

**PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS**

**BOARD APPOINTMENT SUMMARY**

**Meeting Date:** August 16, 2016

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

**I. EXECUTIVE BRIEF**

**Motion and Title:** Staff recommends motion to approve: appointments to the Homeless Advisory Board, effective August 16, 2016:

<u>Seat No.</u>	<u>Appointment</u>	<u>Member Category</u>	<u>Nominated By</u>	<u>Term Ending</u>
5	William Thrasher	PBC League of Cities Representative	League of Cities	9/30/2019
14	Linda Kane	Southeast FL Behavioral Health Network, Inc. Representative	Community Services Department	9/30/2019

**Summary:** On May 1, 2007, the Board of County Commissioners (BCC) established the Homeless Advisory Board (HAB) to develop a Ten-Year Plan to End Homelessness in Palm Beach County (Ten-Year Plan). The total membership for the Homeless Advisory Board shall be no more than 14 members, per Resolution No. R2016-0038, comprised of members representing government, business, providers, advocates, education, faith-based and the formerly homeless. Members representing the Continuum of Care and the homeless community are essential to the work of this board. Ms. Kane has disclosed that she is employed by Southeast Florida Behavioral Health Network, Inc. which contracts with the County for services. The HAB provides no regulation, oversight, management, or policy setting recommendations regarding contracts. Disclosure of this contractual relationship is being provided in accordance with the provision of Sect. 2-443 of the Palm Beach County Code of Ethics. The ethnic makeup of the HAB, including the above nominees, consists of four (4) Caucasian males, two (2) African American males, one (1) Hispanic female, one (1) Native American female, one (1) African American female and three (3) Caucasian females. (Human Services) Countywide (HH)

**Background and Justification:** On October 21, 2014, the BCC adopted Resolution R2014-1638, which reduced the number of seats from nineteen (19) to fourteen (14), and changed the composition to reflect a board that is implementation oriented in conjunction with the Continuum of Care to assist the County in achieving the objectives of the Ten-Year Plan. The HAB's focus is now directed toward oversight and working in conjunction with the Homeless Continuum of Care, and the Homeless and Housing Alliance, to achieve the objectives of the Ten-Year Plan. The BCC formally adopted the Ten-Year Plan in September 2008. The Homeless Advisory Board's focus is directed toward implementation of the Ten-Year Plan. A member representing the Southeast Florida Behavioral Health Network, Inc. is essential to the work of this board. The Division of Human Services provides staff support. The authority for the HAB is provided by Resolution No. R2016-0038.

**Attachments:**


1. Boards/Committees Applications (2)
2. HAB Member Category and Seat Number
3. Resolution No. R2016-0038

**Recommended by:**

  
Department Director

  
Date

**Legal Sufficiency:**

  
Assistant County Attorney

  
Date

**II. REVIEW COMMENTS**

**A. Other Department Review:**

\_\_\_\_\_  
**Department Director**

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

The information provided on this form will be used in considering your nomination. Please **COMPLETE SECTION II IN FULL**. Answer "none" or "not applicable" where appropriate. **Please attach a biography or résumé to this form.**

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

Board Name: Homeless Advisory Board **Advisory** ☒ **Not Advisory** ☐

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

Term of Appointment: 3.1 Years. From: 08/16/2016 To: 09/30/2019

Seat Requirement: PBC League of Cities Representative Seat #: 5

☐ \*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:	Thrasher	William	H.
	Last	First	Middle
Occupation/Affiliation:	Town of Gulf Stream, Manager		
	Owner [ ]	Employee [ X ]	Officer [ ]
Business Name:	Town of Gulf Stream		
Business Address:	100 Sea Road		
City & State	Gulfstream, FL	Zip Code:	33483
Residence Address:	811 South J Street		
City & State	Lake Worth, FL	Zip Code:	33460
Home Phone:	(561)588-3656	Business Phone:	(561) 276-5116 Ext.
Cell Phone:	( 561 )573-8703	Fax:	( 561 )737-0188
Email Address:	brhrasher@gulf-stream.org		
Mailing Address Preference:	[ ] Business [ X ] 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

