as their representative. Seat 3 was previously occupied by Palm Beach County School District Member Marcia Andrews. Due to a conflict of meeting dates between the Homeless Advisory Board and the Palm Beach County School District, Ms. Andrews was unable to attend the HAB meetings. Ellen Van Arsdale was recommended by the Palm Beach County School District to serve on the Homeless Advisory Board as their representative. (Human Services) Countywide (TKF)

Background and Justification: The BCC formally adopted the Ten-Year Plan in September 2008. The Homeless Advisory Board's focus is now directed toward implementation, which is being aggressively pursued through its committees. The League of Cities and the Palm Beach County School District have recommended new members due to position turnover and vacancy. The Division of Human Services provides staff support.

Attachments:

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

Recommended By:  4/1/13
Department Director **Date**

Legal Sufficiency:  4/3/13
Chief Assistant County Attorney **Date**

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

*The information provided on this form will be used by County Commissioners and/or the entire Board in considering your nomination. This form **MUST BE COMPLETED IN FULL**. Answer "none" or "not applicable" where appropriate. Further, please attach a biography or résumé to this form.*

Section I (Department): (Please Print)

Board Name: Palm Beach County Homeless Advisory Board Advisory ☒ Not Advisory ☐

☒ At Large Appointment or ☐ District Appointment /District #: _____

Term of Appointment: 1 1/2 Years. From: 4/16/13 To: 09/30/2014

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

☐ *Reappointment or ☐ New Appointment

or ☒ to complete the term of Marcia Andrews Due to: ☒ resignation ☐ other

Completion of term to expire on: 09/30/2014

***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: n/a**

Section II (Applicant): (Please Print)

APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT

Name: Van Arsdale Ellen Gray
Last First Middle

Occupation/Affiliation: Director, Student Intervention Services, School District of Palm Beach County

Owner ☐ Employee ☒ Officer ☐

Business Name: Student Intervention Services, School District of Palm Beach County

Business Address: 1160 Avenue N.

City & State Riviera Beach Zip Code: 33404

Residence Address: 5280 N. Ocean Drive

City & State Singer Island Zip Code: 33404

Home Phone: (561) 727-8337 Business Phone: (561) 494-1569 Ext. _____

Cell Phone: (561) 602-7575 Fax: (561) 494-1470

Email Address: Ellen.VanArsdale@palmbeachschools.org

Mailing Address Preference: ☒ Business ☐ Residence

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

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

Minority Identification Code: ☐ Male ☒ Female
☐ Native-American ☐ Hispanic-American ☐ Asian-American ☐ African-American ☒ Caucasian

Section II Continued:

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

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

(Attach Additional Sheet(s), if necessary)

OR ☒ ☐ NONE

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

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

☒ 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: Ellen Gray Van Arsdale Printed Name: Ellen Gray Van Arsdale Date: March 14, 2013

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:
Marilyn Munoz, HAB Liaison
810 Datura Street, West Palm Beach, FL 33401

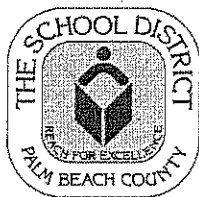
Section III (Commissioner, if applicable):

Appointment to be made at BCC Meeting on: _____

Commissioner's Signature: _____ Date: _____

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

Revised 08/01/2011



THE SCHOOL DISTRICT OF
PALM BEACH COUNTY, FLORIDA

ELLEN VAN ARSDALE
DIRECTOR

JOSEPH M. LEE, Ed.D.
ASSISTANT SUPERINTENDENT
SAFETY AND LEARNING ENVIRONMENT

STUDENT INTERVENTION SERVICES
c/o Lincoln Elementary
1160 Avenue N
Riviera Beach, FL 33404

Ph: 561-494-1569 Fx: 561-494-1470
www.palmbeachschools.org

Memorandum

TO: Marilyn Munoz, HAB Liaison

FROM: Ellen Gray Van Arsdale *EV*

RE: HAB Application

DATE: March 14, 2013

Attached please find a copy of my professional resume. It is important to note that my current position is that of Director of Student Intervention Services, Palm Beach County School District. As the Director of Student Intervention Services, I oversee homeless education, foster care, neglected group homes, teen pregnancy programs, school nursing services, mental health, all prevention/intervention programs and ethics education.

