

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
BOARD APPOINTMENT SUMMARY

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Meeting Date: January 10, 2017

Department: Community Services

Advisory Board: Palm Beach County HIV CARE Council

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I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to approve: appointment to the Palm Beach County HIV Comprehensive AIDS Resources Emergency (CARE) Council, effective January 10, 2017:

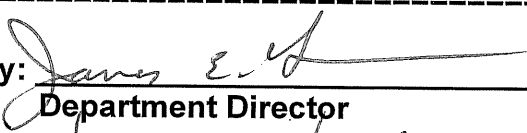
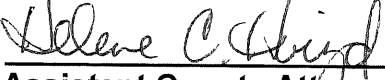
<u>Seat No.</u>	<u>Appointment</u>	<u>Seat Requirement</u>	<u>Term Ending</u>
17	Yen Leopold Vassell	Affected Community Representative	05/05/2020

Summary: The total membership shall be no more than 33 at-large members, per Resolution No. 2011-1560. The HIV CARE Council nominations process is an open process with publicized criteria and legislatively defined conflict of interest standards. Mr. Vassell has successfully completed the HIV CARE Council's nomination process and the HIV CARE Council recommends his appointment. Mr. Vassell will complete a term left vacant by Randall Rich, which expires on May 5, 2017 and will serve an additional three (3) year term, which will expire on May 5, 2020. The Board has 33 seats; 19 seats are currently filled with a diversity count of African-American: 9 (47%), Caucasian: 8 (42%), and Hispanic: 2 (11%). The gender ratio (female:male) is 10:9. This appointment is an African-American male. The Ryan White Program Manager and staff will conduct targeted outreach in an effort to proffer candidates for appointments that will improve the diversity composition of the Board. (Ryan White Program) Countywide (HH)

Background and Justification: In accordance with the Ryan White Comprehensive AIDS Resources Emergency Act of 1990 (P.L.101-381), Palm Beach County was designated an eligible metropolitan area disproportionately affected by the HIV epidemic and having a demand for services exceeding the capacity of local resources to meet that demand. The Federal Government, through the Department of Health and Human Services, has made funds available to Palm Beach County to meet such demand. In order to access these funds, it is legally mandated by Title I (Part A) of the Ryan White Care Act that Palm Beach County designate a Title I (Part A) HIV Services Planning Council. To that end, the Board established the Palm Beach County HIV CARE Council, per Resolution No. R-2011-1560, dated October 18, 2011. The Ryan White CARE Act Amendments of 1996 mandate a nomination process for appointments to Title I (Part A) Planning Councils. As vacancies occur on the CARE Council, replacements are selected in accordance with the HIV CARE Council nominations process that was adopted by the CARE Council and approved by the Board on June 25, 2012.

- Attachments:**
- 1. Board/Committee Applications
 - 2. Proposed Inventory of Seats List
 - 3. HIV CARE Council Nominations Policy No. 10

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Recommended By:		<u>12/15/16</u>
	Department Director	Date
Legal Sufficiency:		<u>12-19-16</u>
	Assistant County Attorney	Date

II. REVIEW COMMENTS

A. Other Department Review:

Department Director

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
BOARDS/COMMITTEES APPLICATION

Attachment 1

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 HIV CARE Council Advisory ☒ Not Advisory ☐

☒ At Large Appointment

or

☐ District Appointment /District #: _____

Term of Appointment: 3 Years.

From: January 10, 2017 To: May 5, 2020 unexpired seat plus 3 years

Seat Requirement: Affected Community Representative

Seat #: 15 17

☐ *Reappointment

or

☒ New Appointment

or ☒ to complete the term of vacant seat Due to: ☐ resignation ☒ other

Completion of term to expire on: 5/5/17

*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: Yen Vassell Vassell Yen Leopold
Last First Middle

Occupation/Affiliation: Self-Employed / SSA / SSDI Recipient

Owner ☒

Employee ☐

Officer ☐

Business Name: Biz2GoNow.com

Business Address: 1342 11th Street

City & State: West Palm Beach, FL

Zip Code: 33410

Residence Address: 1342 11th Street

City & State: West Palm Beach, FL

Zip Code: 33401

Home Phone: () Business Phone: () Ext. ()

Cell Phone: () Fax: ()

Email Address: yivassell@gmail.com

Mailing Address Preference: ☐ Business ☒ Residence

Have you ever been convicted of a felony: Yes ☒ No ☐

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

PBC, Florida; Battery / 28 days PBC Jail / Time Served 2003

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 checked="" type="checkbox"/>	NOT APPLICABLE/ (Governmental Entity) <input type="checkbox"/>
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In the near future, I would entertain the possibility of becoming a provider of services.

