

**PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS**

**BOARD APPOINTMENT SUMMARY**

Meeting Date: November 18, 2014

Department

Submitted By: Community Services

Advisory Board: Homeless Advisory Board

**I. EXECUTIVE BRIEF**

**Motion and Title:** Staff recommends motion to approve: appointments and reappointments to the Homeless Advisory Board (HAB), effective November 18, 2014.


| <u>Seat No.</u> | <u>Appointment</u>   | <u>Seat Requirement</u>                                    | <u>Nominated By</u>                         | <u>Term Ending</u> |
|-----------------|----------------------|--|---|--------------------|
| 4               | Wilbur C. Walker     | Florida Department of Children and Families Representative | Florida Department of Children and Families | 09/30/2017         |
| 7               | Pamela Goodman       | Homeless Coalition of Palm Beach County Representative     | Homeless Coalition Board                    | 09/30/2017         |
| 8               | Kasha Owers          | Homeless and Housing Alliance Representative               | Homeless and Housing Alliance               | 09/30/2017         |
| <u>Seat No.</u> | <u>Reappointment</u> | <u>Seat Requirement</u>                                    | <u>Nominated By</u>                         | <u>Term Ending</u> |
| 6               | Charleen Szabo       | Veterans Administration Representative                     | Veterans Administration Medical Center      | 09/30/2017         |
| 13              | Leo Abdella          | Faith-Based Community Representative                       | Community Services Department               | 09/30/2017         |


**Summary:** On May 1, 2007, the Board of County Commissioners (BCC) established the Homeless Advisory Board (HAB) to develop a Ten-Year Plan to End Homelessness in Palm Beach County (Ten-Year Plan). The HAB's focus is now directed toward oversight and working in conjunction with the Continuum of Care to achieve the objectives of the Ten-Year Plan. Due to the changing focus, the HAB voted to reduce the number of seats from nineteen (19) to fourteen (14), and change the composition to reflect a board that is implementation oriented. Members representing government, business, providers, advocates, education, faith-based and the formerly homeless, are essential to the work of this board. Ms. Owers has disclosed that she is employed by United Way of Palm Beach County, Inc. that contracts with the County for services. Ms. Goodman has disclosed that she is the Board President of the Homeless Coalition of Palm Beach County that has an agreement with the County. The HAB 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. (Human Services) Countywide (TKF)

**Background and Justification:** (continued on Page 3)

**Attachments:**

1. Member Category and Seat Number
2. Advisory Board Nomination Information Forms and Resumes/Bios (5)
3. Attendance Sheet
4. Resolution No. R2014-1638

Recommended By:  11/27/14  
 Department Director Date

Legal Sufficiency:  10/30/14  
 Chief Assistant County Attorney Date

## II. REVIEW COMMENTS

A. Other Department Review:

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Department Director

**Background and Justification:** The BCC formally adopted the Ten-Year Plan to End Homelessness in September 2008. The HAB's focus is now directed toward oversight and working in conjunction with the Continuum of Care to achieve the objectives of the Ten-Year Plan. Due to the changing focus, the HAB voted to request a reduction in the number of seats from nineteen (19) to fourteen (14), and change the composition to reflect a board that is implementation oriented. Members representing government, business, providers, advocates, education, faith-based and the formerly homeless, are essential to the work of this board. The ethnic makeup of the HAB, including the above nominees consists of two (2) White males, one (1) Black female and four (4) White females. New members are being recommended to the HAB during a board reformation process. The Division of Human Services provides staff support.

