

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS

BOARD APPOINTMENT SUMMARY

Meeting Date: September 12, 2017

Department
Submitted By: Community Services
Submitted For: Community Action Advisory Board

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to approve: reappointments to the Community Action Advisory Board, effective October 1, 2017:

<u>Seat No.</u>	<u>Reappointment</u>	<u>Seat Requirement</u>	<u>Term Ending</u>	<u>Nominated By</u>
2	Kevin L. Jones	Public Sector Representative	09/30/2020	Mayor Burdick Vice Mayor McKinlay
3	Michael A. Coleman	Public Sector Representative	09/30/2020	Mayor Burdick Vice Mayor McKinlay

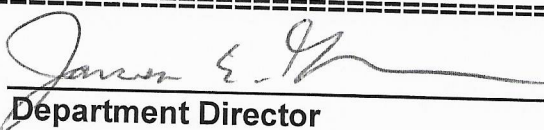
Summary: The total membership for the Community Action Advisory Board (CAAB) shall be no more than 15 at-large members, per Resolution No. R-2014-0588, comprised of one-third elected public officials or their representatives, one-third private sector members recommended by the CAAB and one-third low-income representatives selected by a democratic process in the target neighborhoods served. Members will fully participate in the planning, implementation, and evaluation of the Community Services Block Grant program to serve low-income communities. The Resolution requires that CAAB members solicit and recommend Public Sector member nominations for transmittal to the Board of County Commissioners (BCC). The BCC was notified by memo dated July 12, 2017, and requested to provide nominations for reappointments. Both Mr. Jones and Mr. Coleman meet all applicable guidelines and requirements outlined in the Resolution adopted by the BCC on May 6, 2014. The Board has 15 seats; 14 seats are currently filled with a diversity count of African-American: 12 (86%), Hispanic: 1 (7%), and Caucasian: 1 (7%). The gender ratio (female:male) is 9:5. Both nominees are African-American males. The Community Action Program Coordinator and staff conduct targeted outreach in an effort to proffer candidates for appointments that maintain a diverse composition of the Board. (Community Action Program) Countywide (HH)

Background and Justification: The BCC first created a Community Action Council Advisory Board in 1974. This was done to qualify Palm Beach County to receive Community Services Block Grant funds. The Community Services Block Grant contract requires the establishment of a Community Action Advisory Board and that the CAAB fully participates in the planning, implementation, and evaluation of the Community Services Block Grant program to serve low-income communities.

Attachments:

1. Board/Committees Applications
2. Proposed Inventory of Seats List
3. Resolution No. R-2014-0588

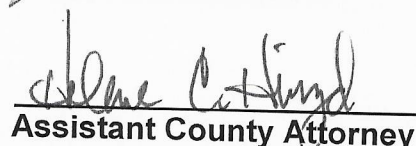
Recommended By:


Department Director

8-17-17

Date

Legal Sufficiency:


Assistant County Attorney

8-21-17

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: Community Action Advisory Board Advisory ☒ Not Advisory ☐
☒ At Large Appointment or ☐ District Appointment /District #: _____
 Term of Appointment: 3 Years. From: 10/1/2017 To: 9/30/2020
 Seat Requirement: Public Sector Representative Seat #: #2
☒ *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: 0**

Section II (Applicant): (Please Print)

APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT

Name: Jones Kevin Lee
 Last First Middle
 Occupation/Affiliation: Coordinator of Community Initiatives - City of West Palm Beach
 Owner ☐ Employee ☒ Officer ☐
 Business Name: City of West Palm Beach
 Business Address: 401 Clematis St.
 City & State West Palm Beach, Florida Zip Code: 33401
 Residence Address: 6005 Channel Drive
 City & State Greenacres, Florida Zip Code: 33463
 Home Phone: (561) 642-5105 Business Phone: (561) 822-1413
 Cell Phone: (561) 543-0887 Fax: ()
 Email Address: kjonestmbc@yahoo.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.palmbeachcountylethics.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 July 3 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: [Signature] Printed Name: Kevin L. Jones Date: 7-3-17

Any questions and/or concerns regarding Article XIII, the Palm Beach County Code of Ethics, please visit the Commission on Ethics website www.palmbeachcountylethics.com or contact us via email at ethics@palmbeachcountylethics.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: [Signature] Date: 7-17-2017

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

Revised 02/01/2016

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.