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):

<input checked="" type="checkbox"/>	By watching the training program on the Web/DVD or VHS on <u>October 22, 2014</u>
<input type="checkbox"/>	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: <u><i>[Signature]</i></u>	Printed Name: <u>Vassell, Yen L</u>	Date: <u>Oct 12, 2014</u>
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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: _____

← yen's new cl and resume.docx

1342 11th Street
West Palm Beach, FL 33401

Dear Sir and/or Madam,

Hello, my name is Yen Vassell. I am seeking a professional position with your distinguished business. Briefly, I have two college degrees: Bachelors of Arts (BA) in Interdisciplinary Social Sciences from University of South Florida and a Masters of Arts in Multidisciplinary Studies from Nova Southeastern University. In May 2013, I created a new business venture, Biz2gonow, a mobile consultant company designed to assist people in creating and managing a small business.

Presently, I am restablizing my existing business venture while diversifying the level of services for assisting the disabled and disadvantaged population in Palm Beach County. Equally, I have worked in the social science area for over 10+ years. Being a highly, motivated individual and a new small business owner, I worked in various capacities- social sciences- as a mentor, teacher, community activist, and outreach social worker in Hillsborough and Palm Beach County. Enthusiasm and innovation are my best assets when working with others to accomplish a challenging task or reach a potential goal. I look forward to meeting and, perhaps, working with you in the near future.

Respectfully Yours,
Yen Vassell

Yen Vassell
1342 11th Street
West Palm Beach, FL 33401
www.ylvassell@gmail.com

OBJECTIVE: I wish to work for a company that value creativity, enthusiasm, and innovation.

SUMMARY OF QUALIFICATIONS: Social Science arena/Entrepreneur

- Certified Business Technical Assistant Consultant (CBTAC): State of Florida(Vendor)
- Internship with Nova Southeastern University: Department of Vocational Rehabilitation (DVR)
- Education and mentoring in public and private sector for all grade levels
- Case Management, field research study, testing and evaluation

<https://docs.google.com/document/d/1YWFZOi6HRzaWzQk34gUNhM6WJnSbZDYWc...> 10/14/2016

- Grant writing for city, county, and state agencies
- ~~Wrote and edited resumes for large state agencies, organizations, and educational institutions~~
- Worked in several traumatic brain injured private facilities to assist mentally and physically challenged individuals

PROFESSIONAL EXPERIENCE

- *Biz2gonow, Self-Employed May 2013-present*
- *Nova Southeastern University, Internship August 2010-January 2012*
- *Palm Beach County School District, Interim Geography Teacher Aug. 2001-May 2003*
- *Hope House of the Palm Beaches, Social Worker April 2000-July 2001*
- *Optimal Environment, Inc., Rehab.Worker August 1995-August 1999*
- *Campus Compact, Mentor/Tutor August 1995-June 1998*

EDUCATION/CERTIFICATIONS/LICENSES

- FAST PASS Workshop for Supported Employment, Certificate 2016
- CBTAC, May 2012 FEIN No#261816349001
- Biz2gonow, May 2012-present (Business Licenses in PBC)
- Nova Southeastern University, 2010-2012 MA in Multidisciplinary Studies
- University of South Florida, 1994-1999 BA in Interdisciplinary Social Sciences
- Forest Hill High School 1990-1994 High School Diploma

References are available upon request

Palm Beach County HIV CARE Council

Attachment 2

Proposed Inventory of Seats

Updated 10-20-2016

Grey Shading = Federally Mandated Seat Pastel Shading = Federally Mandated Category **Bold = OPEN CHAIR**

[Recently approved by BCC - renewal member](#)

SEAT	PROVIDERS - SEATS 1-11	OCCUPANT	POSITION/ORGANIZATION	TERM EXPIRES	DEMOGRAPHIC INFO.
1	Health care provider, including federally qualified health centers	OPEN CHAIR		11/14/2016	
2	Community-Based Organizations serving affected populations/AIDS Service Organizations	Vicki Ann Krusel	Legal AID Society of Palm Beach County, Inc.	4/15/2019	WF
3	Community-Based Organization serving affected populations/AIDS Service Organizations	OPEN CHAIR		08/13/2017	
4	Community-Based Organizations serving affected population/AIDS Service Organizations	Wisny Marcellus	Genesis Community Health	05/16/2019	BM
5	Social Service Providers, including housing and homeless service providers	Quinton Dames	FoundCare, Inc.	09/21/2018	BM
6	Social Service Providers, including housing and homeless service providers	Lilia Perez	FoundCare, Inc.	10/06/2017	HF
7	Social Service Providers, including housing and homeless services providers	Kimberly Rommel-Enright	Legal AID Society of Palm Beach County, Inc.	11/14/2016	WF
8	Social Service Providers, including housing and homeless service providers	Mark White	City of West Palm Beach	05/16/2019	WM
9	Mental Health and/or Substance Abuse Provider			9/21/2018	
10	Substance Abuse and/or Mental Health Providers	Thomas McKissack	Jerome Golden Center for Behavioral Health	11/14/2016	BM
11	Local Public Health Agencies	Mary Piper Kannel	PBC Health Department	4/15/2019	WF

