

PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS

BOARD APPOINTMENT SUMMARY

Meeting Date: April 19, 2016

Department: Palm Tran

Advisory Board: Palm Tran Service Board

I. EXECUTIVE BRIEF

**Motion and Title:** Staff recommends motion to approve: One (1) Appointment as an At-Large member to the Palm Tran Service Board (PTSB) for the following term:

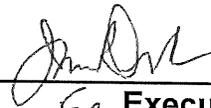
<u>Nominee</u>	<u>Category, Seat Number</u>	<u>Term to Expire</u>	<u>Nominated By</u>
Dennis Martin	Rep. with Extensive Paratransit Experience, Seat #12	Sept. 30, 2017	Comm. Valeche Comm. Burdick Comm. Abrams Comm. Taylor

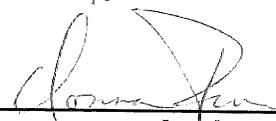
**Summary:** The Palm Tran Service Board is composed of 13 At-Large members with specific seat categories. There are currently four (4) vacancies on the Board. A memo dated March 11, 2016, was circulated to the Board of County Commissioners requesting support of Mr. Dennis Martin's appointment to fill one (1) vacancy and requesting additional nominees. Mr. Martin will be replacing Cathy-Alice Koyanagi, whose term was scheduled to expire September 30, 2017. Mr. Martin is employed by the Area Agency on Aging (AAA). The AAA has entered into contracts with the County for the provision of services, including transportation services through Palm Tran Connection. The PTSB does not have contractual oversight over the County's contracts with AAA and is not a purely advisory board. In accordance with Section 2-443 of the Palm Beach County Code, and Commission on Ethics Opinion RQO 14-039, Mr. Martin disclosed the contractual relationship in his application to the Palm Tran Service Board (PTSB). With the addition of the one (1) nominee, the PTSB would have ten (10) seats filled. The diversity composition, including the new appointment, would be Caucasian: 7 (70%), African-American: 2 (20%) and Multicultural: 1 (10%). The gender ratio (male:female) would be 8:2. For the three (3) remaining vacancies, Palm Tran staff will conduct targeted outreach in an effort to proffer candidates for appointment that will improve the diversity composition of the Board. Countywide (DR)

**Background and Justification:** Agenda Summary R2015-0893 delegated to the Palm Tran Service Board (PTSB) the authority to approve fixed route service adjustments and to serve only as an advisory board in all other aspects of the County's public transportation system.

**Attachments:**

1. Board Appointment Information Form and Resume
2. Resolution R2015-0893
3. Current Membership List

Recommended By:  4-8-16  
Executive Director Date

Approved By:  4/8/16  
Assistant County Attorney Date



**MEMORANDUM**  
**Palm Beach County**

Date: March 11, 2016  
To: Mayor Mary Lou Berger and  
Members of the Board of County Commissioners  
From: Clinton B. Forbes  
Executive Director, Palm Tran  
RE: Palm Tran Service Board (PTSB)

**Palm Tran**  
**Administrative Offices**  
3201 Electronics Way  
West Palm Beach, FL 33407-4618  
(561) 841-4200  
FAX: (561) 841-4291

**Palm Tran Connection**  
50 South Military Trail  
Suite 101  
West Palm Beach, FL 33415-3132  
(561) 649-9838  
FAX: (561) 514-8365  
www.palmtran.org

■  
**Palm Beach County**  
**Board of County**  
**Commissioners**

Mary Lou Berger, Mayor  
Hal R. Valeche, Vice Mayor  
Paulette Burdick  
Shelley Vana  
Steven L. Abrams  
Melissa McKinlay  
Priscilla A. Taylor

**County Administrator**

Verdenia C. Baker

*"An Equal Opportunity  
Affirmative Action Employer"*

Official Electronic Letterhead

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Agenda Summary R2015-0893 delegated to the Palm Tran Service Board (PTSB) the authority to approve fixed route service adjustments and to serve only as an advisory board in all other aspects of the County's public transportation system. The PTSB is comprised of 13 members and currently there are four (4) vacancies. Members serve three (3) year terms.

Mr. Dennis Martin has offered his application for Seat No. 12, Representative with Extensive Paratransit Experience, replacing Cathy-Alice Koyanagi, whose term expires on March 11, 2017. His application and resume are attached.

