

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
SITTING AS THE
CHILD CARE FACILITIES BOARD

BOARD APPOINTMENT SUMMARY

Meeting Date: November 22, 2016

Department: Florida Department of Health in Palm Beach County

Submitted by: Division of Environmental Public Health

Advisory Board Name: Child Care Advisory Council

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to approve: Appointment of one (1) member to the **Child Care Advisory Council** to fill the position vacated by Eugene Reavis, manager of the Palm Beach County Consumer Affairs Division, through September 30, 2017.

<u>NOMINEE:</u>	<u>SEAT #:</u>	<u>REQUIREMENT:</u>	<u>NOMINATED BY:</u>
Terry D. Newton	4	Consumer Protection Enforcement Official.	Staff

Summary: The Child Care Advisory Council is comprised of seven members who serve at the pleasure of the Board of County Commissioners. Members must consist of two members who represent and operate private child care facilities in Palm Beach County one of whom operates a family day care home or large family child care home; one member who represents and operates a parochial child care facility in Palm Beach County; one consumer protection enforcement official; one member for fire protection, engineering or technology; and one member who, at the time of appointment, was the parent of a child attending a child care facility in Palm Beach County; and one representative from the Florida Department of Children and Families. The applicant, Terry Newton, is an investigator with the Palm Beach County Division of Consumer Affairs. He is an African-American male. With this approval the Council will consist of five members: one African-American male (20%); and four Caucasian females (80%). Countywide (HH)

Background and Justification: Chapter 2010-249, Laws of Florida, provides for the organization of the Child Care Advisory Council. The Special Acts and Palm Beach County Codes, Appendix D, Chapter 1, Article IV.2 set forth the required composition of the Child Care Advisory Council (see p. 3, Section 7, attached).

Attachments:

- 1. Board/Committee Application
- 2. Summary of Qualifications for Mr. Newton
- 3. Chapter 2010-249, Laws of Florida
- 4. Child Care Advisory Council Member List
- 5. Child Care Advisory Council meeting schedule

Recommended by: [Signature] 11/4/16
Department Director Date

Legal Sufficiency: [Signature] 11-7-16
Assistant County Attorney Date

Mission:

To protect, promote & improve the health of all people in Florida through integrated state, county & community efforts.




Rick Scott
Governor

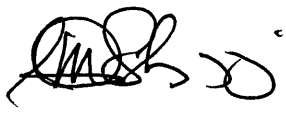
Celeste Philip, MD, MPH
State Surgeon General & Secretary

Vision: To be the Healthiest State in the Nation

MEMORANDUM

TO: Todd Bonlarron
Assistant County Administrator
Palm Beach County

THRU: Timothy G. Mayer, RS, MPH 
Director, Environmental Public Health
FDOH, Palm Beach County

FROM: Courtney Shippey 
Environmental Administrator
FDOH, Palm Beach County

DATE: November 1, 2016

RE: Appointment of Consumer Protection Enforcement Official to
Child Care Advisory Council

Please find attached a draft agenda item and supporting documents for Terry D. Newton's appointment to the Child Care Advisory Council (Council) by the Child Care Facilities Board.

Mr. Newton has been recommended as a candidate for appointment to the Council, to fill Seat #4. This seat is designated for a consumer protection enforcement official, and became vacant effective May 31, 2016, when Eugene Reavis resigned.

Mr. Newton is an investigator with the Palm Beach County Division of Consumer Affairs. He has a Bachelor's degree in Psychology with majors in Human Counseling/Child Development, and minors in Government and Administration of Justice. He is very well suited for appointment to this seat because of his work history and professional experience working with children, youth, and families. He worked in the child care field including a stint as director of a Head Start child care facility. The Department has no objection to Mr. Newton's candidacy.

In accordance with Chapter 2010-249, Laws of Florida, the current composition of the Council is as follows:

- Seat 1: One members operating a private child care facility: Represented by **Eunice Twiggs**.
- Seat 2: One member operating a family child care home: Represented by **Mary Morris**.
- Seat 3: One member operating a parochial facility: Represented by **Louise Mancini** (Chairman).
- Seat 4: One member who represents a consumer protection enforcement official: Vacant.
Recommended: Terry D. Newton.