**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):

☒

By watching the training program on the Web, DVD or VHS on March 19 20 15  
By attending a live presentation given on \_\_\_\_\_, 20\_\_\_\_

AND

By signing below I acknowledge that I have read, understand and agree to abide by the Guide to the Sunshine Amendment & State of Florida Code of Ethics:

\*Applicant's Signature William H. Thresher Printed Name: William H Thresher Date: 5/3/16

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:  
{Yolanda Jones, HAB Liaison}, {PBC Division of Human Services}  
{810 Datura Street, West Palm Beach, FL 33401}

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

Appointment to be made at BCC Meeting on: \_\_\_\_\_

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

**William Harrison Thrasher, Jr.**

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**Home: 561/588-3656      811 South J Street, Lake Worth, FL 33460      Work 561/276-5116**

**SUMMARY**

Dedicated leadership and policy management while respectfully caring for and protecting the character and history of the Community. Diverse government and business experience dealing with a wide range of issues.

- ICMA Credentialed Manager (CM)
- Certified Government Finance Officer (CGFO)
- Certified Government Financial Manager (CGFM)
- Qualified Stormwater Management Inspector
- Master of Business Administration (MBA)
- Architectural Site Plan and Building Administrator

**RELEVANT LOCAL GOVERNMENT EXPERIENCE**

<i>Town Manager</i>	May 2001 to present
<i>Assistant Town Manager</i>	October 2000
<i>Finance Director and Assistant to the Town Manager</i>	April 1996
<b>Town of Gulf Stream, Florida</b>	

**Duties and Responsibilities:**

- Oversee the day-to-day operations of all matters.
- Implement and maintain the codes and policies established by the Town Commission.
- Architectural Review and Planning Board (ARPB) advisor as the building and planning administrator.
- Develop, maintain and control of the Annual Budget and Financial Reporting System.

<i>Consulting Finance Director</i>	February 2000 to present
<b>Town of Lake Clarke Shores, Florida</b>	

**Duties and Responsibility:**

- Maintain the integrity of the accounting and financial systems.
- Assist the Town Administrator develop, maintain and control of the Annual Budget.
- Make presentations and recommendations to the Town Council.
- Assist the Town Administrator as requested.

<i>Finance Director</i>	1994-96
<b>City of Pahokee, Florida</b>	

**Duties and Responsibilities:**

- Managed the Financial Reporting System (14 funds and 2 account groups).
- Supervised water billing, collections, accounts payable, code enforcement, and meter reading.
- Provided outside reporting: Auditor General, Bond Trustees, TRIM, and Division of Banking.
- Managed fixed assets, computer update analysis and debt service requirements.

***District Director***

**1992-94**

**Loxahatchee Groves Water Control District**

**Duties and Responsibilities:**

- Directed and supervised the work force, contractors and all activities for the Special Taxing District.
- Developed and analyzed contracts for compliance.
- Initiated work plans and assignments to meet District goals.
- Negotiated with vendors and contractors on behalf of the District.

***Other Prior Experience:***

- General Manager and Controller, Choquette Industries, Inc., Loxahatchee, FL
- Owned retail/wholesale auto parts and hardware businesses in Lake Worth, Florida
- Motorola Senior Accountant & Financial Analyst, Phoenix, AZ.
- ITT Cost Accountant; West Palm Beach, FL.

