

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS

BOARD APPOINTMENT SUMMARY

Meeting Date: December 6, 2016

Department

Submitted By: Community Services

Advisory Board: Citizens Advisory Committee on Health and Human Services

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to approve: reappointment to the Citizens Advisory Committee on Health and Human Services (CAC/HHS), effective December 6, 2016:

| <u>Seat No.</u> | <u>Reappointment</u> | <u>Seat Requirement</u> | <u>Term Ending</u> | <u>Nominated By</u> |
|-----------------|----------------------------|---|--------------------|--|
| 3 | Elizabeth Hernandez Cayson | A Component of the Health & Human Services System of Care | 09/30/2019 | Comm. Burdick Comm. McKinlay CAC/HHS |

Summary: The Citizens Advisory Committee on Health and Human Services consists of eleven (11) at-large members with at least one (1) member being a resident west of the 20 Mile Bend and at least one (1) member being a representative of the Palm Beach County League of Cities, per Resolution R-2013-1563. Founding members were appointed for one (1), two (2) and three (3) year terms with subsequent terms of three (3) years. The Resolution creating the CAC/HHS requires the Executive Committee of the Citizens Advisory Committee to solicit and recommend member nominations for transmittal to the Board of County Commissioners. The Board of County Commissioners was notified by memo dated September 27, 2016 and requested to provide nominations for appointment. On September 9, 2016, the CAC/HHS Regular Committee recommended Elizabeth Hernandez Cayson be reappointed. The effective date of Ms. Hernandez Cayson's reappointment is December 6, 2016, as per the application submittal process. The Board has 11 seats; 10 seats are currently filled with a diversity count of Caucasian: 9 (90%), and African American: 1 (10%). The gender ratio (female:male) is 6:4. This nominee is a Hispanic female. Ex-officio membership consists of two (2) African American males (50%), one (1) African-American female (25%) and one (1) Caucasian male (25%). The CAC/HHS and staff will conduct targeted outreach in an effort to proffer candidates for appointments that will improve the diversity composition of the Board. (Community Services Department) Countywide (HH)

Background and Justification: (On page 3)

Attachments:

1. Boards/Committees Application
2. Resolution No. R-2013-1563
3. Current Membership List
4. CAC/HHS Attendance

Recommended By: [Signature] Department Director 11-17-16 Date

Legal Sufficiency: [Signature] Assistant County Attorney _____ Date

II. REVIEW COMMENTS

A. Other Department Review:

Department Director

Background and Justification: The Palm Beach County Citizens Advisory Committee on Health and Human Services was established in 1990. The committee is currently charged with assisting the Board of County Commissioners in the assessment of need, planning, implementation and evaluation of a system of care, as defined in the Health and Human Services Element of the Palm Beach County Comprehensive Plan. The committee has the responsibility to: 1) make recommendations on an annual basis during the Financially Assisted Agency funding process regarding services and funding priorities, outcomes and contract requirements; 2) create a forum for citizen participation; 3) make recommendations to the Planning Commission and Board of County Commissioners regarding amendments to the Health and Human Services Element of the Comprehensive Plan; 4) serve as a link to local and regional health and human service planning organization; and 5) make recommendations on the collection of data necessary to analyze the health and human service needs of individuals in Palm Beach County. Section 163.3181, Florida Statutes requires that the local planning agencies and local government units adopt procedures designed to provide effective public participation in the comprehensive planning process. The Citizens Advisory Committee on Health and Human Services has been designated to meet this requirement.

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: PBC Citizen Advisory Board (CAC) Advisory Not Advisory
Health and Human Services At Large Appointment or District Appointment / District #: _____

Term of Appointment: 2.9 Years From: December 6, 2016 To: September 30, 2019

Seat Requirement: A component of the Health & Human Service Seat #: 3
System of Care *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: none

Section II (Applicant): (Please Print)

APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT

Name: CAYSON ELIZABETH HERNANDEZ
Last First Middle
Occupation/Affiliation: PHD Health Services CANDIDATE
Owner Employee Officer

Business Name: _____
Business Address: _____
City & State _____ Zip Code: _____

Residence Address: 17505 30th Court A
City & State: Koxohatchee, FLORIDA Zip Code: 33470
Home Phone: (66) 784-9795 Business Phone: (66) Ext. _____
Cell Phone: (66) 512-6350 Fax: ()
Email Address: Mrscayson@netscape.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

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

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 6/23/2016
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: Elizabeth H. Cayson Printed Name: Elizabeth H. Cayson Date: 9/7/2016

Any questions and/or concerns regarding Article XIII, the Palm Beach County Code of Ethics, please visit the Commission on Ethics website www.palmbeachcountyethics.com 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: Paulitta Burdick Date: 10-11-2016

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

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.