**Homeless Advisory Board Member Category and Seat Number  
10/1/2014 - 9/30/2017**

| <b>Seat Number</b> | <b>Seat Requirement</b>  | <b>Name of Member</b>                   | <b>Term of Appointment</b> |
|--------------------|--|---|----------------------------|
| 1                  | Palm Beach County Commissioner                                 | Priscilla A. Taylor<br>Mayor            |                            |
| 2                  | Palm Beach County Law Enforcement Official                     |   |                            |
| 3                  | Palm Beach County School District Board Member or Senior Staff |   |                            |
| 4                  | Florida Department of Children and Families Administrator      | Clay Walker<br>Circuit Administrator    | 11/18/14 - 9/30/17         |
| 5                  | City Official or League Executive                              | Sylvia Moffett<br>WPB Commissioner      | 4/16/13 - 9/30/15          |
| 6                  | VA Medical Center Director                                     | Charleen Szabo<br>VAMC Director         | 11/18/14 - 9/30/17         |
| 7                  | Homeless Coalition Board President                             | Pamela Goodman<br>Board President       | 11/18/14 - 9/30/17         |
| 8                  | Homeless and Housing Alliance Executive Committee Officer      | Kasha Owers<br>HHA Chair                | 11/18/14 - 9/30/17         |
| 9                  | Business Executive   |   |                            |
| 10                 | Business Executive   |   |                            |
| 11                 | Formerly Homeless Individual or Family Representative          |   |                            |
| 12                 | Housing Authority Director                                     |   |                            |
| 13                 | Faith-Based Community Senior Member                            | Leo Abdella<br>Pastor Christ Fellowship | 11/18/14 - 9/30/17         |
| 14                 | Community Representative of next Homeless Resource Center      |   |                            |

**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: Homeless Advisory Board Advisory ☒ Not Advisory ☐  
☒ At Large Appointment or ☐ District Appointment / District #: \_\_\_\_\_  
Term of Appointment: Three Years. From: 11/18/2014 To: 9/30/2017  
Seat Requirement: Florida Department of Children and Families Representative Seat #: 4  
☐ \*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: Walker Wilbur Clayton "Clay"  
Last First Middle  
Occupation/Affiliation: Circuit Community Development Administrator - DCF  
Owner ☐ Employee ☒ Officer ☐  
Business Name: Florida Department of Children + Families  
Business Address: 111 S. Sapodilla Ave.  
City & State: West Palm Beach, FL Zip Code: 33401  
Residence Address: [REDACTED] Exempt from Public Record  
City & State: [REDACTED] Zip Code: [REDACTED]  
Home Phone: ( ) NONE Business Phone: 561-227-6686 Ext. -  
Cell Phone: [REDACTED] Fax: 561-837-5506  
Email Address: clay-walker@dcf.state.fl.us  
Mailing Address Preference: ☒ Business ☐ Residence  
Have you ever been convicted of a felony: Yes \_\_\_\_\_ No X  
If Yes, state the court, nature of offense, disposition of case and date: \_\_\_\_\_

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

Section II Continued:

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

| <u>Contract/Transaction No.</u>            | <u>Department/Division</u>          | <u>Description of Services</u>           | <u>Term</u>                |
|--|-------------------------------------|--|----------------------------|
| <u>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 checked="" type="checkbox"/> | NOT APPLICABLE/<br>(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 9/19 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: Wilbur C. Walker Jr Date: 9/19/14

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

**Section III (Commissioner, if applicable):**

Appointment to be made at BCC Meeting on: \_\_\_\_\_

Commissioner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**EDUCATION**

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|   |                                |
|---|--------------------------------|
| <b>Florida State University</b> Tallahassee, FL   | <b>August 1975 – June 1977</b> |
| <i>B.S. in Criminology Management, Transportation and Safety Education</i>  |                                |
| <ul style="list-style-type: none"><li>• <i>Dean's List Fall 1976, Spring 1977</i></li><li>• <i>Florida State University Marching Chiefs</i></li></ul> |                                |
| <b>Palm Beach Junior College</b> Lake Worth, FL   | <b>August 1973 – June 1975</b> |
| <i>A.S. in Law Enforcement</i>  |                                |
| <b>Clewiston High School</b> Clewiston, FL  | <b>August 1969 – June 1973</b> |

**WORK EXPERIENCE**

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**Circuit 15 Community Development Administrator**  
**Department of Children & Families** W. Palm Beach, FL    **August 2012 – Present**

- Serves on the the Region's Executive Management Team, specifically Palm Beach County
- Effectively develops partnerships and builds capacity with key community stakeholders

