

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS

BOARD APPOINTMENT SUMMARY

Meeting Date: January 26, 2016

Department: Community Services

Advisory Board: Palm Beach County HIV CARE Council

I. EXECUTIVE BRIEF


Motion and Title: Staff recommends motion to approve: appointment to the Palm Beach County HIV Comprehensive AIDS Resources Emergency (CARE) Council for a three (3) year term effective January 26, 2016.

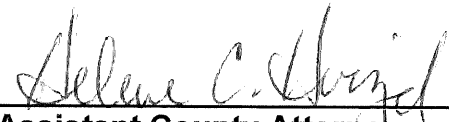
Seat No.	Appointment	Seat Requirement	Term Expires
32	Patrice Huntley	Other Federal HIV Programs	01/25/2019

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. Ms. Huntley has disclosed that she is employed by Compass, 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 this contractual relationship 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: 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. Including the current request for appointment, the board makeup will consist of four (4) Black females, three (3) Black males, four (4) White males, three (3) White females, two (2) Hispanic females, one (1) Hispanic male and one (1) Caribbean female.

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

Recommended By:  12/18/15
Department Director Date

Legal Sufficiency: 
Assistant County Attorney Date

II. REVIEW COMMENTS

A. Other Department Review:

Department Director

**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: 1/26/16 To: 1/25/19
Seat Requirement: Federally mandated seat: Other federal HIV Programs, including HIV Prevention Program Seat #: 32

[☐] *Reappointment or [☒] New Appointment

or [☐] to complete the term of _____ Due to: [☐] resignation [☐] other
Completion of term to expire on: _____

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

Section II (Applicant): (Please Print)

APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT

Name: Huntley Patrice
Last First Middle

Occupation/Affiliation: Compass, Inc.
Owner [☐] Employee [☒] Officer [☐]

Business Name: Compass, Inc.

Business Address: 201 N. Dixie Hwy

City & State Lake Worth, FL Zip Code: 33460

Residence Address: 406 South Congress Ave.

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

Home Phone: (561) 574-8955 Business Phone: (561) 533-9699 Ext. _____

Cell Phone: () Fax: (561)318-6671

Email Address: patrice@compassglcc.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

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.

Contract/Transaction No.	Department/Division	Description of Services	Term
<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>R2015-0615 mg</u>	<u>Community Service</u>	<u>Ryan White Support Services</u>	<u>1/6/16 - 1/5/19</u> <u>3/1/15 - 2/29/16</u>
(Attach Additional Sheet(s), if necessary)			
OR			
NONE	<input type="checkbox"/>	NOT APPLICABLE/	<input type="checkbox"/>
		(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):

PH By watching the training program on the Web, DVD or VHS on Oct 1st 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: Patrice Huntley Printed Name: Patrice Huntley Date: 10/30/15

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:

Lauren Neely, lnelly@hcsef.org 561-844-4220 Ext. 2700 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: _____

Pursuant to Florida's Public Records Law, this document may be reviewed and photocopied by members of the public.

Revised 01/14/2014

Patrice T. Huntley, RCSWI

406 South Congress Avenue
West Palm Beach, Florida 33409
(561) 574-8955
phunt002@fiu.edu

OBJECTIVE

My goal is to utilize my education and internal passion to help enhance the well-being of clients seeking aid from an institution that promotes the betterment of society.