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By watching the training program on the Web, DVD or VHS on 6/23/2016
 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: Elizabeth H. Cayson Printed Name: ELIZABETH H. CAYSON Date: 9/7/2016

Any questions and/or concerns regarding Article XIII, the Palm Beach County Code of Ethics, please visit the Commission on Ethics website www.palmbeachcountyethics.com 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: Melissa McKeel Date: 10/4/16

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

Revised 02/01/2016

ELIZABETH F. CAYSON, M.S.

Cell 561-512-6350
MrsCayson@netscape.com

September 6, 2016

David Rafaidus
Department of Community Services

Dear Mr. Rafaidus,

I would formally like to inform you that I am interested in continuing to serve on the Citizen Advisory Board. Attached, please find my resume for your consideration.

In addition, I would like you to know that for the past 25 years, I've worked in the nonprofit and government sector with a vast array of experience in Palm Beach County. Furthermore, I've held numerous key leadership positions while employed at the Health Care District of Palm Beach County. Unfortunately, my position at the Health Care District will be eliminated effective September 28, 2016. My plans are to continue pursuing my PhD degree in Health Services.

I have enclosed my resume and would appreciate for forwarding the information to the appropriate individuals for consideration for reappointment to the CAC Advisory Board. Additionally, as you are aware, I have been the only Hispanic on the committee representing the community.

Thank you,

Sincerely,

Elizabeth Cayson, M.S.
PhD Candidate

ELIZABETH Hernandez Cayson



MrsCayson@netscape.com

CAREER PROFILE

Collaborative and forward-thinking management professional with twenty-five year's progressive experience in the nonprofit and governmental industry. I am looking to work in a pragmatic way in an organization where I can show my talent and enhance my skills to meet the company's goals and objectives with full integrity and zest. Proven record of cultivating positive community relations with healthcare providers, governmental agencies, local businesses and referral sources. Graduate coursework completed in organizational leadership, health policy and community advocacy.

Technical Proficiencies: Microsoft Office (Word, Access, Excel, PowerPoint) Adobe Systems, Smart, and Project Management Software.

Bilingual: Ability to read and write proficiently in Spanish

PROFESSIONAL HIGHLIGHTS/EXPERIENCE

Health Care District of Palm Beach County

November 2014-September 28, 2016

Health Care District-Government Relations

Communications-Create policy and source documents including consent forms, correspondence, and emails; facilitate interdepartmental communications improving overall productivity and efficiency; strengthen community relations with health care providers, constituents and governmental representatives and executive team and staff members. Represent organization at meetings, state and federal meetings and conferences.

Research and Grants-Ongoing communication with Local, State, and Federal Legislative Representatives to obtain letters of support for grants. Successfully assisted with obtaining three Federal grants ranging from \$500,000 to \$1 million dollars.

Growth Management-Developed growth strategies with city officials that improve quality and access of healthcare in rural communities and at risk populations within community. Including, partnering with city officials to coordinate transportation services to pharmacy and clinic site to reduce transportation barriers.

Multi-Site Events-Coordinate ribbon-cutting ceremonies, tours and roundtable discussions to promote facilities and health care services. Including, coordination of tours with city, state and federal officials.

Leadership-Provide government compliance guidance to administrative and leadership team at our facilities: Nursing & Rehabilitation Facility, Lakeside Hospital, Trauma Aero Medical Facility, School Health Program and 8 Clinic Facilities. Partner and collaborate with Health Organizations including DOH, CDC, HRSA, etc.

Board Development-Provide guidance and recruitment for board development at Lakeside Medical Center

January 1995-2014

Health Care District-Community Relations Specialist

Manage and Operate Western Office Facility- Site selection and leased agreement, Indirectly Supervised 10 employees, site selection for leasing, Developed Emergency Plan for Office, Day to day operations, provide customer service to constituents and stakeholders. Met with Key Community and Governmental leaders regarding any issues.

Worked in partnership with community-based providers and administrative and clinical staff to develop and implement programs that promote health and access to health in designated communities.

Develops and promotes community relations opportunities with nonprofits, schools, PBC Headstart, PBC Housing Authorities, businesses throughout PBC, PBC Economic Development, Chambers, etc.

Represents the company at community meetings.

Work with departments, clinical centers, PCPs and specialists to develop community relations planning and promotion of new and ongoing initiatives.

