

**PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS**

**BOARD APPOINTMENT SUMMARY**

**Meeting Date:** November 17, 2015

**Department:** Community Services  
**Advisory Board:** Homeless Advisory Board

**I. EXECUTIVE BRIEF**

**Motion and Title:** Staff recommends motion to approve: appointments to the Homeless Advisory Board for three (3) year terms, effective November 17, 2015.

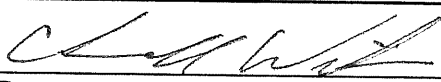

<u>Seat No.</u>	<u>Appointment</u>	<u>Member Category</u>	<u>Nominated By</u>	<u>Term Ending</u>
8	Maite Reyes-Coles	Business Community Representative	Homeless and Housing Alliance	9/30/2017
11	Alan Bernstein	Formally Homeless Individual or Family Representative	Homeless and Housing Alliance	9/30/2018

**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 homeless Continuum of Care, and the Homeless and Housing Alliance, 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 changed the composition to reflect a board that is implementation oriented. Members representing the Continuum of Care and the homeless community are essential to the work of this board. Ms. Reyes-Coles has disclosed that she is employed by the Coalition for Independent Living Options, Inc. that contracts with the County for services. Mr. Bernstein has disclosed that he is employed by The Lord's Place, Inc. that contracts with the County for services. 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 provision of Sect 2-443 of the Palm Beach County Code of Ethics. (Human Services) Countywide (HH)

**Background and Justification:** The BCC formally adopted the Ten-Year Plan in September 2008. The Homeless Advisory Board's focus is directed toward implementation of the Ten-Year Plan. The Homeless and Housing Alliance have recommended new members due to position turnover. The ethnic makeup of the HAB, including the above nominees, consists of three (3) White males, two (2) Black male, one (1) Hispanic female, one (1) Native American female and three (3) White females. New members are being recommended to the HAB during the board reformation process. The Division of Human Services provides staff support. The authority for the HAB is provided by Resolution Number R2014-1638.

**Attachments:**

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

<b>Recommended by:</b>		10/27/15
	<b>Department Director</b>	<b>Date</b>
<b>Legal Sufficiency:</b>		10/29/15
	<b>Assistant County Attorney</b>	<b>Date</b>

## **II. REVIEW COMMENTS**

### **A. Other Department Review:**

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**Department Director**

**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 Mayor	
2	Palm Beach County Law Enforcement Official (recommended by LEPC)	Javaro Sims Assistant Chief Delray	5/5/15 – 9/30/18
3	Palm Beach County School District Board Member or Senior Staff	Erica Whitfield School Board Member	5/5/15 – 9/30/17
4	Florida Department of Children and Families Administrator	Clay Walker Circuit Administrator	11/18/14 - 9/30/17
5	League of Cities recommended member	Sylvia Moffett WPB Commissioner	4/16/13 - 9/30/15
6	VA Medical Center Director	Charleen Szabo VAMC Director	11/18/14 - 9/30/17
7	Homeless Coalition Board President	Pamela Goodman Board President	11/18/14 - 9/30/17
8	Homeless and Housing Alliance Executive Committee Officer	Maite Reyes-Cole HHA Chair	Pending
9	Business Executive (recommended by Economic Development Council)		
10	Business Executive (recommended by Economic Development Council)		
11	Formerly Homeless Individual or Family Representative (recommended by HHA)	Alan Bernstein	Pending
12	Housing Authority Director (recommended by Community Svc)	Van Johnson, Ex. Director PBC Housing Authority	5/5/14- 9/30/17
13	Faith-Based Community Senior Member (recommended by Community Svc)	Leo Abdella Pastor Christ Fellowship	11/18/14 - 9/30/17
14	Community Representative of next Homeless Resource Center (recommended by Community Svc)		

**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: ~~10/1/15~~ 11/17/15 To: 9/30/17

Seat Requirement: Business Community Representative  
~~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: \_\_\_\_\_

**\*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**

Ma

Name: Reyes-Coles Maite

Last First Middle

Occupation/Affiliation: Director of Programs/ Operations/ Chair Elect of Homeless and Housing Alliance

Owner  Employee  Officer

Business Name: The Coalition for Independent Living Options, Inc

Business Address: 6800 Forest Hill Blvd

City & State West Palm Beach Zip Code: 33413

Residence Address: 1267 Imperial lake Rd

City & State West Palm Beach Zip Code: 33413

Home Phone: ( 561 )904-1839 Business Phone: ( 561 ) 966-4288 Ext.103

Cell Phone: ( ) Fax: ( )