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<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) ☒

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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: Kevin L. Jones Date: 7-3-17

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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 McKinley Date: 7/26/17

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

Revised 02/01/2016

Kevin L. Jones

6005 Channel Drive
Greenacres, FL 33463
Home: (561) 642-5105/ Mobile: (561) 543-0887
kjonestmbr@yahoo.com

July 2014 – Present Tabernacle Missionary Baptist Church, West Palm Beach, FL

Assistant Pastor

- Assist the Senior Pastor in casting vision and strategic planning for the church
- Assist the Senior Pastor in teaching and preaching responsibilities
- Lead aspects of the church's small groups and discipleship ministries, including ensuring leadership training, starting and facilitating new groups (youth and adult), managing curriculum
- Work with all staff to develop strategies to effectively partner with youth and the families in the church
- Coordinate and lead the church's men's ministry and social justice ministry
- Manage special community related projects, which require program and budget development as well as implementation (e.g. Cub Scouts, the Rosemary Village)
- Represent the church as a leader in the community: meeting with county and city officials as well as nonprofit and business leaders to further the work of the church

Jan. 2014 – Present City of West Palm Beach, West Palm Beach, FL

Assistant to the Mayor

- Organize the Mayor's Youth Council
- Organize the Faith Advisory Council
- Organize *The Village Initiative* focusing on the outcomes of African American boys and young men in targeted communities in the City
- Any other assigned projects by the Mayor

Oct. 2006 – June 2014 Tabernacle Missionary Baptist Church, West Palm Beach, FL

Minister for Youth and Young Adults

- Serve as an assistant to the Senior Pastor, including preaching in a regular rotation
- Lead aspects of the church's small groups and discipleship ministries, including ensuring leadership training, starting and facilitating new groups (youth and adult), managing curriculum
- Work with all staff to develop strategies to effectively partner with youth and the families in the church
- Coordinate and lead the church's men's ministry and social justice ministry
- Manage special community related projects, which require program and budget development as well as implementation (e.g. Cub Scouts, the Rosemary Village)
- Represent the church as a leader in the community: meeting with county and city officials as well as nonprofit and business leaders to further the work of the church

Apr. 2007 – Jan. 2009 Planned Parenthood of Greater Miami, Palm Beach, and Treasure Coast, Inc. West Palm Beach, FL

Consultant, F.A.I.T.H. Program

- Established and managed partnerships with local pastors to address the moral, spiritual and physical issues of Teen Pregnancy, HIV/AIDS, and STI's
- Worked with partner churches throughout Palm Beach County to coordinate trainings with youth
- Collected and presented data to church leaders and other community leaders to demonstrate program impact
- Responsible for leading monthly meetings with networks of clergy to address the health crisis of HIV/AIDS and the impact on youth

Oct. 2004 – Dec. 2005 Planned Parenthood of Greater Miami, Palm Beach, and Treasure Coast, Inc. West Palm Beach, FL

Director of Youth Development

- Responsible for the supervision of four full time staff and 36 part time staff
- Managed the hiring and evaluating staff for the program
- Managed the development and implementation of the program components in assigned programs
- Provide oversight and guidance in the fiscal management of the program budget including budget development and monthly monitoring (annual budget of \$1.2 million dollars)
- Coordinated and provided ongoing training for all program staff
- Responsible for grant compliance of funded programs

Dec. 2001 – Sept. 2004 Carrera After school Program

Program Coordinator

- Provided direct supervision and direction to ten program staff members
- Directed the day-to-day implementation of all program services to youth in the Lake Worth municipal community
- Provide oversight to contract compliance with grants and other funding sources (annual budget was \$250,000)
- Built alliances with other community agencies to ensure program success

Feb. 1999 – Dec. 2001 YWCA of Palm Beach County, West Palm Beach, FL

Family Builder/Counselor

- Provided life skills training and counseling to at risk families
- Developed and maintained a case treatment plan for 10 – 12 families
- Assisted families in developing a plan of short term and long term goals
- Supervised outreach counselors and provided direction with case management

Jan. 1998 – Jan. 1999 Parent Child Center, West Palm Beach, FL

Targeted Case Manager

- Managed all client related documentation, which included service plans and reports for clientele
- Assisted eligible clients in obtaining necessary assessments for mental health services

- Collaborated with other mental health professionals in reviewing and developing case treatment plans
- Established interagency collaborations to provide referrals for client services.

