



## AGENDA ITEM SUMMARY

**Department**  
**Submitted By:** Community Services  
**Submitted For:** Homeless Advisory Board (HAB)

Recommended By:  10/8/14  
Department Director Date

Approved By:  10/17/14  
Assistant County Administrator Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2015	2016	2017	2018	2019
Capital Expenditures					
Operating Costs					
External Revenue					
Program Income (County)					
In-Kind Match (County)					
NET FISCAL IMPACT					

No. ADDITIONAL FTE POSITIONS (Cumulative)					
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Is Item Included In Current Budget? Yes \_\_\_\_\_ No \_\_\_\_\_  
Budget Account No.:  
Fund \_\_\_\_\_ Dept \_\_\_\_\_ Unit \_\_\_\_\_ Object \_\_\_\_\_ Program Code \_\_\_\_\_ Program Period \_\_\_\_\_

B. Recommended Sources of Funds/Summary of Fiscal Impact:  
No Fiscal Impact

C. Departmental Fiscal Review: \_\_\_\_\_  
Taruna Malhotra, Director, Financial & Support Svcs.

III. REVIEW COMMENTS

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

OFMB  10/10/2014  
Contract Development and Control  10-16-14 B. Malhotra

B. Legal Sufficiency:

 10/17/14  
Chief Assistant County Attorney

C. Other Department Review:

\_\_\_\_\_  
Department Director

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

## **RESOLUTION NO. R2014 -**

### **RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF PALM BEACH COUNTY, FLORIDA, REPEALING AND REPLACING RESOLUTION R2011-1233; PROVIDING FOR THE ESTABLISHMENT OF THE HOMELESS ADVISORY BOARD; PROVIDING FOR COMPOSITION; AND PROVIDING FOR AN EFFECTIVE DATE.**

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

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

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

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

**WHEREAS**, the Board of County Commissioners of Palm Beach County, Florida, established a Homeless Advisory Board on May 1, 2007, to create a Ten-Year Plan to End Homelessness in Palm Beach County pursuant to Resolution R2007-0720, and such Resolution was amended by Resolution R2007-1693, on October 2, 2007, and such Resolution was repealed and replaced by Resolution R2011-1233, on August 23, 2011; and

**WHEREAS**, since the Ten-Year Plan to End Homelessness has now been adopted, there exists a need for the Homeless Advisory Board to work in conjunction with the Continuum of Care to assist the County in achieving the objectives of the Ten-Year Plan to End Homelessness.

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

#### **REPEAL AND REPLACEMENT**

Resolution R2011-1233 is hereby repealed in its entirety and replaced with the following:

#### **SECTION 1: ESTABLISHMENT OF THE HOMELESS ADVISORY BOARD**

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

## **SECTION 2: COMPOSITION**

The Advisory Board shall be comprised of fourteen members who serve in leadership positions in their represented entities as follows:

- a. One (1) member shall be a Palm Beach County Commissioner;
- b. One (1) member shall be a Law Enforcement Official recommended by the Palm Beach County Law Enforcement Planning Council;
- c. One (1) member shall be a Board Member or Senior Staff person of the School District of Palm Beach County;
- d. One (1) member shall be an Administrator of the Florida Department of Children and Families;
- e. One (1) member shall be a City Official or League Executive recommended by the League of Cities;
- f. One (1) member shall be a Director of the Veterans Administration Medical Center;
- g. One (1) member shall be the President of the Board of the Homeless Coalition of Palm Beach County;
- h. One (1) member shall be an Executive Committee Officer of the Homeless and Housing Alliance;
- i. Two (2) members shall be Business Executives recommended by the Economic Development Council;
- j. One (1) member representing Formerly Homeless Individuals or Families shall be recommended by the Homeless and Housing Alliance;
- k. One (1) member shall be a Housing Authority Director recommended by the Community Services Department;
- l. One (1) member shall be a Senior Member of the Faith-Based Community recommended by the Community Services Department;
- m. One (1) member representing the next Community where a homeless resource center is planned shall be recommended by the Community Services Department.