**EDUCATION**

**Florida Atlantic University**

**Boca Raton, Florida**

***Masters of Business Administration***

**Florida Atlantic University**

**Boca Raton, Florida**

***Bachelor of Business Administration, Management***

**Texas Tech University**

***Center for Professional Development***

**Continued Professional Education (CPE)**

***Approximately 1000 classroom hours in Government Accounting & Management***

**PROFESSIONAL AFFILIATIONS**

International City/County Management Association (ICMA)  
Florida City/County Management Association (FCCMA)  
Palm Beach County City Manager Association (PBCCMA)  
Governmental Finance Officer Association (GFOA)  
Florida Governmental Finance Officer Association (FGFOA)  
Palm Beach County Government Finance Officer Association (PBCGFOA)  
Association of Government Accountants (AGA)  
Board of Directors, Palm Beach County League of Cities, District IV  
Board of Directors Restoration Bridge International (RBI), Food Panty  
PBC League of Cities IG Financial Committee  
PBC League of Cities "It's the Economy" Committee  
PBC League of Cities Scholarship Committee  
PBC League of Cities Finance Committee  
PBC League of Cities Home Rule Committee  
PBC League of Cities Homeless Advisory Committee  
The School District PBC IG Audit Committee

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

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Board Name: Homeless Advisory Board **Advisory** ☒ **Not Advisory** ☐

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

Term of Appointment: 3.1 Years. From: 08/16/2016 To: 09/30/2019

Seat Requirement: Southeast FL Behavioral Health Network, Inc. Rep. Seat #: 14

☐ \*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:	Kane	Linda	J.
	Last	First	Middle
Occupation/Affiliation:	Housing Coordination Manager		
	Owner [ ]	Employee [ X ]	Officer [ ]
Business Name:	Southeast Florida Behavioral Health Network, Inc.		
Business Address:	140 Intracoastal Pointe Drive		
City & State	Jupiter, FL	Zip Code:	33458
Residence Address:	106 Bonaire Lane		
City & State	Jupiter, FL	Zip Code:	33458
Home Phone:	(561)277-9749	Business Phone:	(561) 203-2485 Ext. 305
Cell Phone:	( 561 )308-5819	Fax:	( 561 )737-0188
Email Address:	Linda.Kane@sefbhn.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.

Contract/Transaction No.	Department/Division	Description of Services	Term
R2015-0711	Community Services	Wraparound Fidelity Manager	10-01-14 – 09-30-16
R2016-0043	Community Services	Wraparound Fidelity Manager	10-01-15 – 09-30-16
(Attach Additional Sheet(s), if necessary)			
OR			
NONE	<input type="checkbox"/>	NOT APPLICABLE/ (Governmental Entity)	<input type="checkbox"/>

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☒ By watching the training program on the Web, DVD or VHS on May 4, 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: Linda J Kane Date: 5-4-16

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:  
{Yolanda Jones, Homeless Advisory Board Liaison} {PBC Division Of Human Services}  
{810 Datura Street, Suite 350, West Palm Beach, FL 33401}

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

Appointment to be made at BCC Meeting on: \_\_\_\_\_

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



## LINDA KANE

106 BONAIRE LANE, JUPITER FL 33458

Cell: 561-308-5819

Linda.kane@sefbhn.org

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### SENIOR MANAGEMENT AND OPERATIONS EXECUTIVE

*An accomplished Executive with domestic and international experience in sales, operations and financial oversight involving both start up and growth organizations. A results-oriented, decisive leader with a track record of increasing sales and growing the bottom line while spearheading operational improvements to drive productivity and reduce costs. Excels in dynamic, demanding environments while remaining pragmatic and focused.*

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### AREAS OF EXPERTISE

- |  |   |
|--|---|
| • Executive Leadership & Supervision       | • Revenue Goal/Growth Attainment                |
| • Financial Oversight                      | • Outcomes Based Performance                    |
| • P&L Management                           | • Community Development & Relationship Building |
| • Program Development & Implementation     | • Strategic Planning                            |
| • Licensing & Regulatory Agency Compliance | • Quality Assurance & Customer Service          |
| • Contract Negotiations                    | • Staff Development & Training                  |

