

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
BOARD APPOINTMENT SUMMARY

Meeting Date: July 22, 2014

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

I. EXECUTIVE BRIEF


Motion and Title: Staff recommends motion to approve: reappointments and appointments to the Palm Beach County HIV Comprehensive AIDS Resources Emergency (CARE) Council for three (3) year terms beginning on the dates shown below.


<u>Seat No.</u>	<u>Reappointment</u>	<u>Seat Requirement</u>	<u>Term Begins</u>
3	Marsharee Chronicle	Community Based Organization	08/14/2014
30	Julie Graham	Hospital Planning Agencies	08/14/2014
<u>Seat No.</u>	<u>Appointment</u>	<u>Seat Requirement</u>	<u>Term Begins</u>
23	Charles Brooks	Non-Elected Community Leader	07/22/2014
24	Elizabeth Robinson	Non-Elected Community Leader	07/22/2014

Summary: The total membership shall be no more than 33 members, per Resolution No. 2011-1560. The HIV CARE Council nominations process is an open process with publicized criteria and legislatively defined conflict of interest standards. These appointments successfully completed the HIV CARE Council nominations process, and the HIV CARE Council has recommended their appointments. Ms. Chronicle has disclosed that she is employed by Compass, Inc., that contracts with the County for services. Ms. Graham has disclosed that she is employed by Health Council of Southeast Florida, that contracts with the County for services. The 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 Sect. 2-443, of the Palm Beach County Code of Ethics. (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. R-2011-1560, dated October 18, 2011. 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 by the Board on June 27, 2011. The board makeup will consist of six (6) Black females, three (3) Black males, five (5) White males, and five (5) White females. The new makeup will consist of one (1) Black male and one (1) Black female.

- Attachments:**
- 1. Board/Committees Applications
 - 2. Proposed Inventory of Seats List
 - 3. HIV CARE Council Nominations Policy No. 10
 - 4. CARE Council Attendance

Recommended By:  6/26/14
Department Director Date

Legal Sufficiency:  6/26/14
Chief Assistant County Attorney Date

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

*The information provided on this form will be used in considering your nomination. Please COMPLETE SECTION II IN FULL.
Answer "none" or "not applicable" where appropriate. 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: 3 Years.

From:

8/14/2014

To:

7/21/2017

7/21/2017
8/13/2017

Seat Requirement: Providers

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: 0**

Section II (Applicant): (Please Print)

APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT

Name: Chronicle Marsharee
Last First Middle

Occupation/Affiliation: Health Services Director-Case Management

Owner ☐

Employee ☒

Officer ☐

Business Name: Compass

Business Address: 201 N. Dixie Hwy

City & State

Lake Worth, FL

Zip Code:

33460

Residence Address:

513 N. O Street

City & State

Lake Worth, FL

Zip Code:

33460

Home Phone:

Business Phone:

(561) 533-9699

Ext. 4004

Cell Phone:

(561) 543-1694

Fax:

(561) 586-0635

Email Address:

marsharee@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

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>Example: (R#XX-XX/PO XX)</u>	<u>Parks & Recreation</u>	<u>General Maintenance</u>	<u>10/01/00-09/30/2100</u>
<u>Pending R2014-0583</u>	<u>Dept. of Community Services</u> <u>Ryan White Program</u>	<u>Ryan White Case</u> <u>Management Services</u>	<u>3/1/14-3/1/15</u>

(Attach Additional Sheet(s), if necessary)
OR

NONE ☐

NOT APPLICABLE/
(Governmental Entity) ☐

ETHICS TRAINING: All board members are required to read and complete training on Article XIII, the Palm Beach County Code of Ethics, and read the State Guide to the Sunshine Amendment, Article XIII, and the training requirement can be found on the web at: <http://www.palmbeachcountyetethics.com/training.htm>. Ethics training is on-going, and pursuant to PPM CW-P-80 is required before appointment, and upon reappointment.