Work with FQHC Centers, community-based organizations, insurers and community coalitions to develop programs, events and new initiatives that promote marketing and community relations objectives.

Charged with establishing as the department within the company that relates to the health needs and concerns of the communities, and community based leaders.

Collaborates and coordinates with other operating units as needed.

Medical Records-Closure of Pahokee Hospital, responsible for establishing protocols for releasing medical records. Adhere to HIPPA Laws, protection of medical records in secure area. Retrieves, sorts and prepares records for distribution of copies to patients.

Serve as liaison between physician offices to provide medical records in a timely manner.

Boys & Girls Club of PBC 1997-2007
Director of Before Care Program Part-Time Position

Palm Beach Department of Health 1991-1994
Health Educator, Health Promotion Department

Education:

- Associates in Business Management, Northwood University (5/27/1998)
- Bachelors of Public Administration, Barry University (5/6/2006)
- Master in Science, Organizational Leadership, Palm Beach Atlantic (5/23/2009)
- PhD in Health Services, Walden University, Current Candidate (2012-Current)
- PhD Academic Residency, Miami, FL; Paris, France; London, England and Dallas, TX
- Numerous Leadership/Training Development seminars acceptable as continuing education

SKILLS

Leadership Development, Program Development, Community Development, Public Speaking, Policy, Grants, Document Translation, Customer Service, Physician Relations, Volunteer Management, Business Relations, Health Education, Press, Media & Social Media, Health Care Industry, Nonprofits, Community Outreach, Board Development, Event Planning, Fundraising, Recruitment, and Cultural Diversity

PROFESSIONAL MEMBERSHIPS

Belle Glade Chamber of Commerce
Chamber of the Palm Beaches
Central Palm Beach County Chamber
Florida Rural Health Association
Hispanic Chamber of Palm Beach County
International Leadership Association (ILA)
Leadership Palm Beach County
National Rural Health Association
Pahokee Chamber of Commerce

CIVIC ENGAGEMENT

Belle Glade Lions Club
Pahokee Rotary Club

STATE INVOLVEMENT

2002- 2003 State of Florida Victims of Crime Act (VOCA) Grant Review Process
1996-2000 State of Florida Guardian Ad Litem

STATE INVOLVEMENT con't

- 2014-2015 Appointed to Florida League of Cities Policy Committee

- 2014-2016 Gubernatorial Appointment by Governor Rick Scott to Florida Interagency Coordinating Council for Infant and Toddlers (FICCIT) Statewide Council

- 2016-2019 Re-appointed to Florida Interagency Coordinating Council for Infant and Toddlers (FICCIT) Statewide Council

- 2015-2017 Gubernatorial Appointment by Governor Rick Scott to Statewide Diabetes Coalition

PALM BEACH COUNTY APPOINTMENTS

- Palm Beach County Commission Advisory Committee on Health and Human Services
 - a. 2002-current
 - b. Chair-current
- 2010-Current PBC Emergency Medical Services-Dist. 6 Consumer Representatives
- 2013-Current Palm Beach County League of Cities

CITY OF PAHOKEE APPOINTMENTS

- 1990-1996 Pahokee Housing Authority Commissioner
- 2014-2016 Pahokee Community Revitalization Board

FEDERAL

Advocate for funding for PBC Projects and initiatives. (Meetings with Government Officials, Washington, D.C.)

COMMUNITY ENGAGEMENT

- 1996-2006 Glades Advisory Board Palm Beach State College-Glades Campus
 - Advocate for funding for college, new campus initiative
 - Organized and facilitated a 5 Week Health Summer Camp to promote campus and services
 - Organized Health Fairs

CERTIFICATIONS

Florida Notary Public Exp. August 2020
Bridging the Gap Medical Interpreter 40 Hours

HONORS

| | |
|---|------|
| PBC Headstart Policy Council Volunteer of the Year | 1991 |
| PBC Health Department "Volunteer of the Year" | 1997 |
| PB Community College Women of Accomplishment | 2000 |
| Pahokee Rotary "Rotarian of the Year" | 2000 |
| Belle Glade Lions Club-Lion of the Year | 2003 |
| Glades NAACP Diversity Award | 2007 |
| Families First of PBC, The Harriott Goldstein Children's Day Award | 2010 |
| "Liz Cayson Day" US Congressman Alcee Hastings District | 2010 |
| Hospice of Palm Beach County Blue Dove Award | 2011 |
| Traffic Safety of PBC Heroism Award | 2011 |
| Leadership PBC Excellence Award Finalist | 2012 |
| The Arc Director Emeritus Award | 2013 |
| YWCA of PBC Grace Dodge Award | 2015 |
| Pahokee Rotary Multicultural Understanding Award | 2015 |
| Palm Beach Atlantic Leadership Award | 2015 |
| Palm Beach Atlantic Alumni Award | 2016 |
| Girls Scouts of Southeast Florida Healthy Lifestyle Award | 2016 |

