

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM SUMMARY

Meeting Date: January 23, 2018

[] Consent [X] Regular
[] Ordinance [] Public Hearing

Department

Submitted by: County Administration
Submitted for: Office of Equal Opportunity

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends a motion to:

- (A) approve an exception to Resolution No. 2013-0193, Section 11, which restricts the number of members on a board to a maximum of eleven (11); and
- (B) adopt a Resolution of the Board of County Commissioners of Palm Beach County, Florida, creating and establishing the Palm Beach County Commission on Women Advisory Board; establishing a purpose for the advisory board; establishing the composition, membership, and authority of the advisory board; establishing procedures for the conduct of meetings; establishing member responsibilities; providing an effective date.

Summary: At its November 7, 2017 board meeting, the Board directed staff to reestablish the Commission on the Status of Women, which was created by enactment of Ordinance No. 73-9 on June 29, 1973 and ultimately repealed by Ordinance Number 95-27 in July of 1995. The Board has now determined a need still exists for a County advisory board to represent the special interests and concerns of local women of all races, ethnic and cultural backgrounds, religious convictions and social circumstances to review County policies and other important issues pertaining to the best interest of the citizens of Palm Beach County, particularly the women therein. Staff recommends adoption of the Resolution creating and establishing a fifteen member advisory board, to be known as the Palm Beach County Commission on Women Advisory Board. Countywide (DO)

Background & Policy Issues: On June 29, 1973, the Board created the Palm Beach County Commission on the Status of Women by the enactment of Palm Beach County Ordinance No. 73-9, which was amended by Ordinance No. 85-18, and 91-6. In July of 1995, the members of the Commission on the Status of Women decided to continue their work through various private woman's business organizations in Palm Beach County, causing the Board of County Commissioners to repeal Ordinances No. 73-9, 85-18 and 91-6; effective July 18, 1995 (Ord. 95-27). The current Board has directed the reinstatement of an advisory board for this purpose is in the best interest of the citizens of Palm Beach County and particularly in the best interest of the women therein.

Attachments:

- 1. Resolution Creating and Establishing the Palm Beach County Commission on Women Advisory Board

Recommended by: Nancy J. Bolton 1/11/18
 Assistant County Administrator Date

Approved by: W. Baker 1/18/2018
 County Administrator Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2018	2019	2020	2021	2022
Capital Expenditures	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>
Operating Costs	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>
External Revenues	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>
Program Income (County)	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>
In-Kind Match (County)	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>
NET FISCAL IMPACT	* <u>0</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>

ADDITIONAL FTE
POSITIONS (Cumulative)

Is Item Included in Current Budget? Yes _____ No X
Does this item include the use of federal funds? Yes _____ No X

Budget Account No: Fund _____ Department _____ Unit _____ Object _____

B. Recommended Sources of Funds/Summary of Fiscal Impact:

C. Departmental Fiscal Review:

No Fiscal impact.

III. REVIEW COMMENTS:

A. OFMB Fiscal and/or Contract Development & Control Comments:

[Handwritten signature]
OFMB
1/12/18 1/11/18 1/16/18

Contract Dev. and Control

[Handwritten signature] 1/16/18 1/10/18

B. Legal Sufficiency:

[Handwritten signature]
Assistant County Attorney

C. Other Department Review

RESOLUTION NO. R-2018-

RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF PALM BEACH COUNTY, FLORIDA, CREATING AND ESTABLISHING THE PALM BEACH COUNTY COMMISSION ON WOMEN ADVISORY BOARD; ESTABLISHING A PURPOSE FOR THE ADVISORY BOARD; ESTABLISHING THE COMPOSITION, MEMBERSHIP, AND AUTHORITY OF THE ADVISORY BOARD; ESTABLISHING PROCEDURES FOR THE CONDUCT OF MEETINGS; ESTABLISHING MEMBER RESPONSIBILITIES; PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Board of County Commissioners of Palm Beach County, Florida (“County”) created the Palm Beach County Commission on the Status of Women by the enactment of Palm Beach County Ordinance No. 73-9, which was amended by Ordinance No. 85-18, and 91-6; and

WHEREAS, the members of the Commission on the Status of Women decided to continue their work through various private women’s business organizations in Palm Beach County, causing the Board of County Commissioners to repeal Ordinances No. 73-9, 85-18 and 91-6; effective July 18, 1995 (Ord. 95-27); and

WHEREAS, at the regular meeting of the Board of County Commissioners on November 7, 2017, the Board directed the reinstatement of the Commission on the Status of Women, to be established as the Commission on Women Advisory Board, as it is in the best interest of the citizens of Palm Beach County and particularly in the interest of the women therein.

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

Resolution R-2018- , is hereby established in its entirety as follows:

SECTION 1: ESTABLISHMENT OF THE COMMISSION ON WOMEN ADVISORY BOARD

There is hereby established an advisory board to be known as the Palm Beach County Commission on Women Advisory Board hereinafter referred to as the “Commission on Women Advisory Board.”

SECTION 2: PURPOSE

The purpose of the Commission on Women Advisory Board is to perform its duties by studying all matters and concerns of women of all races, ethnic and cultural backgrounds,

religious convictions and social circumstances, residing in Palm Beach County. The Commission on Women Advisory Board shall report its findings to the Palm Beach County Board of County Commissioners on not less than an annual basis.

