

PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS  
BOARD APPOINTMENT SUMMARY

Meeting Date: August 16, 2016

Department  
Submitted By: Community Services  
Advisory Board: Community Action Advisory Board

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to approve: A) appointment of new member to the Community Action Advisory Board; and B) reappointment of member to the Community Action Advisory Board:

A) Appoint new member:

<u>Seat No.</u>	<u>Appointment</u>	<u>Seat Requirement</u>	<u>Term</u>	<u>Nominated By</u>
4	Armando Fana	Public Sector Representative	08/16/2016 - 09/30/2019	Comm. Taylor

B) Reappoint member:

<u>Seat No.</u>	<u>Reappointment</u>	<u>Seat Requirement</u>	<u>Term</u>	<u>Nominated By</u>
13	Theresa Jackson	Representative of the Low-Income	10/01/2014 - 09/30/2017	Democratically selected in Boynton Beach

Summary: The total membership for the Community Action Advisory Board (CAAB) shall be no more than 15 members, per Resolution No. R-2014-0588, comprised of one-third elected public officials or their representatives, one-third private sector members recommended by the CAAB and one-third low-income representatives selected by a democratic process in the target neighborhoods served. Members will fully participate in the planning, implementation and evaluation of the Community Services Block Grant program to serve low-income communities. The Resolution requires that CAAB members solicit and recommend Public Sector member nominations for transmittal to the Board of County Commissioners. The Board of County Commissioners was notified by memo dated June 20, 2016, and requested to provide nominations for appointments. Ms. Jackson was duly elected to a second term on July 29, 2014; however, due to an oversight her name was not submitted to the Board of County Commissioners at that time. She has served since her election as a defacto board member. Both Mr. Fana and Ms. Jackson meet all applicable guidelines and requirements outlined in the Resolution adopted by the Board of County Commissioners (BCC) on May 6, 2014. The ethnic makeup of the CAAB, including the above nominees, consists of eight (8) African American females, one (1) African American male, one (1) Caucasian female, and one (1) Hispanic male. (Community Action Program) Countywide (HH)

Background and Justification: The Board of County Commissioners first created a Community Action Council Advisory Board in 1974. This was done to qualify Palm Beach County to receive Community Services Block Grant funds. The Community Services Block Grant contract requires the establishment of a Community Action Advisory Board and that the CAAB fully participates in the planning, implementation and evaluation of the Community Services Block Grant program to serve low-income communities.

- Attachments:
- 1. Boards/Committees Applications (2)
  - 2. Proposed Inventory of Seats List
  - 3. Resolution No. R-2014-0588

Recommended By: [Signature] Date 7/20/16  
Department Director

Legal Sufficiency: [Signature] Date 7-22-16  
Assistant County Attorney

**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: COMMUNITY ACTION ADVISORY BOARD Advisory ☒ Not Advisory ☐  
☒ At Large Appointment or ☐ District Appointment /District #: \_\_\_\_\_  
Term of Appointment: 3.1 Years. From: August 16, 2016 To: SEPTEMBER 30, 2019  
Seat Requirement: Public Sector Representative Seat #: 4  
☐ \*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: FANA ARMANDO  
Last First Middle  
Occupation/Affiliation: Director, City of West Palm Beach Department of Housing and Community Development  
Owner ☐ Employee ☒ Officer ☐  
Business Name: City of West Palm Beach  
Business Address: 401 Clematis St.  
City & State West Palm Beach, FL Zip Code: 33401  
Residence Address: 423 Lytle St.  
City & State West Palm Beach, FL Zip Code: 33405  
Home Phone: 954-599-5900 Business Phone: 561-822-1250 Ext. \_\_\_\_\_  
Cell Phone: (561) 598-4746 Fax: ( )  
Email Address: afana@wpb.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>
_____	_____	_____	_____
_____	_____	_____	_____

(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 7/8/15  
       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: [Signature] Printed Name: Alfredo Fane Date: 7/8/15

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](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:  
{Insert Liaison Name Here}, {Insert Department/Division Here}  
{Insert Address Here}

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

Appointment to be made at BCC Meeting on:

