

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

**Motion and Title: Staff recommends motion to approve:** appointments to the Palm Beach County HIV Comprehensive AIDS Resources Emergency (CARE) Council for three (3) year terms, effective October 7, 2014.

<u>Seat No.</u>	<u>Appointment</u>	<u>Seat Requirement</u>	<u>Term Expires</u>
6	Lilia Perez	Provider Seat	10/06/2017
25	Denise St. Joy	Non-Elected Community Leaders	10/06/2017
31	Jeannette Tomici	Part D	4/15/2016
32	Tony Martez White	Federal HIV Program	10/06/2017

**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. Perez has disclosed that she is employed by Foundcare, Inc., that contracts with the County for services. Mr. White has disclosed that he is employed by Compass, Inc., that contracts with the County for services. Ms. Tomici has disclosed that she is employed by Children's Case Management Organization, Inc., d/b/a Families First of Palm Beach County, 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 seven (7) Black females, four (4) Black males, five (5) White males, and five (5) White females. The new makeup will consist of two (2) Hispanic females, one (1) Black male and one (1) Caribbean female.

**Attachments:**

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

Recommended By: Chad W. [Signature] 9/17/14  
Department Director Date

Legal Sufficiency: [Signature] 9/17/14  
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: 10/7/14 To: 10/6/17

Seat Requirement: Social Service Providers, including housing and homeless service providers Seat #: 6

☐ \*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: Perez Lilia  
Last First Middle

Occupation/Affiliation: Site Supervisor

Owner ☐ Employee ☒ Officer ☐

**Business Name:** FoundCare Inc.

**Business Address:** 2330 S Congress Ave

City & State Palm Springs, FL Zip Code: 33406

**Residence Address:** 1108 W Canal Street Lot B2

City & State Belle Glade Zip Code: 33430

Home Phone: ( 561 ) 992-0113 Business Phone: ( ) Ext. \_\_\_\_\_

Cell Phone: ( ) Fax: ( )

Email Address: \_\_\_\_\_

Mailing Address Preference: ☒ Business ☐ Residence

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

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

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

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

<u>Contract/Transaction No.</u>	<u>Department/Division</u>	<u>Description of Services</u>	<u>Term</u>
<u>Example: (R#XX-XX/PO XX)</u>	<u>Parks &amp; Recreation</u>	<u>General Maintenance</u>	<u>10/01/00-09/30/2100</u>
R2014-0584		Case Management Ryan White	3/1/2014-2/28/2021
(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.palmbeachcountyetics.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 8-01 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: Lilia Perez Printed Name: Lilia Perez Date: 8-01-17

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

**Return this FORM to:**  
Samantha Freels, HCSEF 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: \_\_\_\_\_

Lilia Perez  
P.O. Box 687  
Belle Glade, Fl. 33430  
561-992-0113  
liliaperez20@att.net

**Objective:** Service-focused social worker with a strong commitment to serving and meeting the needs of the HIV/AIDS population including the homeless and disadvantaged children, youth and adults.

**Work Experience:**

*07/2008 to Present: FoundCare; Site Supervisor.*

Supervise agency staff and oversee day-to-day operation of services and center facilities.

*08/2004 to 7/2008: FoundCare; Case manager.*

To provide assessment, referral, linkage and support services to HIV/AIDS clients.

*01/2001 to 12/2001: Agricultural Employee Services (AES); Field Representative.*

To verify, document and upload INS documents into a database for farm workers.

*1993 – 1994: Kemet de Mexico (Matamoros, Mexico); Process engineer*

To develop, evaluate and improve production while maintaining quality standards of the product.

*1990 – 1993: Kemet de Mexico (Matamoros, Mexico); Production Supervisor*

To complete production plan by scheduling and assigning personnel; establishing priorities, monitoring/supervising progress, revising schedules, resolving problems, reporting results of the processing flow on shift production reports.

*1987 – 1990: Kemet de Mexico (Matamoros, Mexico); Quality Control Inspector*

To inspect that the final product meet standards of quality up to the manufacturer's specifications.

Lilia Perez  
P.O. Box 687  
Belle Glade, Fl. 33430  
561-992-0113  
liliaperez20@att.net

**Education:**

July, 1994  
Industrial Engineer  
Instituto Tecnologico de Matamoros (ITM)-Technical Institute of Matamoros  
Matamoros, Mexico

**Special Trainings:**

2014  
CERT Certified  
PBC, Florida

2009  
Excelling as a 1<sup>st</sup> time supervisor  
PBC, Florida

2006  
40 hours of Medical Interpreters Training  
Glades Initiative, PBC, Florida

2005  
501 Training  
PBC, Florida

2004  
AIDS 104 Class  
PBC, Florida

2003  
Train the Trainer  
PBC, Florida

**Special Skills:**

Bilingual in Spanish.  
Computer programs: Word, Excel, Power Point, Publisher, Outlook, Internet.