I am extremely honored to be recommended for the designated school district position on the Homeless Advisory Board and look forward to working with all of you.

The School District of Palm Beach County – Rated “A” by the Florida Department of Education 2005 - 2012
“Home of Florida's first LEED Gold Certified School”
www.palmbeachschools.org

The School District of Palm Beach County is an Equal Education Opportunity Provider and Employer

Objective: A school-based administrator with over 30 years as principal seeks a district-level administrative position within a large school district.

Professional Experience

Principal on Special Assignment

SCHOOL DISTRICT OF PALM BEACH COUNTY, West Palm Beach, FL, 2011 - Present

- Performs duties as assigned by Assistant Superintendent, Keith Oswald
- Primary responsibilities include Student Intervention Services, Climate, Guidance Services, Ethics Education, Student Progression, and Alternative Education
- Assist with strategic planning and process improvement

Principal

ALEXANDER W. DREYFOOS SCHOOL OF THE ARTS, West Palm Beach, FL, 1997 - 2001

- Achieved 100% graduation rate
- Earned a State grade of "A" and met federal AYP status each year
- Received over \$19 million dollars in scholarships
- Ranked #3 and #5 in the state in academics
- Ranked #18, #51 in the nation by Newsweek magazine
- Named NCLB-Blue Ribbon School by Florida Department of Education
- Named Magnet School of Excellence by Magnet Schools of America
- Named Exemplary School of the Year by International Network of Schools for the Advancement of Arts Education
- AP Studio Art Program named "Most Outstanding" in the world for four (4) years
- Theater recognized as "Outstanding Program" by the National Education Association
- Speech and debate team won Bickle and Brewer National Public Policy two years consecutively
- Outstanding student publications at local, state, and national levels

Principal

WILLIAM T. DWYER HIGH SCHOOL, Palm Beach Gardens, FL, 1997-2001

- Elevated critically low performing school to "B" grade
- Facilitated national recognition for Academy of Finance
- Introduced school-wide bullying and anti-gang initiatives
- Created innovative student recognition programs such as the "Senior Hall of Fame"
- Built state championship athletic programs
- Represented district on student assessment at national level

Principal

PORT CHARLOTTE HIGH SCHOOL, Port Charlotte, FL, 1992-1997

- Developed and instituted school-wide discipline plan
- Formed Curriculum Council and Interclub Council to increase student and staff school activity participation
- Introduced interdisciplinary courses, ninth grade teaming, extended bell schedule, dual enrollment, *Critical Thinking Skills, Japanese, Emergent Computer Technology, and Care and Prevention of Athletic Injuries* in the curriculum
- Reorganized internal accounts procedures to achieve perfect audits all five years
- Collaborated with local newspaper to obtain full page ion Charlotte Sun Herald each Saturday to publicize school events throughout community
- Served on District Committees, including Instructional Performance Appraisal, Instructional Assessment, School Resource Officer Advisory, Hardship, Evaluation of Extracurricular Supplements,

Teacher Contract Negotiations, and Superintendent's Management Council. Earned certification in Gallup organization's teacher Perceiver Training

Assistant Principal, 1984-1982

WESTERN HIGH SCHOOL, Davie, FL 1984-1992

Assistant Principal

PIPER HIGH SCHOOL, Sunrise, FL, 1983-1984

Education, Certifications, Awards & Memberships

FLORIDA ATLANTIC UNIVERSITY

Masters of Arts in Educational Leadership (M. Ed. - High Honors), 1981, Major: Education Administration

UNIVERSITY OF FLORIDA

Bachelor of Arts (B.A. - High Honors), 1978, Major: Special Education

DUKE UNIVERSITY

Selected for university's first Early Admission Program, January, 1978, Double-Major: Psychology and English

CERTIFICATIONS:

- Mentally Handicapped, (grades K - 12)
- School Principal, (all Levels)
- Specific Learning Disabilities, (grades K - 12)

HONORS:

- Magnet Schools of America's Southeastern US Region, Principal of the Year
- Florida Association of Theatre Educators' Administrator of the Year
- Palm Beach Cultural Council's MUSE Award for Cultural Leader of the Year
- Chairman, State Hardship Committee for the Florida High School Athletic Association
- Chairman of the Palm Beach County High School Principals Association
- Chairman of Southern Association of College and Schools Visiting Committee for Accreditation: 5-year, 10-year, School Renewal, and School Improvement