**Chief of Police**  
**Manalapan Police Department** Manalapan, FL    **October 1999 – January 2012**

- Provide oversight of the department's totality of operation, technology selection and budget.
- Oversight of officers.
  - Final authority of employment selection of officer candidates.
  - Promotion and rank placement of officers.
- Oversight of patrol, investigations, and other specialized duties performed by officers.
- Development of department policies and regulations.
- Conducts joint dignitary protection with U.S. Secret Service, U.S. Capital Police and the Florida Department of Law Enforcement.
- Designed, equipped and staffed a 911 Dispatch center.
- Oversee upkeep and updating of department equipment such as police vehicles, firearms, facilities, communications technology and uniforms.
- Served as Chairman of the Palm Beach County Law Enforcement Planning Council for 2003 and 2009. As such, chaired numerous county-wide committees for the Council to design policy such as Child Abuse Investigations Protocol and Vulnerable Adult Investigations Protocol.
- Attending community events and commission meetings to present briefings on department conditions or other information vital to municipal operation and well-being.
- Initiated grants to implement agency projects.

**Patrol Officer - Lieutenant**  
**N. Palm Beach Police Department** N. Palm Beach, FL    **November 1978 – October 1999**

- Perform road patrol and investigative duties.
- Initiated one of Palm Beach County's first Crime Prevention Unit.
- Helped form Palm Beach County Crime Stoppers and Crime Prevention Officer's Association.
- Supervised state and nationally awarded youth Police Explorer program.
- Served as agency training coordinator.
- Promoted to Lieutenant to oversee Communications Section with full 911 Center.
- Conducted communications and police officer screening for employment.
- Initiated grants to implement agency projects.

**Patrol Officer**  
**South Bay Police Department** South Bay, FL    **September 1978 - November 1978**

- Perform road patrol and investigative duties.

**Patrol Officer - Corporal**

**Clewiston Police Department** Clewiston, FL

**October 1977 – August 1978**

- Perform road patrol and investigative duties.

**PERTINENT SPECIALIZED TRAINING**

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- Florida Executive Development Seminar - FBI
- Personal Protection Course-U.S. Army Military Police School
- Managing the Accreditation Process - Commission for Florida Law Enforcement Accreditation, Inc.
- Commanders Course on Hostage & Barricaded Incidents, Broward Community College
- The Purchase & Implementation of Technology Within a Police Department – Florida Police Chiefs' Association (FPCA)
- Human Diversity – Florida Department of Law Enforcement (FDLE)
- Weapons of Mass Destruction – FPCA
- Employment Law – FPCA
- Fire Safety Inspector – Florida Bureau of Fire Standards & Training
- Preparing for Media Relations – FPCA
- Recruitment & Retention - FPCA
- Criminal Intelligence for the Chief Executive – U.S. Bureau of Justice Assistance
- NIMS Incident Command Series – School District of Palm Beach County
- Law Enforcement Records Management – FPCA
- Leadership & Communication Excellence – FPCA
- Ethics Based Leadership – FPCA
- Additional Training Available Upon Request

**COMMUNITY AFFILIATIONS**

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- Florida Police Chiefs' Association
- Deaf Service Center of Palm Beach County, Inc.
- Florida Coordinating Council for the Deaf and Hard of Hearing
- Domestic Violence Council of Palm Beach County
- C15 Juvenile Justice Advisory Board
- Human Services Coalition of Palm Beach County



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**Section I (Department):** (Please Print)

Board Name: Homeless Advisory Board Advisory ☒ Not Advisory ☐  
☐ At Large Appointment or ☐ District Appointment /District #: \_\_\_\_\_  
Term of Appointment: 3 Years. From: 11/18/2014 To: 9/30/2017  
Seat Requirement: Homeless Coalition of Palm Beach County Seat #: 7  
☐ \*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: Goodman Pamela  
Last First Middle  
Occupation/Affiliation: The Homeless Coalition of Palm Beach County  
Owner ☐ Employee ☐ Officer ☒  
**Business Name:** The Homeless Coalition of Palm Beach County  
**Business Address:** 810 Datura Street  
City & State West Palm Beach, FL Zip Code: 33401  
**Residence Address:** 273 Porto Vecchio Way  
City & State Palm Beach Gardens, FL Zip Code: 33418  
Home Phone: ( 561 ) 694-9490 Business Phone: ( ) Ext.   
Cell Phone: ( 561 ) 843-1233 Fax: ( )  
Email Address: \_\_\_\_\_  
Mailing Address Preference: ☐ Business ☒ Residence  
Have you ever been convicted of a felony: Yes \_\_\_\_\_ No X  
If Yes, state the court, nature of offense, disposition of case and date: \_\_\_\_\_