☒ 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 on 4/22 20 14
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 Chrnick Printed Name: Marsharee Chrnick Date: 5/23/14

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

Return this FORM to:

Samantha Freels, 600 Sandtree Drive Suite 101 Palm Beach Gardens, FL 33403

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 01/14/2014

Marsharee Chronicle

Objective

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

Qualifications Summary

- Over 10 years of non-profit organization/program management experience
- Proven expertise in program design, grant writing, and grants management
- Program management and supervisory experience
- Event planning, outreach, and recruitment skills
- Strong client centered skills
- Education and training skills
- Passionate commitment to community development

Experience

April 2005-Present

Compass, Inc.

Lake Worth, FL

Health Services Director (May 2011-present)

- As part of the senior management team, work closely with the CEO and other department directors on agency strategic planning activities
- Manage almost \$1,000,000 in funding from local, state, and federal government grants/contracts as well as awards from private foundations
- Design new programming and write grants to secure funding for new program implementation and sustain funding for existing programs
- Hire, train, and supervise program staff and develop staff capacity
- Supervise program coordinators for all health services programs and offsite case managers at the Health Department
- Provide quality assurance reviews to ensure program activities are in alignment with contract requirements
- Write monthly board reports
- Positively represent agency and health service programs to funders, stakeholders, and community members

Case Management Coordinator (July 2010-May 2011)

- Supervised and trained onsite medical case management staff
- Hired, trained, and supervised program staff and developed staff capacity
- Created a staff training plan to successfully onboard new employees during their 90 day probationary period
- Ensured that staff met monthly program goals as set by department director
- Represented agency at meetings in the community

HIV Testing and Prevention Coordinator (December 2009-May 2009)

- Promoted to this position to manage the HIV Counseling/Testing department and launch a new program
- Ran the day to day operations of the agency's 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
- Hired, trained, and supervised program staff, interns, and volunteers and developed staff capacity

561-543-1694•marshree.chronicle@gmail.com

Marshree Chronicle

Case Manager (January 2007-December 2008; May 2009-July 2010)

- Managed and coordinated the treatment and care of people living with HIV/AIDS
- Determined client eligibility for medical and support services according to guidelines provided by the Ryan White Care Act
- Trained new case managers
- Referred clients to other social service agencies to assist them in achieving economic self sufficiency
- Oversaw transportation access for transportation disadvantaged clients

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 renewal proposal to funder
- Facilitated bi-weekly support group for youth and monthly family support group
- Educated over 150 youth, parents, and youth-serving professionals on topics such as HIV prevention, sexuality, and communication each year
- Planned group activities and special events for youth and families in the community
- Represented the agency at community meetings and events

April 2003-April 2005

Planned Parenthood of South Florida

West Palm Beach, FL

Community Health Educator

- Facilitated daily family life and sexuality education groups for youth and monthly discussion groups for their parents in three teen pregnancy prevention afterschool sites; was asked to take on this responsibility at an additional site in 2004
- Counseled teens on reproductive health and transported them to appointments at the health centers
- My efforts yielded an increase in the number of teens and males who accessed the community health centers

September 2001-April 2003

Urban League of Palm Beach County

West Palm Beach, FL

Assistant Director of Palm Beach County Center of Excellence

- 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 additional 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

Education

May 2001

Cornell University

Ithaca, NY

Bachelor of Arts; Feminist, Gender, and Sexuality Studies

**PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
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: 3 Years.

From:

7/22/2014
8/14/2014

To:

7/21/2017 PC
8/13/2017

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. 1500

Cell Phone: () Fax: ()

Email Address: jgraham@hcsef.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:

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Contract/Transaction No.	Department/Division	Description of Services	Term
Example: (R#XX-XX/PO XX)	Parks & Recreation	General Maintenance	10/01/00-09/30/2100
B20140586	Dept of Community Services Ryan White Program	HIV Health Support Services	3/1/14-2/28/15
(Attach Additional Sheet(s), if necessary)			
OR			
NONE	<input type="checkbox"/>	NOT APPLICABLE/ (Governmental Entity)	<input type="checkbox"/>