AFFILIATIONS:

- National Association of Secondary School Principals
- Association for Supervision and Curriculum
- Florida Association of School Administrators
- Magnet Schools of America
- Palm Beach Cultural Council
- Palm Beach County Administrators' Association
- Pi Beta Phi Sorority

**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: Homeless Advisory Board Advisory ☒ Not Advisory ☐

☐ At Large Appointment or ☐ District Appointment /District #: _____

Term of Appointment: 3 Years. From: 04/16/13 To: 04/15/16

Seat Requirement: League of Cities Representative Seat #: 15

☐ *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: Moffett Sylvia Saupe
Last First Middle

Occupation/Affiliation: City of West Palm Beach Commissioner

Owner ☐ Employee ☐ Officer ☐

Business Name: 401 Clematis Street P.O. Box 3366

Business Address: (City Hall)

City & State: West Palm Beach FL Zip Code: 33402

Residence Address: 513 35th St. West Palm Beach

City & State: West Palm Beach FL Zip Code: 33407

Home Phone: (561) 848-9674 Business Phone: (561) 822-1390 Ext. (1393)

Cell Phone: (561) 319-6279 Fax: (561) 822-1399

Email Address: smoffette.wpb.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

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.

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

(Attach Additional Sheet(s), if necessary)

OR ☒ NONE

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☒ 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):

SSM
☒ By watching the training program on the web DVD or VHS -
☒ By attending a live presentation given on 7/28, 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: Sylvia Moffett Printed Name: Sylvia Moffett Date: 2/14/13

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

Return this FORM to:

Marilyn Munoz – Homeless Advisory Board Liaison
810 Datura Street, West Palm Beach, FL 33401

Section III (Commissioner, if applicable):

Appointment to be made at BCC Meeting on: 2/20/13

Commissioner's Signature: Sylvia Moffett Date: 2/14/13

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

Revised 08/01/2011



Palm Beach County
LEAGUE of CITIES, Inc.

January 24, 2013

Ms. Marilyn Munoz
Palm Beach County Human Services Division
810 Datura Street
West Palm Beach, FL 33401

RE: Homeless Advisory Board

Dear Ms. Munoz,

At its January 23 2013 meetings, the Palm Beach County League of Cities appointed West Palm Beach Commissioner Sylvia Moffett to represent the League on Palm Beach County's Homeless Advisory Board.

If you have any questions or need further assistance, please contact our office at 355-4484.

Sincerely,

Je'Riise Hansen
Office Manager

cc: Commissioner Sylvia Moffett- City of West Palm Beach
Patty Hindle, Agenda Coordinator - Palm Beach County Administration

www.leagueofcities.org | rradcliffe@pbcgov.org
Richard Radcliffe, Executive Director
(561) 355-4484 | (Fax) 355-6545
P.O. Box 1989, Gov. Center, West Palm Beach, FL 33402
Office: 301 North Olive Ave., Suite 1002.17 West Palm Beach, FL 33401





Fax Transmission

To: Marilyn Munoz Fax: (561) 242-7339
From: Kim for Commissioner Sylvia Moffett Phone: (561) 822-1390
Date: February 13, 2013 Fax: (561) 822-1399
RE: Application
Pages: 3, including cover sheet

Good Afternoon Ms. Munoz,

The following is a copy of Commissioner Moffett's application. (The original form has also been mailed.)

Should you need anything else, please just let us know.

Thank you.

Have a great day.

"An Equal Opportunity Employer"

Sylvia Moffett
513 35th Street, West Palm Beach, FL 33407
Home: 561-848-9674, Cell: 561-319-6279
Email: sylviamo@earthlink.net

Experience and Skills

West Palm Beach, Florida: 1999 - present.