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

| <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>R2012-0426</u>               | <u>Community Serv.</u>        | <u>Working Partnership</u>     | <u>Eff. 08/16/2011</u>     |

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

NONE

NOT APPLICABLE/  
(Governmental Entity)

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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: Thomas J. Goodman Date: 5/18/14

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**Return this FORM to:**

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

**Section III (Commissioner, if applicable):**

**Appointment to be made at BCC Meeting on:**

Commissioner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Pamela S. Goodman Bio**

Pamela Goodman has served as President of The Homeless Coalition of Palm Beach County since 2011. She previously served as a Board Director and officer since 2008. Educated at the University of Iowa in Journalism and Business, she spent her professional career in retailing, rising to President/CEO of Limited Express, with \$1.5 billion in revenue.

She also currently serves as a Director on the Florida State League of Women Voters following a 2 year term as 1<sup>st</sup> vice president .She served as League of Women Voters Palm Beach County President 2005 -2009.

While serving in that role, she was appointed by the Supervisor of Elections Palm Beach County to head a review and audit of voting machines and processes for the 2006 and 2008 elections. Since 2006, she chairs the Fair Districts campaign statewide for the League, and was responsible for coordinating all League work during the most recent campaign to secure passage of the two Fair Districts constitutional amendments.

In addition to being a member of the first "Sisters Across the Straits" government and citizen education team that traveled and met with women in Cuba, she has received numerous awards including the Susan B. Anthony Award for Outstanding Feminist 2008 from the National Organization for Women.

Pam also serves as a Director on the Board of Hospice of Palm Beach County Foundation. She has recently served on the Community Advisory Board for WXEL radio and television PBS stations for Palm Beach County and Treasure Coast areas. She volunteered with Junior Achievement business preparation classes for High school seniors, has taught an underserved adult community with The Literacy Coalition of Palm Beach County, and volunteers at her local community hospital. Pam resides in Palm Beach Gardens.

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☒ At Large Appointment or ☐ District Appointment /District #: \_\_\_\_\_  
Term of Appointment: 3 Years. From: 11/18/14 To: 9/30/2017  
Seat Requirement: Homeless and Housing Alliance Seat #: 8  
☐ \*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: Owers Kasha Kitts  
Last First Middle  
Occupation/Affiliation: \_\_\_\_\_  
Owner ☐ Employee ☒ Officer ☐  
**Business Name:** United Way of Palm Beach County, Inc.  
**Business Address:** 2600 Quantum Boulevard  
City & State Boynton Beach, FL Zip Code: 33426  
**Residence Address:** 2600 Quantum Boulevard  
City & State Boynton Beach, FL Zip Code: 33426  
Home Phone: ( ) Business Phone: ( 561 ) 375-6617 Ext. \_\_\_\_\_  
Cell Phone: ( 561 ) 329-3658 Fax: (561 ) 375-6666  
Email Address: kashaowers@unitedwaypbc.org  
Mailing Address Preference: ☒ Business ☐ Residence  
Have you ever been convicted of a felony: Yes \_\_\_\_\_ No x  
If Yes, state the court, nature of offense, disposition of case and date: \_\_\_\_\_

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

Section II Continued:

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| <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>R2013-1561</u>                                 | <u>Community Services</u>     | <u>2-1-1 FAA</u>  | <u>10/1/2013-9/30/2014</u> |
| <u>R2013-1560</u>                                 | <u>Community Services</u>     | <u>VITA FAA</u>   | <u>10/1/2013-9/30/2014</u> |
| <b>(Attach Additional Sheet(s), if necessary)</b> |                               |   |                            |
| <b>OR</b>   |                               |   |                            |
| NONE <input type="checkbox"/>                     |                               | NOT APPLICABLE/<br>(Governmental Entity) <input type="checkbox"/> |                            |

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  x   By watching the training program on the Web, DVD or VHS on March 12 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: Kasha Owens Printed Name: Kasha Owens Date: 5/21/2014