Jul. 1997 – Jan. 1998 Palm Beach Marine Institute, Juno Beach, FL

Community Coordinator

- Maintained client case treatment files; prepared weekly and monthly reports for assigned caseload
- Developed transition plans with youth returning to the community from residential juvenile justice programs
- Assisted the youth with school enrollment and/or securing employment
- Conducted regular visits at home, school, and/or place of employment to update progress
- Monitored youth's compliance with all court orders with Department of Juvenile Justice mandates

Licenses & Certificates

- Preaching License, Tabernacle Missionary Baptist Church
- Ordination, Tabernacle Missionary Baptist Church
- Completed one unit of Level I CPE (accredited by ACPE) at Vitas Innovative Hospice Care, Boynton Beach, FL

Community Activities

- Baptist Ministers Conference of the Palm Beaches and Vicinity, President
- City of Greenacres Basketball and Greenacres Little League Baseball, Coach
- Jewish Community Relations Council, African American and Jewish Committee, Co-chair
- P.E.A.C.E. (People Engaged in Active Community Efforts), Co-President
- Salvation Army Northwest Community Center Advisory Council, Past Chair
- Northwest Community Consortium, Inc., Board Member
- Planned Parenthood Interfaith Council, Member
- Pride of Palm Beach, Lodge #447, PHA, Pastmaster, Chaplain

Awards

2014 – Black Educators Caucus– Special Recognition Award
 2013 – Tabernacle Baptist Church (100 Men in Black) - Community Service Award
 2012 – Delta Sigma Theta (Men of Excellence) – Social Justice Award
 2011 – Tabernacle Baptist Church (Social Justice Sunday) – Social Justice Award
 2010 – Christian Ministers Conference – Outstanding Youth Pastor Award
 2009 – New Free Spring Baptist Church – Religious Service Award
 2008 – Tabernacle Baptist Church (100 Men in Black) – Religious Service Award
 2007 – Pleasant City Family Reunion Committee – Father of the Year

Education

2007 – 2012 The Interdenominational Theological Center, Atlanta, GA
 Masters of Divinity
 2004 – 2007 Palm Beach Atlantic University, West Palm Beach, FL
 Bachelor of Arts, Ministry
 1992 – 1996 Radford University, Radford, VA
 Bachelor of Science, Criminal Justice

References Available Upon Request

**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: Community Action Advisory Board Advisory ☒ Not Advisory ☐
☒ At Large Appointment or ☐ District Appointment /District #: _____
Term of Appointment: 3 Years. From: 10/1/2017 To: 9/30/2020
Seat Requirement: Public Sector Representative Seat #: #3
☒ *Reappointment or ☐ New Appointment
or ☐ to complete the term of _____ Due to: ☐ resignation ☐ other
Completion of term to expire on: _____

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Section II (Applicant): (Please Print)

APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT

Name: Coleman Michael Andre'
Last First Middle
Occupation/Affiliation: City of Delray Beach
Owner ☐ Employee ☒ Officer ☐
Business Name: City of Delray Beach- Community Improvement
Business Address: 100 N. W. 1st Avenue
City & State: Delray Beach, Florida Zip Code: 33444
Residence Address: 6651 Rainwood Cove Lane
City & State: Lake Worth, Florida Zip Code: 33463
Home Phone: () Business Phone: (561)243-7203 Ext. _____
Cell Phone: (561)789-8757 Fax: (561)243-7221
Email Address: coleman@mydelraybeach.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

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Contract/Transaction No.	Department/Division	Description of Services	Term
Example: (R#XX-XX/PO XX)	Parks & Recreation	General Maintenance	10/01/00-09/30/2100
_____	_____	_____	_____
_____	_____	_____	_____
(Attach Additional Sheet(s), if necessary) OR			
NONE	<input type="checkbox"/>	NOT APPLICABLE/ (Governmental Entity)	<input checked="" type="checkbox"/>

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☒ By attending a live presentation given on JUNE 1, 2015

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: Coleman, Michael Date: 07/06/17

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 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 BSC Meeting on: _____