Commissioner's Signature: [Signature]

Date: 6/23/16

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

Revised 02/01/2016

### **SUMMARY OF QUALIFICATIONS**

- ✓ Extensive managerial and supervisory experience in government and private sector
- ✓ Professional experience and knowledge in private, public and non-profit sectors
- ✓ Leader in housing, community and economic development fields
- ✓ Extensive public relations experience in television, print and social media
- ✓ Grant proposal writing and rating experience
- ✓ Excellent communication skills
- ✓ Fluent in Spanish
- ✓ Knowledge and experience in a wide range of market sectors
- ✓ Proficiency with various computer systems and software programs

### **PROFESSIONAL EXPERIENCE**

#### **PROGRAMMATIC**

- Responsibility for the management of federally funded economic development, housing and workforce development programs in south Florida.
- Oversight responsibility for U.S. Department of Housing and Urban Development (HUD) programs within the 10 southern counties of Florida.
- Established positive and effective working relationships with local, state and federal government officials and private sector organizations.
- Participated in several national HUD Secretarial initiatives including modifying HUD's strategic planning process and leading a program collaboration effort that was adopted nation-wide.
- Served as Interim Director for the San Juan/Caribbean HUD office during much of 2010 and as the Interim Director for the Jacksonville HUD Office during the first 3 months of 2014 while maintaining role as HUD Miami Field Office Director.
- Developed Welfare Transition (WT) policies and procedures that increased regional performance by 21% over a 4-month period resulting in maximum contract profitability
- Oversaw a 38% improvement in the welfare entered employment rate while improving to the second ranked region in the State of Florida
- Led local HUD disaster response operations following hurricanes Charley, Jeanne, Frances and Wilma and assisted with the development of a housing recovery plan for the State of NY following Super Storm Sandy.
- Assisted with housing recovery efforts for the U.S. Coast Guard following hurricane Andrew in Florida and hurricane Marilyn in St. Thomas, U.S.V.I.
- Measured customer satisfaction improvements in all managed programs.
- Experience with reviewing and rating contract proposals and with contract negotiations
- Established inter-agency agreements between the South Florida Federal Executive Board and the Florida League of Cities and established an inter-agency agreement to serve Welfare Transition eligible refugee entrants in Broward County, FL.

#### **ADMINISTRATIVE**

- Oversight responsibility for over 100 million dollars in American Recovery and Reinvestment Act funding in Southern FL that has led to economic development and housing opportunities.
- Effectively administered office administrative and travel budgets
- Oversight responsibilities for South Florida FHA marketing budgets
- Managed the Welfare Transition Program (WTP) and Welfare to Work programs in Broward County, Florida
- Developed a performance tracking system for the Welfare Transition Program that resulted in increased accountability and performance
- Oversight of workforce development contract budgets totaling over 4.5 million dollars

## PLANNING/DEVELOPMENT/ TRAINING

- Extensive experience with marketing and outreach including conducting media interviews, presentations and speeches.
- Worked with Broward County employers to develop employment opportunities for workforce development clients.
- Organized numerous successful large-scale conferences and training forums.
- Assisted with the development of policies and procedures related to the newly initiated welfare reform and workforce development programs in Broward County during 1997
- Prepared reports and memorandums that detailed policy suggestions, monitoring findings, budget and programmatic analysis. Participated in transition teams for HUD Deputy Secretary.
- Developed monitoring tools and protocols to assist with programmatic oversight and evaluation of various agencies contracted to provide services to welfare and workforce development program recipients
- Prepared and conducted trainings, staff meetings and instructions for staff on both programmatic and human resource issues
- Tracked and evaluated performance for contracted service providers while providing feedback and technical assistance for continuous improvement
- Consistently called upon to lead regional and national teams for HUD program/policy development.
- Oversight responsibility for extensive office renovation projects at the South Broward One-Stop Center and Miami HUD Field Office.