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☒ By watching the training program on the Web, DVD or VHS on 4/23 20 14
☐ 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: Julie Graham Printed Name: Julie Graham Date: 5/23/14

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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Commissioner's Signature: _____ Date: _____

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Revised 01/14/2014

Julie Graham

Julie Graham is Director of Planning at the Health Council of Southeast Florida. Her work at the Health Council includes: leading community health assessments and community health improvement plans, developing county profiles, data gathering and analysis, focus group facilitation, survey development and grant writing. She is project lead for a patient navigation initiative, Navigate-PBC and the PBC Counts web portal.

Julie is a public health professional whose efforts focus on disease prevention and health promotion activities. Prior to joining the Health Council, she worked at the USDA Jean Mayer Human Nutrition Research Center on Aging at Tufts University where she was involved with large scale research studies related to infectious disease and lipid metabolism with a focus on diet and nutrition as they relate to diabetes, heart disease, obesity and HIV. She interned at the Lombardi Cancer Center at Georgetown University working on studies related to breast cancer and estrogen receptor activation. Ms. Graham also co-owned and managed a real estate agency outside of Boston, MA.

Julie has a Bachelor of Science (BS) in Health Studies from the Georgetown University School of Nursing and Health Studies, a Master of Public Health (MPH) from the Johns Hopkins Bloomberg School of Public Health and is a Certified Health Education Specialist (CHES).

Julie is a member of the American Public Health Association, the National Society of Collegiate Scholars, Georgetown University Chapter and is an inductee into the Health Studies Honor Society. She is also a member of the Palm Beach County HIV CARE Council and serves on the Planning Committee.

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

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

☐ At Large Appointment

or

☐ District Appointment / District #:

Term of Appointment: 3 Years.

From:

7/22/2014

To:

7/21/2017

Seat Requirement: Non-Elected Community Leaders

Seat #: 23

☐ *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: Brooks Charles
Last First Middle

Occupation/Affiliation:

Therapist/Counselor

Owner ☐

Employee ☒

Officer ☐

Business Name:

Angel's Recovery

Business Address:

11576 Pierson Rd

City & State

Wellington FL.

Zip Code:

33414

Residence Address:

417 Lilac Ct. #202

City & State

West Palm Beach FL.

Zip Code:

33407

Home Phone:

(708) 832-0193

Business Phone:

(708) 721-4142 Ext.

Cell Phone:

205 928-1439

Fax:

()

Email Address:

brooksclb4@yahoo.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:
☐ Native-American

☒ Male

☐ Hispanic-American

☐ Female

☐ Asian-American

☒ African-American

☐ Caucasian

Section II Continued:

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Contract/Transaction No.	Department/Division	Description of Services	Term
Example: (R#XX-XX/PO XX)	Parks & Recreation	General Maintenance	10/01/00-09/30/2100
N/A			
(Attach Additional Sheet(s), if necessary)			
OR			
NONE		NOT APPLICABLE/	
		(Governmental Entity)	

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By watching the training program on the Web, DVD or VHS on 5/21/2014

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: Charles Brooks Printed Name: CHARLES BROOKS Date: 5/21/14

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:
(Insert Liaison Name Here), (Insert Department/Division Here) Samantha Freds, HCLT
(Insert Address Here) 600 Sandtree Drive Suite 101 PBO, FL 334

Section III (Commissioner, if applicable):

Appointment to be made at BCC Meeting on: _____

Commissioner's Signature: _____ Date: _____

Charles E. Brooks
417 Lilac Court #202
West Palm Beach Fl. 33407
HOME---561-832-0193
Cell---205-928-1439

Dear Sir/Madam:

Please find attached my resume for your consideration for employment opportunities within your organization. An organization with your significance would provide me with the opportunity to fulfill my career objectives, and to work within an organization that has room for advancement.

