

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

Meeting Date: August 15, 2017

Department: Community Services  
Advisory Board: Palm Beach County HIV CARE Council

**I. EXECUTIVE BRIEF**

**Motion and Title:** Staff recommends motion to approve: proposed seat change of one (1) current member and one (1) new appointment to the Palm Beach County HIV Comprehensive AIDS Resources Emergency (CARE) Council for a term of approximately three (3) years, effective August 15, 2017:

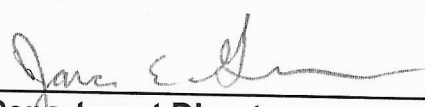
<u>Current Seat No.</u>	<u>Proposed Seat No.</u>	<u>Appointment</u>	<u>Seat Requirement</u>	<u>Current Term Expires</u>
10	26	Thomas McKissack	Non-Elected Community Leader	11/14/2019
<u>Seat No.</u>		<u>Appointment</u>	<u>Seat Requirement</u>	<u>Term Expires</u>
6		Kristen Harrington	Social Service Providers, Including Housing and Homeless Service Providers	10/06/2020

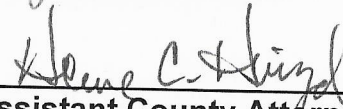
**SUMMARY:** The total membership shall be no more than 33 at-large members, per Resolution No. 2011-1560. The HIV CARE Council nominations process is an open process with publicized criteria and legislatively defined conflict of interest standards. Due to an effort to most accurately reflect mandatory requirements, a seat change for one (1) current member is being recommended. Thomas McKissack, due to retirement, is no longer an employee of The Jerome Golden Center for Behavioral Health, Inc., which contracts with the County for services. Mr. McKissack would like to remain on the HIV CARE Council. Mr. McKissack is currently in Seat No. 10 – Mental Health and/or Substance Abuse Provider, but will be moved to Seat No. 26 – Non-Elected Community Leader. Ms. Harrington has successfully completed the HIV CARE Council’s nomination process and the HIV CARE Council recommends her appointment. Ms. Harrington has disclosed that she is employed by the AIDS Healthcare Foundation, Inc. (AHF), 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; 19 seats are currently filled with a diversity count of African-American: 8 (42%), Caucasian: 8 (42%), and Hispanic: 3 (16%). The gender ratio (female:male) is 9:10. The nominee is a Caucasian 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. Board/Committee Applications
2. Proposed Inventory of Seats List
3. HIV CARE Council Nominations Policy No. 10

Recommended By:  7/14/17  
 Department Director Date

Legal Sufficiency:  7-19-17  
 Assistant County Attorney Date

**II. REVIEW COMMENTS**

**A. Other Department Review:**

\_\_\_\_\_  
**Department Director**

PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS  
BOARDS/COMMITTEES APPLICATION

The information provided on this form will be used in considering your nomination. Please COMPLETE SECTION II IN FULL. Answer "none" or "not applicable" where appropriate. Please attach a biography or résumé to this form.

Section I (Department): (Please Print)

Board Name: Palm Beach County HIV CARE Council Advisory  Not Advisory   
 At Large Appointment or  District Appointment /District #: \_\_\_\_\_  
Term of Appointment: 3.2 Years. From: 08/15/2017 To: 10/06/2020  
Seat Requirement: Social Service Providers, including housing and homeless service providers Seat #: 6  
 \*Reappointment or  New Appointment

or  to complete the term of A vacant seat Due to:  resignation  other  
Completion of term to expire on: 10/06/2017

\*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: Harrington, Kristen L.  
Last First Middle  
Occupation/Affiliation: Regional Director - AIDS Healthcare Foundation  
Owner  Employee  Officer   
Business Name: AIDS Healthcare Foundation  
Business Address: 700 SE 3<sup>rd</sup> Ave, 4th Floor  
City & State: Ft. Lauderdale, FL Zip Code: 33316  
Residence Address: 10414 Lake Vista Circle  
City & State: Boca Raton, FL Zip Code: 33498  
Home Phone: ( ) Business Phone: (561) 350-2196 Ext. \_\_\_\_\_  
Cell Phone: (561) 350-2196 Fax: ( )  
Email Address: Kristen.harrington@aidshealth.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 &amp; Recreation</u>	<u>General Maintenance</u>	<u>10/01/00-09/30/2100</u>
R2015-0811	Community Services	Ryan White	03/01/17 – 02/28/18

(Attach Additional Sheet(s), if necessary)  
OR

NONE

NOT APPLICABLE/  
(Governmental Entity)

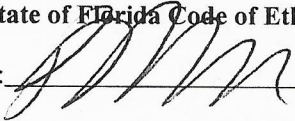
**ETHICS TRAINING:** All board members are required to read and complete training on Article XIII, the Palm Beach County Code of Ethics, and read the State Guide to the Sunshine Amendment. **Article XIII, and the training requirement can be found on the web at: <http://www.palmbeachcountyethics.com/training.htm>.** 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 June 16, 2017  
 By attending a live presentation given on \_\_\_\_\_, 20\_\_\_\_

