

**PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
BOARD APPOINTMENT SUMMARY**

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Meeting Date: February 7, 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: an appointment to the Palm Beach County HIV Comprehensive AIDS Resources Emergency (CARE) Council, effective February 7, 2017:



<u>Seat No.</u>	<u>Appointment</u>	<u>Seat Requirement</u>	<u>Term Ending</u>
23	Olga L. Sierra	Non-Elected Community Leaders	07/21/2020

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. Ms. Sierra has successfully completed the HIV CARE Council's nomination process and the HIV CARE Council recommends her appointment. Ms. Sierra will complete a term left vacant by Nicole Frederick, which expires on July, 21, 2017 and will serve an additional three (3) year term, which will expire on July 21, 2020. Ms. Sierra has disclosed that she is employed by Vita Nova, Inc., which contracts with the County for services. The HIV CARE Council provides no regulation, oversight, management, or policy-setting recommendations regarding contracts. Disclosure of this contractual relationship is being provided in accordance with the provisions of Section 2-443, of the Palm Beach County Code of Ethics. The Board has 33 seats; 20 seats are currently filled with a diversity count of African-American: 10 (50%), Caucasian: 8 (40%), and Hispanic: 2 (10%). The gender ratio (female:male) is 10:10. This appointment is a Hispanic female. The Ryan White Program Manager and staff conduct targeted outreach in an effort to proffer candidates for appointments that will maintain a diverse 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 and approved by the CARE Council on June 25, 2012.

Attachments:

1. Boards/Committees Application
2. Proposed Inventory of Seats List
3. HIV CARE Council Nominations Policy No. 10

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Recommended By:  1/12/17
Department Director Date
Legal Sufficiency:  1-17-17
Assistant County Attorney Date

II. REVIEW COMMENTS

A. Other Department Review:

Department Director

Attachment 1

**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: Palm Beach County HIV CARE Council Advisory Not Advisory

At Large Appointment or District Appointment / District #: unexpired plus 3 years

Term of Appointment: 3.5 Years. From: 2/7/2017 To: 7/21/2020

Seat Requirement: Non-Elected Community Leaders Seat #: 23

*Reappointment or New Appointment

or to complete the term of a vacant seat Due to: resignation other
Completion of term to expire on: 7/21/2017

*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: Sierra Olga L.
Last First Middle

Occupation/Affiliation: Vita Nova, Inc.
Owner Employee Officer

Business Name: Vita Nova, Inc.

Business Address: 1316 Alpha St. Apt., 2

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

Residence Address: 5794 S. 38th St.

City & State: Greenacres, FL Zip Code: 33463

Home Phone: (561) 596-6106 Business Phone: (561) 310-2518 Ext. _____

Cell Phone: () Fax: (561) 689-0806

Email Address: osierra@vitanovainc.org

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: _____

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>
<u>R8016-1505</u>	<u>DES</u>		<u>10/01/10 - 09/30/17</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 12/2 / 20 2016
 By attending a live presentation given on _____, 20 _____

AND

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

*Applicant's Signature: [Signature] Printed Name: Olga L - Sierra Date: 12/2/16

Any questions and/or concerns regarding Article XIII, the Palm Beach County Code of Ethics, please visit the Commission on Ethics website www.palmbeachcountyethics.com or contact us via email at ethics@palmbeachcountyethics.com or (561) 355-1915.

Return this FORM to:
 {Insert Liaison Name Here}, {Insert Department/Division Here}
 {Insert Address Here}

Section III (Commissioner, if applicable):

Appointment to be made at BCC Meeting on: _____

Commissioner's Signature: _____ Date: _____

OLGA L. SIERRA

Greenacres, FL | Olgal.Sierra@gmail.com | (561) 596-6106

PROFESSIONAL SUMMARY

A highly motivated and effective business and legal analyst experienced in accounting and legal research. Specialties encompass financial, law, and administration. Proven strengths include problem solving, legal research, and administrative tasks. Speak, read, and write fluent English and Spanish.

EDUCATION

Master of Science in Criminal Justice 11/2012
Kaplan University, GPA 3.82, Alpha Beta Kappa Honor Society

Bachelor of Science in Legal Studies 12/2007
South University, West Palm Beach, FL

Associate in Office Automation Management 05/1995
Cumberland County College, Vineland, NJ

PROFESSIONAL EXPERIENCE

Healthcare Coordinator 4/2016 – Present
Vita Nova, Inc., West Palm Beach, FL

- Provided Healthcare assistance to young adults aging out of Foster Care & Community
- Attend community events in order to promote health options and program services to the Foster Care young adults.

Finance Administrative Clerk 10/2015-4/2016
Express Employment Professionals/Brooks International, West Palm Beach, FL

- Provided administrative support to managers and individuals
- Prioritized tasks
- Performed a variety of administrative tasks in the day-to-day operations

Certified Navigator 04/2015-01/2016
Legal Aid Society of Palm Beach County & FL Chain, West Palm Beach, FL

- Facilitate Marketplace plan selection based on the needs of the individual/family seeking health insurance coverage; assess tax implications, premium and cost-sharing.
- Facilitate eligibility determinations for Qualified Health Plans, Medicaid, CHIP, Kid Care, and premium tax subsidies.
- Attend and present at community events in order to promote coverage options and the Navigator Program services.

Senior Accounts Payable 08/2005-01/2015
Tenet Health System, Delray Beach, FL

- Ensure all payable documents have proper approval and account code distribution
- Ensure accurate accounting period
- Process special payments such as physicians, check request, and expense reports.
- Process 20 debits memos weekly
- Logs all exception invoices and sends to Material Management for problem resolution

Olga L. Sierra

PROFESSIONAL EXPERIENCE

Paralegal Intern

Rozier & Mildenerger Associates, P.A., Riviera Beach, FL

06/2005

- Drafted pleadings
- Prepared Notice of Hearing before General Magistrate
- Prepared Notice of filing, check request, & drafted letter for clients
- Performed legal research

PROFESSIONAL EXPERIENCE

Administrative Assistant

The Schwan Food Company, Pompano Beach, FL

05/2003-08/2005

- Provided administrative support to managers and individuals
- Prioritized tasks
- Organized work for most effective work flow to be done on a daily basis
- Performed a variety of administrative tasks in the day-to-day operations

Immigration Paralegal

C/S Professional Services, Bridgeton, NJ

06/1996-03/2003

- Drafted applications, petitions, letters and affidavits
- Coordinated filing applications and petitions
- Translated foreign documents
- Researched availability of foreign documents and immigrant and non-immigrant visa alternatives

RELEVANT COURSEWORK

- Research Methodology
- Specialized Criminal Statutes and Complex Investigations
- Criminological Theory

TECHNICAL SKILLS

- Software: Microsoft Office (Word, Excel, PowerPoint, and Outlook), Sage, Concur, and Internet research

COMMUNITY SERVICE

- Palm Beach County Guardian Ad Litem Volunteer
- Legal Aid Society of Palm Beach County Volunteer

Olga L. Sierra

Palm Beach County HIV CARE Council

Proposed Inventory of Seats

Updated 12-13-2016

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	Olga Sierra	Vita Nova, Inc.	07/21/2017	HF
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.