Florida Department of Health, Palm Beach County
Division of Environmental Public Health
800 Clematis Street
West Palm Beach, FL 33401
PHONE: 561-837-5900 • FAX: 561-837-5084
FloridaHealth.gov FIhealthpalmbeach.org



Accredited Health Department
Public Health Accreditation Board

- Seat 5: One member for Fire Protection, Engineering or Technology: Represented by **Elyse Brown**.
- Seat 6: One member representing a parent of a child in in a regulated facility: Represented by **Kendra Barnes** (Vice Chairman).
- Seat 7: One member representing the Florida Department of Children and Families: Represented by **Patty Tilford**.

If you have any questions, please contact me at 561-837-5971 or Courtney.Shippey@flhealth.gov

cc: Cathy Linton, Esq., Senior Attorney, FDOH Palm Beach County

Enclosures

- Palm Beach County BCC Board Appointment Summary
- Board/Committee Application Checklist
- Board/Committee Application
- Résumé – Terry Newton
- Chapter 2010-249, Laws of Florida
- Child Care Advisory Council Meeting Schedule for 2016

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: CHILD CARE ADVISORY COUNCIL Advisory ☐ Not Advisory ☒

☒ At Large Appointment or ☐ District Appointment /District #: _____

Term of Appointment: _____ Years. From: _____ To: _____

Seat Requirement: Consumer Protection Enforcement Official Seat #: 4

☐ *Reappointment or ☒ New Appointment

or ☒ to complete the term of EUGENE REAVIS Due to: ☒ resignation ☐ other

Completion of term to expire on: SEPTEMBER 30, 2017

*When a person is being considered for reappointment, the number of previous disclosed voting conflicts during the previous term shall be considered by the Board of County Commissioners: _____

Section II (Applicant):(Please Print)
APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT

Name: NEWTON TERRY DACOSTA
Last First Middle

Occupation/Affiliation: INVESTIGATOR (PBC CONSUMER AFFAIRS DIVISION)

Owner ☐ Employee ☒ Officer ☐

Business Name: PALM BEACH COUNTY CONSUMER AFFAIRS DIVISION

Business Address: 50 SOUTH MILITARY TRAIL, #201

City & State WEST PALM BEACH, FL Zip Code: 33415

Residence Address: SEE PERSONNEL FILE (FLORIDA STATUTE 119.07)

City & State _____ Zip Code: _____

Home Phone: () Business Phone: (561) 712-6600 Ext. _____

Cell Phone: () Fax: (561) 712-6610

Email Address: tnewton@pbcgov.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>
Example: (R#XX-XX/PO XX)	Parks & Recreation	General Maintenance	10/01/00-09/30/2100
_____	_____	_____	_____
_____	_____	_____	_____
(Attach Additional Sheet(s), if necessary)			
OR			
<u>NONE</u>	<input type="checkbox"/>	NOT APPLICABLE/	<input type="checkbox"/>
		(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-79is 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 SEPTEMBER 17TH, 2014
☐ 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: 7/29/16

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:
Courtney Shippey, Florida Department of Health in Palm Beach County
800 Clematis Street, 4th Floor, West Palm Beach, FL 33401

Section III (Commissioner, if applicable):
Appointment to be made at BCC Meeting on: _____
Commissioner's Signature: Date: _____



ACKNOWLEDGEMENT OF RECEIPT
PALM BEACH COUNTY
CODE OF ETHICS TRAINING

Legal Name: Terry Newton (Please print clearly)

Employee Identification Number: 15906

Department/Board: Public Safety

By signing this acknowledgement, I am attesting that I have done the following:

☒ Read the Palm Beach County Code of Ethics Ordinance. (Click to open)

AND

Have completed additional training by viewing one of the following:

☐ The Code of Ethics Training Program on the Intranet/Internet. (Click to view)

☒ The Code of Ethics Training Program on YouTube. (Click to view)

☐ The Code of Ethics Training Program on DVD.

☐ A live presentation given on the following date _____.

I understand that I am responsible for understanding and abiding by the Palm Beach County Code of Ethics as I conduct my assigned duties during my term of employment. I also understand that the information in this policy is subject to change. Policy changes will be communicated to me by my supervisor or through official notices.