REFERENCES

Caroline Villanueva, Florida Crystals, 561-366-5100
Donia Roberts, Esquire, 561-992-3533
Honorable U.S. Congressman Alcee Hastings, 202-225-1313
Sandra Chamblee, Retiree, 561-449-6042

PERSONAL

Family History:

Married to Trevor Cayson, Sergeant with Palm Beach Sheriffs Office
2 Adult sons, Eldest son is a US Veteran from the U.S. Marine Corp. and 2 grandsons
Attend Community of Hope Church, Loxahatchee, FL

RESOLUTION NO. R- 2013-1563

RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF PALM BEACH COUNTY, FLORIDA, REPEALING AND REPLACING RESOLUTION R-2001-0913; PROVIDING FOR THE CITIZENS ADVISORY COMMITTEE ON HEALTH AND HUMAN SERVICES

WHEREAS, the Florida Statutes and the Florida Administrative Code recognize the importance of citizen participation in the development and evaluation of comprehensive plans; and

WHEREAS, the Board of County Commissioners of Palm Beach County, Florida, established the Citizens Advisory Committee on Health and Human Services on November 13, 1990, pursuant to Resolution R-90-1978; and

WHEREAS, Resolution R-90-1978 was subsequently amended by Resolutions R-93-317 and R-99-54, which were repealed and replaced by Resolution R-2001-0193; and

WHEREAS, there is a need to further amend the resolution pertaining to the Citizens Advisory Committee on Health and Human Services to more clearly define the Committee's roles and responsibilities and bring the resolution into compliance with the Board of County Commissioners' uniform policies and procedures on advisory boards as provided in Resolution R-2013-0193; and

WHEREAS, repealing and replacing Resolution R-2001-0193, pertaining to the Citizens Advisory Committee on Health and Human Services, will simplify future reference.

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

- I. **Repeal and Replacement of Prior Resolution;** Resolution R-2001-0913 is hereby repealed and replaced with the following:

Section 1. Creation of the Palm Beach County Citizens Advisory Committee on Health and Human Services. There is hereby established an Advisory Committee to be known as the "Palm Beach County Citizens Advisory Committee on Health and Human Services" herein referred to as the "Committee."

Section 2. Mission Statement. The mission of the Committee shall be to assist the Board of County Commissioners in the assessment of need, planning, implementation and evaluation of a System of Care, as defined in the Health and Human Services Element of the Palm Beach County Comprehensive Plan.

Section 3. Roles and Responsibilities. The Committee shall have the following roles and responsibilities:

- A. To make recommendations on the collection of data necessary to analyze the health and human service needs of the people of Palm Beach County.
- B. To create a forum for citizen participation for all phases of the Health and Human Services Element of the Palm Beach County Comprehensive Plan development and amendment process. Further, the Committee shall make recommendations to the Planning Commission and the Board of County Commissioners regarding amendments to the Health and Human Services Element of the Palm Beach County Comprehensive Plan, and shall review the implementation status of the Health and Human Services Element of the Comprehensive Plan on an annual basis.
- C. To create a forum for citizen participation, the Committee shall specifically provide for consumer, minority and affected party input on an issue by issue basis to allow for those affected to be involved in the Committee's activities.
- D. To make recommendations on an annual basis during the Financially Assisted Agency funding process regarding service and funding priorities, outcomes and contract requirements.
- E. To serve as a link to local and regional health and human service planning organizations. Linkages may include ex-officio member appointments of the Committee, participation in other agency planning processes, and multi-agency task forces to resolve specific problems. Further, all agencies and staff within the auspices of the Board of County Commissioners shall provide data, information and such support as reasonably required, and shall otherwise work in cooperation with the Committee in pursuing the Board of County Commissioner's health and human service goals, objectives and policies. The purpose of such linkages is to facilitate the Committee in achieving its mission.
- F. 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.
- G. To perform such other duties as may be required from time to time assigned by the Board of County Commissioners.

