

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS

BOARD APPOINTMENT SUMMARY

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Meeting Date: February 6, 2018

Department
Submitted By: Community Services
Submitted For: Community Action Advisory Board
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I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to approve: one (1) appointment to the Community Action Advisory Board (CAAB), effective February 6, 2018:

| <u>Seat No.</u> | <u>Appointment</u> | <u>Seat Requirement</u> | <u>Term Ending</u> | <u>Nominated By</u> |
|-----------------|--------------------|---------------------------------|--------------------|---|
| 5 | Anne Lynch | Public Sector Representative | 09/30/2020 | Comm. Valeche Comm. Abrams CAAB |
| <u>OR</u> | | | | |
| 5 | Mary Wilkerson | Public Sector Representative | 09/30/2020 | Mayor McKinlay Vice Mayor Bernard Comm. Burdick CAAB |

Summary: The total membership for the Community Action Advisory Board 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 (CSBG) 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 memos dated November 28, 2017, and December 21, 2017, seeking nominations for the above at-large seat. Ms. Lynch and Ms. Wilkerson meet all applicable guidelines and requirements outlined in the Resolution adopted by the BCC on May 6, 2014. Ms. Wilkerson is employed by Drug Abuse Treatment Association, Inc., which contracts with the County for services. The CAAB 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 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. Ms. Lynch is a Caucasian female and Ms. Wilkerson is an African-American female. 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 CSBG contract requires the establishment of a Community Action Advisory Board and the CAAB fully participates in the planning, implementation, and evaluation of the CSBG program to serve low-income communities.

- Attachments:**
1. Board/Committees Applications
 2. Inventory of Seats List
 3. Resolution No. R-2014-0588
- =====

Recommended By: *[Signature]* 1-22-18
Department Director Date

Legal Sufficiency: *[Signature]* 1-23-18
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 resume to this form.

Section I (Department): (Please Print)

Board Name: CAAB - Community Action Advisory Board Advisory Not Advisory

At Large Appointment or District Appointment / District #: _____

Term of Appointment: 2.7 Years: From: Feb. 6, 2018 To: Sept. 30, 2020

Seat Requirement: Public Sector Representative Seat #: 5

*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: _____

Section II (Applicant): (Please Print)

APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT

Name: Lynch Anne _____
Last First Middle

Occupation/Affiliation: Commissioner Lake Park, Florida _____
Owner Employee Officer

Business Name: Town of Lake Park _____

Business Address: 539 Park Avenue (Town Hall) _____

City & State: Lake Park Zip Code: 33403

Residence Address: 349 Bayberry Drive _____

City & State: Lake Park Florida Zip Code: 33403

Home Phone: (561) 951-5676 Business Phone: () Ext. _____

Cell Phone: () Fax: () _____

Email Address: anne.lynych.46@yahoo.com

Mailing Address Preference: Business Residence

Have you ever been convicted of a felony: Yes _____ No

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

Minority Identification Code: Male Female
 Native American Hispanic American Asian American African American Caucasian

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| <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.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 Nov. 10 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: Anne Lynch Printed Name: Anne Lynch Date: 10/17/2017

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: 2/6/18

Commissioner's Signature: Jae R Vallejo Date: 11/29/17

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

Revised 02/01/2016

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| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

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{Insert Address Here}

Section III (Commissioner, if applicable):

Appointment to be made at BCC Meeting on:

Commissioner's Signature: S. Abrams ⁶ Date: 2/6/18
12/5/17

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Revised 02/01/2016

Anne M. Lynch, LCSW

349 Bayberry Drive
Lake Park, Fl. 33403
561- 951-5676

Professional Experience

VITAS Hospice

201 East Sample Road
Deerfield Beach, Fl. 33064
954-786-6920

*In-pt hospice social worker for 16 bed unit at North Broward Medical Center, 3rd Floor
Supervisor, Elizabeth Jerome, RN 954-786-6920
3/2010 to present.*

Treasure Coast Hospice House

1200 Indian Street
Stuart, Fl. 34997

*In-pt hospice population 16 bed facility, counseling, case management, grief work,
discharge planning.
Supervisor: Denise Lederman, LCSW 954-234-9018 4/2009 to 1/2010*

Rona Bartlestone Associates

October 2005 to May 2007

2699 Stirling Road
Ft. Lauderdale, Fl. 33312

*(bought out by Senior Bridge Geri Care Mgmt)
Case management for older adult population. Duties included counseling and case
management.
Supervisor: Sandy Dunlap, RN, LCSW 561-842-5886*

Hospice of Palm Beach County

5300 East Ave. West Palm Beach
848-5200

May 2001 to October 2005

*Social worker for the in-patient unit at the hospice facility, duties include: counseling, case
management for the 36 bed unit with focus on grieving, crisis intervention, family
counseling*

Supervisor: Carolyn Workman, R.N.