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### PROFESSIONAL EXPERIENCE

***Southeast Florida Behavioral Health Network, Jupiter, FL***  
**Housing Coordination Manager**

**September 2015 – Current**

- Increase and improve collaboration and coordination between Managing Entities, Local Homeless Coalitions, Designated Lead Agencies of Continuum of Care Plans, Florida Housing Finance Corporation, and other key state and local agencies as they relate to housing-related services;
- Find safe, affordable, stable housing for individuals with mental health and/or co-occurring diagnoses; Ensure that these individuals receive the necessary support services to be successful in the community; and
- Increase the number of discharges from state mental health treatment facilities to stable community housing in lieu of discharges to community crisis stabilization units, to addiction receiving facilities, or to placements increasing the risk of subsequent homelessness.
- Conduct a needs assessment of the current housing situation and develop a strategic plan for approval by the DCF that incorporates the results of the needs assessment and current resources to address existing gaps.
- Collaborate with Network Service Providers and other community behavioral health service providers regarding the current housing situation.
- Develop guidance and standards under which the Managing Entity's Network Service Providers shall prioritize housing-related services to individuals with mental health, substance abuse or co-occurring diagnoses who are homeless or at imminent risk of homelessness.
- Enhance outreach, housing, and service components for our prioritized individuals/populations.
- Collaborate with FHFC to coordinate funding availability and local resources for priority populations.
- Coordinate trainings addressing safe, affordable and stable housing opportunities, initiatives and resources to Network Service Providers, including training on SAMHSA Permanent Supportive Housing, Housing First, and SOAR as specified in Incorporated Document 9;
- Identify and work with all relevant stakeholders to identify and resolve all systematic and programmatic barriers to engagement and retention in service provision in a process of continuous quality improvement;

## **LINDA KANE**

106 BONAIRE LANE, JUPITER FL 33458

Cell: 561-308-5819

[Lindakanejupiter@gmail.com](mailto:Lindakanejupiter@gmail.com)

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### ***Gratitude House, West Palm Beach, FL***

#### **Executive Director**

**May 2010 – June 2015**

Recruited to formulate and execute strategic plan to turn around poor financial and operational performance of a 49 bed residential and outpatient nonprofit treatment center.

- Manage the organization's core functions in Finance, Administration, Clinical, Property Maintenance, Marketing and Development.
  - Oversee the all licensing requirements and regulatory compliance for all local, state and federal contracts.
  - Negotiated and maintained all contracts with local, state and federal funding sources.
  - Control budget, cost accounting, financial reporting, pricing, utilization analysis and productivity.
  - Manage all activities related to budget and programmatic planning, fundraising, and capital campaigns.
  - Oversee all management-related issues, including human resources, hiring, training & performance reviews.
  - Builds and retains exceptional staff and creates excellent work environments.
  - Oversee all existing agency programs, in addition to implementing new initiatives that included co-occurring, best practices and evidence-based programs to enhance organization's profile and credibility.
  - Serve as strategic liaison with government agencies, service providers, and business community.
  - Strong communicator who interacts respectfully and effectively with individuals across the spectrum of social and economic backgrounds and cultures.
  - Built relationships with new donors while maintaining existing donor relationships and increased fundraising revenue over 200%.
- 
- Successfully increased the annual budget from \$1.4M to \$2M while increasing government reimbursement rates by 20%.
  - Successfully raised over \$1M in funding in 1 year to implement a new transitional housing program.

### ***Adare Manor Hotel & Golf Resort, Ireland***

**1988 - 2005**

***US Office – Juno Beach, Florida***

#### **Director of Sales & Marketing**

- Senior Director of all marketing and sales efforts for a Five Star luxury golf resort and hotel.
- Developed marketing initiatives, sales programs and marketing collateral including print and online brochures, Internet technology, advertising, public relations and special events.
- Responsible for reporting, analyzing, measuring, tracking and forecasting room revenue and creating strategies to drive occupancy and revenue
- Negotiated all incentive and group business contracts which include accommodations, food and beverage, meeting space, golf and all other ancillary products and services.
- Participated in in trade, industry and customer events around the world
- Develop and maintain relationships with key clients in order to produce group business.
- Strong interpersonal skills needed to cultivate customer relations
- Engaged in outside sales activities to discuss business opportunities and entertain customers in local and assigned markets
- Spearhead successful product launches, with a strong emphasis on luxury market clientele, which resulted in added revenue of more than US \$5M.
- Increase occupancy rates to their highest levels for year-round room sales while also garnering the coveted Award of **Number One European Resort** by *Conde Nast Traveler Magazine* on multiple occasions.