Commissioner's Signature: [Signature] Date: 7-17-2017

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Revised 02/01/2016

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Example: (R#XX-XX/PO XX)	Parks & Recreation	General Maintenance	10/01/00-09/30/2100
_____	_____	_____	_____
_____	_____	_____	_____
(Attach Additional Sheet(s), if necessary)			
OR			
NONE <input type="checkbox"/>	NOT APPLICABLE/ (Governmental Entity) <input checked="" type="checkbox"/>		

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☒ By attending a live presentation given on JUNE 1, 2015

AND

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*Applicant's Signature: [Signature] Printed Name: Coleman, Michael Date: 07/26/17

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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 McKinley Date: 7/26/17

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Revised 02/01/2016

MICHAEL ANDRÉ COLEMAN

PROFESSIONAL SUMMARY

Insightful, highly accomplished and committed law enforcement officer, with a sound academic foundation and extensive experience in leadership, management, strategic and tactical planning, and law enforcement. Equipped with years of verifiable success in law enforcement with the Delray Beach Police Department and the provision of strong management and hands-on leadership in the daily operations of the police department, including the areas of criminal investigations, patrol, community policing and specialty units. Armed with comprehensive leadership and tactical experience, complemented with 7 years of highly decorated service in the United States Army, highlighted with deployment during Operation Desert Storm. Served meritoriously in the highest levels of the non-commissioned officer corps by demonstrating exemplary leadership and management skills during peacetime and during combat operations. Currently, I am the Director of Community Improvement for the City of Delray Beach, which involves improving the lives of citizens through education, quality neighborhoods and community outreach, but not limited to:

- Received commendation for outstanding performance through exemplifying exceptional situational problem-solving and analytical skills, professionalism and integrity at all times.
- Exemplified outstanding observation, sound judgment and resourcefulness in identifying and resolving complaints and inquiries in a timely and efficient manner.

AREAS OF EXPERTISE

Law Enforcement and Principles
Public Safety and Citizen Service
Crime Prevention through Environmental Design
Emergency Management and Preparedness
Community Policing
Ground Fighting Tactical Instructor
Department's Recruiter
Regulatory Compliance and Standards
Communication Instructor – Verbal Judo
Problem-Oriented Policing Techniques and Application
Narcotics Operations and Execution of Search Warrants

PROFESSIONAL EXPERIENCE

Patrol Division (Officer, Sergeant, Commander, Executive Officer)
Vice Intelligence Narcotics Unit (Investigator)
Community Policing Unit (Officer, Sergeant, Commander)
Criminal Investigation Division (Commander, Division Commander)

EDUCATION AND CREDENTIALS

Bachelor of Liberal Arts – Barry University
Master's Degree in Management and Leadership Science – Kaplan University
Administrative Officer's Course, Graduate Program #128 – University of Louisville
Senior Management Institute for Police – Boston University
Executive Leadership – Nova Southeastern University

6651 RAINWOOD COVE LANE • LAKE WORTH, FLORIDA • 33463

PHONE: (561) 789-8757 • E-MAIL: coleman@mydelraybeach.com

PROFESSIONAL TRAINING

First Line Supervisor Training
Internal Affairs and Complaints
Leadership Delray Beach
Managing Accreditation Training
Primary Leadership Development Course (United States Army)
Basic Non-Commissioned Officer's Course (United States Army)

AWARDS AND HONORS

Proclamation Award from the City of Delray Beach
Police Commendation Awards, Letters of Appreciation/Commendation
Meritorious Unit Commendation (United States Army)
Valorous Unit Citation (United States Army)
Army Achievement Medal (United States Army)
Kuwaiti Liberation Medal – Saudi Arabia

PROFESSIONAL AFFILIATIONS

International Association of Chiefs of Police
Florida Police Chiefs Association
Palm Beach County Chiefs Association
Southern Police Institute Association – AOC#128
National Organization for Black Law Enforcement Executives (N.O.B.L.E.)
Kentucky Colonel – Commonwealth of Kentucky
Veteran of United States Army
Board Member of Dare2BeGreat Scholarship Organization, 5 years – www.dare2begreat.org

TECHNICAL SKILLS

Microsoft Office Suite (Word, Excel, and PowerPoint)
Software Programs Specializing in Law Enforcement Operations – OSSI/CAD/RMS