[Signature]
(Legal Signature)

9/17/2014
(Date)

Click here to submit form automatically to Human Resources
PLEASE DO NOT SUBMIT IF YOU ARE AN ADVISORY BOARD MEMBER

Officials and Employees: Submit signed forms to HR-EthicsTrainingRec@pbccgov.org
Advisory Board Members: Submit signed forms to Appropriate Advisory Board Representative

PLEASE SUBMIT THIS FORM TO APROPRIATE PARTY AS HIGHLIGHTED ABOVE
PLEASE DO NOT SUBMIT THIS FORM TO THE COMMISSION ON ETHICS

300 North Dixie Highway, Suite 450, West Palm Beach, FL 33401

PHONE: 561.355-1915 FAX: 561.355-1904

Hotline: 877.766.5920 Website: www.palmbeachcountyethics.com



Human Resources

100 Australian Avenue, Suite 300
West Palm Beach, FL 33406

www.pbcbgov.com

**Palm Beach County
Board of County
Commissioners**

Mary Lou Berger, Mayor

Hal R. Valeche, Vice Mayor

Paulette Burdick

Shelley Vana

Steven Abrams

Melissa McKinlay

Priscilla Taylor

County Administrator

Verdenia Baker



*"An Equal Opportunity
Affirmative Action Employee"*

March 24, 2016

To Whom It May Concern:

This letter serves to verify that **Terry D. Newton** is an employee of the Palm Beach County Board of County Commissioners working as a Consumer Affairs Investigator in Public Affairs Department.

Mr. Newton is a permanent employee and is currently employed full time working 40 hours per week. This employee is working in a position that is exempt from public disclosure and provides confidentiality under Florida Statute, 119.07.

If you have any questions or concerns, please do not hesitate to contact me.

Sincerely,

Erica Thompson

Palm Beach County

Human Resources Department

100 Australian Avenue Suite 300

West Palm Beach, FL. 33406

561-616-6876 - Phone

561-616-6894 - Fax

TERRY NEWTON
50 South Military Trail, Ste 201
West Palm Beach, FL 33415
561-712-6600 (tnewton@pbcgov.org)

EDUCATION: **LIBERTY UNIVERSITY, LYNCHBURG, VA** AUGUST 1995 - MAY 1999

- B.S. in Psychology; Human Counseling/Child Development
- Minor in Government; Administration of Justice
- Member of the Liberty University Football Team

SANTALUCES COMM. HIGH SCHOOL, LANTANA, FL AUGUST 1991 – JUNE 1995

- Football/Basketball Letterman (91-95)
- South Florida Super Bowl Host Committee Tri-County All-Star Football Team (95)
- Nat. Football Foundation/College Hall of Fame (Treasure Coast Chap) Scholar-Athlete (95)

INTERNSHIP: **ACADEMIC ADVISOR, NCAA DIV-1AA FOOTBALL TEAM**
LIBERTY UNIVERSITY, JANUARY 1999 – MAY 1999

- Monitor academic progress of 60 student-athletes
- Assist with administration of institutional assessments and educational testing services
- Act as a liaison between faculty, coaching staff, parents and student-athletes
- Coordinate and supervise study halls and tutorial appointments
- Facilitate admissions process, discuss academic programs & policies (recruits and parents)

SKILLS: **NEGOTIATOR, ANALYTICAL, REGULATOR, RISK MANAGEMENT, EXECUTIVE ADMINISTRATION, LIAISON.**

TRAINING: **EMOTIONAL INTELLIGENCE, PHILOSOPHICAL ASPECTS OF CULTURAL DIFFERENCE, FATHERHOOD DEVELOPMENT, FAMILY COURT MEDIATION, SERVSAFE, BIRTH TO THREE INSTITUTE, DADDY BOOTCAMP, BOYNTON BEACH CITIZEN'S POLICE ACADEMY, AGENCY INSPECTOR (FDLE), HUMAN/DOMESTIC MINOR SEX TRAFFICKING, CERT, NIMS(multi-hazard planning for childcare, incident command for schools, active shooter), PREPARING TO LEAD, EXCELLENCE IN SUPERVISION.**