I am a graduate of ACT 1 (Argus Career Training Institute) which prepared me for a career in substance abuse counseling. I am confident that I can be a valuable asset to your organization.

I am also a graduate of Grand Canyon University, where I obtained my Masters of Science Addiction Counseling.

I would like the opportunity of meeting with you for an interview and elaborate further on my qualifications for employment within your organization.

Charles E. Brooks

Charles Brooks
417 Lilac Court #202
West Palm Beach Fl. 33407
HOME---561-832-0193
Cell---205-928-1439

Objective;

To obtain a responsible position
In a therapeutic environment by utilizing
my experience to identify and modify
Behaviors to assist addicts in recovering
their lives.

Experience;

10/25/13—To Present

Treatment Alternatives

Therapist; Therapist provided supportive therapy to
clients that were drug court ordered or self-referred.
Provided counselor facilitated seminars, lectures, relapse
prevention, anger management groups. Generated weekly
progress notes, wrote and formulated treatment plans.
Provided weekly individual therapy session, and family
therapy sessions.

7/25/13—10/25/13

New Hope Drug Treatment

West Palm Beach Florida

Group Leader; Facilitated substance abuse education
groups for their IOP program. Generated weekly progress
reports and escorted clients to different recovery events.

9/2012—7/25/13

C.A.R.P (Comprehensive Alcoholism Rehabilitation Programs, Inc.)

West Palm Beach Florida

Substance Abuse Counselor; Counselor provided supportive counseling services to clients that were drug court ordered or self-referred. Provided counselor facilitated seminars, lectures, relapse prevention, anger management groups. Generated weekly progress notes, wrote and formulated treatment plans. Obtained random urines, conducted weekly individual counseling sessions.

11/9/10—6/2012

Unlimited Path Inc.

**Florida Department of Correction State of Florida
Century Correctional Center.**

Clinical Supervisor; Administrate and oversee Department of Corrections prison substance abuse program. Maintain good working relationship with Program Director overseeing prison substance abuse program. Serve as a liaison between treatment staff and Program Director. Perform all clinical supervision duties to include file reviews and clinical supervision of counseling activities. Provide training for all staff. Participate in hiring, scheduling/assigning work tasks, reviewing and evaluating performance and resolving grievances of all employees.

Substance Abuse Counselor; Counselor provided supportive counseling services to inmates in a drug treatment setting. Directed/facilitated and participated in groups, wrote weekly/monthly progress reports/notes, facilitated encounter group, taught thinking for a change, inside out dad and formulated treatment plans.

11/1/05-11/1/10

**Alabama Department of Correction State of Alabama
Bibb County Correctional Center.**

Substance Abuse Counselor-Provided supportive counseling services to inmates in a drug abuse treatment setting. Provided counseling to inmates; direct/facilitate and participate in counseling and training sessions/meetings; communicate orally and in writing with peers on treatment support plans and ideas; attend and participate in staff and training activities.

12/04-Present

**BJCC Staff Pro
Birmingham AL.**

Security/Usher-To ensure crowd safety and control and to provide a safe and enjoyable event for the guest Fellow team members in a courteous, professional, and Efficient manner.

5/05-10/30/05

**Pearson-Hall
Birmingham AL.**

Substance Abuse Counselor-Facilitated Lectures Wrote and formulated treatment plans, Generated weekly Progress reports, wrote daily progress notes, conducted Weekly individual counseling sessions.

07/02-07/04
Harlem Bowling
New York, NY

Case Manager Technician-Assist Case Manager with Following up on services delivered to a 40+ case load. Conduct home and hospital visits and assess clients Service needs and gather clinical information and Documentation.

02/01-03/02
Odyssey House
New York, NY

Substance Abuse Counselor-Facilitated Seminars Lectures, Relapse Prevention, Gender Specific Groups Encounter Groups. Obtain monthly Toxicology's. Generate weekly progress notes. Write and formulate Services plans, conduct weekly individual counseling Sessions.

