

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS

BOARD APPOINTMENT SUMMARY

Meeting Date: September 27, 2016

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

I. EXECUTIVE BRIEF

Motion and Title: **Staff recommends motion to approve:** reappointment to the Community Action Advisory Board effective October 1, 2016:

<u>Seat No.</u>	<u>Reappointment</u>	<u>Seat Requirement</u>	<u>Term Ending</u>	<u>Nominated By</u>
12	Valerie Mays	Representative of the Low-Income	09/30/2019	Democratically selected in West Palm Beach

Summary: The total membership for the Community Action Advisory Board (CAAB) shall be no more than 15 at-large 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. Ms. Mays meets 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 nominee, consists of seven (7) African-American females, two (2) African-American males, one (1) Caucasian female, and one (1) Hispanic-American 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 Application
 - 2. Proposed Inventory of Seats List
 - 3. Resolution No. R-2014-0588

Recommended By: Tamara
Department Director
Date

Legal Sufficiency: Deleene Castiglione
Assistant County Attorney
Date 9-13-16

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 Years. From: October 1, 2016 To: September 30, 2019

Seat Requirement: Low Income Sector Seat #: 12

☒ *Reappointment or ☐ New Appointment

or ☐ to complete the term of _____ Due to: ☐ resignation ☐ other

Completion of term to expire on: September 30, 2019

*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: Mays Valerie Monique
Last First Middle

Occupation/Affiliation: Teacher

Owner ☐ Employee ☒ Officer ☐

Business Name: School District of Palm Beach County / West Riviera Beach Elementary

Business Address: 3300 Forest Hill Blvd

City & State West Palm Beach Florida Zip Code: 33406

Residence Address: 1461 Cross Way

City & State West Palm Beach, Florida Zip Code: 33401

Home Phone: (561) 588-0155 Business Phone: (561) 494-1900 Ext.1942

Cell Phone: (561) 906-9613 Fax: (561) 909-1304

Email Address: valerie.mays@live.com

Mailing Address Preference: ☐ Business ☒ Residence

Have you ever been convicted of a felony: Yes _____ No x _____

If Yes, state the court, nature of offense, disposition of case and date: _____

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

Section II Continued:

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

<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 & Recreation</u>	<u>General Maintenance</u>	<u>10/01/00-09/30/2100</u>
_____	_____	_____	_____
_____	_____	_____	_____
(Attach Additional Sheet(s), if necessary)			
OR			
NONE	<input type="checkbox"/>	NOT APPLICABLE/ (Governmental Entity)	<input type="checkbox"/>

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 8/26/ 20 16
☐ 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: Valerie Mays Printed Name: Valerie Mays Date: 8/26/16

Any questions and/or concerns regarding Article XIII, the Palm Beach County Code of Ethics, please visit the Commission on Ethics website www.palmbeachcountyethics.com or contact us via email at 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: _____ Date: _____

Pursuant to Florida's Public Records Law, this document may be reviewed and photocopied by members of the public.
Revised 02/01/2016

Valerie M. Mays

Objective

To enrich and change the lives of children by implementing technology in education.

Experience

08/2008-Present School District of Palm Beach County Riviera Beach, FL
JFK Middle Magnet School