**AND**

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

\*Applicant's Signature:  Printed Name: Kristen Harrington Date: 6/16/17

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](http://www.palmbeachcountyethics.com) or contact us via email at [ethics@palmbeachcountyethics.com](mailto: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: \_\_\_\_\_

## **Kristen Harrington, R.N.,C.C.M.**

5448 Courtney Circle  
Boynton Beach Fl, 33472  
Ph. (561) 350-2196  
Email: Kristenlh@bellsouth.net

### **Objective**

Seeking membership with the Palm Beach County HIV Care Council

### **Qualifications**

- 15 years professional nursing experience including 13 years in the Disease Management of patients with HIV/AIDS
- Certified Case Manager
- Experience in project management, NCQA accreditation, and policy & procedure development
- Experience with Utilization Review
- Skilled with computer applications including MS Word, Excel, Access, and PowerPoint
- Extensive knowledge of Project AIDS Care Waiver Program requirements and services
- Flexible professional with excellent verbal and written communication skills
- Proficient at working with members of a multi-disciplinary team, prioritization of responsibilities, and encouraging collaboration

### **Work Experience**

**AIDS Healthcare Foundation**

**Ft Lauderdale, FL**

**Regional Director-Palm Beach County**

**9/2016-Present**

**Case Management/Utilization Management Quality Review Director**

- Conduct regular medical chart compliance audits for Ryan White programs to assure clinical compliance, which may including clinical, billing and level of service audits as well as other audits related to performance measures for all categories of Ryan White services.
- Perform comprehensive chart reviews on all program types, including but not limited to outpatient medical services, disease management services, case management services, etc. Analyze data, developing and presenting appropriate reports for program compliance and organizational leadership to Southern Bureau leadership on a routine basis and in advance of any outside audit.
- Monitor corrective action plans to ensure that proper steps were taken to resolve any compliance issues and necessary adjustments have occurred. Identify opportunities to improve processes to sustain accurate and compliant outcomes.

- Engage with program and organizational leadership to review processes and results of audits on a routine basis.
- Educate on new requirements and expectations of payers and regulatory bodies
- Track impact of audit results. Help to develop performance improvement strategies to support compliance, clinical and organizational outcomes
- Works with the Southern Bureau Chief to develop and/or maintain physical sites for healthcare center, pharmacy, Out of the Closet thrift store, HIV testing center, and regional offices; hire staff and develop programs and services; and advocate and do outreach for these programs and services.
- Represents AHF on a local and statewide basis to discuss the specific program operations and overall programs; researches and responds to regulatory, legal, and clinical requirements for development of programs throughout the area; creates and maintains collaborations with other AIDS service organizations, federal, state and local governmental entities, and medical institutions.
- Monitors and communicates on local funding opportunities for services and programs.
- Monitors all contract deliverables. Assures contract compliance.
- Reviews all monthly reports, statistical breakdowns of the Region's census and case studies for accuracy and appropriateness of reporting. Identifies significant problems and opportunities.
- Manages the Region's departmental budgets to maximize revenue and minimize expenses
- Participates in provider relations and contracting activities as necessary to maintain and develop AHF Provider Networks. Responds to Federal, State, and Local audits and implements corrective action plans as necessary; supports regional managers to ensure compliance to state and federal guidelines in Medicare and Medicaid operations, monitoring and communicating all changes in Medicare/Medicaid regulations across the organization.
- Serves as a committee member on all appropriate administrative committees.
- Coordinates necessary trainings for the area for AHF staff and volunteers, and community members, as directed by Southern Bureau Chief.

**Humana**  
**Health Services Market Manager**

**Miramar, FL**  
**11/2014-9/2016**

- 5 Direct reports including 3 RN Supervisors, 1 LPN non-clinical Supervisor and 1 reporting specialist.
- 40 indirect reports consisting of Registered Nurse, Licensed Practical Nurses and non-clinical specialist.
- Responsible for managing Case Management operations , developing policy and procedures, monitoring and reviewing productivity, work

volume, enhancing efficiency, adjusting work distribution and auditing quality.

- Holding weekly team meetings to communicate information, changes, and updates to my reports, which is subsequently disseminated to their teams.
- Collaborating with other departments to enhance program services.
- Collaboration with operations committees and external partners.
- Reviewing and adjusting invoices for billing accuracy and reimbursement.
- Hiring, firing, reviewing career development, mentoring and coaching associates.
- Monthly monitoring of program metric goals and adjusting processes as needed to meet the goals.