Health Care District County Home

1200 45th St. West Palm Beach, Fl. 33407

Director, Social Services 1/2000 to 5/2001

*Responsible for the supervision of two case management staff social workers as well as
all the services required by the up to 180 indigent residents (half of which are under the
age of 55.) Services include crisis intervention, counseling, eligibility advocacy for
Medicaid, Social Security, etc. apps., bereavement counseling for loss of function,
legal advocacy, all case management.*

Supervisor: Barbara Landy, Administrator

Wellington Regional Medical Center

West Palm Beach, FL 12/96 to 11/2000

Therapist/Geriatric Partial Hospital Program (Advanced Clinical Systems, Inc)

*Full clinical responsibility of assessment of patients, admission process, group, individual
and family therapy, case management and all related clinical duties; treatment planning
and discharge planning with Program Director and Clinical Director all clinical work
with 15-20 patients in geriatric intensive care day treatment program. Supervision of
clinical process from admission to discharge in coordination with Clinical Director.*

Supervisor: Sandy Dunlap, RN, LCSW Program Director

Columbia/HCA

Lake Worth, FL 3/95 to 11/96

Therapist/Geriatric Partial Hospital Program (Advanced Clinical Systems, Inc.)

Full clinical responsibility for assessment of patients, admission process, group, individual and family therapy, case management and all related clinical duties; treatment planning and discharge planning with the Program Director and Clinical Director all clinical work with 15-20 patients in geriatric intensive care day treatment program. Supervision of clinical process from admission to discharge in coordination with the Clinical Director.

Supervisor: Sandy Dunlap, RN, LCSW Program Director

Monina Duran, MD, Clinical Director

Jewish Family & Children Services of WPB

7/92 to 3/95

West Palm Beach, FL

Geriatric Social Worker

Psychotherapy on an individual and group basis with older adults to include in-home therapy, Alzheimer care giver group psychotherapy, Parkinson patient support group, inter generational case work, functional assessments, psychosocial assessments.

Supervisor: Susan Fleischer, ACSW

Center for Children in Crisis

7/91 to 7/92

Stuart, Martin County Office, FL

Clinical Social Worker

Psychotherapy both individual and family with children and adolescents who were referred from the Child Protection Team as in need of treatment for the trauma of sexual abuse.

Supervisor: Martha Rubio, MSW

Savannas Hospital

4/87 to 4/89

Port St. Lucie, FL

Clinical Social Worker 1-15 Bed Adolescent Unit

Psychosocial, group therapy, family therapy case management court testimony, milieu management and discharge planning for youngsters on the adolescent unit (length of stay 30 days to 4 months)

Supervisor: Liz Mura (2x months)

References: Dennis Thompson, DO Shawn Sorensen, Phd. Charles Goldfarb, M.D.

Marcia Flugsrud-Breckinridge, MD, Ph.D.
Anson Buttles, MD

Newark Beth Israel Medical Center

8/84 to 3/87

Newark, New Jersey

Clinical Social Worker Acute Adult Psychiatric Unit (15 patients) (length of stay 3-21 days)

Family assessment and crisis intervention, individual assessment and crisis intervention, discharge planning and advocacy, group psychotherapy. Each diagnostic assessment on each patient includes brief therapeutic intervention consisting of at least two sessions to include patient's family and/or significant relationships. Clinical supervision of the social worker who is responsible for the In-Patient Screening Psychiatric Unit which includes adolescents. Screening Unit was my responsibility for six months due to unfilled position in addition to my unit. Instruction of 3rd year Medical Students from UMDJN/Rutgers was also included in responsibilities as of the fall of 1986.

Supervisor: Rachel Parios, In-Patient Administrator

Reference: Joseph Merlino, MD

South Beach Psychiatric Center (NYS DMH)

2/82 to 6/83

Staten Island, NY

Clinical Supervisor

Responsibilities included individual psychotherapy, family treatment, and group psychotherapy on an in-patient unit of adults; forensic patients assigned to me due to previous experience; supervision of one MSW; and administrative responsibilities of 30 bed unit in the absence of unit administrator. Also: full responsibility of discharge planning, treatment team leadership and resource person for Uniform Case Record.

Supervisor: Eriza Rameshwar, MD

Reference: Raymond Barron, Deputy Director State Commission on Quality Care

City of New York

1/81 to 2/82

Department of Health, Prison Health Services

New York, NY

Clinical Social Worker

Diagnostic evaluation and treatment of patients referred from the inmate population of the Rikers Island House of Detention for Men at Rikers Island

Supervisor: Arno Safier, Ph.D.

Bronx Children's Psychiatric Center

12/78 to 9/80

Special Treatment Unit

New York, NY

Team Leader, Clinical Coordinator

Diagnostic and long term treatment of severely disturbed adolescent males convicted of major felonies and referred by the juvenile justice system.