Section 4. Membership. The Committee shall be comprised of eleven (11) members. The total membership of the Committee shall, at a minimum, represent the components of the Health and Human Services System of Care: public health, physical health, behavioral health, developmental services, children and family services, adult and elderly services, education, recreation, workforce development, municipalities, business and economic development, planning/research & evaluation, transportation, and housing. All members must reside in Palm Beach County at the time of appointment and while serving on the Board, and have knowledge of at least one component of the System of Care. Membership shall be representative of the racial, ethnic and geographic diversity of Palm Beach County. At least one member shall be a resident of west of 20 mile bend. At least one member shall be a representative of the Palm Beach County League of Cities. At least one member shall be a representative of the Florida Department of Health in Palm Beach County.

- A. Appointment. Members shall be appointed at large by the Board of County Commissioners, and serve for staggered terms of three (3) years, with a limit of three (3) consecutive terms. Terms shall begin on October 1st, and end on September 30th.

Vacancies occurring during a term shall be filled for the unexpired portion of the term, and shall not count towards the member's term limits.

- B. Member Nominations. The nomination process shall begin ninety (90) days prior to the expiration of a member's term, or immediately in the event of an unplanned vacancy. The Board of County Commissioners shall be notified and requested to provide nominations for committee appointment. The Palm Beach County Health Department and the Palm Beach County League of Cities will each be requested to submit a nomination. Nominees submitted by the Committee, the Palm Beach County League of Cities, the Palm Beach County Health Department and individual Commissioners will be transmitted to the Board of County Commissioners. An approved board appointment form, with attached resume, must be completed for all nominees prior to transmittal.
- C. Ex-officio Members. Ex-officio members may be appointed by a majority vote of the Committee, or as directed by the Board of County Commissioners, for the purpose of assisting the Committee in achieving its mission.
- D. Conflict of Interest. Members shall be governed by the applicable provisions of Florida Code of Ethics for Public Officers and Employees and the applicable provisions of the Palm Beach County Code of Ethics.
- E. Compensation. Members shall receive no compensation for services, but may be entitled to travel reimbursement incurred only for travel outside Palm Beach County necessary to fulfill board member responsibilities and only when sufficient funds have been budgeted and available as set forth in PPM CW-O-038. 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. No other expenses will be reimbursable except documented long distance telephone calls to the liaison County department.
- F. Attendance. Members shall be automatically removed for lack of attendance. Lack of attendance is defined as failure to attend three (3) consecutive meetings or a 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 be the same as a failure to attend a meeting. Members removed pursuant to this paragraph shall not continue to serve on the Committee and such removal shall create a vacancy.

Section 5. Officers. A chair and vice-chair shall be elected by a majority vote of the Committee and shall serve for a term of one year, but not to exceed two consecutive terms in any one office. The duties of the chair shall be to:

- (A) Call Committee meetings and organize the agenda for the same;
- (B) Preside at committee meetings;
- (C) Establish subcommittees, appoint subcommittee chairs, and charge subcommittee with specific tasks;
- (D) Serve as primary liaison with staff; and
- (E) Perform other functions as the committee may assign.

The vice-chair shall perform the duties of the chair in the chair's absence and such other duties as the chair may assign.

If a vacancy occurs in the office of the chair, then the position shall be assumed by the vice-chair for the remainder of the term. Any remaining vacancies shall be filled through a majority vote of the Committee.

Any officer may be removed from office by a majority vote of the Committee whenever the best interest of the Committee and public would be served.

Section 6. Meetings. The Committee shall meet on a regular basis. A quorum must be present for the conduct of all regular meetings. A majority of the members appointed shall constitute a quorum. The chairperson may call a meeting or a meeting may be called upon the written request of three members.

- A. **Subcommittees.** The Committee will conduct its business through one (1) standing sub-committee, the Executive Committee, and ad hoc sub-committees, work groups, and other appropriate forums as needed. The Executive Committee will consist of the Officers, the Immediate Past Chair, a representative whose residence is west of 20 mile bend and a representative of the Palm Beach County League of Cities. The purpose of the Executive Committee is to review and evaluate matters arising between regular Committee meetings, and to solicit and recommend member nominations for transmittal to the Board of County Commissioners. Ad hoc sub-committees shall be chaired by a Committee member.
- B. **Conduct of Meetings.** All meetings shall be governed by Robert's Rules of Order and shall comply with the Sunshine Law. Reasonable public notice of all meetings shall be provided. All meetings of the Committee shall be open to the public at all times and minutes shall be taken at each meeting.

Section 7. Administration. Staff for the Committee shall be provided through the Department of Community Services.

Section 8. Uniform Policies and Procedures of Advisory Boards. The Committee shall be subject to the uniform policies and procedures established by the Board of County Commissioners for Advisory Boards as currently set forth in Resolution No. 2013-0193, as may be further amended by action of the Board of County Commissioners.