Palm Beach County HIV CARE Council

Proposed Inventory of Seats

SEAT	AFFECTED COMMUNITIES, INCLUDING PLWH AND HISTORICALLY UNDER-SERVED SUBPOPULATIONS AND/OR INDIVIDUALS CO-INFECTED WITH HEPATITIS B/C – SEATS 12 - 22	OCCUPANT	POSITION/ ORGANIZATION	TERM EXPIRES	DEMOGRAPHIC INFO.
12	Affected Communities, including People Living with HIV/AIDS and historically under-served subpopulations and/or individuals co-infected with Hepatitis B/C	Mary Jane Reynolds	Community Member	4/15/2019	BF
13	Affected Communities, including People Living with HIV/AIDS and historically under-served subpopulations and/or individuals co-infected with Hepatitis B/C	OPEN CHAIR		11/14/2016	
14	Affected Communities, including People Living with HIV/AIDS and historically under-served subpopulations and/or individuals co-infected with Hepatitis B/C	Glenn Krabec, PhD	Community Member	4/15/2019	WM
15	Affected Communities, including People Living with HIV/AIDS and historically under-served subpopulations and/or individuals co-infected with Hepatitis B/C	OPEN CHAIR		11/14/2016	
16	Affected Communities, including People Living with HIV/AIDS and historically under-served subpopulations and/or individuals co-infected with Hepatitis B/C	Cecil Smith	Community Member	4/15/2019	BM
17	Affected Communities, including People Living with HIV/AIDS and historically under-served subpopulations and/or individuals co-infected with Hepatitis B/C	Yen Vassell	Community Member	05/05/2020	BM
18	Affected Communities, including People Living with HIV/AIDS and historically under-served subpopulations and/or individuals co-infected with Hepatitis B/C	OPEN CHAIR		11/14/2016	
19	Affected Communities, including People Living with HIV/AIDS and historically under-served subpopulations and/or individuals co-infected with Hepatitis B/C	Shirley Samples	Community Member	4/15/2019	BF
20	Affected Communities, including People Living with HIV/AIDS and historically under-served subpopulations and/or individuals co-infected with Hepatitis B/C	Don Hilliard	Community Member	11/14/2016	WM
21	Affected Communities, including People Living with HIV/AIDS and historically under-served subpopulations and/or individuals co-infected with Hepatitis B/C	OPEN CHAIR			
22	Affected Communities, including People Living with HIV/AIDS and historically under-served subpopulations and/or individuals co-infected with Hepatitis B/C	OPEN CHAIR			

Palm Beach County HIV CARE Council

Proposed Inventory of Seats

SEAT	NON-ELECTED COMMUNITY LEADERS – SEATS 23 - 33	OCCUPANT	POSITION/ ORGANIZATION	TERM EXPIRES	DEMOGRAPHIC INFO.
23	Non-Elected Community Leaders	OPEN CHAIR		07/21/2017	
24	Non-Elected Community Leaders	Chris Dowden	Skyemed	9/21/2018	WM
25	Non-Elected Community Leaders	Denise St. Joy	Nursing Services of Palm Beach	10/06/2017	CF
26	Non-Elected Community Leaders	OPEN CHAIR		09/21/2018	
27	Non-Elected Community Leaders	OPEN CHAIR		05/05/2017	
28	State Medicaid Agency	OPEN CHAIR			
29	State Part B Agency	Mitchell Durant	Florida Health, Palm Beach County	11/14/2016	WM
30	Hospital Planning Agencies or other health care planning agencies	OPEN CHAIR		08/13/2017	
31	Part D, or if none present, representatives of organizations addressing the needs of children, youth, and families with HIV	Jeannette Tomici	Families First of Palm Beach County	04/15/2019	HF
32	Other federal HIV Programs, including HIV Prevention Program	Patrice Huntley	Compass, Inc.	01/25/2019	BF
33	Representative of/or formerly incarcerated People Living with HIV/AIDS	Stephanie Jordan	Community Member	04/15/2019	BF

Demographic Info Key: BF= Black Female, BM= Black Male, HAIF= Haitian Female, HAIM= Haitian Male, WF= White Female, WM= White Male, HISF= Hispanic Female, HISM= Hispanic Male, M= Multi-Race

Palm Beach County HIV CARE Council

CARE Council Policy

Policy Number: 10
Approved: April 30, 2001
Amended: January 26, 2004
Amended: November 16, 2009
Amended: November 22, 2010
Amended: June 27, 2011
Amended: June 25, 2012

Issue: Nominations Process for CARE Council Membership

This policy is adopted by the CARE Council (CARE Council), for the purpose of ensuring there is an open and fair nomination process which will provide for a CARE Council membership which is reflective of the AIDS epidemic in Palm Beach County, Florida. In addition, it is the intention of the CARE Council to maintain a nomination policy which complies with directives of the Division of HIV Services (DHS) and HRSA as those directives relate to the Ryan White Act.