- *Elected to City Commission, March 2012. Currently serve on the MPO, Member of the League of Cities, West Palm Beach Parks and Rec Advisory Board, and the Coleman Task Force. Formerly appointed Commissioner, April 2011.
- *Appointed member of the City of West Palm Beach's Charter Review Committee: Served from December 2010 - April 2011.
- *Norton Gallery of Art Docent: May 2010 to present.
- *Old Northwood Steering Committee: Chair: March 2006 - April 2008. Vice Chair, March 2005 - March 2006. Writer and editor of Old Northwood News March 2005 to April 2011.
- *Member of the West Palm Beach Library Advisory Board: June 2007 - fall 2008.
- *Vice Chair of Friends of the West Palm Beach Public Library fall of 2008 - April 2011.
- *Reader for West Palm Beach Library's Let's Read Program: September 2004 - April 2011.
- *Elected Democratic Committeewoman for Precinct 7050: Fall of 2008 to April 2011.

Tallahassee, Florida: 1992-1998.

- *Secretary of International Baccalaureate Coordinating Council: co-chaired Community Support and International Baccalaureate Plus Days. Secretary of Raa Middle School Parents' Auxiliary. Created and chaired the Beautification Committee at two Tallahassee schools. Editor/Contributing photographer of Gilchrist Elementary School's Yearbook. Coordinator, Gilchrist Elementary School's Odyssey of the Mind. Editor of Tallahassee Newcomers' monthly newsletter and the James S. Rickards International Baccalaureate Newsletter where Quark Express was used to generate, edit and publish newsletters each month.

Libertyville, Illinois: 1986-1992. Registrar, Greater Libertyville Soccer Association, Libertyville, Illinois. Registered players, recruited coaches and commissioners. While a member of the Board of Directors, contributed in the bid, selection, contract award process and fund-raising efforts associated with building a two million dollar state-of-the-arts soccer complex. Odyssey of the Mind: Regional Judge 1991 and 1992. Coordinated and revamped Rockland Elementary School's Art Smart Program (formerly Picture Lady Program). Trained parents to present art to grades K-5.

Relevant Work History

- *Arlington County Public Schools, Arlington, Virginia. 1978-1980: Coordinator of the Gifted and Talented Program for Visual and Performing Arts. Managed a budget of \$50,000 which was used to connect gifted students with master classes, workshops and mentors. Also developed a lecture series.
- *Assistant Supervisor of Visual Arts, Arlington Virginia. 1977-1978: Directed the Volunteer Program. Planned arts classes throughout Arlington County, which were taught by my recruited and trained volunteers. Also administered a program promoting local artists.
- *Protestant School Board of Greater Montreal: Montreal, Quebec, Canada. 1973-1975: Established West Hill High School's first full-time crafts program.

Education

Wesleyan University, Middletown, Connecticut: M.A.L.S., 1976. Merit scholar.
Maryland Institute, College of Art, Baltimore, Maryland, 1972. Graduated with honors. Merit scholar.
Majored in Art Education with a minor in Printmaking.

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

Seat Number	Seat Requirement	Name of Member	Term of Appointment
1	Palm Beach County Commissioner	Priscilla Taylor	10/1/11-9/30/13
2	Palm Beach County Sheriff Office Representative	Jeff Lindscoog	10/1/11-9/30/13
3	Palm Beach County School District Representative	Marcia Andrews <i>Ellen Van Arsdale*</i>	10/1/11-9/30/14
4	Florida Department of Children and Families Representative	Dennis Miles	2/5/13-9/30/14
5	Business Representative	Dean Lavallee	10/1/11-9/30/13
6	Business Representative		10/1/11-9/30/13
7	Business Representative	Andrew B. Carrabis	2/5/13-9/30/14
8	Business Representative		10/1/11-9/30/14
9	Business Representative		10/1/11-9/30/14
10	Formerly Homeless Individual Representative		10/1/11-9/30/14
11	Formerly Homeless Family Representative		10/1/11-9/30/14
12	Faith-Based Community Representatives	Leo Abdella	10/1/11-9/30/13
13	Faith-Based Community Representatives		10/1/11-9/30/14
14	Housing Authority Representative	Judie Aigen	10/1/11-9/30/13
15	League of Cities Representative	<i>Sylvia Moffett*</i>	10/1/12-9/30/15
16	Homeless Coalition Representative	Jordan Hunt	10/1/11-9/30/13
17	Veterans Administration Representative	Charleen Szabo	10/1/11-9/30/13
18	Homeless and Housing Alliance Representative	Pamela O'Brien	2/5/13-9/30/14
19	Community Advocate	Beverly Scott	2/5/13-9/30/14