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## **EDUCATION**

**Bachelor of Science**, Skidmore College, Saratoga Springs, NY, May 1985

**Homeless Advisory Board Member Category and Seat Number  
10/1/2014 - 9/30/2017**

<b>Seat Number</b>	<b>Seat Requirement</b>	<b>Name of Member</b>	<b>Term of Appointment</b>
1	Palm Beach County Commissioner	Priscilla A. Taylor PBC Commissioner	
2	Palm Beach County Law Enforcement Official (recommended by LEPC)	Javaro Sims Assistant Chief Delray	5/5/15 – 9/30/18
3	Palm Beach County School District Board Member or Senior Staff	Erica Whitfield School Board Member	5/5/15 – 9/30/17
4	Florida Department of Children and Families Administrator	Clay Walker Circuit Administrator	11/18/14 - 9/30/17
5	League of Cities recommended member	William Thrasher	Pending
6	VA Medical Center Director	Charleen Szabo VAMC Director	11/18/14 - 9/30/17
7	Homeless Coalition Board President	Pamela Goodman Board President	11/18/14 - 9/30/17
8	Homeless and Housing Alliance Executive Committee Officer	Maite Reyes-Cole HHA Chair	11/18/15 – 9/30/18
9	Business Executive (recommended by Economic Development Council)	<b><i>Vacant</i></b>	
10	Business Executive (recommended by Economic Development Council)	<b><i>Vacant</i></b>	
11	Formerly Homeless Individual or Family Representative (recommended by HHA)	Alan Bernstein	11/18/15 – 9/30/18
12	Housing Authority Director (recommended by Community Service)	Van Johnson, Ex. Director PBC Housing Authority	5/5/14 - 9/30/17
13	Faith-Based Community Senior Member (recommended by Community Service)	Leo Abdella Pastor Christ Fellowship	11/18/14 - 9/30/17
14	Southeast Florida Behavioral Health Network, Inc. (recommended by Community Service)	Linda Kane	Pending

RESOLUTION NO. R2016 - 0038

RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF PALM BEACH COUNTY, FLORIDA, REPEALING AND REPLACING RESOLUTION R2014-1638; PROVIDING FOR THE ESTABLISHMENT OF THE HOMELESS ADVISORY BOARD; PROVIDING FOR COMPOSITION; AND PROVIDING FOR AN EFFECTIVE DATE.

**WHEREAS**, the U.S. Department of Housing and Urban Development (HUD) recommends that recipients of Continuum of Care funds comply with the The Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH Act), and with 24 CFR Part 578; and

**WHEREAS**, the Continuum of Care Program provides funds for the operation and maintenance of Safe Havens, transitional housing, permanent supportive housing and permanent housing; and

**WHEREAS**, Palm Beach County, through the Department of Community Services, Division of Human Services wishes to comply with HUD recommendations regarding the Homeless Advisory Board; and

**WHEREAS**, HUD has adopted a Continuum of Care Program that allocates HUD homeless assistance grants to organizations that participate in local homeless assistance program planning networks, and each of these networks is called a Continuum of Care; and

**WHEREAS**, the Board of County Commissioners of Palm Beach County, Florida, established a Homeless Advisory Board on May 1, 2007 to create a Ten-Year Plan to End Homelessness in Palm Beach County pursuant to Resolution R2007-0720, and such Resolution was amended by Resolution R2007-1693, on October 2, 2007 and such Resolution was repealed and replaced by Resolution R2011-1233, on August 23, 2011; and such Resolution R2014-1638 was repealed and replaced on October 21, 2014 and

**WHEREAS**, since the Ten-Year Plan to End Homelessness has now been adopted, there exists a need for the Homeless Advisory Board to work in conjunction with the Continuum of Care to assist the County in achieving the objectives of the Ten-Year Plan to End Homelessness.