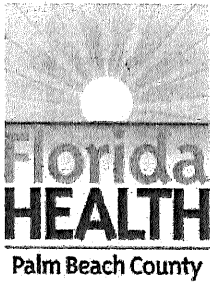
CERTIFICATION: **NOTARY PUBLIC, DCF DIRECTOR/STAFF CREDENTIAL, FLORIDA SUPREME COURT COUNTY MEDIATOR.**

WORK HISTORY :	INVESTIGATOR PALM BEACH COUNTY CONSUMER AFFAIRS DIV.	June 2014-Present
	INTERIM CENTER DIRECTOR II PALM BEACH COUNTY HEAD START	September 2013 – May 2014
	FAMILY SERVICE SPECIALIST I PALM BEACH COUNTY HEAD START	May 2005- September 2013
	INTOXILYZER TECHNICIAN/AGENCY INSPECTOR PALM BEACH COUNTY SHERIFF’S OFFICE	March 2004 – April 2005
	PROTECTIVE SERVICES SPECIALIST THE BREAKERS RESORT	MAY 2003-MARCH 2004
	JUDICIAL ASSISTANT TO FAMILY/ADMINISTRATIVE JUDGE 15 TH JUDICIAL CIRCUIT CT, PALM BEACH CO.	AUGUST 2002 – JANUARY 2003
	JUDICIAL CASE MANAGER, COURT ADMINISTRATION 15 TH JUDICIAL CIRCUIT CT, PALM BEACH CO.	JUNE 2001 – JULY 2002
	DOMESTIC VIOLENCE INTAKE SPECIALIST, COURT ADMINISTRATION 15 TH JUDICIAL CIRCUIT CT, PALM BEACH CO.	DECEMBER 1999 – MAY 2001

SUPPORT SERVICE/VOLUNTEER WORK (past/present)
PBC UNITED WAY EMPLOYEE CAMPAIGN CO-COORDINATOR (Consumer Affairs Div.), PBC SPECIAL NEEDS SHELTER, PBC-EOC BRAVO TEAM, PBC HEAD START POLICY COUNCIL & MALE INVOLVEMENT, JOSHUA MEN MENTORSHIP, TRINITY CHURCH INTERNATIONAL YOUTH(jbq), PANTRY & OUTREACH MINISTRIES, SPORTS CAMP COACH, YMCA COUNSELOR.



**CHAPTER 59-1698, SPECIAL ACTS, LAWS OF
FLORIDA, AS AMENDED BY CHAPTER 2010-249,
SPECIAL ACTS, LAWS OF FLORIDA**



**FLORIDA DEPARTMENT OF HEALTH
PALM BEACH COUNTY**

This copy has been modified for easy reading. For an official copy, refer to the Florida Laws. You can access the Florida Laws at <http://laws.flrules.org/>

REVISED 4/2013

chairman of the Child Care Facilities Board and the Board shall meet at least once every 3 months at a time and place designated by the Board.

Section 3. APPLICATION FOR PERMIT: Application for a permit to operate a child care facility, large family child care home or family day care home shall be made to the Board in writing, and on a form, and under regulations prescribed by the Board. The application shall state the name and address of the applicant, his or her occupational history and qualifications, the type and location of proposed operation, the number of persons to be accommodated, and such other information the Board may require.

Section 4. ISSUANCE OF LICENSE:

1. The Director of the Palm Beach County Health Department shall be charged with the administrative and financial responsibility of carrying out the duties of the Board, and the Director or his or her representative shall inspect child care facilities, large family child care homes, and family day care homes as required by the Board. Said Board when satisfied that minimum standards are met, shall issue a license in writing on a form prescribed by the Board. Such license shall be valid for a period of 1 year unless revoked. It shall not be transferable or assignable.
2. The Board may issue a provisional license for child care facilities, large family child care homes, or family day care homes. A provisional license shall not be issued for a period that exceeds 6 months and may only be renewed by the Board one time for a period not to exceed 6 months.
3. A provisional license shall not be issued unless the child care facility, large family child care home, or family day care home is in compliance with the requirements for screening of child care personnel and the requirements for ensuring the health and safety of the children in care.

Section 5. REVOCATION OF LICENSE: The Board may revoke a license if it finds that the operator has failed to comply with any provisions of this Act or any rule or regulation issued hereunder.