References available upon request

**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: 7/22/2014 To: 10/6/2017

Seat Requirement: Community-Based Organizations serving affected populations/AIDS Service Organizations. Seat #: 25 pc

☐ \*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: St. Joy Denise  
Last First Middle

Occupation/Affiliation: \_\_\_\_\_  
Owner ☐ Employee ☒ Officer ☐

**Business Name:** Nursing Services of Palm Beach

**Business Address:** 16242 E Stallion Dr.

City & State Loxahatchee Zip Code: 33470

**Residence Address:** 4170 Bear Lakes Ct. Apt. 202

City & State West Palm Beach, FL Zip Code: 33409

Home Phone: ( 561 ) 228-8504 Business Phone: ( ) Ext. \_\_\_\_\_

Cell Phone: ( 561 ) 729-5967 Fax: ( )

Email Address: \_\_\_\_\_

Mailing Address Preference: ☐ Business ☒ Residence

Have you ever been convicted of a felony: Yes \_\_\_\_\_ No ☒  
If Yes, state the court, nature of offense, disposition of case and date: \_\_\_\_\_

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

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 &amp; Recreation</u>	<u>General Maintenance</u>	<u>10/01/00-09/30/2100</u>
_____	_____	_____	_____
_____	_____	_____	_____
(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 5/23/2014  
☐ 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: *Denise Stoy* Printed Name: Denise Stoy Date: 5/23/2014

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

Return this FORM to:  
Samantha Freels, HCSEF 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: \_\_\_\_\_

**Denise St Joy**  
**4170 Bear Lakes Ct apt.202**  
**West Palm Beach Fl.33409**  
**Denisebrown1066@aol.com/561-7295967cell**

**Objective**

My goal is to bring my best by providing a strong leadership, maintain a positive influence on our peers and progressively become a perfectionist in my duties.

**Profile**

Enthusiastic, Passionate, with a talent for listening and talking to others. Socializing and looking for ways to help people. Noticing a problem and figuring out the best way to solve it. Ability to demonstrates by understanding their needs and provide services.

**Skills**

Active listener

- Ability to interact Verbal and Physical

Good leadership

- Ability to organize and operate administration

Quick learner

- Able to solve problems and solutions in the workplace

Long term dedicated employee

- Potential with a desire for job advancement

Strong Diagnostic skills

- Able to work with tight deadlines, with accuracy and attention to details

**Education**

High School Diploma; Penn Foster accomplished 2008.

Palm Beach State College; Lake Worth, Florida 2014- present

- Social & Human Services
- Associate in Arts Degree

**Certificates**

Association for control of Sexually Transmitted Disease (STD/HIVE education)

National Family Planning Board (Family life Education)

UN International drug control program (UNDCP) Integrated demand reduction program train the trainer workshop

Formation of the Caribbean regional network for people living with HIV/AIDS (GNPT)

Certificate of training in peer counseling education for HIV research and services

(University of the West Indies)

HIV prevention, heterosexism and homophobia

Certificate of completion HIV/AIDS 500/501c



Pre-post test counseling to clients  
Florida multi-culture conference on HIV/AIDS

## **Work Experience**

Nursing Services of Palm Beach, ResCare, Always Best Care Agencies

- Nursing Assistant/Home Health Aid- Presently
- Provide personal care such as nutrition, report, attitude/mood observation and recreational activity

Ministry of Health- Jamaica National HIV/STD control programme (STD Educator)

- Educate in awareness and community mobilization
- Community intervention, speaker, reporting, work plan, preparation workshop, design and special events.

## **Community Contribution**

Drug Abuse Program for three years

Jamaica Junior Chamber Movement Five years and Youth development for 3yrs

National Family Planning Board Jamaica W.I.

Jamaica AIDS Support 5yrs

World Health Organization (WHO) which include traveling to South Africa, BC Vancouver, Amsterdam, Trinidad, England, Belgium, Antigua, and Columbia.

International Community of Woman (ICW) - Speaker for woman's Rights within the Caribbean

Caribbean Pan-American committee

Member of Treasure Coast Care Counsel 5yrs

Palm Beach Drama Works-2010 present

United Sport and Culture of the Caribbean-2013 present

Caribbean American Democratic Club of Palm Beach County-2012 present

# PENN FOSTER HIGH SCHOOL

## Diploma

*This certifies that*

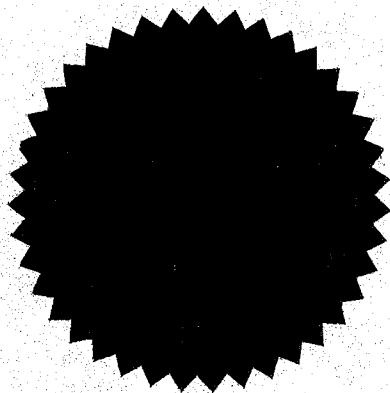
**DENISE KINGDOM**

*has completed the Course of Study as prescribed by*

*Penn Foster High School*

*and is hereby awarded this Diploma on  
this 13th day of October in the year 2008*

*and verified on this date by:*



*Stuart J. Udell*

Stuart J. Udell  
President, Penn Foster High School

*Connie C. Dempsey*

Connie C. Dempsey  
Chief Academic Officer

# NATIONAL FAMILY PLANNING BOARD

JAMAICA W.I.