## WORK HISTORY

<i>Director</i>	City of West Palm Beach Department of Housing and Community Development 11/2014-present
<i>Field Office Director</i>	U.S. Department of Housing and Urban Development (HUD) 12/2004-10/2014
<i>One- Stop Manager</i>	Broward County, Lockheed Martin/ACS State & Local Solutions - Ft. Lauderdale, FL 02/2002 – 12/2004
<i>Program Manager</i>	Workforce One- Broward Workforce Development Board 10/97 - 02/2002
<i>Assistant Area Housing Manager</i>	United States Coast Guard 06/92 - 07/97

## EDUCATION

### **Bachelors of Science in Business Management**

*University of Phoenix*  
Plantation, Florida Campus

### **Associate in Science in International Business Management**

*Broward Community College*  
Coconut Creek, Florida Campus

### **Negotiation Strategies and Techniques Certificate**

*Department of Agriculture Graduate School*  
Washington DC

**AFFILIATIONS/HONORS/AWARDS**

- Communications Director for the South Florida Federal Executive Board
- Board, Childnet
- Received Federal Executive of the Year Award from Minority Chamber of Commerce
- Former member of the National Association of Workforce Development Professionals (NAWDP)
- Received U.S. Coast Guard Achievement Medal and Coast Guard Letter of Commendation



**Department of Community Services**

810 Datura Street  
West Palm Beach, FL 33401  
(561) 355-4700  
FAX: (561) 355-3863  
[www.pbcgov.com](http://www.pbcgov.com)

**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"*

June 3, 2016

Mayor Jeri Muoio  
City of West Palm Beach  
401 Clematis Street  
West Palm Beach, FL 33401

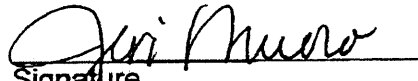
Dear Mayor Muoio:

The Palm Beach Community Action Program (PBCCAP) is an agency that fights poverty and helps individuals and families achieve self-sufficiency. PBCCAP administers the federal Community Service Block Program which is overseen by a tri-partite board comprised of fifteen members. One third of the board members must be nominated by a public official to represent the public sector. Each member has a one to three year term.

Currently, there are vacant seats on the Community Action Advisory Board that are designated for the public sector. In 2015, Armando Fana, Director of Housing and Community Development was recommended to serve in the Community Action Advisory Board. Mr. Fana's appointment needs to be reaffirmed. Please indicate whether or not you wish to have Mr. Fana serve on our board as a representative from your agency.

☒ Yes

☐ No

  
Signature

Should there be any questions or concerns regarding this request, please feel free to contact Taruna Malhotra, Assistant Department Director at 561-355-4716. Thank you for your time and consideration of this matter. The signed letter can be scanned and sent to the following email address: [mtjones@pbcgov.org](mailto:mtjones@pbcgov.org).

Sincerely,

  
Taruna Malhotra, Assistant Department Director  
Department of Community Services



**PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS  
BOARDS/COMMITTEES APPLICATION**

*The information provided on this form will be used by County Commissioners and/or the entire Board in considering your nomination. This form **MUST BE COMPLETED IN FULL**. Answer "none" or "not applicable" where appropriate. Further, please attach a biography or résumé to this form.*

**Section I (Department):** (Please Print)

Board Name: Community Action Program Advisory Board Advisory ☒ Not Advisory ☐

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

Term of Appointment: 3 Years. From: 10/1/2014 To: 9/30/2017

Seat Requirement: Low-Income Sector Seat #: 13

☒ \*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: 0

**Section II (Applicant):** (Please Print)

**APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT**

Name: Jackson Theresa A.  
Last First Middle

Occupation/Affiliation: Job Development Coordinator/Womens Circle  
Owner ☐ Employee ☒ Officer ☐

Business Name: Women's Circle

Business Address: 912 SE 4<sup>th</sup> Street

City & State Boynton Beach, Florida Zip Code: 33435

Residence Address: 805 South B Street

City & State Lake Worth, Florida Zip Code: 33460

Home Phone: (561) 588-0155 Business Phone: (561) 244-7627 Ext. 103

Cell Phone: (561) Fax: ( )

Email Address: Bizztheresa1@aol.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

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<u>Contract/Transaction No.</u>	<u>Department/Division</u>	<u>Description of Services</u>	<u>Term</u>
Ex: (R#XX-XXXX/PO XXX)	Parks & Recreation	General Maintenance	10/01/11-09/30/12
_____	_____	_____	_____
_____	_____	_____	_____

(Attach Additional Sheet(s), if necessary)

OR ☒ NONE

All board members are required to read and complete training on Article XIII, the Palm Beach County Code of Ethics, and read the Guide to the Sunshine Amendment prior to appointment/reappointment. Article XIII, and the training requirement can be found on the web at: <http://www.palmbeachcountvethics.com/training.htm>. Keep in mind this requirement is on-going.