**AIDS Healthcare Foundation**

**Ft Lauderdale, FL**

***RN Utilization and Case Management Manager***

**2001-2014**

- Managing Utilization staff and the Care Teams responsible for Disease Managing HIV positive members in Medicaid and Medicare special needs plans. Duties include monitoring the daily inpatient hospitalizations, creating assignments, monitoring productivity, assessing quality, monitoring contract compliance, developing protocol, employee interviewing, orientation, recognition, discipline and creating corrective action plans.
- Holding weekly rounds with Utilization and Care Team staff along with the Program Director and Medical Director. The purpose of rounds is to review all hospitalizations, members transitioning between healthcare settings and those members at risk for transitioning.
- Establishing and maintain quality indicators in accordance with standards of care and industry benchmarks.
- Serving on a committee that tests and recommends changes to the charting database, and lead in the development of the care plans used by the organization.
- Coordinating and holding face to face Interdisciplinary Care Team Meetings with Members, Care Team staff, the program Medical Director, and the member's involved providers to collaborate and coordinate care.
- Provider networking with local Physicians, AIDS Service Organizations, Hospitals and other CBO's

***RN District Manager & Lead RN Care Manager***

**2003-2013**

- Assisted the Regional Manager with the implementation of disease management of patients living with HIV/AIDS in the assigned region
- Maintained community and provider relationships
- Provided disease management to challenging patients on an as need basis

- Supervised RN Care Managers by conducting monthly evaluations of productivity, completing productivity reports and preparing invoices for the Medicaid waiver program.
- Managed Registered Nursing staff completing medical needs assessments for a Medicaid Waiver Program. In addition to monitoring contract compliance and preparing monthly invoices for payment.

***RN Care Manager***

**2001-2003**

- Maintained a Client roster providing comprehensive Disease Management services to the HIV positive Medipass population.
- Assessed patients, develop, implement and review plans of care, work in collaboration with other members of the team (ie: Physicians, Pharmacy staff, Case Managers, patients, family members, etc)
- Maintained patient records in accordance with departmental and state guidelines
- Provided on-call coverage for the state to ensure proper after-hours care for all existing and potential patients
- Developed and lead the committee to review and enhance the care plans used by the organization

**Bay Medical Center/Sacred Heart  
*Registered Nurse***

**Panama City, FL  
1999-2001**

- Performed all Charge Nurse and patient care duties on 21 bed pulmonary step-down unit
- Developed, implemented and documented a plan of care specific to each patient
- Followed guidelines in accordance with hospital policy and JCAHO regulations

**Education**

**Associate of Science in Nursing  
*Miami-Dade College***

**5/1999**



# Palm Beach County HIV CARE Council

Attachment 2

## Proposed Inventory of Seats

Updated 06-19-2017

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	<b>Health care provider, including federally qualified health centers</b>	<b>Lilia Perez</b>	<b>FoundCare, Inc.</b>	<b>10/06/2017</b>	<b>HF</b>
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	<b>Community-Based Organization serving affected populations/AIDS Service Organizations</b>	<b>OPEN CHAIR</b>		<b>08/13/2017</b>	
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	<b>Social Service Providers, including housing and homeless service providers</b>	<b>Kristen Harrington</b>	AIDS Healthcare Foundation		WF
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	<b>Mental Health and/or Substance Abuse Provider</b>	<b>OPEN CHAIR</b>		<b>9/21/2018</b>	
10	<b>Substance Abuse and/or Mental Health Providers</b>	<b>OPEN CHAIR</b>		<b>11/14/2019</b>	
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	<b>Affected Communities, including People Living with HIV/AIDS and historically under-served subpopulations and/or individuals co-infected with Hepatitis B/C</b>	<b>OPEN CHAIR</b>		<b>11/14/2016</b>	
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	<b>Affected Communities, including People Living with HIV/AIDS and historically under-served subpopulations and/or individuals co-infected with Hepatitis B/C</b>	<b>OPEN CHAIR</b>		<b>11/14/2016</b>	
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	<b>Affected Communities, including People Living with HIV/AIDS and historically under-served subpopulations and/or individuals co-infected with Hepatitis B/C</b>	<b>OPEN CHAIR</b>		<b>11/14/2016</b>	
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	<b>Affected Communities, including People Living with HIV/AIDS and historically under-served subpopulations and/or individuals co-infected with Hepatitis B/C</b>	<b>OPEN CHAIR</b>			
22	<b>Affected Communities, including People Living with HIV/AIDS and historically under-served subpopulations and/or individuals co-infected with Hepatitis B/C</b>	<b>OPEN CHAIR</b>			

# 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.	07/21/2020	HF
24	Non-Elected Community Leaders	Chris Dowden	Skyemed	9/21/2018	WM
25	Non-Elected Community Leaders	OPEN SEAT		10/06/2017	
26	Non-Elected Community Leaders	Thomas McKissack	Community Member	11/14/2019	BM
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	OPEN CHAIR		04/15/2019	

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 individual's 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.