Supervisor: Sherlee Argrett, ACSW

Richard Evans, MD (Both available through Bronx Children's

Hospital)

Sisters of Good Shepherd Residences

5/73 to 1/76

New York, New York

Program Developer/Clinician

(1) diagnostic, crisis intervention, and long term treatment of families and adolescents

referred through Brooklyn Family Court. (2) responsibility for development and maintenance of youth service system in Park Slope community. Services developed

included: (a) Family Reception Center provides clinical services to families and adolescents, (b) Park Slope Mini School provides alternative schooling for youngsters

rejected by regular school system. Blum Group Home and Youth Development Services. Responsibilities included administration and supervision of paraprofessionals, Bachelors and MSW staff. Student Units from NYU, Fordham, Wagner and Hunter were also taught

community development in liaison with other professionals.

Supervisor: Sister Mary Paul Janchill, DSW

Ellie Guidotti, CSW, Private Practitioner (212) 989-5778

Other Related Experience in Social Work

1990 to 1991

Indian River Community College

Fort Pierce, FL

Adjunct Instructor - Social Services Department

Courses taught: Sociology

Interpersonal Relations

Family Relations

1988 to 1992

Private Psychotherapy Practice

Stuart, FL
1992 to 1998

Barry University School of Social Work

Miami Shores, FL

Field Instructor

Education

Undergraduate: Nazareth College

(also known as Catherine Spalding College, Bardstown, KY and

Louisville, KY

Degree: BSW conferred in 1968, Major: Social Services

**Graduate: Fordham University School of Social Work, Lincoln Center,
NYC**

*Degree: MSW conferred in 1973, Double Major: Individual/Community
Development*

**PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
BOARDS/COMMITTEES APPLICATION**

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Section I (Department): (Please Print)

Board Name: Community Action Advisory Board Advisory Not Advisory
 At Large Appointment or District Appointment /District #: _____
 Term of Appointment: 2.7 Years. From: February 6, 2018 To: September 30, 2020
 Seat Requirement: Public Sector Representative Seat #: 5
 *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: Wilkerson Mary
Last First Middle
 Occupation/Affiliation: Vice-Mayor City of Belle Glade
 Owner Employee Officer
Business Name: City of Belle Glade
Business Address: 100 MLK Blvd West
 City & State Belle Glade, FL Zip Code: 33430
Residence Address: 617 NW 14th
 City & State Belle Glade, FL Zip Code: 33430
 Home Phone: (561) 248-4026 Business Phone: () Ext. _____
 Cell Phone: (561) 248-4026 Fax: ()
 Email Address: Zeta97@att.net

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

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|---------------------------------|-------------------------------|--------------------------------|----------------------------|
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| <u>R2017-1620</u> | <u>Community Services</u> | <u>Services</u> | <u>10/01/17-9/30/20</u> |

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

NONE

NOT APPLICABLE/
(Governmental Entity)

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By watching the training program on the Web, DVD or VHS on June 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: Mary Ross Wilkerson Printed Name: Mary Ross Wilkerson Date: 12/11/17

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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: 2/6/18

Commissioner's Signature: Melissa McKinley Date: 1/4/18

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Revised 02/01/2016

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Commissioner's Signature: Maken Bent Date: 1/5/18

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{Insert Address Here}

Section III (Commissioner, if applicable):

Appointment to be made at BCC Meeting on:

Feb. 6, 2018

Commissioner's Signature:

Debbie Burdick

Date:

1-16-2018

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Revised 02/01/2016

Mary Ross Wilkerson
617 N.W. 14th Street
Belle Glade, FL 33430
(561) 996-4145

e-mail- zeta97@att.net

EDUCATION

St. Thomas University – 1989
Miami, Florida
Major: Human Resource with emphasis in Psychology

New England Tech of Palm Beach County – 1986
West Palm Beach, Florida
Major: Data Entry minor in Computer Programming
Associate of Applied Science Degree

PROFESSIONAL EXPERIENCE

City Commissioner
City of Belle Glade
2009-Present

On-Site Counselor
Drug Abuse Treatment Association, Inc.
2007-Present

Screen all clients within the assigned agency and to identify those with substance abuse problems. Implement appropriate substances abuse services in conjunction with Belle Glade Team and, as needed, provide group and/or individual outreach as well as intervention services. Work closely with Prevention Belle Glade Staff, and others who provide ancillary services, drug education and urinalysis screening may also be required, facilitate crisis intervention services as needed, establish collaborative relationships with community providers, link clients to social services as needed, facilitate drug and anger management education individual and/or group sessions, while attending daily court proceedings, advocate for appropriate individuals to receive outreach intervention services.