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

**Section III (Commissioner, if applicable):**  
Appointment to be made at BCC Meeting on: \_\_\_\_\_

Commissioner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Contractual Relationships – Continued

Kasha Owers

| <u>Contract</u>            | <u>Department/Div.</u> | <u>Desc. of Serv.</u> | <u>Term</u>            |
|----------------------------|------------------------|-----------------------|------------------------|
| R2013-1390                 | Comm. Serv.            | 2-1-1 FAA.            | 10/01//2014-09/30/2015 |
| On 11/18/14<br>BCC meeting | Comm. Serv.            | United Way            | 10/01/2014-09/30/2015  |

**Kasha Owers**  
131 Yacht Club Way, #307  
Hypoluxo, Florida  
561-329-3658

## **PROFESSIONAL EXPERIENCE**

### **United Way of Palm Beach County, Inc.**

#### **Vice President, Community Impact**

May 2013 - Present

- Research, analyze and synthesize pertinent data for program investment
- Establish priorities, outcomes and strategies for United Way
- Determine the funding needed to address outcomes
- Oversee Community Impact Request for Proposal (RFP) Process
- Measure, communicate and learn from impact of United Way investments
- Facilitate collaboration among agencies, donors and other key stakeholders around development and implementation of partnership initiatives
- Work with United Way's Resource Development staff to increase campaign revenue to address community needs
- Write Grants to leverage United Way investments
- Identify appropriate projects and strategies for utilizing volunteer resources
- Manage Community Impact Committee and United Way staff team
- Serve on numerous community workgroups and committees

#### **Community Impact Director - Income**

June 2007 – May 2013

- Work collaboratively with key stakeholders to address financial stability issues in Palm Beach County
- Secure funding (public and private grants) to expand support of Financial Stability Agenda, including the Volunteer Income Tax Assistance Program, Common Eligibility Collaborative and the *Bank On South Florida Campaign*
- Oversee operations of the Volunteer Income Tax Assistance (VITA) Program, including fund development, volunteer recruitment, provision of service and budget oversight
- Facilitate the transition of direct service programs/initiatives from United Way to community partner organizations
- Responsible for partner contracts for 17 organizations (20 programs) in the Targeted Care Area of Income, including evaluation of outcome data (measurement) and expenditures
- Manage Grant Leader Board for Community Impact Department
- Prepare Consent Items for Community Impact Meetings and Board of Directors Meetings
- Manage the Continuous Improvement Initiative
- Serve on numerous community workgroups and committees

#### **Grants Manager (part-time)**

August 2005 – June 2007

- Researched grant opportunities
- Extensive grant writing
- Designed and developed a grant management system
- Managed all contracts for Community Impact Department
- Identified areas of alignment for grant outcomes
- Prepared reports for Board of Directors

**Area Agency on Aging of Palm Beach/Treasure Coast, Inc.**

**Chief Operating Officer**

November 2002–2005

- Managed all aspects of agency's Contract, Volunteer, Wellness and Planning Departments
- Developed agency's annual budget (\$20 million)
- Served as Emergency Coordinating Officer for Palm Beach, Martin, St. Lucie, Indian River and Okeechobee Counties
- Evaluated, analyzed and recommended service delivery systems for elders in Palm Beach, Martin, St. Lucie, Indian River and Okeechobee Counties
- Developed special reports and drafted policies for Board Approval
- Served on numerous community work groups and committees

**Area Agency on Aging of Palm Beach/Treasure Coast, Inc. (continued)**

**Director, Contract Administration**

August 2000–2002

- Supervised Contract staff and Medicaid Waiver Specialists
- Reviewed and Interpreted local, state and federal regulations for staff, service providers and community at large
- Responsible for the allocation and management of \$30 million for elder services throughout Palm Beach, Martin, St. Lucie, Indian River and Okeechobee Counties
- Responsible for agency procurement process
- Developed Annual Quality Assurance Standards and Evaluation Process

**EDUCATION**

University of Central Florida, Orlando  
B.S. Business Administration, 1989

Cardinal Newman High School  
West Palm Beach, FL  
Class of 1986

**PROFESSIONAL AFFILIATIONS**

Homeless and Housing Alliance, Executive Committee, July 2011–Present (Chair, 2014)  
Florida Prosperity Partnership, Board of Directors, 2009-Present  
Palm Beach Common Eligibility Coalition, Co-Chair, 2009-Present  
Continuous Improvement Initiative Advisory Panel Member, 2007 - Present  
Leadership Palm Beach County, Class of 2003