Email Address: maiter@cilo.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:**

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

<u>Contract/Transaction No.</u>	<u>Department/Division</u>	<u>Description of Services</u>	<u>Term</u>
<u>Example: (R#XX-XX/PO XX)</u>	<u>Parks &amp; Recreation</u>	<u>General Maintenance</u>	<u>10/01/00-09/30/2100</u>
<u>11/17/15 BCC Meeting</u> <u>BE-3</u>	<u>Community Serv.</u>	<u>Homeless Services</u>	<u>10/01/15 - 09/30/16</u>

(Attach Additional Sheet(s), if necessary)

OR

NONE

*MS*

NOT APPLICABLE/  
(Governmental Entity)

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

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

By watching the training program on the Web, DVD or VHS on 09/16 20 15  
 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: Maria Reyes Collet Printed Name: Maria Reyes Collet Date: 9/21/2015

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: \_\_\_\_\_

## MAITE REYES COLES, M.A.

1267 Imperial Lake Rd  
West Palm Beach, FL 33413

(561) 904-1839  
[woodsreyes@yahoo.com](mailto:woodsreyes@yahoo.com)

### EXPERIENCE

**The Coalition for Independent Living Options, West Palm Beach, FL 03/04-  
Present**

Director of Programs/Operations- Responsible for grant writing, managing contracts; Responsible for matters relating to Personnel 03/2014 -Present

Coordinator of Independent Living Services- Supervise staff of 6 Independent Living Specialists throughout Palm Beach, St Lucie and Okeechobee Counties; Determine financial assistance eligibility using Palm Beach County eligibility criteria; Responsible for data collection and quarterly reporting to Palm Beach County's Financially Assisted Agencies Division; Coordinate staff schedules to ensure adequate staff coverage; Design and implement curriculum for Independent Living training courses for persons with disabilities; Oversee implementation of Department of Children and Families' Community Partnering Pilot Project in department; trained in SOAR Project; trained on Ticket to Work; trained on benefits counseling on returning to work with SSI/SSDI benefits ;Past Board President, Homeless Coalition of Palm Beach County; Board Member Emergency Food and Shelter Program Board of Directors; Past Chair of Homeless Coalition of Palm Beach County's Advocacy Committee; Member of Homeless Advisory Board Subcommittees: Universal Intake; Program Planning ; Homeless Management Information System) (HMIS); HHA Executive Committee and HUD Renewal Subcommittee.

**The Children's' Aid Society, Health Care Access Program (HCAP) NY, NY 11/00-02/04**

Enrollment Supervisor- HCAP Site Supervisor for the Milbank Community Center and Mt Sinai Medical Group; supervise a staff of three enrollment counselors; assist with training of staff in the different public health insurance programs of New York State as well as all Social Security programs; screen individuals and families for public health insurance eligibility; review public health insurance applications of enrollment counselors for accuracy; facilitated integration of Medicaid health insurance programs into medical, dental and mental health programs. Assist seniors not eligible for Medicaid/Family Health Plus in applying for New York State's Elderly Pharmaceutical Insurance Coverage Program (EPIC). Troubleshoot with New York City's Human Resource Administration to ensure successful enrollment in Medicaid and Family Health Plus. Interface with MAXIMUS to ensure appropriate Medicaid Managed Care Plan enrollment.

**Harlem Independent Living Center (HILC), NY, NY**

**8/99-7/00**

Special Projects Coordinator- Coordinated a diverse range of special projects all relating to the area of Independent Living; spoke at statewide conference on Domestic Violence and Disability; acted as direct liaison between the center and various community agencies; supervised Office Associates and Interns; outreached to educational institutions; Assistant to Executive Director.  
Systems Advocate (benefits counselor)- Provided information and referral to consumers regarding the impact of employment on their public benefits; was liaison between Social Security Administration (SSA) and HILC; attended conferences and training on the Ticket to Work Incentives Improvement Act (TWIIA) and Work Incentive Network (WIN); educated consumers on

the policies and procedures of SSA; successfully completed specialized courses on public benefits; facilitated a women's support group, Women in Search of Empowerment (W.I.S.E.).  
Coordinator Of Pride 2000 Project- Counseled consumers on the preparation of SSI claims; prepared monthly reports to funding and referral source; engineered and implemented the Pride 2000 project to efficiently meet the needs of the consumers; prepared and represented consumers at SSI fair hearings.

**VOLUNTEER WORK**

**Centerline: Crisis and Suicide Prevention, Lake Worth, FL** 10/96-6/97

Phone Operator - Answered three crisis lines, utilized active listening techniques with people with emotional needs, and suicidal tendencies; made social service referrals.