COMMUNITY ACTION ADVISORY BOARD
PROPOSED INVENTORY OF SEATS LIST

Attachment 2

Seat	NAME	SECTOR	App. Date	Exp. Date
1	Cory M. Neering	PUBLIC SECTOR REPRESENTATIVE	09/13/2016	09/30/2019
2	*Kevin L. Jones	PUBLIC SECTOR REPRESENTATIVE	12/06/2016	09/30/2017
3	*Michael A. Coleman	PUBLIC SECTOR REPRESENTATIVE	12/06/2016	09/30/2017
4	Armando Fana	PUBLIC SECTOR REPRESENTATIVE	08/16/2016	09/30/2019
5	VACANT	PUBLIC SECTOR REPRESENTATIVE		
6	Dina Hill	PRIVATE SECTOR REPRESENTATIVE	06/07/2016	09/30/2019
7	Martina Walker	PRIVATE SECTOR REPRESENTATIVE	06/07/2016	09/30/2018
8	Elvin Lanier	PRIVATE SECTOR REPRESENTATIVE	06/07/2016	09/30/2019
9	Paula Yastremski	PRIVATE SECTOR REPRESENTATIVE	06/21/2016	09/30/2019
10	Dr. Florenzia Davis	PRIVATE SECTOR REPRESENTATIVE	06/07/2016	09/30/2019
11	Allie H. Biggs	REPRESENTATIVE OF THE LOW-INCOME	03/14/2017	9/30/2018
12	Valerie M. Mays	REPRESENTATIVE OF THE LOW-INCOME	10/01/2016	09/30/2019
13	Michelle Davis	REPRESENTATIVE OF THE LOW-INCOME	03/14/2017	09/30/2018
14	Retha Lowe	REPRESENTATIVE OF THE LOW-INCOME	06/07/2016	09/30/2018
15	Ella Dean	REPRESENTATIVE OF THE LOW-INCOME	06/07/2016	09/30/2018

* indicates a member having an action pending

Revised: 6.30.17 by N. Diaz

RESOLUTION NO. R-2014-0588

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF PALM BEACH COUNTY, FLORIDA, DESIGNATING THE BOARD OF COUNTY COMMISSIONERS AS THE COMMUNITY ACTION COUNCIL. ESTABLISHING THE COMMUNITY ACTION ADVISORY BOARD; DESIGNATING THE COMMUNITY ACTION ADVISORY BOARD AS THE COMMUNITY SERVICES BLOCK GRANT ADVISORY COMMITTEE. PROVIDING FOR ROLES AND RESPONSIBILITIES; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the U.S. Department of Health and Human Services (HHS) requires that recipients of Community Services Block Grant (CSBG) funds comply with the Community Opportunities, Accountability, and Training and Educational Services Act of 1998, as amended; and

WHEREAS, Section 676B, (b)(1) of that Act requires that a public entity administer the program through a tripartite board composed of members representing the public, private, and low income sectors of the community; and

WHEREAS, the Community Services Block Grant provides funds for the reduction of poverty, the revitalization of low-income communities, and the empowerment of low-income families and individuals to become fully self-sufficient; and

WHEREAS, Palm Beach County through the Department of Community Services wishes to comply with HHS requirements regarding the Community Action Advisory Board; and

WHEREAS, the Board of County Commissioners was previously designated as the Community Action Council and the grantee for the CSBG program through ordinances 74-20 and 04-042, which have been repealed; and

WHEREAS, pursuant to ordinances 74-20 and 04-042, a Community Action Council Administering Board was established.

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

SECTION 1: DESIGNATION OF THE BOARD OF COUNTY COMMISSIONERS AS THE COMMUNITY ACTION COUNCIL AND CSBG GRANTEE

The Board of County Commissioners is hereby designated as the Community Action Council and the grantee of CSBG funding received by Palm Beach County.

SECTION 2: ESTABLISHMENT OF THE COMMUNITY ACTION ADVISORY BOARD AND DESIGNATION AS THE CSBG ADVISORY COMMITTEE

There is hereby established an advisory board to be known as the Community Action Advisory Board, herein referred to as the "Advisory Board." Said Advisory Board is also designated as the Community Services Block Grant Advisory Committee pursuant to the CSBG guidelines of the State of Florida Department of Economic Opportunity.