*This Certificate of Participation*

*is awarded to*

DENISE A. BROWN

*who has completed* One Week Family Planning Volunteers'

*training in* Family Planning/Family Life Education *held in*

St. Andrew on the 31st January to 4th February 19 94

4th February, 1994

Date

  
Executive Director, N.F.P.B.

  
Training Co-ordinator



# JAMAICA JUNIOR CHAMBER CERTIFICATE OF PARTICIPATION

This is to Certify that

DENISE BROWN

Participated in a Training session held on

OCTOBER 1, 1994

The course covered the following areas

1. THE EXECUTIVE IMAGE
2. HOSTING A STATE FUNCTION
3. TECHNIQUES IN EFFECTIVE SPEAKING

  
\_\_\_\_\_  
PRESIDENT

  
\_\_\_\_\_  
TRAINING OFFICER



ASSOCIATION FOR THE CONTROL OF  
SEXUALLY TRANSMITTED DISEASES  
STD/HIV/AIDS TRAINING

This is to certify that

Denise Brown

participated in a HIV/STD Training Workshop for STD Educators

from 31<sup>st</sup> July to August 4<sup>th</sup> 1995

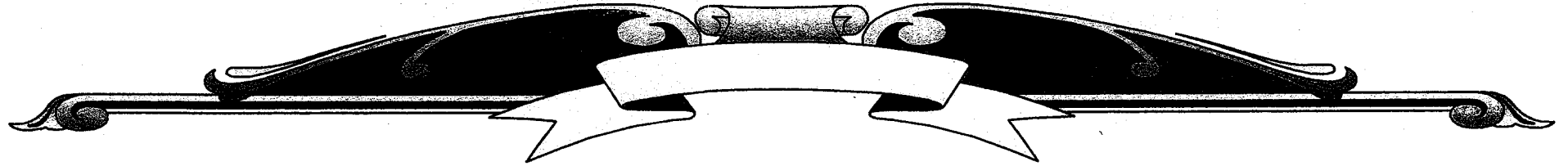
at Social Welfare Training Centre

Sam Campbell - Treve L.

Chairman

Patterson

Enid H. Sestaro



# *Certificate of Completion*



This is to certify that:

**Denise Brown**

Has successfully completed the Palm Beach County HIV CARE Council  
Membership Development Session:  
Parliamentary Procedure Review

July 18, 2002  
Date

Glenn Krabec  
Glenn Krabec, PhD.  
CARE Council Chair

Sonja Swanson  
Sonja Swanson  
Council Coordinator

Annette Murzike Dunn  
Annette Murzike Dunn  
Membership Coordinator





ASSOCIATION FOR THE CONTROL OF  
SEXUALLY TRANSMITTED DISEASES  
STD/HIV/AIDS TRAINING

This is to certify that

***DENISE BROWN***

participated in a \_\_\_\_\_ CONDOM PROMOTION WORKSHOP

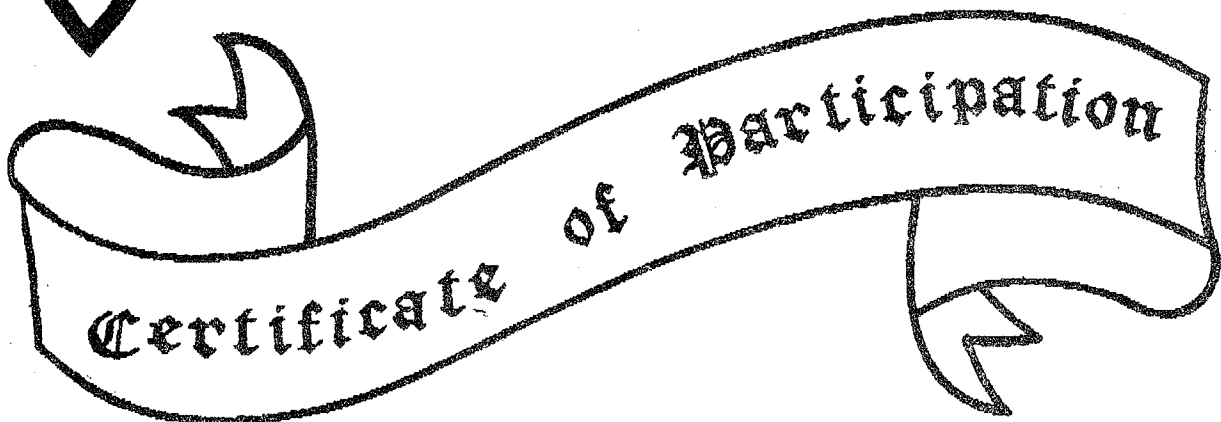
from \_\_\_\_\_ SEPTEMBER 20 \_\_\_\_\_ to \_\_\_\_\_ SEPTEMBER 24 \_\_\_\_\_ 199 3