***To be appointed.**



Agenda Item:

7D-2

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS

BA10 7-0

AGENDA ITEM SUMMARY

R-2011-1233

Meeting Date: August 16, 2011

☒ [X]

Consent

☒ [X]

Regular

☐ []

Ordinance

☐ []

Public Hearing

Department

Submitted By: Community ServicesSubmitted For: Human Services DivisionI. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to adopt: Resolution repealing and replacing Resolution R2007-0720, as amended by Resolution R2007-1693, providing for composition and an effective date for the Homeless Advisory Board.

Summary: On May 1, 2007, the Board of County Commissioners established the Homeless Advisory Board to develop and oversee a Ten-Year Plan to End Homelessness in Palm Beach County (Ten-Year Plan). The need has been identified to reduce membership and change the direction of the Homeless Advisory Board from one of plan development to a board whose focus is on implementation. The proposed Resolution also reduces the membership from 36 to 19 members. Additional reductions are expected in the future. (Human Services) Countywide (TKF)

Background and Justification: The Homeless Advisory Board was established by the Board of County Commissioners (BCC) in 2007. The BCC formally adopted the Ten-Year Plan in September 2008. The Homeless Advisory Board's focus is now directed toward implementation which is being aggressively pursued through its committees. Many of the members initially appointed were elected officials and chief executive officers. Due to the changing focus and BCC direction, the Homeless Advisory Board voted to recommend a reduction in the number of seats from 36 to 19, and change the composition to reflect a board that is transition-oriented without designation of core or general membership categories. The prior Resolution indicated that the Homeless Advisory Board would meet nine times a year; this action would reduce the number of meetings to four a year. With fewer meetings, the need for alternates to attend would be eliminated.

Attachments:

1. Resolution for the Homeless Advisory Board
2. Resolution R2007-0720
3. Resolution R2007-1693

Recommended by:

Department Director

7/12/11

Date

Approved by:

Assistant County Administrator

Date

RESOLUTION NO. R2011 - 1233

RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF PALM BEACH COUNTY, FLORIDA, REPEALING AND REPLACING RESOLUTIONS R2007-0720 AND R2007-1693; PROVIDING FOR THE ESTABLISHMENT OF THE HOMELESS ADVISORY BOARD; PROVIDING FOR COMPOSITION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the U.S. Department of Housing and Urban Development (HUD) recommends that recipients of Supportive Housing Program funds comply with the Stewart B. McKinney Homeless Assistance Act of 1987, as amended, and with 24 CFR Parts 582 and 583; and

WHEREAS, the Supportive Housing Program provides funds for the operation and maintenance of Safe Havens, transitional housing, permanent supportive housing and permanent housing; and

WHEREAS, Palm Beach County, through the Department of Community Services, Division of Human Services wishes to comply with HUD recommendations regarding the Homeless Advisory Board; and

WHEREAS, HUD has adopted a Continuum of Care Program that allocates HUD homeless assistance grants to organizations that participate in local homeless assistance program planning networks, and each of these networks is called a Continuum of Care; and

WHEREAS, the Board of County Commissioners of Palm Beach County, Florida, established a Homeless Advisory Board on May 1, 2007 to create a Ten-Year Plan to End Homelessness in Palm Beach County pursuant to Resolution R2007-0720, and such Resolution was amended by Resolution R2007-1693, on October 2, 2007.

WHEREAS, since the Ten-Year Plan to End Homelessness has now been adopted, there exists a need to transition the Homeless Advisory Board into a board that will

work in conjunction with the Continuum of Care to assist the County in achieving the objectives of the Ten-Year Plan to End Homelessness.

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

REPEAL AND REPLACEMENT

Resolution R2007-0720 and Resolution R2007-1693 are hereby repealed in their entirety and replaced with the following:

SECTION 1: ESTABLISHMENT OF THE HOMELESS ADVISORY BOARD

There is hereby established an advisory board to be known as the "Homeless Advisory Board," herein referred to as the "Advisory Board."