II. **Effective Date.** The provisions of this resolution shall become effective upon approval of the Board of County Commissioners.

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

| | | |
|--|---|------------|
| Commissioner Steven L. Abrams, District 4 | - | <u>Aye</u> |
| Commissioner Priscilla A. Taylor, District 7 | - | <u>Aye</u> |
| Commissioner Hal R. Valeche, District 1 | - | <u>Aye</u> |
| Commissioner Paulette Burdick, District 2 | - | <u>Aye</u> |
| Commissioner Shelly Vana, District 3 | - | <u>Aye</u> |
| Commissioner Mary Lou Berger, District 5 | - | <u>Aye</u> |
| Commissioner Jess R. Santamaria, District 6 | - | <u>Aye</u> |

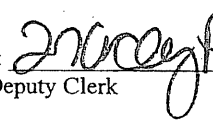
The Chair thereupon declared the Resolution duly passed and adopted this 5th day of November 2013.

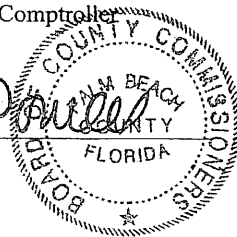
APPROVED AS TO FORM
LEGAL SUFFICIENCY

By: 
County Attorney

PALM BEACH COUNTY, FLORIDA
BOARD OF COUNTY COMMISSIONERS

Sharon R. Bock, Clerk & Comptroller
Palm Beach County

By: 
Deputy Clerk





**PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
CITIZENS ADVISORY COMMITTEE ON HEALTH & HUMAN SERVICES**

I. AUTHORITY :

Resolution No. R90-1978, adopted November 13, 1990; amended by Resolution No. R93-317; amended by Resolution No. R2001-0913, adopted on June 19, 2001; Repealed and Replaced by R2013-1563, adopted November 5, 2013.

II. APPOINTING BODY :

Board of County Commissioners

III. COMPOSITION, QUALIFICATIONS, TERMS & REMOVAL :

This Committee shall consist of eleven members which will represent the components of the Health and Human Service System of Care: public health, physical health, behavioral health, developmental services, children and family services, adult and elderly services; education, recreation, workforce development, municipalities, business and economic development, planning/research and evaluation, transportation and housing. All members must reside in Palm Beach County and have knowledge of at least one component of the System of Care. Membership shall be representative of the racial, ethnic and geographic diversity of PBC. At least one member shall be a resident of west of 20-mile bend. At least one member shall be a representative of the PBC League of Cities. At least one member shall be a representative of the Florida Department of Health in PBC. Members shall be appointed at-large by the BCC, and serve for staggered terms of three years, with a limit of three consecutive terms. Terms shall begin on October 1st and end on September 30th. Vacancies occurring during a term shall be filled for the unexpired portion of the term, and shall not count towards the member's term limits. Members 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.

EXTENDED COMPOSITION :

IV. MEETINGS :

Second Thursday of the month, 8:30 a.m. at 810 Datura Street, West Palm Beach.

V. FUNCTIONS :

A) To make recommendations on the collection of data necessary to analyze the health and human service needs of PBC; B) To create a forum for citizen participation for all phases of the Health and Human Services Element of the PBC Comprehensive Plan development and amendment process. The Committee shall make recommendations to the Planning Commission and the BCC regarding amendments to the Health & Human Services Element of the PBC Comprehensive Plan, and review the implementation status of the Health & Human Service Element of the Comprehensive Plan on an annual basis; C) To create a forum for citizen participation, to specifically provide for consumer, minority and affected parity input on an issue by issue basis to allow for those affected to be involved in the Committee's activities; D) To make recommendations annually during the Financially Assisted Agency process regarding service and funding priorities, outcomes and contract requirements; E) To serve as a link to local and regional health and human service planning organizations; F) Submit an annual narrative report to the Agenda Coordinator; and G) To perform other duties assigned by the BCC.