SECTION 3: COMPOSITION

A. The Advisory Board shall be comprised of fifteen (15) members, as follows:

- 1) One-third (1/3) of the members of the Advisory Board shall be elected public officials holding office on the date of selection, or their representatives. A letter reaffirming agreement to serve as an Advisory Board member or delegation to a representative, signed by the elected official, shall be required each year until the official's elective term ends.
- 2) Not fewer than one-third (1/3) of the members of the Advisory Board shall be persons chosen in accordance with democratic selection procedures adequate to assure that they are representatives of low income individuals and families in the target neighborhood served. Each representative of the low-income sector selected to represent a specific target neighborhood within the community must reside in the neighborhood served. The county will define what constitutes a target neighborhood.
- 3) The remainder of the members of the Advisory Board shall be persons who can bring pertinent and significant resources from the private sector to the Community Action mission of assisting low income persons to acquire greater control over their lives and to increase their degree of self-sufficiency.

SECTION 4: APPOINTMENTS, TERMS, VACANCIES AND COMPOSITIONS

- A. All members of the Advisory Board shall be residents of Palm Beach County, Florida at the time of appointment and while serving on the Advisory Board.
- B. Terms of office for the Advisory Board members shall be three (3) year terms. An individual may serve three (3) consecutive full terms. Terms shall begin on October 1 and end on September 30.
- C. Terms shall be staggered such that one-third (1/3) of the advisory board members shall be selected each year.
- D. Nominations shall be requested by County staff upon adoption of this resolution and generally every year thereafter in a manner that will provide for appointment or reappointment prior to the term expiration. The public sector members are appointed by the Board of County Commissioners, a democratic selection process will be held to fill seats from the low-income sector, the Advisory Board will recommend individuals to fill the seats for the private sector. All nominations shall be approved by the Board of County Commissioners.
- E. A vacancy occurring during a term shall be filled for the unexpired term and in the manner prescribed above.
- F. All Advisory Board members serve at the pleasure of the Board of County Commissioners.
- G. Members appointed pursuant to Section 3.A1 will no longer be eligible to serve on the advisory Board if they, or the elected official they represent, no longer hold elected public office.

SECTION 5: AUTHORITY

- A. The Advisory Board shall have the authority and power to advise the Board of County Commissioners on the development, planning, implementation and evaluation of the CSBG program to serve low-income communities.
- B. Members shall be subject to the rules and procedures of the Advisory Board, if rules and procedures are created, and to the overall authority of the Board of County Commissioners of Palm Beach County, Florida.

SECTION 6: SUNSHINE LAW AND STATE CODE OF ETHICS

The Advisory Board must comply with the Sunshine Law and State Code of Ethics. Reasonable public notice of all board meetings shall be provided. All meetings of the board shall be open to the public at all times and minutes shall be taken at each meeting.

SECTION 7: PALM BEACH COUNTY CODE OF ETHICS

Advisory Board members are to comply with the applicable provisions of the Palm Beach County Code of Ethics as codified in Section 2-254 through 2-260 of the Palm Beach County Code.

SECTION 8: TRAVEL EXPENSES, REIMBURSEMENT AND APPROVAL AUTHORITY

Travel reimbursement is limited to expenses incurred only for travel outside Palm Beach County necessary to fulfill board member responsibilities when sufficient funds have been budgeted and are available as set forth in PPM CW-O-038. No other expenses are reimbursable except documented long distance phone calls to the liaison County department. 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.

SECTION 9: ELIGIBILITY TO SERVE

County employees, other than Commissioners Aides, are not eligible to serve on the Advisory Board unless the County employee is an elected official within Palm Beach County and is nominated for inclusion on the board by an entity other than the Board of County Commissioners. Employees of other units of local government may not represent their respective governments on boards, unless otherwise provided by statute or other rule of law. Former Board of County Commissioners members may not be appointed to the Advisory Board for at least two (2) years following their last day in office as a County Commissioner.

SECTION 10: QUALIFICATION AS A CANDIDATE

Advisory Board members shall not be prohibited from qualifying as a candidate for elected office.

