

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
BOARD APPOINTMENT SUMMARY

Meeting Date: September 22, 2015

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

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to approve: proposed seat change of one (1) current member and three (3) appointments to the Palm Beach County HIV Comprehensive AIDS Resources Emergency (CARE) Council for three (3) year terms, effective September 22, 2015.

<u>Current Seat No.</u>	<u>Proposed Seat No.</u>	<u>Appointment</u>	<u>Proposed Seat Requirement</u>	<u>Term Ending</u>
15	5	Quinton Dames	Social Service Providers	09/21/2018


<u>Seat No.</u>	<u>Appointment</u>	<u>Seat Requirement</u>	<u>Term Ending</u>
9	Jesus Bautista	Mental Health Provider and/or Substance Abuse Provider	09/21/2018
24	Christopher Dowden	Non-Elected Community Leader	09/21/2018
27	Nicole Frederick	Non-Elected Community Leader	09/21/2018

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. Due to an effort to most accurately reflect mandatory requirements, a seat change for one (1) current member is being recommended. Quinton Dames is currently in Seat No. 15 - Affected Community Representative, but will be moved to Seat No. 5 - Social Service Providers. Mr. Bautista has disclosed that he is employed by Compass, Inc., that contracts with the County for services. Mr. Dames has disclosed that he is employed by FoundCare, Inc., that contracts with the County. Ms. Frederick has disclosed that she is employed by Vita Nova, Inc., 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 (HH)

Background and Justification: (On page 3)

Attachments:

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

Recommended By: 
Department Director Date

Legal Sufficiency: 
Assistant County Attorney Date

II. REVIEW COMMENTS

A. Other Department Review:

Department Director

Background and Justification: In accordance with the Ryan White Comprehensive AIDS Resources Emergency Act of 1990 (P.L.101-381), Palm Beach County was designated an eligible metropolitan area disproportionately affected by the HIV epidemic and having a demand for services exceeding the capacity of local resources to meet that demand. The federal government, through the Department of Health and Human Services has made funds available to Palm Beach County to meet such demand. In order to access these funds, it is legally mandated by Title I (Part A) of the Ryan White Care Act that Palm Beach County designate a Title I (Part A) HIV Services Planning Council. To that end, the Board established the Palm Beach County HIV CARE Council, per Resolution No. R-2011-1560, dated October 18, 2011. The Ryan White CARE Act Amendments of 1996 mandate a nomination process for appointments to Title I (Part A) Planning Councils. As vacancies occur on the CARE Council, replacements are selected in accordance with the HIV CARE Council nominations process that was adopted by the CARE Council and approved by the Board on June 27, 2011. The board makeup will consist of six (6) Black females, five (5) Black males, four (4) White males, three (4) White females, two (2) Hispanic females, one (1) Hispanic male, and one (1) Caribbean female.

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: 09/22/2015 To: 09/21/2018

Seat Requirement: Mental Health and/or Substance Abuse Provider Seat # 9

☐ *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: Bautista Jesus _____
Last First Middle

Occupation/Affiliation: Medical Case Manager

Owner ☐ Employee ☒ Officer ☐

Business Name: Compass, Inc.

Business Address: 201 N. Dixie Hwy

City & State Lake Worth, FL Zip Code: 33460

Residence Address: 1202 N. K. Street

City & State Lake Worth, FL Zip Code 33460

Home Phone: (561)308-6803 Business Phone: () Ext. _____

Cell Phone: () Fax: _____

Email Address: Jesusba67@yahoo.com

Mailing Address Preference: ☐ Business ☒ Residence

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

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

Minority Identification Code: ☒ 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>
Example: (R#XX-XX/PO XX)	Parks & Recreation	General Maintenance	10/01/00-09/30/2100
<u>R2015- 0615</u>	<u>Community Services</u>	<u>Ryan White</u>	<u>3/1/15- 2/29/16</u>
<hr/>			
(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 _____ 20____

☐ 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: Jesus Bantista Printed Name: Jesus Bantista Date: 6/29/15

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

Return this FORM to:
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: _____

1202 North K
street Lake
Worth, FL 33460

Phone 561-308-6803
Email:
jesusba67@yahoo.com

Jesús Bautista, M A

Objective

To work in a challenging and rewarding institution helping the members of a diverse community to utilize their potential in order to reach their goals

Experience

2014- To present Compass, INC. Lake Worth, FL

Medical Case Manager

- Complete intakes for new clients
- Complete updates for existing clients
- Assess clients' needs
- Link clients to local resources
- Assist clients navigate through local and state resources

2006-2014 (1997-2003) Cardinal Newman High School
West Palm Beach., FL

IB Spanish and Leadership Teacher / World Languages Dept. Chair

- Prepare and execute lesson plans for students in grades 9-12.
- Moderate the Future Business Leaders of America, Student Government Association, Spanish and Debate Clubs
- SACS Internal Facilitator
- Summer School Coordinator

2005-2006 Oratory of St. Philip Neri Pharr, TX

Spanish and Philosophy Teacher

- Taught Spanish in bilingual classes with emphasis in grammar and culture.
- Taught Philosophy to students in a thought provoking environment.