☒ 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  
☐ 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: \_\_\_\_\_

Date: 12-12-14

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

355-1215

**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 08/01/2011

# **THERESA A. JACKSON**

Lake Worth, FL

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Phone: 561-588-0155

E-mail: bizztheresa1@aol.com

## **HIGHLY VERSATILE OFFICE ADMINISTRATOR**

Equally skilled at working in a high stressed environment

Offer deep experience in all aspects of office procedures. Broad background paired with friendly, yet professional communication skills supports ability to relate well with diverse populations of clientele, co-workers and CEO's. In addition to practical office experience, well versed in Special Events, Legal Terminology, Employment Preparation and Collaboration. Tech Savvy: Microsoft Office, PowerPoint, Excel, Time Matters, Group Wise, Outlook, Internet and Publisher.

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### **CORE COMPETENCIES**

- |                  |                  |                 |                   |
|------------------|------------------|-----------------|-------------------|
| ▪ Communication  | ▪ Collaborations | ▪ Interpersonal | ▪ Problem Solver  |
| ▪ Time Sensitive | ▪ Team Spirited  | ▪ Proactive     | ▪ Confidentiality |

### **PROFESSIONAL EXPERIENCE**

**WOMEN'S CIRCLE, INC., Boynton Beach, FL**  
Job Development Coordinator

2007-Present

- Demonstrate strong client relations through continuous communication and workshops.
- Responsible for interviewing, documenting and assisting in client's job search.
- Attend workshops, meetings and various outreach activities to foster collaboration with agencies.
- Coordinate and oversee four to five volunteers.
- Develop and teach job preparation training including resume writing, interview techniques and mock interviews.
- Developed and maintain Employee Handbook making changes as directed by Executive Director.
- Created and maintain office Hurricane Preparedness manual.

**A.CLARK CONE LAW FIRM, West Palm Beach, FL**  
Legal Office Administrator

2002-2006

- Prepared and filed legal pleadings and other documents.
- Maintained office diary, prepared correspondence and scheduled appointments.
- Developed office handbook eliminating redundancy in retrieving information.
- Interacted with employment agencies in pursuing new hires.
- Reviewed potential employee's resumes and made recommendations.
- Responsible for day to day operations of law office and other assignments as deemed by the employer.

**INDEPENDENT CONTRACTOR**  
Travel/Tour Guide

2000-Present

- Greet VIP's and CEO's serving as liaison between them and local personnel.
- Provide answers to queries that travelers may have regarding their visit.
- Demonstrate coordination and organization of client and driver's schedules.
- Review and make changes to client's manifest assuring accuracy of arrivals and departures.
- Handle cash distributions to airport staff as needed and maintained accurate accounting.
- Responsible for dine arounds, décor, front desk, meetings and office assistant.

**EDUCATION:**

Martin County High School - Diploma

**AFFILIATIONS:**

2011-Present	Palm Beach County Community Action- Advisory Board Member
2014-Present	Boynton Beach Team of Hope-Secretary
2012-Present	Boynton Beach Chamber of Commerce-Member
2012-Present	Women's Business Auxiliary

*Notary Public State of Florida*

▪ Sister Lorraine Ryan, MMS  
Executive Director



▪ Sister Joan Carusillo, CSC  
Board Secretary

**Women's Circle**  
912 SE 4th Street  
Boynton Beach, FL 33435  
(561) 244-7627 • (561) 244-7629 FAX  
[www.womenscircle.org](http://www.womenscircle.org)