Including Mr. Martin, the diversity count would be Caucasian: 6 (66.77%), African-American: 2 (22.2%) and Multicultural: 1 (11.1%). The gender ratio (male: female) would be 7:2.

If you wish to support the appointment of Dennis Martin please sign and return the enclosed Boards/Committees Application. If you wish to have another nominee who meets the seat requirement considered for appointment, please provide the nominee's contact information. The requirement is that members be Palm Beach County residents and qualify for the seat description.

Staff intends to agenda this appointment for April 19, 2016. Please return signed forms no later than March 28, 2016. Applications should be returned to Charles Frazier at 3201 Electronics Way, West Palm Beach. Mr. Frazier can be reached at 841-4211 for any questions.

Enclosures:  
Application with Resume  
Current Membership Roster

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 Tran Service Board (PTSB) Not Purely Advisory  Advisory  Not Advisory

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

Term of Appointment: \_\_\_\_\_ Years. From: \_\_\_\_\_ To: \_\_\_\_\_

Seat Requirement: Extensive Paratransit Experience Seat #: 12

\*Reappointment or  New Appointment

or  to complete the term of Cathy Alice Koyanagi Due to:  resignation  other

Completion of term to expire on: 3/11/2017

\*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: MARTIN DENNIS N  
Last First Middle

Occupation/Affiliation: CONSUMER SERVICES CONSULTANT - AREA AGENCY ON AGING  
Owner  Employee  Officer

Business Name: AREA AGENCY ON AGING PALM BEACH TREASURE COAST, INC.

Business Address: 4400 N CONGRESS AVE

City & State: WEST PALM BEACH, FL Zip Code: 33407

Residence Address: 126 SPARROW DR #13A

City & State: ROYAL PALM BEACH, FL 33411

Home Phone: 561-784-2328

Cell Phone: 561-906-0064

Email Address: dmartin@youradrc.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: CIRCUIT & COUNTY COURT, DADE COUNTY.

COKE/SELL/DEL/W/INT. TRANSF TO OTHER CA. 05/01/1984

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

**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>R2015 0346</u>	<u>PALM TRAN</u>	<u>TRANSPORTATION</u>	<u>01/01/15 - 03/31/16</u>
<u>R2015 1229</u>	<u>FINANCIALLY ASSISTED AGENCIES</u>	<u>OLDER AMERICAN ACT SERVICES</u>	<u>03/11/2014 - 09/30/2016</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-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 02/12/2016
- 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: [Signature] Printed Name: Dennis Martin Date: 02/12/2016

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:  
Jacqueline Reavis, Palm Tran (561) 841-4227  
3201 Electronics Way, West Palm Beach, FL 33407  
[jreavis@pbcgov.org](mailto:jreavis@pbcgov.org)

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

Appointment to be made at BCC Meeting on: April 19, 2016

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

**DENNIS N. MARTIN**  
(561) 906-0064

26 SPARROW DR, UNIT 13A  
ROYAL PALM BEACH, FL33411

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## RELEVANT EXPERIENCE AND ACCOMPLISHMENTS

**Consumer Services Consultant: (Sept, 2012 - Present)** – Assure that formal and informal community resources are accessed to provide appropriate, high quality care to eligible consumers served by the Agency's contracted providers in the most efficient and effective manner.

- Renders support to providers in the exercise of their contractual commitments, both programmatic and fiscal;
- Assists in provider development and coordination among providers;
- Manages contracts;
- Conducts quality assurance evaluations;
- Provides day to day technical assistance on a wide variety of issues;
- Serves as liaison between the Agency and assigned community service providers;
- Seeks to create opportunities to engage with consumers and their caregivers.

**Crime Intervention Coordinator: (Jan, 2011 -Sept, 2012)**—Coordinate services for victims of crime aged sixty and over who are self referred or by law enforcement agencies.

- Supervise volunteer advocates in the Elder Rights Center of Excellence.
- Community presentations on Center programs such as Identity Theft, Safety, Senior Sensitivity and Frauds and Scams.
- Initiate calls to victims of crime who may be eligible for compensation through the Attorney General's office and explain the Victim's Compensation Program to crime victims aged 60 and over.
- Assist victims of crime 60 and over with the completion of the victim compensation claim forms.
- Refer victims when necessary to community based services or to services within the agency.
- Assist with the resolution of issues re elder rights with direct call victims.