2004-2005 Lyford Middle School Lyford, TX
Spanish Teacher
▪ Taught Spanish Language and Culture.

2003-2004 Migrant Health Promotion Progresso, TX
***Protége* Teen Program Coordinator**
▪ Trained high school teenagers in the prevention of drug abuse.
▪ Developed a theatrical skit, supervised rehearsals and transported teens.

Summer of 2001 Lynn University Boca Raton, FL
Spanish Instructor
▪ Taught Spanish Language to a group of seminarians

Education
2010- Present Florida Atlantic University Boca Raton, FL
Executive Master in Business Administration

1996-2000 Florida Atlantic University Boca Raton, FL
Master of Arts with a major in Spanish
Latin American Studies Certificate

1992-1995 Florida Atlantic University Boca Raton, FL
Bachelor of Arts in Language and Linguistics / Spanish

1987-1992 Palm Beach Community College Lake Worth, FL
Associate in Arts (Liberal Arts)

Languages Fluent in English and Spanish

References
Dr. Christine Higgins, Principal, Cardinal Newman High School 512 Spencer Drive, West Palm Beach, FL 33409
chiggins@cardinalnewman.com 561-682-6266

Marsharee Chronicle, Health Services Director, Compass, Inc. 201 North Dixie Hwy, Lake Worth, FL 33460
Marsharee@compassglcc.com 561-533-9699

**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 [X] Not Advisory []

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

Term of Appointment: 3 Years. From: 09/22/2015 To: 09/21/2018

Seat Requirement:	Non-Elected Community Leader	Seat #	24
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[illegible]

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:	Dowden	Christopher	James
	Last	First	Middle

Occupation/Affiliation: Pharmacy Manager

Owner [] Employee [X] Officer []

Business Name: Walgreens

Business Address: 1515 N. Flagler Dr. Suite 120

City & State West Palm Beach, FL Zip Code: 33401

Residence Address: 11015 Legacy Lane #102

City & State	Palm Beach Gardens, FL	Zip Code	33410
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Home Phone: (561)578-9397 Business Phone: () Ext.

Cell Phone: () 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

Section II Continued:

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

<u>Contract/Transaction No.</u>	<u>Department/Division</u>	<u>Description of Services</u>	<u>Term</u>
<u>Example: (R#XX-XX/PO XX)</u>	<u>Parks & Recreation</u>	<u>General Maintenance</u>	<u>10/01/00-09/30/2100</u>

_____	_____	_____	_____
_____	_____	_____	_____

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

NONE	<input checked="" type="checkbox"/>	NOT APPLICABLE/ (Governmental Entity)	<input type="checkbox"/>
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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.

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<input checked="" type="checkbox"/>	By watching the training program on the Web, DVD or VHS on <u>4/16</u> 20 <u>15</u>
<input type="checkbox"/>	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: _____	Printed Name: <u>Chris Dunbar</u>	Date: <u>4/16/15</u>
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Samantha Truncale, 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: _____

Christopher Dowden
1515 N. Flagler Dr. Suite 120 • West Palm Beach, FL 33401 • Work 561-366-1393 • Cell 561-578-9397
chris.dowden@walgreens.com • chrisjdowden@gmail.com

EXPERIENCE

- Walgreens Boots Alliance**
3/2011-present *Health System Pharmacy Manager Store 13981*
Create customized solutions for local healthcare providers and organizations. Seek new sales opportunities. Manage clinical programs including HIV, Hepatitis C, oral chemotherapy cycle management, and MTM. Run discharge programs for a local hospital and two skilled nursing facilities. Assist patients with third party problems and cost reduction strategies. Ensure availability of high value drugs while maintaining a cost efficient inventory. Train and maintain personnel. Site is a HIV Center of Excellence and part of the Walgreens Hepatitis C Specialty Network.
- 5/2009-3/2011 *Pharmacy Manager Store 3713*
Ensure customer satisfaction. Monitor patient safety (CQI). Control inventory. Reduce shrink. Train employees. Promote business to community and prescribers. Receive and verify prescription orders. Administer flu vaccine. Counsel patients. Consult with prescribers
- 2/2009-5/2009 *Staff Pharmacist On-site Store 13451*
Received and verified prescription orders. Counseled patients. Prepared Med-On-Time dose pack regimens. Transitioned independent pharmacy through buyout by Walgreens. Promoted new business to local prescribers and communities. Managed inventory. Performed opening and end-of-day procedures. Supervised technicians
- 7/2008-2/2009 *Staff Pharmacist Store 6832*
Received and verified prescription orders. Counseled patients. Supervised technicians
- 11/2004-7/2008 *Pharmacy Intern Store 1938*
Received and entered prescription orders. Counseled patients. Participated in Walgreens Summer Intern Program