* indicates a member having an action pending

VI. LIAISON INFORMATION :

LIAISON DEPARTMENT

Community Services

CONTACT PERSON

David Rafaidus

ADDRESS

810 Datura St
West Palm Beach FL 33401
Phone # 561-355-4705

* indicates a member having an action pending



CITIZENS ADVISORY COMMITTEE ON HEALTH & HUMAN SERVICES

| SEAT ID | CURRENT MEMBER | ROLE TYPE | RACE CODE | GENDER | BUSINESS / HOME PHONE | SEAT REQUIREMENT | APPOINT DATE | REAPPOINT DATE | EXPIRE DATE |
|--|--|-----------|-----------|--------|-----------------------|---|--------------|----------------|-------------|
| Appointed By : At-Large/Palm Beach County Board of County Commissioners | | | | | | | | | |
| 1 | Charles "Randy" R. Palo Children's Services Council of Palm Beach County 2300 High Ridge Rd Boynton Beach FL 33426 | Member | CA | M | 561-740-7000 X2196 | A Component of the Health & Human Services System of Care | 10/01/2015 | | 09/30/2018 |
| NOMINATED BY : | | | | | | | | | |
| 2 | Sharon L. Greene Florida Department of Health, Palm Beach County 800 Clematis St West Palm Beach FL 33401 | Member | AA | F | 561-671-4081 | Florida Department of Health Rep. | 11/05/2013 | 10/01/2016 | 09/30/2019 |
| NOMINATED BY : Palm Beach County Health Department | | | | | | | | | |
| 3 | Vacant | Member | | | | A Component of the Health & Human Services System of Care | | | |
| NOMINATED BY : | | | | | | | | | |
| 4 | Christine E. Koehn The Celia Lipton Farris & Victor W. Farris Foundation, 250 S Australian Ave Ste 1403 West Palm Beach FL 33401 | Member | CA | F | 561-841-6360 | A Component of the Health & Human Services System of Care | 12/18/2012 | 10/01/2015 | 09/30/2018 |
| NOMINATED BY : | | | | | | | | | |

* indicates a member having an action pending

Appointed By : At-Large/Palm Beach County Board of County Commissioners

| | | | | | | | | | |
|---|---|--------|----|---|--------------|---|------------|------------|------------|
| 5 | Patrick J. Halperin, Ph.D., Ed.D. Palm Beach County Sheriff's Office 3228 Gun Club Rd West Palm Beach FL 33406 3001 | Member | CA | M | 561-688-3758 | A Component of the Health & Human Services System of Care | 01/13/2015 | 10/01/2015 | 09/30/2018 |
|---|---|--------|----|---|--------------|---|------------|------------|------------|

NOMINATED BY :

| | | | | | | | | | |
|---|---|--------|----|---|--------------|---|------------|--|------------|
| 6 | Thomas W. Cleare 4413 Fuschia Cir S Palm Beach Gardens FL 33410 | Member | CA | M | 561-624-1008 | A Component of the Health & Human Services System of Care | 10/01/2016 | | 09/30/2019 |
|---|---|--------|----|---|--------------|---|------------|--|------------|

NOMINATED BY :

| | | | | | | | | | |
|---|--|--------|----|---|--------------|---|------------|------------|------------|
| 7 | Barbara H. Jacobowitz, M.S. 106 Greenwood Ct Royal Palm Beach FL 33411 | Member | CA | F | 561-798-2297 | A Component of the Health & Human Services System of Care | 10/02/2012 | 10/01/2015 | 09/30/2018 |
|---|--|--------|----|---|--------------|---|------------|------------|------------|

NOMINATED BY :

| | | | | | | | | | |
|---|--|--------|----|---|--------------|--|------------|--|------------|
| 8 | Anne M. Gerwig Village of Wellington 12300 Forest Hill Blvd Wellington FL 33414 | Member | CA | F | 561-791-4146 | PBC League of Cities Representative | 10/01/2014 | | 09/30/2017 |
|---|--|--------|----|---|--------------|--|------------|--|------------|

NOMINATED BY : Palm Beach County League of Cities

* indicates a member having an action pending

Appointed By : At-Large/Palm Beach County Board of County Commissioners

| | | | | | | | | | |
|---|---------------------------------------|--------|----|---|--------------|-------------------------------|------------|------------|------------|
| 9 | Sandra G. Chamblee | Member | CA | F | 561-449-6042 | Resident west of 20 Mile Bend | 11/13/1998 | 10/01/2016 | 09/30/2019 |
| | 1045 Tabit Rd Belle Glade FL 33430 | | | | | | | | |

NOMINATED BY :

| | | | | | | | | | |
|----|---|--------|----|---|--------------|---|------------|------------|------------|
| 10 | Michael E. Gauger | Member | CA | M | 561-688-3000 | A Component of the Health & Human Services System of Care | 04/10/2007 | 10/01/2015 | 09/30/2018 |
| | Palm Beach County Sheriff's Office 3228 Gun Club Rd West Palm Beach FL 33406 3001 | | | | | | | | |