**Information and Referral Specialist: (Dec. 2009-December, 2010)**—Provide information and referral services to callers seeking assistance through the Elder Helpline.

- Make appropriate referrals to intake specialists in the Elder Helpline Center of Excellence or to community based organizations on behalf of clients seeking services.

**Director of Operations/Project Manager/Housing Counselor: (April, 2007-May, 2009)**—Planning, organizing, scheduling and promoting all aspects of the program functions of Northwest Riviera Beach CRC. Provides project management for all construction projects; Assists in grant writing and editing and providing housing counseling to clients.

- Responsible for the day to day operations of the organization.
- Project management of the Brooks Subdivision development including coordination of the utility and infrastructure development.
- Coordinating the infill housing program with the city of Riviera Beach.
- Assisting the Executive Director with board governance activities.
- Overseeing the marketing and promotional functions of the organization.

- Ensure that the existing policies and procedures are adhered to, organized and communicated to the staff along with all amendments thereto.
- Provide intake services, credit counseling, money management, pre and post-purchase homebuyer counseling and budget counseling. This includes pre-qualifying households for homeownership, identifying and matching households to mortgage and subsidy products, processing first mortgage and subsidy applications, review of home buying documents such as sales contracts, rehabilitation estimates, inspection reports, loan documents; Coordinate closing dates with inputs from subsidy sources, lenders and clients. Co-facilitate monthly first-time home-buyer class.

**Benefits Specialist (November, 2004-April 2007)**-Manage the United Way of Palm Beach County Prosperity Program, located within the offices of Northwest Riviera Beach Community Redevelopment Corporation, Inc.

- Recruit clients for the Individual Development Account (IDA) Savings Program.
- Credit Counseling.
- Assists clients in accessing mortgages and subsidies from banks, county and city mortgage subsidy programs such as SHIP and HOME.
- Community presentations on the First-time Homebuyers Program.

## CAREER HISTORY

### **Consumer Services Consultant II, 2012-Present**

AREA AGENCY ON AGING PALM BEACH/TREASURE COAST, INC.  
4400 N CONGRESS AVE  
WEST PALM BEACH, FL 33407  
(561) 684-5885

### **Crime Intervention Coordinator, 2011-2012**

AREA AGENCY ON AGING PALM BEACH/TREASURE COAST, INC.  
4400 N CONGRESS AVE  
WEST PALM BEACH, FL 33407  
(561) 684-5885

### **Information and Referral Specialist, 2009-2011**

AREA AGENCY ON AGING PALM BEACH/TREASURE COAST, INC.  
4400 N CONGRESS AVE  
WEST PALM BEACH, FL 33407

### **Director of Operations/Project Manager, 2007-2009**

NORTHWEST RIVIERA BEACH COMMUNITY REDEVELOPMENT CORPORATION, INC.  
2001 BROADWAY, SUITE 510  
RIVIERA BEACH, FL 33404  
(561) 845-1147

### **Benefits Specialist, 2004-2007**

NORTHWEST RIVIERA BEACH COMMUNITY REDEVELOPMENT CORPORATION, INC.  
2001 BROADWAY, SUITE 510  
RIVIERA BEACH, FL 33404

EDUCATION

BACHELOR OF ARTS (1984) POLITICAL SCIENCE & COMMUNICATIONS  
UNIVERSITY OF MIAMI  
5501 SAN AMARO DR  
CORAL GABLES, FL 33146  
(305) 284-2211

Section II Continued:

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

NONE

NOT APPLICABLE/  
(Governmental Entity)

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

Appointment to be made at BCC Meeting on: April 19, 2016

Commissioner's Signature: [Signature] Date: 3/22/16

Pursuant to Florida's Public Records Law, this document may be reviewed and photocopied by members of the public. Revised 01/14/2014

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Commissioner's Signature: [Signature] Date: 3-20-2016

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Appointment to be made at BCC Meeting on: April 19 2016

Commissioner's Signature: [Signature] Date: 3/17/15

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Revised 01/14/2014

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April 19, 2016

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

[Signature]