EDUCATION

- 2004-2008 Palm Beach Atlantic University, West Palm Beach, FL
Pharm.D. awarded May 2008
- 2002-2004 Sussex County Community College, Newton, NJ

VOLUNTEER

- 2015-present Palm Beach County CARE Council - Chairman of Local Pharmaceutical Assistance Program Ad Hoc Committee

LICENSES & CERTIFICATES

- 2008-present Florida Registered Pharmacist - License #PS43620
- 2015-present Board of Pharmacy Specialties - Board Certified Pharmacotherapy Specialist
- 2012-present American Academy of HIV Medicine - Practicing HIV Pharmacist
- 2009 APhA Pharmacy-Based Immunization Delivery Certificate
- 2010-present American Red Cross Adult CPR for the Professional Rescuer

AWARDS

- 2008 Palm Beach Atlantic University Pharmacy Practice Award

PALM BEACH COUNTY
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☒ At Large Appointment or ☐ District Appointment /District #: _____

Term of Appointment: 3 Years. From: 09/22/2015 To: 09/21/2018

Seat Requirement: Non-Elected Community Leader Seat # 27

☐ *Reappointment or ☒ New Appointment

or ☐ to complete the term of _____ Due to: ☐ resignation ☐ other

Completion of term to expire on: _____

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Name:	<u>Frederick</u>	<u>Nicole</u>	<u>Harriet</u>
	Last	First	Middle
Occupation/Affiliation:	<u>Health Care Coordinator</u>		
	Owner <input type="checkbox"/>	Employee <input checked="" type="checkbox"/>	Officer <input type="checkbox"/>
Business Name:	<u>Oasis Center (Vita Nova, Inc.)</u>		
Business Address:	<u>3111 S. Dixie Hwy., Suite 243</u>		
City & State	<u>West Palm Beach, FL</u>	Zip Code:	<u>33405</u>
Residence Address:	<u>3171 Village Blvd. Apt. 102</u>		
City & State	<u>West Palm Beach, FL</u>	Zip Code	<u>33409</u>
Home Phone:	<u>(561)452-0338</u>	Business Phone:	<u>() Ext.</u>
Cell Phone:	<u>()</u>	Fax:	_____
Email Address:	<u>Harriet2281@gmail.com</u>		
Mailing Address Preference: <input checked="" type="checkbox"/> Business <input type="checkbox"/> Residence			
Have you ever been convicted of a felony: Yes _____ No <input checked="" type="checkbox"/>			
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

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<u>Example: (R#XX-XX/PO XX)</u>	<u>Parks & Recreation</u>	<u>General Maintenance</u>	<u>10/01/00-09/30/2100</u>
<u>R2014-1480</u>	<u>Dept. of Economic Sustainability</u>	<u>Supportive Services</u>	<u>10/01/14-09/30/15</u>
<div>(Attach Additional Sheet(s), if necessary) OR</div>			
NONE <input checked="" type="checkbox"/> 2/3/2015		NOT APPLICABLE/ (Governmental Entity) <input type="checkbox"/>	

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

☒ By watching the training program on the Web, DVD or VHS on June 29 2015

☐ 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: Nicole Frederich Printed Name: Nicole Frederich Date: 6/29/15

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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: _____

Nicole
Ferguson-
Frederick

3171 Village Blvd,
Apt I02
West Palm Beach, FL. 33409
561-452-0338
Harriet2281@gmail.com

Objective

To secure a responsible career opportunity, where I can fully utilize my training, social service and management skills, while making a significant contribution to the success of my employer.

Employment History

Vita Nova Inc., West Palm Beach, FL,
Healthcare Coordinator January 2014 - Current

- Create points of contact within existing medical insurance providers for non-insured Vita Nova Participants. Examples include; but not limited to, Health Care District, Affordable Care, and Medicaid.
- Train young adults in the skill of setting up medical appointments.
- Assist participants with attending, following up, and/or changing appointments.
- Provide quarterly life skills presentations from qualified health care providers using life skills format teaching group or individual lessons monthly.
- Develop relationships with dentist health providers to provide low- or no cost dental services.

Life Coach June 2012-January 2014

- Advocated and educated young adults on a monthly basis; this included being a positive role model and holding youth accountable for their decisions.
- Utilized Vita Nova team structure to identify existing partnerships and untapped resources; was innovative and created solutions for existing gaps with new community members.