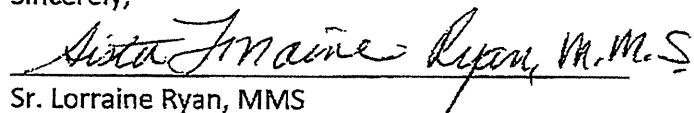
July 30, 2014

To Whom It May Concern:

A democratic election was held at 5:00 p.m. on Tuesday, July 29, 2014, at the St. John Missionary Baptist Church in Boynton Beach in room 103. The process was to select a person to serve on the Palm Beach County Community Action Advisory Board who would represent the Boynton Beach/Delray Beach Area. The election has resulted in Theresa Jackson an employee of the Women's Circle being elected by local residents and therefore, she will continue to represent the Women's Circle, Inc. and the Boynton Beach/Delray Beach area.

Should you have any questions or concerns regarding this correspondence, please feel free to contact Sr. Lorraine Ryan, MMS.

Sincerely,

  
Sr. Lorraine Ryan, MMS

COMMUNITY ACTION ADVISORY BOARD  
PROPOSED INVENTORY OF SEATS LIST

Seat	NAME	SECTOR	App. Date	Exp. Date
1	VACANT	PUBLIC SECTOR REPRESENTATIVE		
2	VACANT	PUBLIC SECTOR REPRESENTATIVE		09/30/2016
3	VACANT	PUBLIC SECTOR REPRESENTATIVE		
4	Armando Fana	PUBLIC SECTOR REPRESENTATIVE	08/16/2016	09/30/2019
5	* Mary R. Wilkerson	PUBLIC SECTOR REPRESENTATIVE	12/17/2013	09/30/2015
6	Dina Hill	PRIVATE SECTOR REPRESENTATIVE	06/07/2016	09/30/2019
7	Martina Walker	PRIVATE SECTOR REPRESENTATIVE	06/07/2016	09/30/2018
8	Elvin Lanier	PRIVATE SECTOR REPRESENTATIVE	06/07/2016	09/30/2019
9	Paula Yastremski	PRIVATE SECTOR REPRESENTATIVE	06/21/2016	09/30/2019
10	Dr. Florenzia Davis	PRIVATE SECTOR REPRESENTATIVE	06/07/2016	09/30/2019
11	Elaine T. Gulley	REPRESENTATIVE OF THE LOW-INCOME	12/17/2013	09/30/2016
12	Valerie M. Mays	REPRESENTATIVE OF THE LOW-INCOME	12/17/2013	09/30/2016
13	Theresa A. Jackson	REPRESENTATIVE OF THE LOW-INCOME	10/01/2014	09/30/2017
14	Retha Lowe	REPRESENTATIVE OF THE LOW-INCOME	06/07/2016	09/30/2018
15	Ella Dean	REPRESENTATIVE OF THE LOW-INCOME	06/07/2016	09/30/2018

\* indicates a member having an action pending

Revised: 7.21.16 by M. Jones

**A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF PALM BEACH COUNTY, FLORIDA, DESIGNATING THE BOARD OF COUNTY COMMISSIONERS AS THE COMMUNITY ACTION COUNCIL. ESTABLISHING THE COMMUNITY ACTION ADVISORY BOARD; DESIGNATING THE COMMUNITY ACTION ADVISORY BOARD AS THE COMMUNITY SERVICES BLOCK GRANT ADVISORY COMMITTEE. PROVIDING FOR ROLES AND RESPONSIBILITIES; PROVIDING FOR AN EFFECTIVE DATE.**

WHEREAS, the U.S. Department of Health and Human Services (HHS) requires that recipients of Community Services Block Grant (CSBG) funds comply with the Community Opportunities, Accountability, and Training and Educational Services Act of 1998, as amended; and

WHEREAS, Section 676B, (b)(1) of that Act requires that a public entity administer the program through a tripartite board composed of members representing the public, private, and low income sectors of the community; and

WHEREAS, the Community Services Block Grant provides funds for the reduction of poverty, the revitalization of low-income communities, and the empowerment of low-income families and individuals to become fully self-sufficient; and

WHEREAS, Palm Beach County through the Department of Community Services wishes to comply with HHS requirements regarding the Community Action Advisory Board; and

WHEREAS, the Board of County Commissioners was previously designated as the Community Action council and the grantee for the CSBG program through ordinances 74-20 and 04-042, which have been repealed; and

WHEREAS, pursuant to ordinances 74-20 and 04-042, a Community Action Council Administering Board was established.