at \_\_\_\_\_ JAMAICA JAMAICA HOTEL - RUNAWAY BAY

Chairman



# St. Andrew Junior Chamber



This is to Certify that

**Denise Brown**

has participated in

**"INTEGRATING PEOPLE AND WORK  
THE OPTIMAL SOLUTION"**

**Management Seminar / Workshop**

**JAMAICA PEGASUS HOTEL  
81 Knutsford Boulevard  
Kingston 5**

Granted this 12th day of March in the year 19 94

  
CHAPTER PRESIDENT

  
VICE - PRESIDENT

**STAJC - Empowerment Through Leadership Training**





# Certificate of Appreciation

Presented to

**Denise Brown**

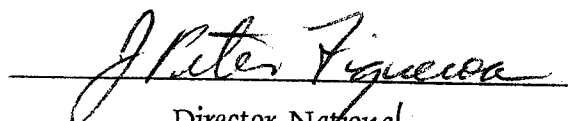
in recognition of dedicated service  
to the National HIV/STD Control Programme  
through education at the community level



National Co-ordinator  
Face to Face Programme

17th Nov 1994

Date



Director, National  
HIV/STD Control Programme

17th NOV 1994

Date



# *Certificate of Completion*




This is to certify that:  
**Denise Brown-Kingdom**

Has successfully completed the Palm Beach County HIV CARE Council  
Membership Development Session:  
Using Health Statistics in Decision Making

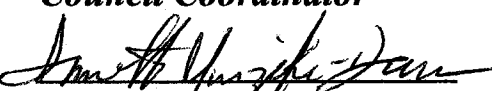
September 8, 2003  
Date



\_\_\_\_\_  
David J. Begley  
CARE Council Chair



\_\_\_\_\_  
Sonja Swanson  
Council Coordinator



\_\_\_\_\_  
Annette Murzike Dunn  
Membership Coordinator





**DEPARTMENT OF HEALTH**  
**CERTIFICATE OF ATTENDANCE**

Awarded To

*Denise Kingdom-Brown*

For attending the

**Florida's Multi-Cultural Conference on HIV/AIDS**

**January 28-30, 2004**

*Thomas Liberti*

Thomas Liberti, Chief  
Bureau of HIV/AIDS



THE GLOBAL NETWORK OF PEOPLE  
LIVING WITH HIV/AIDS

*Acknowledges the Participation*  
*of*

*Denise Brown*

*in the formation of*

A CARIBBEAN REGIONAL NETWORK OF PEOPLE  
LIVING WITH HIV/AIDS

*at its inaugural meeting*

*September 26, 1996 - September 30, 1996*

*at*

*Port of Spain*

**TRINIDAD**

Shaun Mellors

GNP+ International Co-ordinator

Yolanda Simon

GNP+ Caribbean Representative

*Centre for HIV/AIDS Research Education and Services  
University Hospital of the West Indies*

*is pleased to award*

*A CERTIFICATE OF TRAINING IN*

*PEER COUNSELLING*

*to*

*Denise Brown*

*For successful completion of course*

*KR Bailey*  
Course Coordinator

*April 2, 1998*  
Date of Completion

*GRansay*  
C.H.A.R.E.S. Programmes Coordinator

Palm Beach County Health Department

# **CERTIFICATE of COMPLETION**

Awarded to

*Denise Brown-Kingdom*

For Successfully Completing

## **HIV/AIDS 500/501**

**Client-Centered Counseling, Testing and Partner Referral Services**  
and can now offer Pre and Post-Test Counseling to clients

July 23, 24, 25, 2003



*Elizabeth Robinson*  
Elizabeth Robinson, RMAC  
Palm Beach County Health Department

*Lou T. Reiter*  
Lou T. Reiter, EIC  
Palm Beach County Health Department

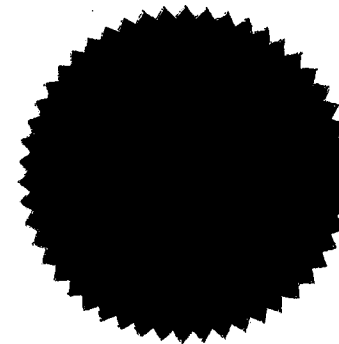
THIS CERTIFIES THAT

*Denise A. Brown*

HAS SUCCESSFULLY COMPLETED CAP  
VOLUNTEER ORIENTATION AND IS  
MAKING A DIFFERENCE IN THE LIVES OF  
THOSE EFFECTED AND AFFECTED BY  
HIV/AIDS.

DECEMBER 13, 2000

*Michael Kelly*  
\_\_\_\_\_



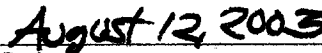
# Certificate of Attendance

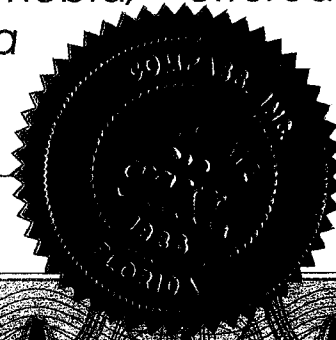
## **Caring for Our Communities: HIV Prevention, Heterosexism and Homophobia**

***Denise Brown-Kingdom***

has attended, and participated in, the 4-hour skills-building workshop, and sensitivity training, "Caring for Our Communities: HIV Prevention, Heterosexism and Homophobia," offered by Compass, Inc. of Palm Beach County, Florida