I. Legislative Background

Section 2602(b) of the reauthorized Ryan White Act states: "Nominations to the planning council (CARE Council) shall be identified through an open process and candidates shall be selected based upon locally delineated and published criteria. Such criteria shall include a conflict of interest standard for each nominee."

II. Expectations

An open nominations process, in combination with other legislative requirements and existing DHS policy on PLWH participation, shall result in broad and diverse community inclusion and culturally competent deliberations in CARE Council processes. The CARE Council will only approve and/or appoint members who have gone through the nominations process and shall appoint members on a timely basis to ensure minimum disruption to CARE Council activities.

Nominations to the CARE Council shall be sought from a wide spectrum of potential members. Recruitment shall be made through existing CARE Council committees and

through ongoing solicitation through existing CARE Council members, service providers, outreach through advertising, and staff working with consumers of HIV/AIDS services. Particular consideration shall be given to disproportionately affected and historically underserved groups and sub-populations.

Every member of the CARE Council is encouraged to actively recruit members to fill gaps in CARE Council membership. Recruitment is not just the Membership Committee's responsibility. CARE Council members should use their own network and seek key contacts in other communities to help identify potential members to fill gaps and to provide individuals to participate in CARE Council committee activities.

III. Steps in the Nominations Process:

1. When necessary advertising may be placed in various publications countywide notifying the public of the need for participation through membership on the CARE Council. Included in the advertising shall be notification of the need to fill membership positions based upon the demographics of the epidemic in Palm Beach County, and to ensure legislatively mandated positions are filled. A time limit for return of applications shall be included in the notification.
2. Potential applicants shall be provided a nominations packet containing a letter describing roles and responsibilities of the CARE Council, duties of membership, time expectations, gaps in representations, conflict of interest standards, HIV disclosure requirements, and an overview of the selection process and timeline; within three (3) business days of request. There shall also be an application form used to gather information about: relevant experience, expertise, skills, the person's interest in serving, the perspective he or she might bring to the CARE Council, how his or her peer group might relate to groups affected by HIV, and other related information.
3. Each returned application will be issued a document number, and receipt shall be logged in for tracking purposes.
4. CARE Council staff will review all application forms and will recommend a list of persons for the Membership Committee to interview per "Procedure for Applicant Interviews". When two or more persons apply for the same slot, the committee will interview at least two applicants for the slot. Interviews shall be conducted by at least two committee members-one of which must be the Chair or Vice Chair and a staff member, according to a structured interview format. Open ended questions about past experience on boards, ideas about significant HIV/AIDS issues and professional or affected community linkages shall be incorporated into the interview.
5. After the interviews are completed, the results of each interview are discussed at the next regularly scheduled Membership Committee meeting. When reviewing

candidates for membership the committee will consider the following factors: attendance at CARE Council meetings, involvement at Membership Development Sessions and involvement on committees. The Membership Committee may also consider activities as involvement in Membership Development Sessions. In addition, seat availability, the demographics of the board and candidate qualification will be taken into consideration. The final committee recommendations will be forwarded to the Executive Committee and if approved to the CARE Council. If the recommendation is accepted by the CARE Council, the individual's name will then be forwarded to the Palm Beach County Board of County Commissioners for appointment. The candidate must document completion of the Palm Beach County ethics training prior to submission of their name to the Palm Beach County Board of County Commissioners. In the event a recommended candidate is not acceptable to the Palm Beach County Board of County Commissioners, a request for a replacement candidate, if available, will be forwarded to the Membership Committee and the Membership Committee will provide the name of another candidate to the CARE Council. If the recommendation is accepted by the CARE Council, the individuals name will then be forwarded to the Palm Beach County Board of County Commissioners for appointment.

1. **Candidates must fulfill the following requirements prior to being forwarded for CARE Council Membership:** Candidates must join one (1) committee and attend at least three (3) meetings. one (1) of which must be either a CARE Council meeting, or CARE Council sponsored training (inclusive of annual retreat) within a one (1) year period.
2. Documented exceptions to these requirements may be made, based upon the need of the CARE Council or in an extenuating circumstance, at the discretion of the Membership Committee Chair with the approval of the Executive Committee.