Eckerd/Child and Family Connections/Child Net, Inc. West Palm Beach and Ft ,Lauderdale FL,
Dependency Case Manager August 2010 – June 2012

- Developed and maintained case and program documentation according to contract and CBC standards.
- Prepared case/status reports and made recommendations/ testified at courts or other prescribed body regarding reunification, termination of parental rights or other permanency plans.
- Delivered specialized services that included detainment, interstate compact, post placement supervision, relative/ non-relative caregiver home studies, court testimony, termination of parental rights and judicial review staffing.
- Provided support to children, caregivers and family members to assure stable placement and timely achievement of permanency.
- Coordinated cases with supervisor, team members, providers, DCF and attorneys as needed.

Palm Beach School District, West Palm Beach, FL,
ESE Teacher March 2008 –July 2009

- Maintained accurate and complete student records, and prepared reports on children and activities; as required by laws, district policies, and administrative regulations.
- Trained youth on socially acceptable behavior, employing techniques such as behavior modification and positive reinforcement.
- Prepared materials and classrooms for class activities.
- Established and enforced rules for behavior and policies and procedures to maintain order in the classroom among students.
- Conferred with parents, administrators, testing specialists, social workers, and professionals to develop individual educational plans designed to promote students' educational, physical, and social development.
- Instructed through lectures, discussions, and demonstrations in one or more subjects including English, mathematics, or social studies.

Key Bank, Syracuse, NY
Operations Manager July 2005- January 2008

- Ensured daily processes and procedures are complete and accurate – provided signoff of approval.
- Addressed any errors or corrections and communicated remediation plans to impacted parties.
- Managed system, process, and Regulatory risk.
- Handled error accounts and suspense items.
- Controlled reconciliation breaks and gave direction to Associates for solutions.
- Supervised work volumes and created a staffing plan daily.

Education

Oswego State University, Oswego, NY, 1999-2003
Bachelor of Science in Sociology

Palm Beach County HIV CARE Council

Proposed Inventory of Seats

Updated 08/26/15

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

[Recently approved by BCC - renewal member](#)

SEAT	PROVIDERS - SEATS 1-11	OCCUPANT	POSITION/ORGANIZATION	TERM EXPIRES	DEMOGRAPHIC INFO.
1	Health care provider, including federally qualified health centers	OPEN CHAIR			
2	Community-Based Organizations serving affected populations/AIDS Service Organizations	Vicki Ann Tucci	Legal AID Society of Palm Beach County, Inc.	4/15/2016	WF
3	Community-Based Organization serving affected populations/AIDS Service Organizations	Marsharee M. Chronicle	Compass, Inc.	08/13/2017	BF
4	Community-Based Organizations serving affected population/AIDS Service Organizations	OPEN CHAIR			
5	Social Service Providers, including housing and homeless service providers	Quinton Dames	FoundCare, Inc.	11/17/2016	BM
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	Social Service Providers, including housing and homeless service providers	OPEN CHAIR			
9	Mental Health and/or Substance Abuse Provider	Jesus Bautista	Compass, Inc.	09/21/2018	HM
10	Substance Abuse and/or Mental Health Providers	OPEN CHAIR			
11	Local Public Health Agencies	Mary Piper Kannel	PBC Health Department	4/15/2016	WF

ATTACHMENT 2

Palm Beach County HIV CARE Council

Proposed 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	OPEN CHAIR			
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	OPEN CHAIR			
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	OPEN CHAIR			
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	11/14/2016	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	OPEN CHAIR			
22	Affected Communities, including People Living with HIV/AIDS and historically under-served subpopulations and/or individuals co-infected with Hepatitis B/C	OPEN CHAIR			

Palm Beach County HIV CARE Council

Proposed 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		07/21/2017	BM
24	Non-Elected Community Leaders	Chris Dowden	Walgreens	09/21/2018	WM
25	Non-Elected Community Leaders	Denise St. Joy	Nursing Services of Palm Beach	10/6/17	CF
26	Non-Elected Community Leaders	Rosalyn Collins	Gratitude House	11/17/2016	
27	Non-Elected Community Leaders	Nicole Frederick	Vita Nova, Inc.	09/21/2018	BF
28	State Medicaid Agency	Kelly Martes	Florida Agency for Health Care Administration	05/05/2017	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	OPEN CHAIR			
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

CARE 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 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 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 CARE Council shall be sought from a wide spectrum of potential members. Recruitment shall be made through existing CARE Council committees and through ongoing solicitation through existing CARE 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 CARE Council membership. Recruitment is not just the Membership Committee's responsibility. CARE 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 CARE 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 person's 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 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 CARE Council. If the recommendation is accepted by the CARE Council, the individuals name will then be forwarded to the Palm Beach County Board of County Commissioners for appointment.

1. **Candidates must fulfill the following requirements prior to being forwarded for CARE Council Membership:** dates 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.
2. 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.