08/00-02/01 Project
Return New York,
NY

Substance Abuse Counselor-Facilitated Seminars, lectures, relapse prevention, gender Specific groups and encounter groups. Generated Weekly progress notes, wrote and formulated Treatment plans. Obtained random urines, conducted Weekly individual counseling sessions.

09/95-12/99

Housing Works

New York, NY

Case Manager-Responsible for the overall Quality assurance and improvement of the Independent Living Program. Supervisor of CMT and CFW.

Case Manager Technician-Assist Case Manager With following up on services delivered to a 35+

Client case load. Conduct home and hospital visits and assess Client's service needs and gather clinical information and documentation.

Community Follow-Up Worker-Liaison between Case Manager and clients with scheduling fair hearings Escorting clients to hospital and all other appointments, Make home visits, scheduling appointments between Case manager and clients.

Education

1999-2003

Empire State College New
York, NY

Bachelor of Science

2000-2000

Argus Community, INC
Argus Career Training Institute
Bronx New York
Certificate for Substance Abuse Counselor

9/2008—9/2010

Grand Canyon University
Master of Science
Addiction Counseling

References furnished upon request

**PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
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: 3 Years. From: 7/22/2014 To: 7/21/2017
Seat Requirement: Non-Elected Community Leaders Seat #: 24
[] *Reappointment or [X] 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: Robinson Elizabeth
Last First Middle
Occupation/Affiliation: _____
Owner [] Employee ☒ Officer []
Business Name: M.A.I.N, Inc.
Business Address: 1216 Pioneer Road
City & State: Mangonia PK, FL Zip Code: 33407
Residence Address: 620 W 34th Street
City & State: Riviera Beach, FL Zip Code: 33404
Home Phone: () Business Phone: () Ext. _____
Cell Phone: 561- 201-4009 Fax: ()
Email Address: M.A.I.N.Inc@hotmail.com
Mailing Address Preference: [] Business [X] 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 [X] Female
[] Native-American [] Hispanic-American [] Asian-American [X] 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>
Example: (R#XX-XX/PO XX)	Parks & Recreation	General Maintenance	10/01/00-09/30/2100
N/A			
(Attach Additional Sheet(s), if necessary)			
OR			
NONE	<input type="checkbox"/>	NOT APPLICABLE/ (Governmental Entity)	<input type="checkbox"/>

ETHICS TRAINING: All board members are required to read and complete training on Article XIII, the Palm Beach County Code of Ethics, and read the State Guide to the Sunshine Amendment. Article XIII, and the training requirement can be found on the web at: <http://www.palmbeachcountyethics.com/training.htm>. Ethics training is on-going, and pursuant to PPM CW-P-80 is required before appointment, and upon reappointment.

☒ 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 on 5/20 2014
☐ 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: E.P. Robinson Date: 5/20/14

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:

~~(Insert Liaison Name Here), (Insert Department/Division Here),~~
~~(Insert Address Here)~~

Samantha Freels Hester
600 Sandtree Dr Suite 101 PBC FL
33403

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 01/14/2014

Elizabeth P. Robinson

620 W 34th Street, FL

561-882-2420 cell: 561 201-4009

elizabethpertee@comcast.net or m.a.i.n.inc@hotmail.com

Profile Summary

- Seeking an opportunity to join an organization dedicated to quality community and customer service.
 - Experienced professional with management and supervisory skills
 - Excel at interfacing with others at all levels to ensure organizational goals are attained
 - Proactive approach to customer service for internal and external customers
 - Possess excellent interpersonal, analytical, and organizational skills.
 - Effective manager with the skills necessary to recruit, direct, train, and motivate
 - MS/Word Office, Internet, social media, research data, and office equipment skills
 - Attention to details, time-management, conflict resolution, and organizational skills
-

Palm Beach Co School District – Lincoln Elem School 2014- Present
Parent Liaison / Community Resources Coordinator

- Assist students to participant in community resources available to them
- Develop tactics to increase services to provide community resources to students and their parents and maintain/coordinate press releases
- Responsible for securing, managing and distributing incentives
- Responsible for locating opportunities for programs and services to excel student academics success at school and in the community
- Conduct home visits to assure safety of students and provide assistances to parents
- Collaborate with internal and external customers to advertise programs held at school

Employment

Minority AIDS Initiative Network, Inc.