EDUCATION

Master of Social Work, December 2012

Florida International University, Miami, FL

Bachelor of Science in Social Work, December 2011

Florida International University, Miami, FL

SOCIAL WORK EXPERIENCE

Health Services Director

Compass Incorporated, Gay and Lesbian Community Center, Lake Worth, FL

May 2013 - Present

- Responsible for overseeing the agency's case management department on a daily basis
- Responsible for reporting to Chief Program Officer on capacity & functioning of the department
- Provided supervision to staff including case managers, technician, eligibility specialist, etc.
- Responsible for ongoing assessment to determine if contract deliverables are being met
- Responsible for developing and submitting monthly department reports to Board of Directors
- Delegated responsibilities and tasks to staff members according to availability and experience
- Responsible for interviewing potential staff for unoccupied positions
- Reviewed & endorsed referral documents provided to partnering agencies
- Oversee preliminary procedures for annual auditing
- Participated in Ryan White Workgroups with contract managers for initiative to enroll clients in corresponding health benefits and plans under the Affordable Care Act
- Case conference with department staff including case managers, eligibility specialist, mental health therapist regarding client obstacles impacting treatment adherence
- Conducted weekly staff meetings and presented department reports during monthly all-staff meetings for submission to board of directors
- Conducted bio-psychosocial intake assessments of HIV/AIDS Clients
- Maintained client load of 60 or more HIV/AIDS positive adults
- Provided comprehensive medical case management
- Completed internal and external referrals to local providers in CAREWare network for legal consultation, mental health referrals, primary and infectious disease medical care, victim services, homeless resource center, etc.
- Submitted referrals for specialty medical providers under Ryan White Part A funding

- Maintained compliance standards of specialty medical provider referral with Health Council of Southeast Florida
- Coordinated and organized community education series for clients and community member on comprehensive health needs
- Created individualized care plans and supplemental client progress note
- Facilitated Client & Community education programs
- Assisted in writing and preparation of grant proposal submission
- Linkage of clients to community agencies and resources
- Regular participation in Ryan White CARE Council meetings
- Monthly attendance to Inter-professional Community Partnership meetings at Florida Health among Ryan White providers
- Attended symposiums and local community agency events to increase partnership and resources for client population
- Maintained compliance with Department of Children and Families as registered community partner member to use My ACCESS Florida to review client benefits of insurance coverage and food assistance status
- Completed Medicaid, cash assistance (TANF), and food assistance (SNAP) applications via Department of Children and Families ACCESS Florida Portal
- Completed Social Security Disability Applications for agency clients
- Completed referrals for client to acquire Project AIDS Care (PAC) Waiver Service to PAC Waiver Provider agency
- Assisted client in selection and/or linkage to appropriate referrals for enrollment in the Health Insurance Marketplace
- Completed coursework and certification required to maintain competency for position and role in department

Mental Health Therapist

Saint Mary's Medical Center - Institute for Mental Health, West Palm Beach, FL

June 2012 - December 2012

- Daily maintenance of 10 to 15 Baker Act client load
- Conducted patient bio-psychosocial assessments utilizing strengths perspective to identify alternatives for care and support system
- Utilized brief techniques to practice intervention based on client diagnosis
- Conducted individual therapy sessions with voluntary and involuntarily admitted patients
- Developed care plans based on assessments and recorded patient progress within clinical services management database
- Facilitated regular scheduled Process and Spirituality Group sessions
- Managed discharge planning for assigned patients including arranging follow-up appointments
- Attended daily action plan meetings mental health therapy department
- Attended monthly staff meetings among mental health therapists, mental health technicians, unit nurses, and psychiatrist
- Co-facilitated inter-disciplinary staff meetings on community resources to reduce recidivism within mental health unit
- Attended client, psychiatrist and nurse initial consultation
- Formulated three Social Service & Community Resource Guides specific to individuals with mental

health and/or substance abuse issues who face homelessness, lack of insurance, and additional medical services

Peer Outreach Educator

Florida International University - Victim Advocacy Center, Miami, FL

October 2009 - December 2012

- Responsible for retrieval of university students , staff and faculty disclosure
- Promoted Victim Advocacy Center to university students, staff and faculty
- Provided presentation to students on victimization through sexual assault, stalking and domestic and intimate partner violence
- Attended university events such as annual health fair to provide resources about services offered at Victim Advocacy Center
- Worked in partnership with Counseling and psychological services to complete campus residents mental health screenings
- Coordinated and planning for spring break initiative to reduce sexual assault and victimization
- Facilitated training courses for certification on victimization
- Recruited prospective peer outreach educators
- Submission of referrals for community members to acquire victimization & trauma services

OTHER WORK EXPERIENCE

Registered Pharmacy Technician

CVS Pharmacy, West Palm Beach, FL

November 2012- August 2014

- Input & production of prescribed medications
- Correspondence with medical and insurance providers
- Completion of daily, weekly scanning for ongoing management of inventory
- Ongoing training for licensure & position compliance
- Submission of Prior Authorizations
- Initiating medication transfers internal & external

Medical Case Manager (MCM) and Youth Program Assistant (YPA)