Date: \_\_\_\_\_

3/17/16

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Revised 01/14/2014

RESOLUTION NO. R-2015- 0893

**RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF PALM BEACH COUNTY, FLORIDA, REESTABLISHING AND CONTINUING THE PALM TRAN SERVICE BOARD; ADDRESSING TERMS, POWERS AND DUTIES; INCLUDING UNIFORM POLICIES AND PROCEDURES REQUIREMENTS OF THE COUNTY FOR ADVISORY BOARDS; REPEALING RESOLUTION NOS. R-2001-2241, R-2002-0485, R-2003-1582, R-2004-0949, R-2007-0711 AND R-2008-1568; PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Board of County Commissioners (Board) adopted Resolution No. R-2001-2241 which created the Palm Tran Service Board (PTSB); and

**WHEREAS**, the PTSB was created to act as an advisory body to the Board of County Commissioners regarding the County's provision of fixed route public transportation and paratransit services, except that it was authorized to hold public hearings and make determinations regarding adjustments to Palm Tran's fixed route public transportation services; and

**WHEREAS**, the Board of County Commissioners adopted Resolution No. R-2013-0193 establishing uniform policies and procedures for Palm Beach County advisory boards; and

**WHEREAS**, the requirements of Resolution No. R-2013-0193 may be waived upon a majority vote of the Board of County Commissioners; and

**WHEREAS**, the Board of County Commissioners has previously waived the requirements of Resolution No. R-2013-0193 which limit the maximum number of members that may serve on a County board and which require all board members to be residents of the County; and

**WHEREAS**, the Board of County Commissioners desires to repeal Resolution No. R-2001-2241, and all of its amending resolutions, and to adopt in their stead, a resolution reestablishing the Palm Tran Service Board in conformity with the requirements of Resolution No. R-2013-0193, except as such requirements have been waived by the Board of County Commissioners, and continuing the PTSB as further described herein, without lapse in its authority or effect; and

**WHEREAS**, the Palm Tran Service Board has been and shall continue to be a mechanism for the participation of individuals with disabilities in the continued development and assessment of public transit services to individuals with disabilities.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF PALM BEACH COUNTY, FLORIDA that:**

**Section 1. Repeal of Resolutions** - Resolutions Nos. R-2001-2241, R-2002-0485, R-2003-1582, R2004-0949, R-2007-0711 and R-2008-1568 of the Board of County Commissioners of Palm Beach County, Florida are hereby repealed.

**Section 2. Reestablishment of the Palm Tran Service Board** - The Board of County Commissioners of Palm Beach County, Florida does hereby reestablish and continue the "Palm Tran Service Board" (PTSB), without lapse in its authority, effect, or membership. Its purpose, functions and actions shall be advisory in nature, except for the exercise of authority granted to it in Section 4 below.

**Section 3. Purpose** - The PTSB shall act as an advisory board to the Board of County Commissioners regarding Palm Tran's fixed route and paratransit programs and services, and in its performance of the duties set forth in Section 9, except when exercising the authority described in Section 4 and paragraphs a. and b. of Section 9 below. The PTSB shall provide an ongoing mechanism for the participation of individuals, with and without disabilities, in the continued development, implementation and assessment of all Palm Tran services.

**Section 4. Authorization to hold Public Hearings and Meetings** - The Board of County Commissioners does hereby expressly authorize the PTSB to exercise the authority vested in the Board of County Commissioners to conduct all public meetings and public hearings required to be held prior to the implementation of any adjustment to Palm Tran's fixed route public transportation services, and having solicited and considered all public comments received related to a proposed service adjustment, to approve or disapprove the implementation thereof. All route and schedule adjustments, for which there will be an increase in the cost of services, must be funded in Palm Tran's annual budget approved by the Board of County Commissioners. All authority vested in the Board of County Commissioners is retained by the Board of County Commissioners, including but not limited to, the approval of Palm Tran's capital and operating budgets, the establishment of all fares, the employment of all staff, the filing of all grant applications, the approval of all solicitations, contracts and purchases, and the establishment of all Palm Tran policies and procedures.

**Section 5. Application of the County's Uniform Policies and Procedures for Palm Beach County Advisory Boards** - The PTSB and its members shall be subject to the uniform policies and procedures established by the Board of County Commissioners in Resolution No. R-2013-0193, as it may be amended or replaced by action of the Board of County Commissioners from time to time, except to the extent the application of such policies has been waived by the Board of County Commissioners. As of the date of this resolution, the Board of County Commissioners has waived the limitation on the maximum number of members that may constitute a board as set forth in Section 11 of Resolution No. R-2013-0193. This waiver shall remain in effect until extinguished or removed by the Board of County Commissioners by amendment to this resolution or the adoption of a resolution or enactment of an ordinance that rescinds or extinguishes prior waivers granted by the Board of County Commissioners.