2009-Present

Executive Director

- Responsible for daily operations to include: marketing, budgets, fundraising, public relations, training, reports, event planning, and facility requests
- Develop tactics to increase services to provide social service and HIV/AIDS awareness activities and maintain/coordinate awareness calendar
- Devise and implement innovative marketing principles and promotional opportunities to further support agency/staff growth and collaborations
- Manage and train staff for FDOH procedure, guidelines, and requirement for HIV/AIDS testing and counseling
- Research grant opportunities for growth and services to staff and community services
- Assist clients to participant in community resources available to them

Palm Beach County Health Department STD Program

2010-2012

Social Service Counselor – Health Educator

- Responsible for recruiting and training youth volunteers to serve as Peer Mentors
 - Coordinate with community based organizations to provide community educational/prevention sessions throughout Palm Beach County
 - Responsible for securing, managing and the distribution of incentive for client in the STD/HIV/TB Programs
 - Responsible for data entry and reports into the FDOH/CDC Systems of Services Tracking and locate HIV positive clients for follow and referrals
 - Responsible for data entry and services provided to HIV positive clients
 - Counseled, tracked and referrer STD positive client and their partners to treatment/care, substance abuse counseling, housing, and transportation
 - Counseled, coached, and referred inmates housed at PBSO for services
 - Coordinator community outreach activities and youth volunteer program
-

Comprehensive AIDS Program, Inc.

2005 - 2009

Program Coordinator/Supervisor

- Manage CDC Grant and staff for HIV/AIDS reduction program
- Responsible for hiring training and dismissal of staff members
- Responsible for maintaining staff training, reports and grant deliverables
- Conduct HIV/AIDS testing, counseling and referrals programs
- Responsible for managing \$250,000.00 program budget and incentives
- Responsible for attending meetings in-and-out of state on behalf on the agency and strengthening relationships on local, state and nationwide
- Supervise team/reports/outcomes of 4 grants for \$300,000.00 budget
- Responsible for collecting and coordinating data for CDC monthly quarterly, and end of grant reports
- Responsible for locating opportunities for program to excel with in communities in need of HIV/AIDS education and awareness and services
- Collaborate with community based organization to schedule resource health fairs in deprived communities

Palm Beach County Health Dept HIV/AIDS Program

2002 - 2005

Regional Minority AIDS Coordinator/Government Consultant Responsible for coordinating, managing, and supervising HIV/AIDS services minority communities in 5 Counties

- Responsible for supervising and assisting in the recruitment and training youth and adults volunteers on HIV/AIDS services and FDOH policies
- Coordinate with community based organizations to provide educational/prevention sessions and locate grant funding
- Responsible for securing, managing and the distribution of incentive for client in several HIV/AIDS Programs
- Responsible for data entry and reports into the state systems of services provided to HIV positive clients
- Counseled, tracked and referrer STD positive client and their partners to treatment and care
- Counseled clients and linked them into who are housed at the Palm Beach County Sheriff's
- Coordinate, supervise and manage HIV/AIDS services and activities for Palm Beach, Martin, St. Lucie, Okeechobee and Indian River Counties

Comprehensive AIDS Program, Inc.

2002 - 2005

Community Mobilization Specialist and Health Educator

- Responsible for daily operations, budgets, training, reports, event planning, facilitate HIV/AIDS education sessions and facility requests
- Monitor office supplies, programs incentives, FDOH guidelines
- Coordinate with community based organizations to provide educational/prevention sessions and locate grant funding
- Responsible for coordinating HIV/AIDS services to minority communities
- Responsible for maintaining HIV/AIDS testing reports documents
- Responsible for collecting and coordinating data for CDC monthly quarterly, and end of grant reports
- Coordinator locations to provide grant deliverables.