**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: Homeless Advisory Board Advisory ☒ Not Advisory ☐  
[ ☒ ] At Large Appointment or [ ☐ ] District Appointment /District #: \_\_\_\_\_  
Term of Appointment: 3 Years. From: 11/18/14 To: 9/30/2017  
Seat Requirement: Veterans Administration Representative 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: 0**

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

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

Name: Szabo Charleen R.  
Last First Middle  
Occupation/Affiliation: VA Medical Center Director  
Owner [ ☐ ] Employee ☒ Director Officer [ ☐ ]  
Business Name: VA Medical Center  
Business Address: 7305 North Military Trail  
City & State West Palm Beach, FL Zip Code: 33410  
Residence Address: 114 Beach Summit Court  
City & State Jupiter, FL Zip Code: 33471  
Home Phone: ( ) Business Phone: (561) 422-8602 Ext. \_\_\_\_\_  
Cell Phone: (561) 371-5389 Fax: ( )  
Email Address: Business Cheri.Szabo@va.gov  
Mailing Address Preference: [ ☒ ] Business [ ☐ ] Residence  
Have you ever been convicted of a felony: Yes \_\_\_\_\_ No X \_\_\_\_\_  
If Yes, state the court, nature of offense, disposition of case and date: \_\_\_\_\_

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

**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 checked="" type="checkbox"/>   |                               | NOT APPLICABLE/ <input type="checkbox"/><br>(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 5/21 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: Charleen R. Szabo Printed Name: CHARLEEN R. SZABO 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](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:  
Marilyn Munoz, Homeless Advisory Board Liaison  
810 Datura Street, West Palm Beach, FL 33401

**Section III (Commissioner, if applicable):**

Appointment to be made at BCC Meeting on: \_\_\_\_\_

Commissioner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## WEST PALM BEACH VAMC

### Biography - Director



**Charleen R. Szabo,  
FACHE**

Ms. Szabo was appointed Medical Center Director of the West Palm Beach Medical Center October 15, 2006. Prior to her appointment, Ms. Szabo served as Acting Network Director and then Network Director of the VA Stars & Stripes Healthcare Network (VISN 4), Pittsburg, PA and Director of the Lebanon (PA) VA Medical Center. She has also served as Associate Director at both the Richmond (VA) and Newington (CT) VA Medical Centers. Ms. Szabo began her VA career as a supervisor in Occupational Therapy at the Batavia, New York VA Medical Center and a Health System Specialist at the Miami (FL) VA Medical Center. Ms. Szabo also held VHA VACO positions working as a Health System Specialist in the Office of Facilities Management, for the Great Lakes Regional Network Director and the AsCMD for Operations and Management.

Ms. Szabo received her undergraduate degree in Occupational Therapy from Utica College of Syracuse University. She later received her Masters degree in Public Administration from State University College of New York at Brockport. Ms. Szabo is a Fellow in the American College of Healthcare Executives. Ms. Szabo is a recipient of the 2001 Graduate Healthcare Administrator Training Program (GHATP) Preceptor Award, 2003 and 2008 Meritorious Executive Presidential Award and 2006 PA Commendation Medal.

Questions or Comments Contact:

**Webmaster**

VISN 8 Intranet sites:

| [Bay Pines](#) | [Caribbean](#) | [Miami](#) | [North Florida/South Georgia](#) | [Orlando](#) | [Tampa](#)

[Section 508 Accessibility](#) | [Privacy Policy](#) | [No Fear Act](#)  
[VHA Intranet Home](#) | [VBA Intranet Home](#) | [NCA Intranet Home](#)