**Section 6. PTSB Appointments** - The PTSB and its members shall be subject to the procedure for at-large and district appointments to advisory boards established by PPM CW-O-023, as it may be amended or replaced from time to time, so as to ensure consistency with agenda submittal and review procedures.

**Section 7. Composition** - The PTSB shall be composed of thirteen (13) voting members who must be residents of Palm Beach County, unless such residency requirement is waived by the Board of County Commissioners. Each member shall serve at-large and at the pleasure of the Board of County Commissioners.

**Section 8. Terms** -

a. The term of office for each member of the PTSB holding office at the time this Resolution is adopted shall remain in effect except that each member's term shall be modified to end on September 30<sup>th</sup> of the year in which the member's term is to expire. Thereafter, the terms of office for all members shall be three (3) years, and all terms shall begin on the 1<sup>st</sup> of October and end on the 30<sup>th</sup> of September. No member shall serve more than three (3) consecutive three (3) year terms. This limitation shall not be applied retroactively to include the terms or portions thereof served by a member appointed to the PTSB prior to the adoption of R-2013-0193, and shall not be applied so as to prevent a member from serving a maximum of three (3) consecutive terms or nine (9) additional years from the date of the adoption of R-2013-0193.

b. All members serve at the pleasure of the Board of County Commissioners and may be removed, for any reason whatsoever, with or without cause, by a majority vote of the Board of County Commissioners.

c. Notwithstanding anything contained herein, a member's appointment shall terminate and the member shall be automatically removed, with or without the action of the Board of County Commissioners, for lack of attendance. Lack of attendance is defined as a failure to attend three (3) consecutive meetings or a failure to attend more than one-half (½) of the meetings scheduled during a calendar year. Participation for less than three-fourths (¾) of a meeting shall be the same as a failure to attend a meeting. Members removed pursuant to this paragraph shall not continue to serve on the PTSB and such removal shall create a vacancy.

d. To the extent deemed possible by the Board of County Commissioners, the criteria set forth below will be used in the selection and appointment of thirteen (13) members to serve on the PTSB,

except that Seat 4 must be filled by an elected municipal official. Except as to the category assigned to Seat 4, it is the goal of the Board of County Commissioners to have one (1) member appointed to the PTSB from each of the remaining categories:

- Seat 1. Transportation experience
- Seat 2. Disability advocate
- Seat 3. Environmental advocate
- Seat 4. Elected municipal official of a municipality located in Palm Beach County
- Seat 5. Business community representative
- Seat 6. Representative with multi-cultural experience
- Seat 7. Senior citizen
- Seat 8. Certified paratransit user
- Seat 9. Regular fixed route bus passenger
- Seat 10. Fixed route bus operator
- Seat 11. Citizen at-large
- Seat 12. Paratransit expertise
- Seat 13. Resident of the Glades/Lake Region of Palm Beach County

Seat 4 is designated as an *ex officio* office of the elected municipal official appointed to that seat. The duties imposed upon the member appointed to Seat 4 are and shall be deemed to be additional *ex officio* duties of his or her municipal office. The Board of County Commissioners may request the Palm Beach County League of Cities, Inc. to select and recommend to the Board of County Commissioners, an elected municipal official from a city located within Palm Beach County, to be appointed to perform the *ex officio* duties of Seat 4.

**Section 9. Duties** - the duties of the PTSB are limited to the following:

a. To hold all public hearings for fixed route service adjustments in those instances where twenty-five percent (25%) or more of the route miles are affected by a proposed change. Public hearings must be noticed at least ten (10) days in advance in a newspaper of general circulation in Palm Beach County. In those instances where a proposed fixed route adjustment impacts less than twenty-five (25%) of the route miles of a route, those changes shall be approved at a public meeting after public comments, but a formal public hearing need not be held.

b. To consider all public comments received regarding proposed route adjustments and to approve or reject proposed changes to fixed routes and schedules after concluding its public hearing or public meeting comment process.

c. To hold regular meetings and special meetings as convened by the Chair of the PTSB or upon the request of the Executive Director of Palm Tran.

d. To consider the input and recommendation of its standing subcommittees. All standing subcommittees shall be solely advisory bodies to the PTSB. The following standing subcommittees are established to assist the PTSB in the performance of its duties:

- 1. Paratransit
- 2. Planning

e. All standing subcommittees shall meet as frequently as deemed necessary by the PTSB, except that the Paratransit Standing Subcommittee shall meet at least six (6) times per calendar year.

f. To provide summary minutes of each meeting of the PTSB to the Board of County Commissioners.

g. To make a presentation to the Board of County Commissioners upon the request of the Executive Director of Palm Tran, the County Administrator or the Board of County Commissioners.

h. To make recommendations to the Board of County Commissioners concerning paratransit services and public transportation projects within Palm Beach County, upon the request of the Board of County Commissioners, County Administrator, or the Executive Director.

i. To make recommendations to the Board of County Commissioners regarding the activities of the South Florida Regional Transportation Authority (SFRTA) or the Palm Beach Metropolitan Planning Organization, upon the request of the Board of County Commissioners, the County Administrator, or the Executive Director.

j. To act as a mechanism for the participation of individuals, with and without disabilities, in the continued development, implementation and assessment of all Palm Tran services.

k. To approve or disapprove the recommendations for fixed route service adjustments made by the Executive Director or his or her designee. The PTSB may not change or modify the Executive Director's recommendations for fixed route service adjustment without the consent of the Executive Director or his or her designee. In the event the PTSB shall not approve a recommendation made by the Executive Director and the Executive Director determines that a change or modification suggested by the PTSB is not appropriate, the Executive Director shall take no action on the recommended adjustment but may, at any time, resubmit the matter to the PTSB, for its consideration and approval.

l. Submit an annual narrative report to the County's Agenda Coordinator in conformity with applicable procedures or policies established by the County.

m. To perform such other duties, of an advisory nature, requested by the Executive Director.

**Section 10. Qualification as a Candidate** - PTSB members shall not be prohibited from qualifying as a candidate for elected office.

**Section 11. PTSB Actions -**

a. The PTSB shall not undertake any action(s) unless a motion for such action has been approved by a majority of the members physically present casting their votes in favor of the motion.

b. Motions must be made and voted upon during the course of regular or special meetings. Within any particular meeting, the PTSB will not take any action on any matter which has not been placed on the agenda for that meeting, unless the PTSB finds special conditions or circumstances exist which require immediate action.

c. The Chair of the PTSB shall appoint all standing subcommittee members and the chairs of all standing subcommittees. All standing subcommittee chairs shall be members of the PTSB. Any citizen may be appointed to serve on a standing subcommittee. Standing subcommittees shall elect a vice-chair from among its members. All standing subcommittees shall be solely advisory bodies to the PTSB and shall serve at the pleasure of the Chair of the PTSB. All standing subcommittee members shall comply with the requirements of the Palm Beach County Code of Ethics applicable to officials of advisory boards. The attendance requirements set forth in Section 8.c. of this Resolution shall also be applicable to all standing subcommittee members. Standing subcommittee members may be automatically removed for lack of attendance, with or without action of the Chair. The Executive Director or his or her designee shall be responsible for monitoring the attendance of the members of any standing subcommittee and for notifying the PTSB and its Chair of the automatic removal of a member for lack of attendance, and for monitoring standing subcommittee members' compliance with the Palm Beach County Code of Ethics.

d. The primary purpose of the Paratransit Standing Subcommittee is to create a forum for individuals with disabilities to participate in the continued development and assessment of services to individuals with disabilities. This standing subcommittee will meet no less than six (6) times a calendar year and at least once each quarter, but may be convened more frequently to consider and provide input to the PTSB regarding proposed changes to the County's fixed route or paratransit systems or to perform any other task assigned to it by the PTSB or requested by the Executive Director. This standing subcommittee shall report directly to the PTSB and shall forward to the PTSB the comments, information, facts and opinions it has obtained or gathered.

e. The PTSB may establish temporary special subcommittees on an "ad-hoc" basis in order to enable it to more efficiently carry out its duties. The chair of the PTSB shall name the members of all

such special subcommittees and the individual who will serve as the chair of any special subcommittee. Members of the PTSB may also serve on any special subcommittee.

**Section 12. Maximum Number of Boards** - The maximum number of boards that an individual appointed by the Board of County Commissioners may serve on at one time shall be three (3), except that no individual may serve on more than one (1) board if doing so would violate Article II, Section 5(a) of the Florida Constitution, which prohibits dual-office holding.