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

**SECTION 1: DESIGNATION OF THE BOARD OF COUNTY COMMISSIONERS AS THE COMMUNITY ACTION COUNCIL AND CSBG GRANTEE**

The Board of County Commissioners is hereby designated as the Community Action Council and the grantee of CSBG funding received by Palm Beach County.

**SECTION 2: ESTABLISHMENT OF THE COMMUNITY ACTION ADVISORY BOARD AND DESIGNATION AS THE CSBG ADVISORY COMMITTEE**

There is hereby established an advisory board to be known as the Community Action Advisory Board, herein referred to as the "Advisory Board." Said Advisory Board is also designated as the Community Services Block Grant Advisory Committee pursuant to the CSBG guidelines of the State of Florida Department of Economic Opportunity.

**SECTION 3: COMPOSITION**

A. The Advisory Board shall be comprised of fifteen (15) members, as follows:

- 1) One-third (1/3) of the members of the Advisory Board shall be elected public officials holding office on the date of selection, or their representatives. A letter reaffirming agreement to serve as an Advisory Board member or delegation to a representative, signed by the elected official, shall be required each year until the official's elective term ends.
- 2) Not fewer than one-third (1/3) of the members of the Advisory Board shall be persons chosen in accordance with democratic selection procedures adequate to assure that they are representatives of low income individuals and families in the target neighborhood served. Each representative of the low-income sector selected to represent a specific target neighborhood within the community must reside in the neighborhood served. The county will define what constitutes a target neighborhood.
- 3) The remainder of the members of the Advisory Board shall be persons who can bring pertinent and significant resources from the private sector to the Community Action mission of assisting low income persons to acquire greater control over their lives and to increase their degree of self-sufficiency.

#### SECTION 4: APPOINTMENTS, TERMS, VACANCIES AND COMPOSITIONS

- A. All members of the Advisory Board shall be residents of Palm Beach County, Florida at the time of appointment and while serving on the Advisory Board.
- B. Terms of office for the Advisory Board members shall be three (3) year terms. An individual may serve three (3) consecutive full terms. Terms shall begin on October 1 and end on September 30.
- C. Terms shall be staggered such that one-third (1/3) of the advisory board members shall be selected each year.
- D. Nominations shall be requested by County staff upon adoption of this resolution and generally every year thereafter in a manner that will provide for appointment or reappointment prior to the term expiration. The public sector members are appointed by the Board of County Commissioners, a democratic selection process will be held to fill seats from the low-income sector, the Advisory Board will recommend individuals to fill the seats for the private sector. All nominations shall be approved 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. All Advisory Board members serve at the pleasure of the Board of County Commissioners.
- G. Members appointed pursuant to Section 3.A1 will no longer be eligible to serve on the advisory Board if they, or the elected official they represent, no longer hold elected public office.

#### SECTION 5: AUTHORITY

- A. The Advisory Board shall have the authority and power to advise the Board of County Commissioners on the development, planning, implementation and evaluation of the CSBG program to serve low-income communities.
- B. Members shall be subject to the rules and procedures of the Advisory Board, if rules and procedures are created, and to the overall authority of the Board of County Commissioners of Palm Beach County, Florida.

#### SECTION 6: SUNSHINE LAW AND STATE CODE OF ETHICS

The Advisory Board must comply with the Sunshine Law and State Code of Ethics. Reasonable public notice of all board meetings shall be provided. All meetings of the board shall be open to the public at all times and minutes shall be taken at each meeting.

#### SECTION 7: 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 8: 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 County Administrator and shall be in accordance with PPM CW-F-009.