SECTION 2: COMPOSITION

A. The Advisory Board shall be comprised of nineteen members as follows:

- Palm Beach County Commissioner;
- Palm Beach County Sheriff Office Representative;
- Palm Beach County School District Representative;
- Florida Department of Children and Families Representative;
- Five Business Representatives;
- Formerly Homeless Individual Representative;
- Formerly Homeless Family Representative;
- Two Faith-Based Community Representatives;
- Housing Authority Representative;
- League of Cities Representative;
- Homeless Coalition Representative (while a signed Memorandum of Agreement is in effect);
- Veterans Administration Representative;
- Homeless and Housing Alliance Representative; and a

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	<u>2011</u>	<u>2012</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>
Capital Expenditures	_____	_____	_____	_____	_____
Operating Costs	_____	_____	_____	_____	_____
External Revenue	_____	_____	_____	_____	_____
Program Income (County)	_____	_____	_____	_____	_____
In-Kind Match (County)	_____	_____	_____	_____	_____
NET FISCAL IMPACT	<u>~0~</u> * see below	_____	_____	_____	_____
# ADDITIONAL FTS POSITIONS (Cumulative)	_____	_____	_____	_____	_____

Is Item Included in Current Budget: Yes _____ No _____

Budget Account No.: Fund _____ Dept. _____ Unit _____ Obj. _____

Program Code: _____ Program Period: _____

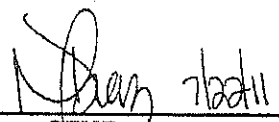
B. Recommended Sources of Funds/Summary of Fiscal Impact:

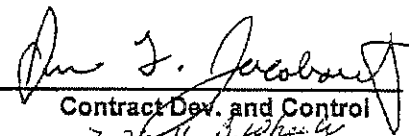
Departmental Fiscal Review: * No fiscal impact.

Taina Malhotra
7/15

III. REVIEW COMMENTS

A. OFMB Fiscal and/or Contract Dev. and Control Comments:


 OFMB VA
 7/21/11


 Contract Dev. and Control
 7.26.11

7/26/11

B. Legal Sufficiency:


 Assistant County Attorney

C. Other Department Review:

 Department Director

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

Community Advocate representing the next community where a homeless resource center is planned.

SECTION 3: APPOINTMENTS, TERMS, VACANCIES AND COMPOSITIONS

- A. All members of the Advisory Board shall be residents of Palm Beach County, Florida at the time of appointment and while serving on the Advisory Board.
- B. The maximum number of Boards and Commissions that an individual appointed by the Board of County Commissioners may serve on at one time shall be three.
- C. Terms of office for the Advisory Board members shall be three years and shall begin on October 1st and end on September 30th. There shall be no limit on the number of terms an individual may serve.
- D. Appointments shall be made by the Board of County Commissioners. The Homeless Advisory Board may provide recommendations for appointments.
- E. A vacancy occurring during a term shall be filled for the unexpired term and in the manner prescribed above.
- F. Upon adoption of this resolution, those members with unexpired terms that were serving on the previous Homeless Advisory Board will continue on the Advisory Board until their term expires.
- G. Members shall be subject to the rules and by-laws of the Advisory Board and to the overall authority of the Board of County Commissioners of Palm Beach County, Florida.
- H. Advisory Board members shall not be prohibited from qualifying as a candidate for elected office.

SECTION 4: ROLES AND RESPONSIBILITIES

The roles and responsibilities of the Homeless Advisory Board shall be to assist the County in reaching its Ten-Year Plan to End Homelessness goals and they shall have the authority and power to accomplish this through the following:

- A. Gather community input on homelessness;
- B. Oversee implementation of the Ten-Year Plan to End Homelessness;

- C. Foster and promote cooperation between governmental agencies, community-based agencies, non-profit organizations and business interests in order to ensure the efficient and timely implementation of the Ten-Year Plan to End Homelessness;
- D. Review progress made in the County towards achieving the objectives identified in the Ten-Year Plan to End Homelessness and make recommendations to the Board of County Commissioners. The primary recommendations may include systematic changes, policy changes, and funding recommendations;
- E. Provide information regarding the needs and other factors affecting the smooth implementation of the Ten-Year Plan to End Homelessness within Palm Beach County;
- F. Determine roadblocks affecting program implementation and recommend corrective measures to the Board of County Commissioners.
- G. Review and comment to the Board of County Commissioners on homeless legislation;
- H. Make program funding recommendations to the Board of County Commissioners; and
- I. Recruit private and public sector representatives to the membership of Advisory Board committees; and
- J. Adopt rules and by-laws providing for the governance of the Advisory Board, which rules and by-laws will be adopted by a majority vote of the members of the Advisory Board.