Palm Beach State College - Lake Worth Campus

1983 - 2002

Human Resources Tech, Administration Assistant, Assistant to Division Directors and Assistant to Assistant Registrar

- Responsible for managing and maintaining instructional documents
- Recruit, train and supervise part time staff and student assistants
- Responsible for schedule creation of adjunct instructors
- Coordinate facility request for computer programs
- Provide clerical assistance for administrative/instructional staff
- Data entry and legal documents clerk
- Coordinate Special Admission Office activities
- Responsible for printing graduation ceremony programs
- Worked with Facilities Dept in reporting and recording payroll hours

**Education, Training
and Certificates**

Palm Beach County Business School – Business Administration, Management and
Education 1978
Suncoast High School Riviera
Beach – FDOE GED 1979
Palm Beach State College – Graduated A.S and A.A. Degree 1994
Community Relations and Outreach Practices CDC/CAP
Trained HIV/AIDS Testing Counselor
Trained HIV/AIDS/STD/TB Educator
Conflict Solutions and Resolutions Skills
Confidential Client Centered Skills
Legal Documents Records/Search Skills
Diversity Training
Supervising Difficult Employees Skills
Managing Difficult People Skills
Contract Negotiations Skills
Case Management Skills
FDOH/PBCHD “Dave” Training
Time Management and Task Prioritizations
MS Word Office – (Word, Excel, Access, PowerPoint, Publisher)
Social Media, Internet and some Webpage Design Skills
Customer Service and Relationship Skills
Cultural Differences and Sensitivity Skills
CDC/FDOH Command Systems Management Training and Disaster Relief Training

**Community Service
Cert./Awards**

Florida Department of Health Certificate HIV/AIDS Testing Counselor
Florida Department of Health 500/501 Certificate
Florida Department of Health Grants and Awards Review Committee
Nominated for JM Family Community Service Award
Awarded a Local GED Hero FDOE
Selected as campaign manager for several successful elections
Former Chair of Riviera Beach MLK Committee
Former Vice Chair Riviera Beach Zoning Board of Adjustment
Member RBCRA Executive Director’s Advisory Committee
Vice Chair RB Police Chief’s Advisory Board
Chair of Riviera Beach Community Development Corporation
Vice President, African American Cultural Arts Organization
Vice President, Park Manor Neighborhood Association
Emmanuel Missionary Baptist Church – Choir Member

References available upon request .

Palm Beach County HIV CARE Council

Inventory of Seats

Updated 6/3/14

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

Recently approved by BCC - renewal member

SEAT	PROVIDERS - SEATS 1-11	OCCUPANT	POSITION/ORGANIZATION	TERM EXPIRES	DEMOGRAPHIC INFO.
1	Health care provider, including federally qualified health centers	OPEN CHAIR			
2	Community-Based Organizations serving affected populations/AIDS Service Organizations	Vicki Ann Tucci	Legal AID Society of Palm Beach County, Inc.	4/15/2016	WF
3	Community-Based Organization serving affected populations/AIDS Service Organizations	Marsharee Chronicle	Compass	8/13/2013	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.	11/17/2016	WF
8	Social Service Providers, including housing and homeless service providers	OPEN CHAIR			
9	Mental Health and/or Substance Abuse Provider	OPEN CHAIR			
10	Substance Abuse and/or Mental Health Providers	Rosalyn Collins	Gratitude House	11/17/2016	BF
11	Local Public Health Agencies	Mary Piper Kannel	PBC Health Department	4/15/2016	WF