  
Monique Hosein  
HIV Prevention Coordinator

  
Date







*The National Council on Drug Abuse (NCDA)*  
*in collaboration with*  
*The United Nations International Drug Control Programme (UNDCP)*

*Presents this certificate to:*

*Denise Brown*

*Upon successful completion of a*  
*Training-of-Trainers Workshop on*  
*The Integrated Demand Reduction (IDER) Programme*

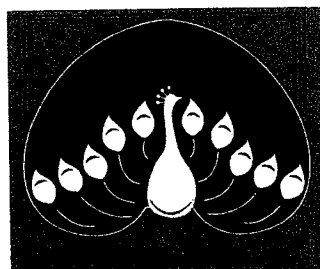
*November 2nd - 5th, 1995*

*Mandeville Hotel, Manchester*

*Dr. Charles Chesiger - Chairman*  
*National Council on Drug Abuse (NCDA)*

*United Nations International Drug Control*  
*Programme (UNDCP)*

*Hope McDish*  
*Trainer*




International Institute for Business Technical & Medical Careers

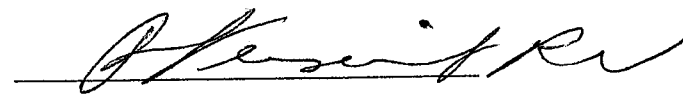
This certifies that

Denise Kingdom

Successfully completed

Nursing Assistant Program (150 hours)

  
05/30/06  
Signature-President/CEO

  
Signature-Instructor

Licensed by the State of Florida Commission on Independent Education License No. 2293

**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: 10/7/14 To: see below  
Seat Requirement: Part D, or if non present, representative of organizations addressing the needs of children, youth, and families with HIV Seat #: 31  
☐ \*Reappointment or ☒ New Appointment  
or ☐ to complete the term of S. Monroe Due to: ☒ resignation ☐ other  
Completion of term to expire on: 4/15/2016

**\*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: Tomici Jeannette  
Last First Middle  
Occupation/Affiliation: TOPWA Supervisor  
Owner ☐ Employee ☒ Officer ☐  
**Business Name:** Families First of Palm Beach County  
**Business Address:** 3333 Forest Hill Blvd 2<sup>nd</sup> Floor  
City & State West Palm Beach , FL Zip Code: 33406  
**Residence Address:** 1237 Pine Sage Circle  
City & State West Palm Beach, FL Zip Code: 33409  
Home Phone: ( ) Business Phone: ( ) Ext. \_\_\_\_\_  
Cell Phone: ( 561 ) 351-8810 Fax: ( )  
Email Address: \_\_\_\_\_

Mailing Address Preference: ☐ Business ☒ Residence

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

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

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

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

<u>Contract/Transaction No.</u>	<u>Department/Division</u>	<u>Description of Services</u>	<u>Term</u>
<u>Example: (R#XX-XX/PO XX)</u>	<u>Parks &amp; Recreation</u>	<u>General Maintenance</u>	<u>10/01/00-09/30/2100</u>
_____	<u>Phase see attached - included per verbal conversation</u>		
_____	(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 July 30<sup>th</sup> 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: Jeannette Tomici Date: 7-30-14

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](http://www.palmbeachcountyethics.com) or contact us via email at [ethics@palmbeachcountyethics.com](mailto:ethics@palmbeachcountyethics.com) or (561) 233-0724.

**Return this FORM to:**  
Samantha Freels, HCSEF 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: \_\_\_\_\_

Jeanette Tomici- Seat 31

Contractual Relationships:

<u>CONTRACT</u>	<u>Department/Division</u>	<u>Description of Services</u>	<u>Term</u>
R2013-1541	Community Services/ Head Start	Client Services	10/01/13-09/30/14
R2013-1398	Community Services/ FAA	Client Services	10/01/13-09/30/14
R2013-1392	Community Services/ Human Services	Client Services	10/01/13-09/30/14

## **Jeannette Tomici, MSW - Program Supervisor TOPWA, Oasis Project**

Jeannette Tomici, MSW, joined Families First in February of 2012 as a family support worker in the Healthy Families program. She is currently a program supervisor for TOPWA (Targeted Outreach for Pregnant Women), a program focused on eliminating perinatal transmission of HIV and the Oasis Project, a program focused on increasing access to healthcare coverage and linkage to a medical provider for women.

Mrs. Tomici was born in Connecticut and moved to Florida at the age of 9. She received a Bachelor's degree in Social Work from Florida Atlantic University in 2011 and her master's degree from Barry University in 2013.

Mrs. Tomici's career experience includes working with children and families in distress and substance abuse. She is a member of The National Association of Social Workers.