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

**REPEAL AND REPLACEMENT**

Resolution R2014-1638 is hereby repealed in its entirety and replaced with the following:

## **SECTION 1: ESTABLISHMENT OF THE HOMELESS ADVISORY BOARD**

There is hereby established an advisory board to be known as the "Homeless Advisory Board," herein referred to as the "Advisory Board."

## **SECTION 2: COMPOSITION**

The Advisory Board shall be comprised of fourteen members as follows:

- a. One (1) member shall be a Palm Beach County Commissioner;
- b. One (1) member shall be recommended by the Palm Beach County Law Enforcement Planning Council;
- c. One (1) member shall be recommended by the School District of Palm Beach County;
- d. One (1) member shall be recommended by the Florida Department of Children and Families;
- e. One (1) member shall be recommended by the League of Cities;
- f. One (1) member shall be recommended by the Veterans Administration Medical Center;
- g. One (1) member shall be recommended by the Homeless Coalition of Palm Beach County;
- h. One (1) member representing homeless services providers shall be recommended by the Executive Committee of the Homeless and Housing Alliance;
- i. Two (2) members representing business shall be recommended by the Economic Development Council;
- j. One (1) member representing Formerly Homeless individuals or families shall be recommended by the Homeless and Housing Alliance;
- k. One (1) member representing a Housing Authority shall be recommended by the Community Services Department;
- l. One (1) member representing the Faith-Based Community shall be recommended by the Community Services Department;
- m. One (1) member representing the Southeast Florida Behavioral Health Network, Inc. shall be recommended by the Community Services Department.

## **SECTION 3: APPOINTMENTS, TERMS, AND VACANCIES**

- A. The maximum number of Boards and Commissions that an individual appointed by the Board of County Commissioners may serve on at one time shall be three.
- B. Terms of office for the Advisory Board members shall be three years and shall begin on October 1<sup>st</sup> and end on September 30<sup>th</sup>.
- C. There shall be a limit of three consecutive three year terms, unless dictated otherwise by statute or other binding rule.
- D. Appointments shall be made by the Board of County Commissioners. The Homeless Advisory Board may provide recommendations for appointments.

- E. A vacancy occurring during a term shall be filled for the unexpired term and in the manner prescribed above.
- F. Upon adoption of this resolution, those members with unexpired terms that were serving on the previous Homeless Advisory Board will have their terms adjusted to expire on September 30<sup>th</sup> of the year in which their term expires.
- G. Members shall be subject to the rules and to the overall authority of the Board of County Commissioners of Palm Beach County, Florida.
- H. Advisory Board members shall not be prohibited from qualifying as a candidate for elected office.

#### **SECTION 4: ROLES AND RESPONSIBILITIES**

The roles and responsibilities of the Homeless Advisory Board shall be to assist the County in reaching its Ten-Year Plan to End Homelessness goals and they shall have the authority and power to accomplish this through the following:

- A. Gather community input on homelessness.
- B. Oversee implementation of the Ten-Year Plan to End Homelessness by:
  - 1. Fostering and promoting cooperation among governmental agencies, community-based agencies, non-profit organizations and business interests in order to ensure the efficient and timely implementation of the Ten-Year Plan to End Homelessness;
  - 2. Review progress made in the County towards achieving the objectives identified in the Ten-Year Plan to End Homelessness and make recommendations to the Board of County Commissioners. The primary recommendations may include systematic changes, policy changes, and funding recommendations;
  - 3. Provide information regarding the needs and other factors affecting the smooth implementation of the Ten-Year Plan to End Homelessness within Palm Beach County; and
  - 4. Determine roadblocks affecting program implementation and recommend corrective measures to the Board of County Commissioners.
- C. Recruit private and public sector representatives to the membership of Advisory Board committees.