Reviewed/Updated Date: December 28, 2010

**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: Homeless Advisory Board Advisory ☒ Not Advisory ☐  
☐ At Large Appointment or ☐ District Appointment /District #: \_\_\_\_\_  
Term of Appointment: 3 Years. From: 11/18/14 To: 09/30/2017  
Seat Requirement: Faith-Based Community Representative Seat #: 13  
☒ \*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: Abdella Leo F.  
Last First Middle  
Occupation/Affiliation: Pastor, Director Community Relations  
Owner ☐ Employee ☒ Officer ☐  
**Business Name:** Christ Fellowship Church, Inc.  
**Business Address:** 5343 Northlake Boulevard  
City & State Palm Beach Gardens Zip Code: 33418  
**Residence Address:** 9038 Bay Harbour Circle  
City & State Royal Palm Beach Zip Code: 33411  
Home Phone: \_\_\_\_\_ Business Phone: (561) 799-7600 Ext. 3209  
Cell Phone: (561) 308-2255 Fax: ( )  
Email Address: Leoabdella@gmail.com

Mailing Address Preference: ☒ Business ☐ Residence

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

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

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

**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>                |
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| <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)<br>OR |                               |   |                            |
| NONE <input checked="" type="checkbox"/>         |                               | NOT APPLICABLE/<br>(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 5/27 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: Leo F. Abouma Date: 5/27/14

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

**Section III (Commissioner, if applicable):**

Appointment to be made at BCC Meeting on: \_\_\_\_\_

Commissioner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Leo Abdella's Overview:**

- Director of Construction & Community Relations at Christ Fellowship Church
- PBC appointed Board Member at Homeless Coalition PBC
- Vice Chair at Palm Beach County Homeless Advisory Board
- Host and Executive Producer at The Circle of Trust Radio Show

## **Leo Abdella's Experience:**

### **Director of Construction & Community Relations - Christ Fellowship Church**

Nonprofit; 51-200 employees; Religious Institutions industry

May 2001– Present (13 years 1 month) [www.goChristFellowship.org](http://www.goChristFellowship.org)

To leverage relationships, life skills and personal experience for the purpose of accomplishing successful projects. Using a Godly and values-based approach to accomplish win-win solutions through team collaboration. Alone I can not accomplish great things, but together ordinary people can accomplish the extra-ordinary. We are truly better together.

### **PBC appointed Board Member - Homeless Coalition PBC**

September 2011– Present (2 years 9 months) Palm Beach County

The Homeless Coalition is committed to end homelessness in Palm Beach County, through education, advocacy and funding of the Ten-Year Plan to End Homelessness.

### **Vice Chair - Palm Beach County Homeless Advisory Board**

May 2008– Present (6 years 1 month) Palm Beach County

TheHomelessPlan.org is a comprehensive strategic plan to end homelessness in Palm Beach County. The plan is the results of nearly 100 contributing professional and a cross-section of the community members.

### **Host and Executive Producer - The Circle of Trust Radio Show**

May 2010– November 2011 (1 year 7 months) [www.CircleofTrustShow.com](http://www.CircleofTrustShow.com)

The Circle of Trust Radio Show was a platform for a season to host community leaders to discuss a value-based approach to achieving success. Today the Circle of Trust is not a radio show, but a concept of sharing principles and values with like minded people, who walk the talk of adding value to others. Everyone should have a Circle of Trust because everyone likes doing business with people they can trust. Building our circle of trust also builds our circle of influence and influence is leadership.

## **Leo Abdella's Projects**

- **Christ Fellowship Boynton Beach**
  - January 2011 to Present

Team Members:Leo Abdella

Aquisition, of the former two story 127,000 square foot Dillard's Department Store at the Boynton Beach Mall, to convert to a full ministry center of Christ Fellowship Church. The work has progressed through city approval, conceptual design and now into a 12 million dollar construction project with scheduled April 2014 completion.

**Christ Fellowship Stuart Campus**

- o April 2011 to Present

Team Members:Leo Abdella

Aquisition of 321 acres of prime land in western Stuart FL for the purpose of developing and building a full Ministry Center for Christ Fellowship Church. The work is progressing through approval Martin County approval. Conceptual design and construction plans are developing for a 50,000 square foot worship and ministry center. Anticipated completion October 2014.

Pastor Abdella's goal is to be a bridge-builder, joining the faith-based with the community at large. He stands firmly in his view that the faith-based community is the community, representing every demographic and background.