Intern

Compass Incorporated, Gay and Lesbian Community Center, Lake Worth, FL

May 2011 - December 2011

- Conducted bio-psychosocial intake assessments of HIV/AIDS Clients
- Created care plans and supplemental client progress note
- Facilitated HOPE Youth Mentor Group
- Assisted in creation of grant proposals
- Regular participation in CARE Council meetings

CERTIFICATIONS AND TRAINING

- Participation in Department of Health HIV/AIDS & Hepatitis Section, State Eligibility Training- October 2013

- Registered Clinical Social Work Intern, State of Florida- License No. ISW5206
- Registered Pharmacy Technician, State of Florida- License No. RPT47860
- HIV/AIDS 500 and 501: HIV Prevention Counseling, Testing, & Linkage Course
December 6-8th 2011 - October 12th 2012
- Trauma-Focused Cognitive Behavioral Therapy Training Course. *June 12th 2012*
- Victimization Education Training *October 2009 – October 2011*

PROFESSIONAL AFFILIATIONS

- Viiv Healthcare Second Annual Youth Summit Peer Mentor Program Participant- *Present*
- New Leaders Council Palm Beach Institute Chair January 2015-*Present*
- State of Florida Carlos Alvarez STD/HIV Educational Material Review Panel Member- 2014- *Present*
- Department of Children & Families Certified ACCESS Florida Community Partner Training. 2013-
Present
- National Minority AIDS Council Youth Scholar Steering Committee Member. 2014
- National Minority AIDS Council Youth Scholar. *July 2013-December 2013*
- Phi Alpha Honor Society. 2012
- Robert Stempel College Student Advisory Council Member, School of Social Work, Florida International University. 2011
- President, Student Social Work Association, School of Social Work, Florida International University.
April 2010 - April 2011
- Member, National Association for the Advancement of Colored People. *September 2009 - April 2010*

COMPUTER SKILLS

- Proficient in Microsoft Office Suite Products
- Provide Enterprise Database
- CAREWare/Citrix Network
- Adobe Acrobat

REFERENCES

Available upon request.

Palm Beach County HIV CARE Council

Proposed Inventory of Seats

Updated 12/09/15

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	OPEN CHAIR			
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.	09/21/2018	BM
6	Social Service Providers, including housing and homeless service providers	Lilia Perez	FoundCare, Inc.	10/6/2017	HF
7	Social Service Providers, including housing and homeless services providers	Kimberly Rommel-Enright	Legal AID Society of Palm Beach County, Inc.	11/14/2016	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

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	OPEN CHAIR			
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	11/14/2016	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	OPEN CHAIR			
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	10/6/2017	CF
26	Non-Elected Community Leaders	OPEN CHAIR			
27	Non-Elected Community Leaders	Nicole Frederick	Dept. of Children and Families	09/21/2018	BF
28	State Medicaid Agency	OPEN CHAIR			
29	State Part B Agency	Mitchell Durant	Florida Health, Palm Beach County	11/14/2016	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	10/6/2017	HF
32	Other federal HIV Programs, including HIV Prevention Program	Patrice Huntley	Compass, Inc.	01/25/2019	BF
33	Representative of/or formerly incarcerated People Living with HIV/AIDS	Thomas McKissack	Jerome Golden Center for Behavioral Health	4/15/2016	BM

Demographic Info Key: BF= Black Female, BM= Black Male, HAIF= Haitian Female, HAIM= Haitian Male, WF= White Female, WM= White Male, HISF= Hispanic Female, HISM= Hispanic Male, M= Multi-Race

Palm Beach County HIV CARE Council

Council Policy

Policy Number: 10
Approved: April 30, 2001
Amended: January 26, 2004
Amended: November 16, 2009
Amended: November 22, 2010
Amended: June 27, 2011
Amended: June 25, 2012

Issue: **Nominations Process for CARE Council Membership**

This policy is adopted by the Palm Beach County HIV CARE Council (CARE Council), for the purpose of ensuring there is an open and fair nominations process which will provide for a CARE Council membership which is reflective of the AIDS epidemic in Palm Beach County, Florida. In addition, it is the intention of the CARE Council to maintain a nominations policy which complies with directives of the Division of HIV Services (DHS) and the Health Resources Services Administration (HRSA) as those directives relate to the Ryan White Act.