**Section 13. PTSB Chair** - The PTSB shall elect a chair and a vice-chair from among its members. The chair and the vice-chair shall each serve for a term of one (1) year. There shall be no limit on the number of terms an individual may be elected as chair or vice-chair.

**Section 14. Quorum and Meetings** -

a. A quorum of the PTSB's membership must be physically present in order to hold any public hearing or meeting, to conduct any business or take any action. A quorum shall consist of a majority of the appointed members of the PTSB.

b. The PTSB shall endeavor to meet on a monthly basis and may meet more or less frequently as it deems appropriate or as requested by the Executive Director.

c. Meetings of the PTSB shall be governed by Roberts' Rules of Order. The PTSB may, however, establish its own rules of procedure for the conduct of its meetings.

**Section 15. Noninterference** - Members of the PTSB shall not contact Palm Tran staff, for any reason, other than the Executive Director of Palm Tran or his or her designee. Members shall not involve themselves in or interfere with the day-to-day operations of Palm Tran or the actions or activities of its employees and the employees of the Board of County Commissioners. All actions of the PTSB or of its members must be in accordance with the provisions of this resolution.

**Section 16. Vacancies** - Vacancies occurring during a term shall be filled for the unexpired term.

**Section 17. Sunshine Law and State Code of Ethics** - The PTSB and its members are subject to and shall comply with Florida's Sunshine Law and the State of Florida's Code of Ethics. Appointees to the PTSB that are required to submit a Statement of Financial Interests to the State of Florida Commission on Ethics will be notified that the failure to submit a Statement of Financial interests within thirty (30) days of appointment shall result in invalidation of the appointment. Reasonable public notice of all PTSB meetings shall be provided. All meetings of the PTSB shall be open to the public at all times and minutes shall be taken at each meeting. All meetings shall comply with the applicable requirements of Chapter 286, F.S.

**Section 18. Palm Beach County Code of Ethics** - PTSB members and the members of its standing subcommittees are to comply with the applicable provisions of the Palm Beach County Code of Ethics as codified in Sections 2-254 through 2-260 of the Palm Beach County Code.

**Section 19. Conflict with Federal or State Law or County Law** - Any Federal, State or County law in conflict with this resolution shall prevail.

**Section 20. Effective Date** - The provisions of this resolution shall become effective upon its approval by the Board of County Commissioners.

The foregoing resolution was offered by Commissioner Taylor,  
 who moved its adoption. The motion was seconded by Commissioner Berger,  
 and upon being put to a vote, the vote was as follows:

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

The Mayor thereupon declared the Resolution duly passed and adopted this 7th day of  
July, 2015.

Palm Beach County, Florida by its  
 Board of County Commissioners

Sharon R. Bock, Clerk & Comptroller

By: Tracy Powell  
 Deputy Clerk



Approved as to Form and  
 Legal Sufficiency

By: [Signature]  
 County Attorney

STATE OF FLORIDA, COUNTY OF PALM BEACH  
 I, SHARON R. BOCK, Clerk and Comptroller  
 certify this to be a true and correct copy of the original  
 filed in my office on JUL 07 2015  
 dated at West Palm Beach, FL on 7-9-15  
 By: Tracy Powell  
 Deputy Clerk



## Palm Tran Service Board (PTSB) With Expiring Terms

4/4/2016 12:59

Seat #	Requirement	Current Member	Term Expiration Date
1	Rep. with Transportation Experience	Terry Brown	9/30/2017
2 - Vice-Chair	Disability Advocate	Myra Goldick	9/30/2016
3	Environment Advocate	<b>VACANT</b>	
4	Elected Municipal Official of a Municipality within PBC	Robert Weinroth	9/30/2016
5	Business Community Representative	Robert Templeton	9/30/2016
6	Representative with Muliti-Cultural Experience	<b>VACANT</b>	
7	Senior Citizen Rep.	Frank Stanzione	9/30/2017
8	Certified Paratransit User	Martin Rothman	9/30/2016
9	Regular Fixed-Route Bus Rider	<b>VACANT</b>	9/30/2016
10 - Chair	Fixed Route Bus Operator	Dwight Mattingly	9/30/2016
11	Citizen at Large	Andre Cadogan	9/30/2017
12	Rep. with Extensive Paratransit Experience	<b>PENDING</b>	9/30/2017
13	Resident of the Glades/Lake Region area of PBC	Beverly J. Scott	9/30/2016