Section 6. MINIMUM STANDARDS, REASONABLE RULES AND REGULATIONS TO BE PRESCRIBED BY THE BOARD:

1. The Board shall make, adopt, amend and repeal such rules and regulations as are necessary to protect the health and safety of persons in child care facilities, large family child care homes, or family day care homes; prescribing standards for living quarters, including provisions pertaining to sanitary conditions, light, air, safety, protection from fire hazards, equipment, operation, qualifications and number of staff, and such other matters as may be appropriate to protect the life and health of the occupants thereof. Standards established by rules and

Section 8. **RIGHT OF ENTRY:** Members of the Board and its representative may enter and inspect child care facilities, large family child care homes, or family day care homes at reasonable hours, and may question such persons and investigate such facts, conditions, and practices or matters as may be necessary or appropriate to determine whether any person has violated any provisions of the Act, or of any rule or regulation issued hereunder.

Section 9. **EXEMPTIONS:** The provisions of this Act shall not apply to any public or nonpublic school which is in compliance with the compulsory school attendance law, chapter 232, Florida Statutes, any summer camp having children in full time residence, summer day camp, or vacation Bible school, or any foster home, home for mentally retarded or handicapped children, juvenile detention facility, hospital, or other similar institution otherwise regulated for health standards by a governmental agency. However, this section shall not be deemed to exempt institutions or facilities otherwise regulated by the Department of Children and Family Services pursuant to s. 402.301, et seq., Florida Statutes, as it may from time to time be amended or transferred.

Section 10. **CIVIL ENFORCEMENT:** Any violation of this Act or the rules and regulations of the Board adopted pursuant hereto shall be subject to enforcement by the Palm Beach County Environmental Control Officer and the Palm Beach County Environmental Control Act, chapter 70-862, Laws of Florida, as amended, and as it may in the future be amended or reenacted.

Section 11. **CRIMINAL PENTALTY:** Any person failing to comply with the provisions of this act is guilty of a misdemeanor of the second degree punishable as provided by general law.

Section 12. **ADVERTISING BY FACILITIES:** It shall be unlawful for any person, persons, associations, partnerships, corporations, or institutions to offer or advertise to the public in any way or by any medium whatsoever, large family child care home, family day care home or child care facility service without first having secured a license under the provisions of this Act. All advertisements advertising any such services shall include the license number of the license issued pursuant to this Act.

Section 13. **SEVERABILITY:** If any provision of the Act, or the application thereof to any person or circumstances, is held invalid, such invalidity shall not affect other provisions or applications of this Act which can be given effect without the invalid provision or invalid application and to this end the provisions of the Act are declared severable.

Section. 14. **THIS ACT SHALL TAKE EFFECT UPON BECOMING A LAW.**



MEMORANDUM

TO: Applicants for Child Care, Family Child Care Home &
Large Family Child Care Home License

SUBJECT: Child Care Advisory Council (CCAC) 2016 meeting schedule and deadline for
applicants submitting complete* child care facility application packets to
area offices

DATE OF CCAC MEETING	DATE PACKETS DUE IN AREA OFFICE
January 13, 2016, Wednesday	December 23, 2015
February 10, 2016, Wednesday	January 20, 2016
March 9, 2016, Wednesday	February 17, 2016
April 13, 2016, Wednesday	March 23, 2016
May 11, 2016, Wednesday	April 20, 2016
June 8, 2016, Wednesday	May 18, 2016
July 13, 2016, Wednesday	June 22, 2016
August 10, 2016, Wednesday	July 20, 2016
September 14, 2016 Wednesday	August 24, 2016
October 12, 2016, Wednesday	September 21, 2016
November 9, 2016, Wednesday	October 19, 2016
December 7, 2016, Wednesday	November 23, 2016

The Child Care Advisory Council shall advise the Board of County Commissioners and make recommendations as to the issuance and revocation of license and as to rules and regulations necessary to protect the health and safety of persons in child care facilities, family day care homes and large family child care homes --- pursuant to Chapter 2010-249, Special Acts, Laws of Florida, as amended.

CCAC meetings are Public Meetings and are held on the second Wednesday of each month at 9.00 a.m. at 800 Clematis Street, West Palm Beach, FL, unless otherwise published.

*NOTE: A copy of the satisfactory Health Department inspection report verifying that the facility has met the requirements for licensure must be submitted with the application and supporting documentation.

8/2013