#### SECTION 9: ELIGIBILITY TO SERVE

County employees, other than Commissioners Aides, are not eligible to serve on the Advisory Board unless the County employee is an elected official within Palm Beach County and is nominated for inclusion on the board by an entity other than the Board of County Commissioners. Employees of other units of local government may not represent their respective governments on boards, unless otherwise provided by statute or other rule of law. Former Board of County Commissioners members may not be appointed to the Advisory Board for at least two (2) years following their last day in office as a County Commissioner.

#### SECTION 10: QUALIFICATION AS A CANDIDATE

Advisory Board members shall not be prohibited from qualifying as a candidate for elected office.



## SECTION 11: RESPONSIBILITIES

The responsibilities of the Community Action Advisory Board shall include the following:

- A. Conduct regular assessments of the circumstances of low income individuals and families and of the resources available and needed in the community to support movement by low income persons toward greater self-sufficiency;
- B. Create a forum for citizen participation that maximizes participation of those served so as to best stimulate and take full advantage of capabilities for self-advancement and assure that programs and projects are meaningful to and widely utilized by their intended beneficiaries;
- C. Participate fully in the development and implementation of programs and projects designed to serve the poor or low income citizens of the county;
- D. Review and recommend programs and projects for the use of the CSBG funds;
- E. Foster and promote cooperation between governmental agencies, community-based non-governmental non-profit organizations and business interests in order to achieve the goals and outcomes of community action plans;
- F. Submit an annual report to the board of county commissioners on activities undertaken and accomplishments made during the preceding year;
- G. Receive reasonable advance notice of, and an opportunity to make recommendations, concerning:
  - 1) Appointment of the program coordinator;
  - 2) Determination of overall program plans and priorities;
  - 3) Approval of program proposals and budgets;
  - 4) Enforcement of compliance with all conditions of federal and state grants;
  - 5) Corrective measures to remove roadblocks affecting program implementation;
  - 6) Determination, subject to federal, state, and local regulations and policies, of rules of procedure for the advisory board;
  - 7) Any changes to this Resolution. In the event that the Advisory Board determines a public meeting is necessary to address any changes to this Resolution, said public meeting will be arranged prior to submission of any such change to the board of county commissioners.
- H. To perform such other duties as may be from time to time assigned by the Board of County Commissioners.

## SECTION 12: MEETINGS

- A. The Advisory Board shall meet a minimum of ten (10) times a year; however, members may be required to attend additional meetings.
- B. A majority of the members appointed shall constitute a quorum for the conduct of the Advisory Board's business.
- C. In the presence of a quorum, Advisory Board business shall be conducted by a vote of a majority present and be governed by Robert's Rules of Order.
- D. The Chair shall have the authority to call emergency meetings, as is needed and appropriate, by informing members at least three days in advance.
- E. Public notice of all Advisory Board meetings shall be provided consistent with the requirements of the Florida Department of Community Affairs and Florida laws, and all such meetings shall be open to the public at all times.

## SECTION 13: OFFICERS

A chair, vice-chair, and secretary shall be elected by a majority vote of the administering board and shall serve for a term of one (1) year, but not to exceed two (2) consecutive terms in any one (1) office.

### A. Duties of the Chair:

- 1) Call and set the agenda for Advisory Board meetings;
- 2) Preside at Advisory Board meetings;
- 3) Establish committees, appoint committee chairs and charge committees with specific tasks;
- 4) Serve as primary liaison with program staff; and
- 5) Perform other functions as the Advisory Board may assign by rule or order.

- B. The Vice Chair shall perform the duties of the Chair in the Chair's absence, and such other duties as the Chair may assign.
- C. The Secretary shall be responsible for Board record-keeping and documentation.

Vacancies in any officer position shall be filled for the remainder of the term by the Advisory Board.

**SECTION 14: 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 (3) consecutive meetings or failure to attend more than one-half of the meetings scheduled during a program 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 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 Burdick, who moved its adoption. The motion was seconded by Commissioner Abrams, 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 6th day of May, 2014.

APPROVED AS TO FORM AND  
LEGAL SUFFICIENCY

ATTEST:  
SHARON R. BOCK,  
CLERK & COMPTROLLER

BY:   
Tammy K. Fields  
Sr. Assistant County Attorney

BY:   
Deputy Clerk