Palm Beach County HIV CARE Council

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	4/15/2016	BF
13	Affected Communities, including People Living with HIV/AIDS and historically under-served subpopulations and/or individuals co-infected with Hepatitis B/C	Lavan Harper	Community Member	11/17/2016	BF
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	4/15/2016	WM
15	Affected Communities, including People Living with HIV/AIDS and historically under-served subpopulations and/or individuals co-infected with Hepatitis B/C	Quinton Dames	Community Member	11/17/2016	BM
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	4/15/2016	BM
17	Affected Communities, including People Living with HIV/AIDS and historically under-served subpopulations and/or individuals co-infected with Hepatitis B/C	Randall Rich	Community Member	4/1/2017	WM
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	11/17/2016	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	4/15/2016	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	11/17/2016	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	4/15/2016	WM
22	Affected Communities, including People Living with HIV/AIDS and historically under-served subpopulations and/or individuals co-infected with Hepatitis B/C	OPEN CHAIR			

Palm Beach County HIV CARE Council

Inventory of Seats

SEAT	NON-ELECTED COMMUNITY LEADERS – SEATS 23 - 33	OCCUPANT	POSITION/ ORGANIZATION	TERM EXPIRES	DEMOGRAPHIC INFO.
23	Non-Elected Community Leaders	Charles Brooks	Angels Recovery	7/21//2107	BM
24	Non-Elected Community Leaders	Elizabeth Robinson	M.A.I.N, Inc.	7/ 21//2017	BF
25	Non-Elected Community Leaders	OPEN CHAIR			
26	Non-Elected Community Leaders	OPEN CHAIR			
27	Non-Elected Community Leaders	OPEN CHAIR			
28	State Medicaid Agency	Kelly Martes	Medicaid	4/1/2017	WF
29	State Part B Agency	Mitchell Durant	Florida Health, Palm Beach County	11/17/2016	WM
30	Hospital Planning Agencies or other health care planning agencies	Julie Graham	HCSEF	8/13/2013	WF
31	Part D, or if none present, representatives of organizations addressing the needs of children, youth, and families with HIV	OPEN CHAIR			
32	Other federal HIV Programs, including HIV Prevention Program	OPEN CHAIR			
33	Representative of/or formerly incarcerated People Living with HIV/AIDS	Thomas McKissack	Jerome Golden Center for Behavioral Health	4/15/2016	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 persons 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, involvement at Membership

Development Sessions and involvement on committees. The Membership Committee may also consider activities 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.

2014 CARE Council Attendance

Members	Jan	Feb	March	April	May	June	July	Aug.	Sept	Oct.	Nov.	Dec.	% Attended incl. EX	Missed3 Consecutive	# Attended	# Meetings
Chronicle, Marsharee	EX				✓								67%		2	3
Collins, Rosalyn	✓			✓	✓								100%		3	3
Dames, Quinton	✓			✓	✓								100%		3	3
Durant, Mitchell	✓			✓	✓								100%		3	3
Enright, Kim	✓				✓								67%		2	3
Graham, Julie	EX				✓								67%		2	3
Harper, LaVan	✓			✓	EX								100%		3	3
Hilliard, Don	✓			✓	✓								100%		3	3
Kannel, Mary	✓			✓	✓								100%		3	3
Krabec, Glenn	✓			✓	✓								100%		3	3
Martes, Kelly	NEW MEMBER				✓								100%		1	1
McGee, Melissa	✓				EX								67%		2	3
McKissack, Thomas	✓			EX	✓								100%		3	3

CARE Council Attendance 2014

Osband, Larry	✓			✓	✓								100%		3	3
Reynolds, Mary J	✓			✓	✓								100%		3	3
Rich, Randall	NEW MEMBER				✓								100%		1	1
Samples, Shirley	✓			EX	✓								100%		3	3
Smith, Cecil	✓			✓	✓								100%		3	3
Tucci, Vicki	✓			✓									67%		2	3

**New Members

Emer. Is for Emergency
*Requested a leave of
absence
#Requested a Non-
Medical Excusal

Ex Excused Absence