## **SECTION 3: APPOINTMENTS, TERMS, AND VACANCIES**

- A. The maximum number of Boards and Commissions that an individual appointed by the Board of County Commissioners may serve on at one time shall be three.
- B. Terms of office for the Advisory Board members shall be three years and shall begin on October 1<sup>st</sup> and end on September 30<sup>th</sup>.
- C. There shall be a limit of three consecutive three year terms, unless dictated otherwise by statute or other binding rule.
- D. Appointments shall be made by the Board of County Commissioners.
- E. A vacancy occurring during a term shall be filled for the unexpired term and in the manner prescribed above.
- F. Upon adoption of this resolution, those members with unexpired terms that were serving on the previous Homeless Advisory Board will have their terms adjusted to expire on September 30<sup>th</sup> of the year in which their term expires.

- G. Members shall be subject to the rules and to the overall authority of the Board of County Commissioners of Palm Beach County, Florida.
- H. Advisory Board members shall not be prohibited from qualifying as a candidate for elected office.

#### **SECTION 4: ROLES AND RESPONSIBILITIES**

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

- A. Gather community input on homelessness.
- B. Oversee implementation of the Ten-Year Plan to End Homelessness by:
  - 1. Fostering and promoting cooperation among governmental agencies, community-based agencies, non-profit organizations and business interests in order to ensure the efficient and timely implementation of the Ten-Year Plan to End Homelessness;
  - 2. Review progress made in the County towards achieving the objectives identified in the Ten-Year Plan to End Homelessness and make recommendations to the Board of County Commissioners. The primary recommendations may include systematic changes, policy changes, and funding recommendations;
  - 3. Provide information regarding the needs and other factors affecting the smooth implementation of the Ten-Year Plan to End Homelessness within Palm Beach County; and
  - 4. Determine roadblocks affecting program implementation and recommend corrective measures to the Board of County Commissioners.
- C. Recruit private and public sector representatives to the membership of Advisory Board committees.

#### **SECTION 5: MEETINGS**

- A. The Advisory Board shall meet on a regular basis. The Chair or County staff shall have the authority to call emergency meetings, as is needed and appropriate.

#### **SECTION 6: OFFICERS**

- A. The Chair shall be a County Commissioner appointed by the Palm Beach County Board of County Commissioners.
  - 1. Duties of the Chair:
    - a. Call and set the agenda for Advisory Board meetings;
    - b. Preside at Advisory Board meetings;
    - c. Establish committees, appoint committee chairs and charge committees with specific tasks; and
    - d. Perform other functions as the Advisory Board may assign by rule or order.
  - 2. If a vacancy occurs in the office of the Chair, the Palm Beach County Board of County Commissioners shall appoint a replacement.

B. The Vice Chair shall be elected by a majority vote of the Advisory Board and shall serve for a term of one year.

1. The Vice Chair shall perform the duties of the Chair in the Chair's absence, and such other duties as the Chair may assign.
2. If a vacancy occurs in the office of the Vice Chair, the Advisory Board will elect another member to fill the unexpired term.

#### **SECTION 7: REMOVAL FOR LACK OF ATTENDANCE**

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

#### **SECTION 8: RESIDENCY REQUIREMENTS**

All board members must be residents of Palm Beach County at the time of appointment and while serving on the board.

#### **SECTION 9: ANNUAL NARRATIVE REPORT**

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

#### **SECTION 10: SUNSHINE LAW AND STATE CODE OF ETHICS**

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

#### **SECTION 11: PALM BEACH COUNTY CODE OF ETHICS**

Advisory Board members are to comply with the applicable provisions of the Palm Beach County Code of Ethics as codified in Section 2-254 through 2-260 of the Palm Beach County Code.

#### **SECTION 12: TRAVEL EXPENSES, REIMBURSEMENT AND APPROVAL AUTHORITY**

Travel reimbursement is limited to expenses incurred only for travel outside Palm Beach County necessary to fulfill board member responsibilities when sufficient funds have been budgeted and are available as set forth in PPM CW-O-038. No other expenses are reimbursable except documented long distance phone calls to the liaison County department. Approval authority for pre-authorized board member travel is designated to the County Administrator and Deputy Administrator and shall be in accordance with Countywide PPM CW-F-009.

**SECTION 13: CONDUCT OF MEETING**

A quorum must be present for the conduct of all board meetings. A majority of the members appointed shall constitute a quorum. All meetings shall be governed by Robert's Rules of Order.