**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: 10/7/14 To: 10/6/17  
Seat Requirement: Other federal HIV Programs, including HIV Prevention Program Seat #: 32  
☐ \*Reappointment or ☒ New Appointment  
or ☐ to complete the term of \_\_\_\_\_ Due to: ☐ resignation ☐ other  
Completion of term to expire on: \_\_\_\_\_

**\*When a person is being considered for reappointment, the number of previous disclosed voting conflicts during the previous term shall be considered by the Board of County Commissioners:** \_\_\_\_\_

**Section II (Applicant):** (Please Print)

**APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT**

Name: White Tony Martez  
Last First Middle  
Occupation/Affiliation: Peer Navigator Coordinator/Case Management Tech  
Owner ☐ Employee ☒ Officer ☐  
**Business Name:** Compass Inc.  
**Business Address:** 201 N Dixie Highway  
City & State Lake Worth Zip Code: 33460  
  
**Residence Address:** P.O. Box 723  
City & State Lake Worth Zip Code: 33460  
Home Phone: (561) 969-8835 Business Phone: ( ) Ext. \_\_\_\_\_  
Cell Phone: ( ) Fax: ( )  
Email Address: \_\_\_\_\_  
Mailing Address Preference: ☒ Business ☐ Residence  
Have you ever been convicted of a felony: Yes \_\_\_\_\_ No ☒  
If Yes, state the court, nature of offense, disposition of case and date: \_\_\_\_\_

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

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

<u>Contract/Transaction No.</u>	<u>Department/Division</u>	<u>Description of Services</u>	<u>Term</u>
<u>Example: (R#XX-XX/PO XX)</u>	<u>Parks &amp; Recreation</u>	<u>General Maintenance</u>	<u>10/01/00-09/30/2100</u>
<u>R2014-0583</u>	<u>Ryan White</u>	<u>Case Management</u>	<u>3/1/2014-2/28/2015</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.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 7/30 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: Tony M. White Date: 8/4/14

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](http://www.palmbeachcountyethics.com) or contact us via email at [ethics@palmbeachcountyethics.com](mailto:ethics@palmbeachcountyethics.com) or (561) 233-0724.

Return this FORM to:  
Samantha Freels, HCSEF 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: \_\_\_\_\_



---

# Tony M. White

561-969-8835

Mobile: 561-969-8835  
[Happiness33311@gmail.com](mailto:Happiness33311@gmail.com)

---

**HEALTHCARE MANAGEMENT:** Ten year history in exceptional Healthcare Management with extensive background as a Healthcare Coordinator, Healthcare Supervisor and Disease Intervention Specialist. Exceptional skills in leadership, training and management.

---

## CREDENTIALS

---

- Certified Phlebotomist
  - Certified in CPR
  - Certified in Basic Life Support
  - Certified in Medical Terminology
  - Certified in Pediatric Medication Administration
  - Certified in Business Office Management
  - Certified in Small Business Ownership
  - Certified in Floral Design
  - Certified State of Florida Security Officer
  - Certified Professional Bus & Tractor Trailer Driver
- 

## EDUCATION

---

**PHLEBOTMOY CERTIFICATION TRAINING** – Lively VO Tech. School, Tallahassee, FL ♦ 2001  
**BACHELORS OF SCIENCE IN HEALTHCARE MGMT** – Belford University, Ashton, TX ♦ 1996

---

## WORK EXPERIENCE

---

COMPASS INC, Lake Worth, FL

2014-Present

### **Peer Navigation Coordinator/Case Management Tech**

Perform duties with Peer Mentors and Mentees pairing them with a buddy to help them cope with living with HIV and Helping encourage better living skills. Life education on living not end of life cause HIV is not end of life. Coordinate Peer meetings and events for social and group talks. Help develop better self-esteem and self-confidence in ways to better individual social skills.

Assist with Case management duties.

RENAISSANCE CHARTER SCHOOL, West Palm Beach, FL

2012 –2013

### **Aftercare Director**

- Conduct interviews and recommend applicants for employment. Conduct staff orientation and training.
- Design program schedule and activities, develop policies and procedures, prepare and annually update the Program Manual, Enrollment Form, Medical Form, Parent Manual, Attendance Sheets, etc.
- Maintain all child records, statistical forms, State License forms and annual Licensing.
- Bill contract agencies and remain informed about current child care issues and act as an advocate for the program.
- Develop a community outreach link to promote the program and fill open slots.
- Conduct parental and child interviews. Enroll children and maintain current and accurate files on each child.
- Promote the program in the community and recruit children.
- Purchase supplies as needed (always with approval of Corps Officer).
- Complete and submit on a timely basis, al state, local and Salvation Army reports.
- Carefully monitor the Child Care Budget and assist with annual revision.
- Delegate responsibilities to other staff and volunteers, as needed.
- Handle all disciplinary action in accordance with the Program Manual. Complete all necessary forms, speak to parents, consult and inform Corps Officer of action taken.
- Supervise all child care personnel and volunteers. Report any misconduct of staff, volunteers, and/or parental concerns immediately to the Corps Officer. Administer disciplinary action as needed with the Program Manual with references to the Employee Manual. Conduct staff evaluations.
- Oversee clean up and set up of activity areas.
- Receive and dismiss children daily in the designated area. Ensure attendance records are maintained.

### **Clinic Nurse**

- Function as the Health Supervisor - proper storing and dispensing of medication and administering first aid as needed and participate in First Aid, CPR and other trainings.