SECTION 11: RESPONSIBILITIES

The responsibilities of the Community Action Advisory Board shall include the following:

- A. Conduct regular assessments of the circumstances of low income individuals and families and of the resources available and needed in the community to support movement by low income persons toward greater self-sufficiency;
- B. Create a forum for citizen participation that maximizes participation of those served so as to best stimulate and take full advantage of capabilities for self-advancement and assure that programs and projects are meaningful to and widely utilized by their intended beneficiaries;
- C. Participate fully in the development and implementation of programs and projects designed to serve the poor or low income citizens of the county;
- D. Review and recommend programs and projects for the use of the CSBG funds;
- E. Foster and promote cooperation between governmental agencies, community-based non-governmental non-profit organizations and business interests in order to achieve the goals and outcomes of community action plans;
- F. Submit an annual report to the board of county commissioners on activities undertaken and accomplishments made during the preceding year;
- G. Receive reasonable advance notice of, and an opportunity to make recommendations, concerning:
 - 1) Appointment of the program coordinator;
 - 2) Determination of overall program plans and priorities;
 - 3) Approval of program proposals and budgets;
 - 4) Enforcement of compliance with all conditions of federal and state grants;
 - 5) Corrective measures to remove roadblocks affecting program implementation;
 - 6) Determination, subject to federal, state, and local regulations and policies, of rules of procedure for the advisory board;
 - 7) Any changes to this Resolution. In the event that the Advisory Board determines a public meeting is necessary to address any changes to this Resolution, said public meeting will be arranged prior to submission of any such change to the board of county commissioners.
- H. To perform such other duties as may be from time to time assigned by the Board of County Commissioners.

SECTION 12: MEETINGS

- A. The Advisory Board shall meet a minimum of ten (10) times a year; however, members may be required to attend additional meetings.
- B. A majority of the members appointed shall constitute a quorum for the conduct of the Advisory Board's business.
- C. In the presence of a quorum, Advisory Board business shall be conducted by a vote of a majority present and be governed by Robert's Rules of Order.
- D. The Chair shall have the authority to call emergency meetings, as is needed and appropriate, by informing members at least three days in advance.
- E. Public notice of all Advisory Board meetings shall be provided consistent with the requirements of the Florida Department of Community Affairs and Florida laws, and all such meetings shall be open to the public at all times.

SECTION 13: OFFICERS

A chair, vice-chair, and secretary shall be elected by a majority vote of the administering board and shall serve for a term of one (1) year, but not to exceed two (2) consecutive terms in any one (1) office.

- A. Duties of the Chair:
 - 1) Call and set the agenda for Advisory Board meetings;
 - 2) Preside at Advisory Board meetings;
 - 3) Establish committees, appoint committee chairs and charge committees with specific tasks;
 - 4) Serve as primary liaison with program staff; and
 - 5) Perform other functions as the Advisory Board may assign by rule or order.

- B. The Vice Chair shall perform the duties of the Chair in the Chair's absence, and such other duties as the Chair may assign.
- C. The Secretary shall be responsible for Board record-keeping and documentation.

Vacancies in any officer position shall be filled for the remainder of the term by the Advisory Board.

SECTION 14: REMOVAL FOR LACK OF ATTENDANCE

Members of the Advisory Board shall be automatically removed for lack of attendance. Lack of attendance is defined as failure to attend three (3) consecutive meetings or failure to attend more than one-half of the meetings scheduled during a program year. Participation for less than three-fourths of a meeting shall constitute lack of attendance. Members removed under this paragraph shall not continue to serve until a new appointment is made and removal shall create a vacancy.

SECTION 15: EFFECTIVE DATE

This Resolution shall become effective upon approval by a majority vote of the Board of County Commissioners, Palm Beach County, Florida.


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


Commissioner Priscilla A. Taylor, Mayor	<u>Aye</u>
Commissioner Paulette Burdick, Vice Mayor	<u>Aye</u>
Commissioner Hal R. Valeche	<u>Aye</u>
Commissioner Shelley Vana	<u>Aye</u>
Commissioner Steven L. Abrams	<u>Aye</u>
Commissioner Mary Lou Berger	<u>Aye</u>
Commissioner Jess R. Santamaria	<u>Aye</u>

The Mayor thereupon declared the Resolution duly passed and adopted this 6th day of May, 2014.

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY

ATTEST:
SHARON R. BOCK,
CLERK & COMPTROLLER

BY: 
Tammy K. Fields
Sr. Assistant County Attorney

BY: 
Deputy Clerk