SECTION 5: MEETINGS

- A. The Advisory Board shall meet a minimum of four times a year; however, members may be required to attend additional meetings. A majority of the members appointed shall constitute a quorum for the conduct of the Advisory Board's business. In the presence of a quorum, Advisory Board business shall be conducted by a vote of a majority present and be governed by Robert's

Rules of Order. The Chair shall have the authority to call emergency meetings, as is needed and appropriate.

- B. Reasonable public notice of all Advisory Board meetings shall be provided and all such meetings shall be open to the public at all times.

SECTION 6: OFFICERS

- A. The Chair shall be a County Commissioner appointed by the Palm Beach County Board of County Commissioners.
1. Duties of the Chair:
 - a. Call and set the agenda for Advisory Board meetings;
 - b. Preside at Advisory Board meetings;
 - c. Establish committees, appoint committee chairs and charge committees with specific tasks; and
 - d. Perform other functions as the Advisory Board may assign by rule or order.
 2. If a vacancy occurs in the office of the Chair, the Palm Beach County Board of County Commissioners shall appoint a replacement.
- B. The Vice Chair shall be elected by a majority vote of the Advisory Board and shall serve for a term of one year.
1. The Vice Chair shall perform the duties of the Chair in the Chair's absence, and such other duties as the Chair may assign.
 2. If a vacancy occurs in the office of the Vice Chair, the Advisory Board will elect another member to fill the unexpired term.
- C. The Secretary shall be elected by a majority vote of the Advisory Board and shall serve for a term of one year.
1. The Secretary shall be responsible for the record-keeping functions and will review all Minutes and correspondence of the Advisory Board.
 2. If a vacancy occurs in the office of the Secretary, the Advisory Board will elect another member to fill the unexpired term.

SECTION 7: REMOVAL FOR LACK OF ATTENDANCE

Members of the Advisory Board shall be automatically removed for lack of attendance. Lack of attendance is defined as failure to attend three consecutive meetings or failure to attend at least two-thirds of the meetings scheduled during a calendar year. Participation for less than three-fourths of a meeting shall constitute lack of attendance. Members removed under this paragraph shall not continue to serve until a new appointment is made and removal shall create a vacancy.

SECTION 8: ANNUAL NARRATIVE REPORT

The Advisory Board shall submit an annual narrative report to the Agenda Coordinator. The form, substance, and submittal dates for annual narrative reports are established by PPM CW-O-060.

SECTION 9: SUNSHINE LAW AND STATE CODE OF ETHICS

Members of the Advisory Board are to comply with the Sunshine Law and State Code of Ethics. Reasonable public notice of all Advisory Board meetings shall be provided. All meetings of the Advisory Board shall be open to the public at all times and minutes shall be taken at each meeting.

SECTION 10: PALM BEACH COUNTY CODE OF ETHICS

Advisory Board members are to comply with Article XIII, the Palm Beach County Code of Ethics.

SECTION 9: EFFECTIVE DATE


This Resolution shall become effective upon approval by a majority vote of the Board of County Commissioners, Palm Beach County, Florida.

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

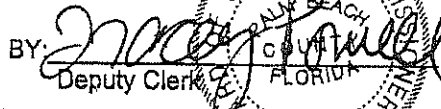
COMMISSIONER KAREN T. MARCUS, CHAIR	-	Aye
COMMISSIONER SHELLEY VANA, VICE CHAIR	-	
COMMISSIONER PAULETTE BURDICK	-	Aye
COMMISSIONER STEVEN L. ABRAMS	-	Aye
COMMISSIONER BURT AARONSON	-	Aye
COMMISSIONER JESS R. SANTAMARIA	-	Aye
COMMISSIONER PRISCILLA A. TAYLOR	-	Aye

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

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY

BY: 
Tammy K. Fields
Assistant County Attorney

ATTEST:
SHARON R. BOCK,
CLERK & COMPTROLLER

BY: 
Deputy Clerk