PALM BEACH COUNTY SCHOOL DISTRICT, Palm Beach Gardens, FL

2012 – 2012

**Instructional Technical Support Assistant (March Pointe Elementary)**

- Assist teachers and students in use of computers, printers, and instructional software.
- Work cooperatively with teachers to identify student placement in instructional software.
- Input data and maintain physical and computerized files on student progress and use of instructional programs.
- Maintain computer lab in a neat and orderly manner including bulletin boards and displays.
- Technical Support
- Perform computer backups on a regular basis.
- Install a variety of computer programs following complex written instructions.
- Detect and arrange for maintenance and repair of computer equipment.
- Manage student behavior in the computer lab.
- Help supervise students during arrival and dismissal from school.
- Assist with office and workroom clerical duties as needed.
- Maintain confidentiality.
- Participate in staff development, faculty meetings, and special events as needed.

YWCA OF PALM BEACH, West Palm Beach, FL

2011 – Present

**Resident Counselor (Harmony House)/Counselor Advocate**

- Provide domestic violence services as needed to the residents of Harmony House (adults and children)
- When necessary, assess the need for crisis intervention counseling and/or advocacy
- Complete advocacy tasks as presented by Shelter Advocate and/or as established at case management
- Perform physical plant maintenance tasks as assigned
- Prepare bedrooms upon residents' departure for new arrivals
- Provide residents with supplies as needed
- Perform perimeter checks ensuring all outside doors are locked when coming on and going off shift
- Follow established policies and protocols for Harmony House
- Responsible for enforcing all guidelines and submitting incident reports when appropriate; this may involve terminating a resident's stay at Harmony House when primary safety guidelines have been violated
- Complete intake and orientation process of new incoming residents during evening and overnight shifts
- Identify and resolve communal living disputes; facilitate a Conflict Resolution Group with the residents when necessary

GLCC-PRIDE CENTER AT EQUALITY, Ft. Lauderdale, FL

2008 – 2011

**Project Manager**

- Develops and maintains a detailed project schedule which includes administrative tasks and all sites involved in the project.
- Participation in R&D Team Meetings.
- Coordinate meetings, including travel arrangements and expense reports.
- Maintain Project Managers calendars.
- Sites include all coverage, control locations including central and secondary dispatch locations, backhaul locations, and generation plants and associated facilities.
- Ensure coordination of the interfaces of R&D with DRA, Marketing, Medicine and Operations.
- Prepare and/or edit meeting minutes, presentations and tables.
- Also included is the scheduled deployment of mobile and portable radios to meet district roll-out.
- Members, ensure adherence to deadlines.
- File all project documents (hard and soft copies)
- Ensure coordination of the interfaces of all disciplines within R&D.
- The detailed schedule will include all project phases and dependencies including at least preliminary engineering, property review and acquisition, detailed design, material procurement, installation, test and turn-up, and site and system acceptance.
- Responsible to track project changes and produces updated site based schedule as agreed with engineering and project management.
- Compile summary documents, e.g. Product Development Plan, management Summary and Target Product Profile. Collect and include contributions of the Team
- Responsible to take input from the business analysts and project engineers to develop and maintain the detailed schedule.

- Event Planning
- Manager Operations for the facility including security, maintenance, Janitorial, and Grounds keeping.
- Assist with room, employee, volunteer, and tenant keys assignments.
- Attend community socials and fundraiser events
- Plan and make reservations for group meetings and gatherings.

#### **CTR Coordinator**

- Located and coordinated HIV Testing Sites.
- Consulted with Broward County Health Department to obtain Phlebotomist assistance for Blood Test draws for HIV testing as needed.
- Perform community outreach and event planning.
- Performed RAPID HIV TESTING and Counseling.
- Assisted other staff for HIV testing.
- 

All MEDICAL STAFFING- West Palm Beach , FL

2006- ON CALL

#### **Phlebotomist/Patient Accession-Lab Corp/ Lab Assistant-Hospitals**

Draw blood samples for multiple blood tests, and urine samples for testing.

Collect Blood Samples and began specimen processing in the lab for doctors orders to be filled for patient diagnosis.

Patient Accession Prepares laboratory specimens for designated departments/locations prior to laboratory analysis and testing. Unpacks specimens from branches or ports and routes specimens by type to various staging areas. Prepares all specimens received for testing in designated laboratory departments or locations such as staging of specimens, centrifuge, separate serum, and blood smears. Aliquots sample for departments. Prepares excess specimen samples for storage and resolves and document problem specimens.

STATE OF FLORIDA-DEPT OF HEALTH, Broward County, FL

2006 – 2008

#### **RAPID Testing Coordinator/Health Services Supervisor**

- Clinical managers perform administrative and medical tasks to make sure their organization is operating smoothly.
- The clinical manager supervises and delegates tasks to a variety of clinical, administrative, professional and clerical staff members.
- He manages the everyday management activities and creates and employs policies and procedures.
- He also oversees the recruitment, professional development and evaluation of staff members.
- Clinical managers are responsible for creating and maintaining budgets and handling decisions regarding purchasing supplies.
- Some clinical managers also handle communications for the facilities and attend public meetings.
- HIV pre and post test counseling,
- Referral and linkages to appropriate services for HIV positive inmates
- Follow-up STD screening and interviews of HIV positive clients 6 months post release.
- Provide support and supervision to HIV counseling and testing positions (counselors).
- timely submission of all reports/data as requested and/or mandated
- Assisted in the facilitation of BDHD/BSO/Wexford syphilis Hepatitis A/B testing project.