Educational Media Specialist (K-12)/Technology Coordinator

- Advise teachers and administrators on the use of non-print media, such as movies, audiotapes, filmstrips, and slide presentations. Ongoing realignment of student needs and media resources and use of said resources to help reinforce literacy and raise reading scores.
- Organize and facilitate information sessions/classes for teachers and administration to implement new technology/media in their classes to include: FCATE Explorer- FOCUS Florida Continuous Improvement Model, Gradequick, Edline, BrainPop, EInstruction CPS/Examview, NetTrekker, d.i., Learning Village, Discovery Education, Breeze Presenter, CoreK12 (Princeton Review), Gale Databases, Destiny Library Manager, ReadON!, SiteReporter, Synchroneyes/SMARTSync, TRAINU, Vodcasting/Podcasting, and RapidTrack. Develop new audiovisual materials for the school. Help teachers plan programs for their classes. Integrate new online media program for student and teacher use.
- Troubleshoot any hardware/software issues on campus if needed to include: reimaging computers, replacing hard-drives, loading all software, replacing the entire computer if the motherboard is bad. Create a student software job for all student computers and a teacher software job for consistency across all desktops.
- Leadership Team; Responsible for running EDW Reports for teachers and printing SAL-P's; Technology Dept. Chair; Instructor ELA (8); ComPASS Instructor and Technical Support; Instructor TV/Production; Support of Scholastic Databases/Read180/Reading Counts/SRI Testing Media Research; Peer Counseling POC; Yearbook Sponsor; Configuration of all new PX voice mailboxes for teachers.
- After School Tutor (Reading/Math/Science) & After School Secretary; Saturday Success Academy Coordinator; GradeQuick Manager; Edline SuperUser; Support and Train STST; Capital Assets Custodian; ID Badge/ Login POC; Create, and Distribute Student ID's; Coordinate Life Touch Picture Days. Assist/help coordinate Honor Roll Breakfast, successful participation in STAR Technology Survey, and Tech Tools Project; assist with ePep and Choices Planner; Professional Development Day.

08/2005-08/2008 School District of Palm Beach County Riviera Beach, FL
JFK Middle Magnet School

Secondary Technology Support Technician/Technology Coordinator

- Manage, implement, streamline software/hardware for JFK Middle School; responsible for new and incoming software and/or hardware implementation by instructional and administrative staff. Troubleshoot any hardware/software issues on campus. Maintenance and repair of all technology hardware and software. Upkeep of technological supplies. Successful participation in STAR Technology Survey, and Tech Tools Project.
- Organize and facilitate information sessions/classes for teachers and administration to implement new technology in their classes and administrative duties respectively. Information sessions on the following programs include FCATE Explorer/FOCUS Florida Continuous Improvement Model, Gradequick, Edline, BrainPop, EInstruction CPS/Examview, NetTrekker, d.i., Learning Village, Discovery Education, Princeton Review, Gale Databases, ReadON!, Read, Write, and Gold, SiteReporter, Synchroneyes, Podcasting, and RapidTrack. Configuration of all new PX voice mailboxes for teachers; assist with ePep and Choices Planner; assist with Testing.
- Responsible for technology budget moving into the new school. Move of all technology into the new school. PD-9 of everything outdated and not going to the new school. Maintaining the inventory to update the 4.8 to 1 ratio for new computers to come into the school. Create requisitions for any and all new

Valerie M. Mays

- computers and technology moving into the new school. Responsible for asset tagging all items over \$1000.
- WhiteHat/ComPass Technical Support; After school TV Production; Student Council Sponsor, Yearbook Assistant/Sponsor; GradeQuick Manager; Edline Superuser; Capital Assets Custodian; run EDW reports and print SAL-P's, Support of Scholastic Databases/Read180/Reading Counts/ SRI Testing. Assist/help coordinate Honor Roll Breakfast. Repair and maintain ITV and existing cable lines in the school.

08/2004-08/2005

School District of Palm Beach County
JFK Middle Magnet School

Riviera Beach, FL

Media Clerk

- Assist with TV/Production equipment, maintenance/repair/inventory; create school newsletter; assist teachers with copying, and laminating; Create, and Distribute Student ID's.
- Maintain media center circulation desk (Check In/Check Out, Shelving, and Book Repair); Troubleshoot A/V equipment in classrooms for repair. Minor computer repair.
- Inventory of all equipment/furniture at school – Capital Assets Custodian

08/2003-08/2004

School Board of Palm Beach County
JFK Middle Magnet School

Riviera Beach, FL

Attendance Clerk

- Daily input of all attendance discrepancies, make available to all teachers a compilation for discrepancy of students absent for correction from the day prior; Coordinate student aides for attendance pick-up, and daily data entry of attendance turned in and manual configuration of call out to go out per the afternoon scan every day by 4pm.
- Run scanners twice daily (am and pm).
- Conference with parents/guidance coordinator re: Truancy
- Prepare Truancy package for Guidance coordinator with supporting documentation.