NOMINATED BY :

| | | | | | | | | | |
|----|--|--------|----|---|--------------|---|------------|------------|------------|
| 11 | Pamela Gionfriddo | Member | CA | F | 561-832-3755 | A Component of the Health & Human Services System of Care | 11/15/2011 | 10/01/2014 | 09/30/2017 |
| | Mental Health Assoc. of Palm Beach County, Inc. 909 Fern St West Palm Beach FL 33401 | | | | | | | | |

NOMINATED BY :

* indicates a member having an action pending

CAC COMMITTEE MEMBERS**ATTENDANCE COMPLIANCE TRACKING FORM – TALLIED January, 2016 to December, 2016**
Citizens Advisory Committee on Health and Human Services

| CAC MEMBERS | JAN. Regular 1-14-16 | FEB. Regular 2-11-16 | MAR. Regular 3-10-16 | APRIL Regular 4-14-16 | MAY Regular 5-12-16 | JUNE Regular 6-9-16 | JULY Regular 7-14-16 | AUG. Regular 8-11-16 | SEPT. Regular 9-8-16 | OCT. Regular 10-13-16 | NOV. Regular 11-18-16 | DEC. Regular 12-8-16 |
|--|-------------------------------------|-------------------------------------|-------------------------------------|--------------------------------------|------------------------------------|------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|--------------------------------------|--------------------------------------|-------------------------------------|
| PALO, Randy (Seat 1) | Yes | Yes | Yes | Yes | Yes | Yes | n/a | Yes | Yes | Yes | | |
| GREENE, Sharon (Seat 2) | Yes | Yes | Yes | Yes | Yes | Yes | n/a | Yes | Yes | Yes | | |
| HERNANDEZ CAYSON, Elizabeth (Seat 3) | No | Yes | Yes | Yes | Yes | Yes | n/a | Yes | Yes | n/a | | |
| KOEHN, Dr. Christine (Seat 4) | Yes | Yes | Yes | NO | Yes | Yes | n/a | Yes | Yes | Yes | | |
| HALPERIN, Dr. Patrick (Seat 5) | Yes | Yes | Yes | Yes | Yes | Yes | n/a | Yes | Yes | Yes | | |
| CLEARE, Thomas (Seat 6) | n/a | n/a | n/a | n/a | n/a | n/a | n/a | n/a | n/a | Yes | | |
| JACOBOWITZ, Barbara (Seat 7) | Yes | Yes | Yes | NO | Yes | Yes | n/a | Yes | Yes | Yes | | |
| GERWIG, Anne (Seat 8) | Yes | Yes | NO | Yes | NO | Yes | n/a | Yes | Yes | Yes | | |
| CHAMBLEE, Sandra (Seat 9 / Glades Rep.) | No | Yes | Yes | Yes | Yes | Yes | n/a | Yes | Yes | Yes | | |
| GAUGER, Chief Deputy Michael (Seat 10) | Yes | Yes | Yes | Yes | Yes | NO | n/a | No | Yes | Yes | | |
| GIONFRIDDO, Pamela (Seat 11) | No | Yes | Yes | Yes | Yes | NO | n/a | Yes | Yes | Yes | | |

CAC Ex-Officio COMMITTEE MEMBERS
ATTENDANCE COMPLIANCE TRACKING FORM – TALLIED January, 2016 to December, 2016
Citizens Advisory Committee on Health and Human Services

| EX-OFFICIO MEMBERS | JAN. Regular 1-14-16 | FEB. Regular 2-11-16 | MAR. Regular 3-10-16 | APRIL Regular 4-14-16 | MAY Regular 5-12-16 | JUNE Regular 6-9-16 | JULY Regular 7-14-16 | AUG. Regular 8-11-16 | SEPT. Regular 9-8-16 | OCT. Regular 10-13-16 | NOV. Regular 11-18-16 | DEC. Regular 12-8-16 |
|---------------------------|-------------------------------------|-------------------------------------|-------------------------------------|--------------------------------------|------------------------------------|------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|--------------------------------------|--------------------------------------|-------------------------------------|
| | | | | | | | | | | | | |
| HOLLOWAY, Edward | Yes | Yes | No | Yes | Yes | Yes | n/a | Yes | Yes | Yes | | |
| TATE, Houston | Yes | No | No | Yes | No | Yes | n/a | Yes | Yes | Yes | | |
| NICHOLS, Dr. Nate | No | Yes | Yes | Yes | Yes | Yes | n/a | Yes | Yes | No | | |
| STEPHENSON, Andrea | No | No | No | No | No | No | n/a | No | No | No | | |
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dated on 10/13/2016 by DMR at 1:45 pm