I. Legislative Background

Section 2602(b) of the reauthorized Ryan White Act states: "Nominations to the planning council (CARE Council) shall be identified through an open process and candidates shall be selected based upon locally delineated and published criteria. Such criteria shall include a conflict of interest standard for each nominee."

II. Expectations

An open nominations process, in combination with other legislative requirements and existing DHS policy on PLWH participation, shall result in broad and diverse community inclusion and culturally competent deliberations in CARE Council processes. The CARE Council will only approve and/or appoint members who have gone through the nominations process and shall appoint members on a timely basis to ensure minimum disruption to CARE Council activities.

Nominations to the Council shall be sought from a wide spectrum of potential members. Recruitment shall be made through existing Council committees and through ongoing solicitation through existing council members, service providers, outreach through

advertising, and staff working with consumers of HIV/AIDS services. Particular consideration shall be given to disproportionately affected and historically underserved groups and sub-populations.

Every member of the CARE Council is encouraged to actively recruit members to fill gaps in Council membership. Recruitment is not just the Membership Committee's responsibility. Council members should use their own network and seek key contacts in other communities to help identify potential members to fill gaps and to provide individuals to participate in CARE Council committee activities.

III. Steps in the Nominations Process:

1. When necessary advertising may be placed in various publications countywide notifying the public of the need for participation through membership on the CARE Council. Included in the advertising shall be notification of the need to fill membership positions based upon the demographics of the epidemic in Palm Beach County, and to ensure legislatively mandated positions are filled. A time limit for return of applications shall be included in the notification.
2. Potential applicants shall be provided a nominations packet containing a letter describing roles and responsibilities of the council, duties of membership, time expectations, gaps in representations, conflict of interest standards, HIV disclosure requirements, and an overview of the selection process and timeline; within three (3) business days of request. There shall also be an application form used to gather information about: relevant experience, expertise, skills, the persons interest in serving, the perspective he or she might bring to the CARE Council, how his or her peer group might relate to groups affected by HIV, and other related information.
3. Each returned application will be issued a document number, and receipt shall be logged in for tracking purposes.
4. CARE Council staff will review all application forms and will recommend a list of persons for the Membership Committee to interview per "Procedure for Applicant Interviews". When two or more persons apply for the same slot, the committee will interview at least two applicants for the slot. Interviews shall be conducted by at least two committee members-one of which must be the Chair or Vice Chair and a staff member, according to a structured interview format. Open ended questions about past experience on boards, ideas about significant HIV/AIDS issues and professional or affected community linkages shall be incorporated into the interview.
5. After the interviews are completed, the results of each interview are discussed at the next regularly scheduled Membership Committee meeting. When reviewing candidates for membership the committee will consider the following factors: attendance at CARE Council meetings, involvement at Membership

Development Sessions and involvement on committees. The Membership Committee may also consider activities as involvement in Membership Development Sessions. In addition, seat availability, the demographics of the board and candidate qualification will be taken into consideration. The final committee recommendations will be forwarded to the Executive Committee and if approved to the Palm Beach County HIV CARE Council. If the recommendation is accepted by the CARE Council, the individual's name will then be forwarded to the Palm Beach County Board of County Commissioners for appointment. The candidate must document completion of the Palm Beach County ethics training prior to submission of their name to the Palm Beach County Board of County Commissioners. In the event a recommended candidate is not acceptable to the Palm Beach County Board of County Commissioners, a request for a replacement candidate, if available, will be forwarded to the Membership Committee and the Membership Committee will provide the name of another candidate to the Palm Beach County HIV CARE Council. If the recommendation is accepted by the CARE Council, the individual's name will then be forwarded to the Palm Beach County Board of County Commissioners for appointment.

Candidates must fulfill the following requirements prior to being forwarded for CARE Council Membership:

Candidates must join one (1) committee and attend at least three (3) meetings, one (1) of which must be either a CARE Council meeting, or CARE Council sponsored training (inclusive of annual retreat) within a one (1) year period.

Documented exceptions to these requirements may be made, based upon the need of the CARE Council or in an extenuating circumstance, at the discretion of the Membership Committee Chair with the approval of the Executive Committee.