MONTESSORI ACADEMY OF N. PALM BEACH, Palm Beach Gardens, FL

2006 – 2006

#### **Temporary Elementary School Teacher**

- Managed classroom behaviors and control of a learning environment for children in grades 3, 4, 5.
- Taught Mathematics, Science, History, Language Arts, Reading/Literature, FCAT skills, Social Studies.
- Attend educational trainings and update for kids learn abilities, attend meeting with school principal, and attend parent teacher conferences on student's status of educational learning.

STATE OF FLORIDA-DEPT OF HEALTH, Leon County, FL

2002 – 2005

#### **Disease Intervention Specialist/Health Services Representative**

- Maintain confidentiality of all records data and information as required by section, department or state regulation.
- Interview and counsel clients who are at risk for or have communicable and/or chronic diseases and elicit the name of contacts and detailed information about the client's personal behavior.
- Conduct field investigations to locate and contact infected or potentially infected clients.
- Prepare, submit and maintain records for local, state and federal agencies as appropriate for individual sectional projects.
- Conduct follow-up and referrals to ensure examination and treatment compliance for infected, exposed and at-risk individuals.

- Conduct HIV pre- and post-testing counseling and make referrals to health care providers as appropriate.
- Deliver public health orders to cease and desist from behaviors which pose a risk to the public health. Deliver public health orders to test for source of substantial exposure.
- Assist with interdepartmental disease control efforts under the direction of a lead health care professional.
- Review medical records to confirm appropriate diagnosis and treatment and/or for data collection.
- Provide information to the public, educators and health care professionals about communicable and chronic diseases.
- Recruit, interview and select participants for research programs following established protocols.
- Perform phlebotomy for blood testing and administer TB test, as appropriate.
- Educate clients about health risks and promote behavioral changes to reduce risks.
- Interpret laboratory test and other diagnostic testing results and counsel clients on behavior change/maintenance or lifestyle change actions that need to be initiated.
- Ensure accuracy, completeness and audit capabilities of data for control and evaluation.
- Consult with other health department laboratories, hospitals and health care providers regarding disease-related issues. Provide information about disease management, diagnostic and treatment guidelines and techniques for counseling.
- Assist in the design and maintenance of databases and/or study tools appropriate to sectional and programmatic needs.
- Maintain detailed records regarding interactions with patients.
- Perform other duties as assigned.

---

## TRAININGS/AWARDS/RECOGNITIONS

---

- Center for Disease Control ISTD Training - 2004
- Center for Disease Control RESPECT Training for HIV patients – 2010
  - Phlebotomy Update Training – 2008
- Office Systems, Software Application and Staff Management Training – 2000
  - Basic Computer Technician Support Training – 2010
    - Travel Agent Training – 2008
    - Event Planning Training - 2002
    - Project Management Training – 2008
- Program Management, Leadership Enhancement Training - 2010

# *Palm Beach County HIV CARE Council*

## *Inventory of Seats*

Updated 8/01/14

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	<b>Health care provider, including federally qualified health centers</b>	<b>OPEN CHAIR</b>			
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	8/13/17	BF
4	<b>Community-Based Organizations serving affected population/AIDS Service Organizations</b>	<b>OPEN CHAIR</b>			
5	<b>Social Service Providers, including housing and homeless service providers</b>	<b>OPEN CHAIR</b>			
6	Social Service Providers, including housing and homeless service providers	Lilia Perez	FoundCare, Inc.	10/6/17	HF
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	<b>Social Service Providers, including housing and homeless service providers</b>	<b>OPEN CHAIR</b>			
9	<b>Mental Health and/or Substance Abuse Provider</b>	<b>OPEN CHAIR</b>			
10	<b>Substance Abuse and/or Mental Health Providers</b>	<b>OPEN CHAIR</b>			
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	<b>OPEN CHAIR</b>			

# *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	7/21/2017	BM
24	Non-Elected Community Leaders	Elizabeth Robinson	M.A.I.N, Inc.	7/ 21/2017	BF
25	Non-Elected Community Leaders	Denise St. Joy	Nursing Services of Palm Beach	<del>7/21/2017</del> 10/6/2017	PC CF
26	Non-Elected Community Leaders	Rosalyn Collins	Gratitude House	11/17/2016	BF
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	8/13/17	WF
31	Part D, or if none present, representatives of organizations addressing the needs of children, youth, and families with HIV	Jeannette Tomici	Families First of Palm Beach County	10/6/17	HF
32	Other federal HIV Programs, including HIV Prevention Program	Tony Martez White	Compass, Inc.	10/6/17	BM
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.**