#### **SECTION 5: MEETINGS**

- A. The Advisory Board shall meet on a regular basis. The Chair or County staff shall have the authority to call emergency meetings, as is needed and appropriate.

#### **SECTION 6: OFFICERS**

- A. The Chair shall be a County Commissioner appointed by the Palm Beach County Board of County Commissioners.
  - 1. Duties of the Chair:
    - a. Call and set the agenda for Advisory Board meetings;

- b. Preside at Advisory Board meetings;
  - c. Establish committees, appoint committee chairs and charge committees with specific tasks; and
  - d. Perform other functions as the Advisory Board may assign by rule or order.
- 2. If a vacancy occurs in the office of the Chair, the Palm Beach County Board of County Commissioners shall appoint a replacement.
- B. The Vice Chair shall be elected by a majority vote of the Advisory Board and shall serve for a term of one year.
  - 1. The Vice Chair shall perform the duties of the Chair in the Chair's absence, and such other duties as the Chair may assign.
  - 2. If a vacancy occurs in the office of the Vice Chair, the Advisory Board will elect another member to fill the unexpired term.

#### **SECTION 7: REMOVAL FOR LACK OF ATTENDANCE**

Members of the Advisory Board shall be automatically removed for lack of attendance. Lack of attendance is defined as failure to attend three consecutive meetings or failure to attend more than one-half of the meetings scheduled during a calendar year. Participation for less than three-fourths of a meeting shall constitute lack of attendance. Members removed under this paragraph shall not continue to serve until a new appointment is made and removal shall create a vacancy.

#### **SECTION 8: RESIDENCY REQUIREMENTS**

All board members must be residents of Palm Beach County at the time of appointment and while serving on the board.

#### **SECTION 9: ANNUAL NARRATIVE REPORT**

The Advisory Board shall submit an annual narrative report to the Agenda Coordinator. The form, substance, and submittal dates for annual narrative reports are established by PPM CW-O-060.

#### **SECTION 10: SUNSHINE LAW AND STATE CODE OF ETHICS**

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

#### **SECTION 11: PALM BEACH COUNTY CODE OF ETHICS**

Advisory Board members are to comply with the applicable provisions of the Palm Beach County Code of Ethics as codified in Section 2-254 through 2-260 of the Palm Beach County Code.

**SECTION 12: TRAVEL EXPENSES, REIMBURSEMENT  
AND APPROVAL AUTHORITY**

Travel reimbursement is limited to expenses incurred only for travel outside Palm Beach County necessary to fulfill board member responsibilities when sufficient funds have been budgeted and are available as set forth in PPM CW-O-038. No other expenses are reimbursable except documented long distance phone calls to the liaison County department. Approval authority for pre-authorized board member travel is designated to the County Administrator and Deputy Administrator and shall be in accordance with Countywide Policy and Procedures Memoranda (PPM) CW-F-009.

**SECTION 13: CONDUCT OF MEETING**

A quorum must be present for the conduct of all board meetings. A majority of the members appointed shall constitute a quorum. All meetings shall be governed by Robert's Rules of Order.

**SECTION 14: CONFLICT WITH FEDERAL OR STATE LAW OR COUNTY  
CHARTER**

Any statutory Federal or State or County Charter provisions in conflict with this Resolution shall prevail.

**SECTION 15: EFFECTIVE DATE**

This Resolution shall become effective upon approval by a majority vote of the Board of County Commissioners, Palm Beach County, Florida.

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

Commissioner Mary Lou Berger, Mayor	— <u>Aye</u>
Commissioner Hal R. Valeche, Vice Mayor	— <u>Aye</u>
Commissioner Paulette Burdick	— <u>Aye</u>
Commissioner Shelley Vana	— <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 26th day of January, 2016.

APPROVED AS TO FORM AND  
LEGAL SUFFICIENCY

BY: Helene C. Hvizd  
Helene C. Hvizd  
Assistant County Attorney

ATTEST:

SHARON R. BOCK  
CLERK & COMPTROLLER

BY: Sharon R. Bock  
Deputy Clerk