For that reason, he believes the church should be actively involved in community affairs, not expecting the government to supply solutions but instead using its own expertise and resources to aid and provide for the public. He extends this reasoning from a local to a national and international viewpoint. He has been heavily involved with disaster relief, which often includes the issue of homelessness, beginning with the Kosovo Crisis in 1999, Ground Zero in New York and the Asian Tsunami. His ongoing restoration work continues in India, Sri Lanka and in the Gulf States as his desire is to see the church serve as Ambassadors of Compassion on the front lines of need.

**Contact Information:**

**Leo F. Abdella**  
**5343 Northlake Blvd.**  
**Palm Beach Gardens, FL 33418**  
**561-308-2255 Cell**

Christ Fellowship Church, Inc.  
South Florida regional non-denominational church  
[leoa@cftoday.org](mailto:leoa@cftoday.org)  
[www.goChristFellowship.com](http://www.goChristFellowship.com)

Homeland Compassion, Inc.,  
Founder and President  
Inform, educate and empower FBOs at time of crisis  
[leo@homelandcompassion.org](mailto:leo@homelandcompassion.org)  
[www.homelandcompassion.org](http://www.homelandcompassion.org)

## PBC Homeless Advisory Board 2014 - 2015 Member Attendance

| Seat No. | Member Name       | 19-Feb | 23-Apr | 21-May | 20-Aug | 19-Nov | 20-Feb | 20-May | 19-Aug | 18-Nov | Representing                      |
|----------|-------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|-----------------------------------|
| 1        | Priscilla Taylor  | X      |        | X      | X      |        |        |        |        |        | Chairperson/County                |
| 2        | Jeff Lindskoog    | X      |        |        | X      |        |        |        |        |        | Sheriff                           |
| 3        | Ellen Van Arsdale |        |        | X      |        |        |        |        |        |        | School District                   |
| 4        | Clay Walker****   | X      |        |        |        |        |        |        |        |        | DCF                               |
| 5        |                   |        |        |        |        |        |        |        |        |        | Business                          |
| 6        |                   |        |        |        |        |        |        |        |        |        | Business                          |
| 7        |                   |        |        |        |        |        |        |        |        |        | Business                          |
| 8        |                   |        |        |        |        |        |        |        |        |        | Business                          |
| 9        |                   |        |        |        |        |        |        |        |        |        | Business                          |
| 10       |                   |        |        |        |        |        |        |        |        |        | Formerly Homeless Individual Rep  |
| 11       |                   |        |        |        |        |        |        |        |        |        | Formerly Homeless Family Rep      |
| 12       | Leo Abdella       | X      |        | X      | X      |        |        |        |        |        | Faith-Based                       |
| 13       |                   |        |        |        |        |        |        |        |        |        | Faith-Based                       |
| 14       |                   |        |        |        |        |        |        |        |        |        | Housing Authority                 |
| 15       | Sylvia Moffett    |        |        | X      | X      |        |        |        |        |        | League of Cities Rep              |
| 16       | Pamela Goodman**  | X      |        | X      | X      |        |        |        |        |        | Homeless Coalition                |
| 17       | Charleen Szabo    | X      |        | X      | X      |        |        |        |        |        | Veterans Administration Rep       |
| 18       | Kasha Owers***    |        |        | X      | X      |        |        |        |        |        | Homeless and Housing Alliance Rep |
| 19       | Beverly Scott     |        |        | X      | X      |        |        |        |        |        | Community Advocate                |

\*\* Replacing Jordan Hunt

\*\*\*Replacing Pamela O'Brien

\*\*\*\*Replacing Dennis Miles



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

|   |   |            |
|---|---|------------|
| Commissioner Priscilla A. Taylor, Mayor   | - | <u>Aye</u> |
| Commissioner Paulette Burdick, Vice Mayor | - | <u>Aye</u> |
| Commissioner Hal R. Valeche-              | - | <u>Aye</u> |
| Commissioner Shelley Vana                 | - | <u>Aye</u> |
| Commissioner Steven L. Abrams             | - | <u>Aye</u> |
| Commissioner Mary Lou Berger              | - | <u>Aye</u> |
| Commissioner Jess R. Santamaria           | - | <u>Aye</u> |

The Mayor thereupon declared the Resolution duly passed and adopted this 21st day of October, 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