**SECTION 14: CONFLICT WITH FEDERAL OR STATE LAW OR COUNTY CHARTER**

Any statutory Federal or State or County Charter provisions in conflict with this Resolution shall prevail.

**SECTION 15: EFFECTIVE DATE**

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

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

Commissioner Priscilla A. Taylor, Mayor	-	_____
Commissioner Paulette Burdick, Vice Mayor	-	_____
Commissioner Hal R. Valeche-	-	_____
Commissioner Shelley Vana	-	_____
Commissioner Steven L. Abrams	-	_____
Commissioner Mary Lou Berger	-	_____
Commissioner Jess R. Santamaria	-	_____

The Mayor thereupon declared the Resolution duly passed and adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

APPROVED AS TO FORM AND  
LEGAL SUFFICIENCY

BY: \_\_\_\_\_  
Tammy K. Fields  
Chief Assistant County Attorney

ATTEST:  
SHARON R. BOCK,  
CLERK & COMPTROLLER

BY: \_\_\_\_\_  
Deputy Clerk

RESOLUTION NO. R2011 - 1233

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

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

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

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

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

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

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



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

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

**REPEAL AND REPLACEMENT**

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

**SECTION 1: ESTABLISHMENT OF THE HOMELESS ADVISORY BOARD**

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

**SECTION 2: COMPOSITION**

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

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

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

**SECTION 3: APPOINTMENTS, TERMS, VACANCIES AND COMPOSITIONS**

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

**SECTION 4: ROLES AND RESPONSIBILITIES**

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

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

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

#### **SECTION 5: MEETINGS**

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

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

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

**SECTION 6: OFFICERS**

- A. The Chair shall be a County Commissioner appointed by the Palm Beach County Board of County Commissioners.

1. Duties of the Chair:

- a. Call and set the agenda for Advisory Board meetings;
- b. Preside at Advisory Board meetings;
- c. Establish committees, appoint committee chairs and charge committees with specific tasks; and
- d. Perform other functions as the Advisory Board may assign by rule or order.

2. If a vacancy occurs in the office of the Chair, the Palm Beach County Board of County Commissioners shall appoint a replacement.

- B. The Vice Chair shall be elected by a majority vote of the Advisory Board and shall serve for a term of one year.

1. The Vice Chair shall perform the duties of the Chair in the Chair's absence, and such other duties as the Chair may assign.
2. If a vacancy occurs in the office of the Vice Chair, the Advisory Board will elect another member to fill the unexpired term.

- C. The Secretary shall be elected by a majority vote of the Advisory Board and shall serve for a term of one year.

1. The Secretary shall be responsible for the record-keeping functions and will review all Minutes and correspondence of the Advisory Board.
2. If a vacancy occurs in the office of the Secretary, the Advisory Board will elect another member to fill the unexpired term.

**SECTION 7: REMOVAL FOR LACK OF ATTENDANCE**

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

**SECTION 8: ANNUAL NARRATIVE REPORT**

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

**SECTION 9: SUNSHINE LAW AND STATE CODE OF ETHICS**

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

**SECTION 10: PALM BEACH COUNTY CODE OF ETHICS**

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

**SECTION 9: EFFECTIVE DATE**


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

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

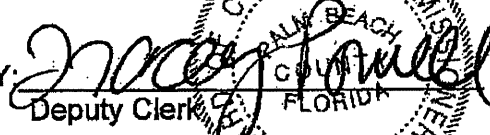
COMMISSIONER KAREN T. MARCUS, CHAIR	-	Aye
COMMISSIONER SHELLEY VANA, VICE CHAIR	-	
COMMISSIONER PAULETTE BURDICK	-	Aye
COMMISSIONER STEVEN L. ABRAMS	-	Aye
COMMISSIONER BURT AARONSON	-	Aye
COMMISSIONER JESS R. SANTAMARIA	-	Aye
COMMISSIONER PRISCILLA A. TAYLOR	-	Aye

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

APPROVED AS TO FORM AND  
LEGAL SUFFICIENCY

BY:   
\_\_\_\_\_  
Tammy K. Fields  
Assistant County Attorney

ATTEST:  
SHARON R. BOCK,  
CLERK & COMPTROLLER

BY:   
\_\_\_\_\_  
Deputy Clerk