Education and Skills

December 2006

Palm Beach Atlantic University

West Palm Beach, FL

B.S. Organizational Management

Concentration Organizational Behavior

M.S. Organizational Leadership (December 2010)

Computer Skills & Experience

- Operating Systems-Windows 7, Vista, and XP, Mac OS X, Linux
- Microsoft Office Suites - Microsoft Office 2007; 2003; XP Prof Edition.
- Adobe Acrobat 10, Pagemaker, Photo; Arcsoft Photostudio, MGI PhotoSuite 7; any photo editing software and or digital editing software to include iLife, iMovie, and Final Cut Express.
- Knowledge of Remote Desktop-Altiris Deployment; Voice Over IP; downloading software; Networking printers; install of Ethernet and firewire cards; support online educational Edline/GradeQuick and eCollege Programs. FCATEXplorer- FOCUS Florida Continuous Improvement Model, Gradequick, Edline, BrainPop, EInstruction CPS/Examview, NetTrekker,d.i., Learning Village, Discovery Education, Breeze Presenter, CoreK12 (Princeton Review), Gale Databases, DestinyWebcat Library Manager, ReadON!, SiteReporter, Synchroneyes/SMARTSync, Moodle/TRAINU, Vodcasting/Podcasting, and RapidTrack
- In process of learning Adobe Dreamweaver, Fireworks, and Flash; Vlogging; and SQL Server and PHP.
- Type 40 wpm; 10 key calculator

Valerie M. Mays

Educational Certification

- Educational Media Specialist (K-12)
- E.S.E. (K-12)
- Middle Grades Integrated Curriculum (5-9)

References

References are available on request.

BALLOT SHEET TALLY
Community Action Advisory Board

Seat: Low Income Representative – West Palm Beach TAC

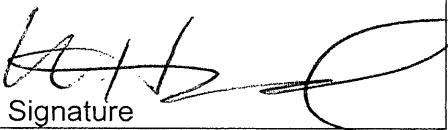
Candidate's Name	Target Area Repres.	# of Yes	# of No
Valerie Mays	West Palm Beach	16	0
TOTAL		16	

=====

Final Results: Ms. Valerie Mays was elected Advisory Board Member for West Palm Beach TAC Representative by democratic selection on *Friday, July 22, 2016*

Election Chair

Winston Hudson
Printed Name


Signature

COMMUNITY ACTION ADVISORY BOARD
PROPOSED INVENTORY OF SEATS LIST

Seat	NAME	SECTOR	App. Date	Exp. Date
1	Cory M. Neering	PUBLIC SECTOR REPRESENTATIVE	09/13/2016	09/30/2019
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	VACANT	PUBLIC SECTOR REPRESENTATIVE		
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 REPRESENTATAIVE	06/07/2016	09/30/2019
11	VACANT			
12	*Valerie M. Mays	REPRESENTATIVE OF THE LOW-INCOME	10/01/2016	09/30/2019
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: 8.30.16 by M. Jones

RESOLUTION NO. R-2014-0588

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.

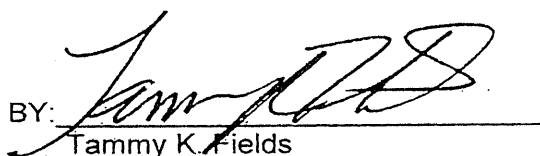
The foregoing Resolution was offered by Commissioner Burdick, who moved its adoption. The motion was seconded by Commissioner Abrams, and upon being put to a vote, the vote was as follows:

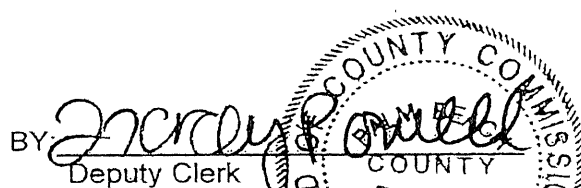
Commissioner Priscilla A. Taylor, Mayor	<u>Aye</u>
Commissioner Paulette Burdick, Vice Mayor	<u>Aye</u>
Commissioner Hal R. Valeche	<u>Aye</u>
Commissioner Shelley Vana	<u>Aye</u>
Commissioner Steven L. Abrams	<u>Aye</u>
Commissioner Mary Lou Berger	<u>Aye</u>
Commissioner Jess R. Santamaria	<u>Aye</u>

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