**Fortune Society, ATI Unit NY, NY** 8/95-3/96

Court Advocate - Advocated on behalf of defendants facing a criminal conviction in the Supreme Courts of New York City; recommended an alternative to incarceration for those defendants deemed to be amenable to rehabilitation.

**Emergency Food Shelter Grant Program, United Way** 2010- Present

Board Member- Review proposal and make funding recommendations for comprehensive allocation of FEMA funds in Palm Beach County.

**Commission on Affordable Housing, Housing and Community Development**

Board Member- represent special needs population in funding decisions relating to housing in Palm Beach County . 2010 – 2013

**Aging and Disability Resource Center, West Palm Beach**

Advisory Council Member- Representing the Disability Community in Palm Beach County. 01/2015-Present

**EDUCATION**

New York University , Master of Arts 1/00

**SKILLS**

Language Spanish - fluent read and write French - read and write

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At Large Appointment or  District Appointment /District #: \_\_\_\_\_

Term of Appointment: Three Years. From: ~~2015~~ 11/17/15 To: 9/30/2018

Seat Requirement: Formally Homeless Individual or Family (recommended by HHA Lead Entity) Seat #: 11

\*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: Bernstein Alan  
Last First Middle

Occupation/Affiliation: Peer Specialist Coordinator

Owner  Employee  Officer

Business Name: The Lord's Place

Business Address: 2808 N. Australian Ave.

City & State West Palm Beach, Florida Zip Code: 33407

Residence Address: 270 N.W. 28th Ave.

City & State Boynton Beach, Florida Zip Code: 33435

Home Phone: ( 561 ) 215-1269 Business Phone: ( 561 ) 537-4669 Ext.

Cell Phone: ( 561 ) 215-1269 Fax: ( 561 ) 494-2922

Email Address: abernstein@thelordsplace.org

Mailing Address Preference:  Business  Residence

Have you ever been convicted of a felony: Yes  No

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

15th Judicial Circuit Court of Florida, felony drug conviction, case #10CF006648A99, August 2010

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



**Section II Continued:**

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<u>R2015-1432</u>	<u>Comm. Services</u>	<u>Homelessness</u>	<u>10/01/15-09/30/16</u>

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

NONE



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(Governmental Entity)



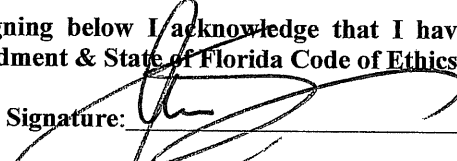
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 By attending a live presentation given on \_\_\_\_\_, 20\_\_\_\_

**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:  Printed Name: Alan Bernstein Date: 8/24/15

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**Return this FORM to:**  
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**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: \_\_\_\_\_

Alan moved into The Lord's Place's Men's Campus in 2012. Having been a successful businessman and father throughout his life, he became addicted to drugs after a series of personal struggles and ended up in prison for more than four years. Toward the end of his sentence, he was transferred to Sago Palm Correctional Facility in Pahokee, a unique minimum security facility that focused on preparing inmates for their upcoming discharge and transition back into society. While at Sago Palm, Alan was connected to the RESTORE Program, an ex-offender reentry program offered by The Lord's Place and supported by the Palm Beach County Criminal Justice Commission.

Newly independent and living at The Lord's Place, Alan was determined to rebuild his life. He worked hard to execute his personal action plan and achieve its goals. He also committed to reestablishing fractured relationships with his friends and family, mostly significantly his beloved daughter, who had recently given birth to his first grandson. It did not take long for Alan to be considered a leader on the campus. He advocated for fellow residents, participated in a variety of programs and activities, and volunteered at the agency's main headquarters.

Alan has since graduated from the Men's Campus and moved into an affordable house with several other former residents. He now works at The Lord's Place as the Alumni Relations Coordinator.

Alan is passionate about helping others end their homelessness and rebuild their lives. He has lived a full life and is now at a place where his main focus and goal is to positively impact others. As a Homeless Advisory Board Committee Member, he will work tirelessly to uphold the rights and dignity of homeless men and women in Palm Beach County. He will contribute to the committee through his unique perspective as someone who has gone through what others are going through, as well as someone who knows how to navigate the local social services system and has regained his own independence. His experience enables him to empathize with homeless men and women, advise those committed to helping them and give voice to this often voiceless community.

**RESOLUTION NO. R2014 -1638**

**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: Sharon R. Bock  
Deputy Clerk