SECTION 3: COMPOSITION, APPOINTMENTS, TERMS, AND VACANCIES

1. The advisory board shall be comprised of fifteen (15) members, with two (2) members appointed by each County Commissioner, and one at-large member nominated by staff or the advisory board.
2. Initial terms shall be staggered as follows. Each County Commissioner shall appoint one member to the Commission for a term of one (1) year and one member to the Commission for a term of two (2) years. The chairperson shall be elected by the members of the Commission for a one (1) year term. Thereafter, all appointments shall be made for a term of three (3) years.
3. A Chair, vice-chair, and secretary shall be elected by a majority vote of the administering board and serve for a term of one (1) year, but not to exceed two (2) consecutive terms in any one (1) office.
4. All advisory board members shall serve at the pleasure of the Board of County Commissioners.
5. Members shall be automatically removed for lack of attendance. Lack of attendance is defined as a failure to attend three (3) consecutive meetings or a failure to attend more than one-half of the meetings scheduled during a calendar year. Participation for less than three-fourths of a meeting shall be the same as failure to attend a meeting. Members removed pursuant to this paragraph shall not continue to serve on the board and such removal shall create a vacancy.

SECTION 4: QUALIFICATION OF MEMBERS

Advisory board members shall not be prohibited from qualifying as a candidate for elected office, and;

- a. Shall be permanent residents of Palm Beach County.
- b. Should be reflective of the diversity in the County and consideration should be given to various ethnic backgrounds, age groups and social circumstances.

- c. Should have demonstrated capabilities of effective leadership within a specific area of community activity.
- d. Should have demonstrated knowledge or ability in an area which has a significant bearing upon the problems of sex discrimination or other significant area of concern for women.
- e. Should have sufficient time to devote to advisory board work.

SECTION 5: AUTHORITY

The authority, powers, and jurisdiction of the advisory board shall be purely advisory, voluntary, and persuasive. The Commission on Women Advisory Board shall not have any power or authority to subpoena or compel the attendance of witnesses. The board shall have no power to appoint county officers or employees or to make policy decisions, or to manage, control, or administer institutions or programs relating to the status of women in Palm Beach County.

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 advisory 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 shall abide by the Palm Beach County Code of Ethics as stated in County Resolution 94-693 as may be amended.

SECTION 8: MEETINGS

The Commission on Women Advisory Board shall meet ten (10) times per year, or as needed, as determined by the board in order to fulfill its duties and responsibilities. A quorum must be present for the conduct of all board meetings. A majority of the members appointed shall constitute a quorum. Advisory board members shall conduct business by a vote of a majority present and shall be governed by Robert's Rules of Order.

SECTION 9: RESPONSIBILITIES

The advisory board shall have the following duties, functions, powers and responsibilities:

- a. To serve solely in an advisory capacity to the Board of County Commissioners in respect to all matters pertaining women's issues, including but not limited to discrimination against women, employment of women, education of women, and attitudes towards women in the community, and to make periodic reports and recommendations in respect to such matters.
- b. To make a continuing study of all existing county institutions, facilities and services, to participate in seminars and programs dealing with women or affecting women, and to consider the future needs of Palm Beach County in respect to such institutions, facilities, services and programs.
- c. To serve as a liaison between the Board of County Commissioners and County Administration, consult with representatives of said bodies from time to time as requested and necessary in order to carry out the advisory board's duties and functions, and to appear before them to make recommendations.
- d. To study and make studies, or have studies made of the problems of discrimination against women and to formulate and recommend plans and programs for the coordination of the activities of all governmental entities and non-governmental agencies dealing with these problems.

Such studies may include, but not be limited to:

- i. The socio-economic factors that influence the status of women
- ii. The development of individual potential
- iii. The encouragement of women to utilize their capabilities and assume leadership roles
- iv. The coordination of efforts of numerous organizations interested in the welfare of women

- v. The identification and recognition of contributions made by women to the community
- vi. The identification and recognition of areas where working conditions, financial security, and legal status of women can be improved
- e. To serve as a medium for responsible persons to utilize and consult with in attempting to understand and solve the many complex problems involved with dealing with the status of women, and to make findings and recommendations to the County Commission and County administration regarding such matters.
- f. To serve as a medium for responsible persons with respect to the review of activities of County departments and commissions involved with women's problems and with the many community groups and organizations working for the equal rights and special concerns of women.
- g. To recommend necessary procedures, programs or legislation to promote equal rights and opportunities for all women.

SECTION 10: EFFECTIVE DATE

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 _____,
who moved its adoption. The motion was seconded by Commissioner
_____, and upon being put to a vote, the vote was as follows:

- Commissioner Melissa McKinlay, Mayor
- Commissioner Mack Bernard, Vice Mayor
- Commissioner Hal R. Valeche
- Commissioner Paulette Burdick
- Commissioner Dave Kerner
- Commissioner Steven. L. Abrams
- Commissioner Mary Lou Berger

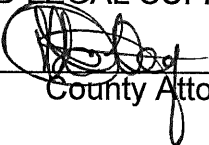
The Mayor thereupon declared the Resolution duly passed and adopted this
_____ day of _____, 20__.

PALM BEACH COUNTY, FLORIDA, BY ITS
BOARD OF COUNTY COMMISSIONERS

SHARON R. BOCK, CLERK & COMPTROLLER

By: _____
Deputy Clerk

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY

By:  _____
County Attorney