

**PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS  
BOARD APPOINTMENT SUMMARY**

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**Meeting Date:** March 22, 2016  
**Department:** Community Services  
**Advisory Board:** Palm Beach County HIV CARE Council  
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**I. EXECUTIVE BRIEF**

**Motion and Title:** **Staff recommends motion to approve:** proposed seat change of one (1) current member and one (1) appointment to the Palm Beach County HIV Comprehensive AIDS Resources Emergency (CARE) Council for a term of approximately three (3) years effective March 22, 2016.

<u>Current</u> <u>Seat No.</u>	<u>Proposed</u> <u>Seat No.</u>	<u>Appointment</u>	<u>Proposed Seat Requirement</u>	<u>Current</u> <u>Term Expires</u>
33	10	Thomas McKissack	Mental Health and/or Substance Abuse Provider	11/14/2016



<u>Seat No.</u>	<u>Appointment</u>	<u>Seat Requirement</u>	<u>Term Expires</u>
33	Stephanie Jordan	Representative of/or former Person Living with HIV/AIDS	04/15/2019

**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. Due to an effort to most accurately reflect mandatory requirements, a seat change for one (1) current member is being recommended. Thomas McKissack is currently in Seat No. 33 – Representative of/or former Person Living with HIV/AIDS, but will be moved to Seat No. 10 – Mental Health and/or Substance Abuse Provider. Ms. Jordan has successfully completed the HIV CARE Council’s nomination process and the HIV CARE Council recommends her appointment. Ms. Jordan will complete the term of Thomas McKissack which expires on April 15, 2016 and will serve an additional term which will expire on April 15, 2019. Mr. McKissack has disclosed that he is employed by The Jerome Golden Center for Behavioral Health, 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. Including the current request for appointment, the board makeup will consist of five (5) 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. (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.

**Attachments:**

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

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**Recommended By:**  3-2-16  
 Department Director Date  
**Legal Sufficiency:**   
 Assistant County Attorney Date

## II. REVIEW COMMENTS

### A. Other Department Review:

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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: 1 N/A Years. From: 3/22/16 To: See below

Seat Requirement: Representative of/ or formerly incarcerated People Living with HIV/AIDS Seat #: 33

\*Reappointment or  New Appointment

or  to complete the term of Thomas McKissack Due to:  resignation  other  
Completion of term to expire on: 4/15/16 ; plus additional 3 years for a term date of 4/16/16 - 4/15/19

\*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: Jordan Stephanie L.  
Last First Middle

Occupation/Affiliation: \_\_\_\_\_  
Owner  Employee  Officer

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

City & State \_\_\_\_\_ Zip Code: \_\_\_\_\_

Residence Address: 324 20<sup>th</sup> Street Apt 1

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

Home Phone: 561-424-1869 Business Phone: ( ) Ext. \_\_\_\_\_

Cell Phone: ( ) Fax: ( )

Email Address: Shaunjordan6246@gmail.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: 1996-Palm Beach County, Drug/Alcohol charges, Treatment Facility. 2013-Palm Beach County, accessory to burglary

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

**Section II Continued:**

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

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

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

NONE  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-79 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):

  x   By watching the training program on the Web, DVD or VHS on   January 26, 2016    
       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: Stephanie L. Jordan Printed Name: Stephanie Jordan Date:   1-26-16  

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) 355-1915.

Return this FORM to:  
**Geoff Downie, Department of Community Services**  
**810 Datura Street, West Palm Beach, FL**

**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 02/01/2016

Stephanie Jordan is from Delray Beach, Florida and currently lives in West Palm Beach. She has been active in her community since she was diagnosed with HIV in 1993. She currently serves as the Secretary for the Palm Beach County Consumer Advisory Group. This group of individuals works to encourage, support, and promote access to care for people living with HIV/AIDS (PLWHA). Stephanie is excited to be part of the Palm Beach County HIV CARE Council because she wants to be part of a Council that makes positive changes for PLWHA. Stephanie can use her experience as an African American woman to inspire and promote healthy behaviors among her peers. She is actively involved in the Community Awareness Committee of the CARE Council and is looking forward to continued involvement.

# Palm Beach County HIV CARE Council

## Proposed Inventory of Seats

Updated 2.11.16

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	<b>OPEN CHAIR</b>			
2	Community-Based Organizations serving affected populations/AIDS Service Organizations	Vicki Ann Krusel	Legal AID Society of Palm Beach County, Inc.	4/15/2016	WF
3	<b>Community-Based Organization serving affected populations/AIDS Service Organizations</b>	<b>OPEN CHAIR</b>			
4	<b>Community-Based Organizations serving affected population/AIDS Service Organizations</b>	<b>OPEN CHAIR</b>			
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	<b>Social Service Providers, including housing and homeless service providers</b>	<b>OPEN CHAIR</b>			
9	<b>Mental Health and/or Substance Abuse Provider</b>	Jesus Bautista	Compass, Inc.	9/22/2018	HM
10	<b>Substance Abuse and/or Mental Health Providers</b>	<b>Thomas McKissack</b>	Jerome Golden Center for Behavioral Health	11/14/2016	BM
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	<b>Affected Communities, including People Living with HIV/AIDS and historically under-served subpopulations and/or individuals co-infected with Hepatitis B/C</b>	<b>OPEN CHAIR</b>	Community Member		
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	<b>Affected Communities, including People Living with HIV/AIDS and historically under-served subpopulations and/or individuals co-infected with Hepatitis B/C</b>	<b>OPEN CHAIR</b>			
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	<b>Affected Communities, including People Living with HIV/AIDS and historically under-served subpopulations and/or individuals co-infected with Hepatitis B/C</b>	<b>OPEN CHAIR</b>			
18	<b>Affected Communities, including People Living with HIV/AIDS and historically under-served subpopulations and/or individuals co-infected with Hepatitis B/C</b>	<b>OPEN CHAIR</b>			
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	<b>Affected Communities, including People Living with HIV/AIDS and historically under-served subpopulations and/or individuals co-infected with Hepatitis B/C</b>	<b>OPEN CHAIR</b>			
22	<b>Affected Communities, including People Living with HIV/AIDS and historically under-served subpopulations and/or individuals co-infected with Hepatitis B/C</b>	<b>OPEN CHAIR</b>			

# *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	Skyemed	9/22/2018	WM
25	Non-Elected Community Leaders	Denise St. Joy	Nursing Services of Palm Beach	10/6/17	CF
26	Non-Elected Community Leaders	OPEN CHAIR			
27	Non-Elected Community Leaders	Nicole Frederick	State of Florida	9/22/2018	BF
28	State Medicaid Agency	OPEN CHAIR			
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	Patrice Huntley	Compass, Inc.	01/25/2019	BF
33	Representative of/ or formerly incarcerated People Living with HIV/AIDS	Stephanie Jordan	Community Member	04/14/2019	BF

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.

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.**