Migrant Advocate
School District of Palm Beach County
2004-2007 Retired

Advocate for migrant students with parents, school staff, employers and the public in a manner which is effective and sensitive to language and cultural differences. Ability to gain rapport with migrant students and motivate them. Assist migrant 6-12 grade students toward graduation. Serves as a liaison between teachers, counselors, parents and students. Provides motivation and support for attendance, participation in school and migrant activities, and academic excellence.

Client Services Unit Leader
School District of Palm Beach County
2001-2004

Serves as project S.A.V.E. (See and Valuing Education) coordinator which includes recruiting students that are socio-economic disadvantage to encourage them to attend school and to improve in all areas of learning. Some students attended Sylvan Learning Center, after school tutorial and

Leadership Training Seminars. My duties include making numerous home and school visits. This is a two-year grant which I generated \$80,205.00.

Social Service Facilitator

School District of Palm Beach County
1989-2000

Serve as a Team leader for a group of Community Resource People (CRP's); review CRP's Weekly Planners, mileage forms and identification forms. Providing vital information for resource. Implements all support services activities for a cluster of schools; identifies and recruits migratory children. Assist the Community Resource Specialist with social services for migrant students. Codes health information on appropriate forms; assists the Migrant Secondary Program, Early Childhood Program, Language Arts program, and Parental Involvement Program. Submits weekly and monthly summary reports of activities and SRP reports. Assists the Department of Federal Program's administrative staff as needed. Trouble shooter for personnel differences that may arise during Supervisor's absence.

Life Skills Instructor

South Bay Correctional Facility/Wackenhut
5/1997-5/2003

Instruct male inmates in areas of pre-release preparations, household planning, re-entry into society, budgeting skills, parenting skills, improving interpersonal skills, stress and anger management skills.

City Commissioner

City of Belle Glade
1998-2000

Crisis Unit Technician

Western Palm Beach County Mental Health Center
1989-1996

Conducted counseling sessions for rehabilitating alcohol, drug and mental health clients. Complete detailed admissions' packets for every admittance; conduct one-on-one counseling sessions for clients unable to participate in group sessions. Maintain accurate records of supplies and clients needs; plan and prepare meals for clients.

PROFESSIONAL EXPERIENCE

Office Assistant/Data Entry Clerk

School District of Palm Beach County - Pahokee Elementary
1986-1989

Organize enrollment registration for school; input, retrieve and update information on each student; compile and classify data obtained; complete request for information forms and mail to parents and/or guardians for students; assist in various office duties.

Instructional Aide

School District of Palm Beach County
1980-1986

Tutor school students utilizing teacher directed instructions; assist teacher in maintaining accurate records; complete appropriate forms as instructed; assist teacher in various classroom responsibilities.

Teacher's Aide

School District of Palm Beach County
1977-1980

Tutor Trainable Mentally Retarded students utilizing teacher directed instructions; assisting teacher in various classroom responsibilities; assisting students with personal care.

VOLUNTEER WORK

Advisory Committee 1988-1990
Glades Central Community High School

Coordinator for "Project Graduation" 1987-1988
Glades Central Community High School

"Raider" Band Booster 1988-1990
Glades central Community High School

Youth Director 1989-1990
Mt. Zion A.M.E. Church

College Outreach Program 1996-1998
Palm Beach Community College – Glades Campus

Pre-planning Committee 1997
Palm Beach Community College – Glades Campus

Glades Youth Council 1998-2001

Zeta Phi Beta Sorority, President 2001-2003

VISION-To-Action 1996-1998

Church School Teacher
Mt. Zion A.M.E. Church

Glades Area Police Athletic League (PAL), President 2002-2004

Glades Area MLK Committee, Vice-Chair, 2001 – Present

Board Member-Community Action Council-Palm Beaches, 2009-Present

**COMMUNITY ACTION ADVISORY BOARD
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 | 09/30/2020 |
| 3 | Michael A. Coleman | PUBLIC SECTOR REPRESENTATIVE | 12/06/2016 | 09/30/2020 |
| 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 | 09/30/2018 |
| 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: 1.17.18 by M.Jones

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.

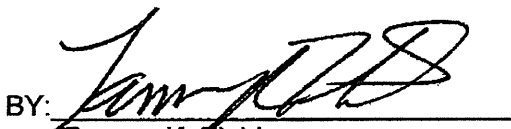
The foregoing Resolution was offered by Commissioner Burdick, who moved its adoption. The motion was seconded by Commissioner Abrams, and upon being put to a vote, the vote was as follows:

| | |
|---|--------------------|
| 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> |

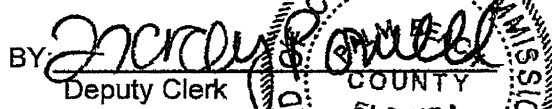
The Mayor thereupon declared the Resolution duly passed and adopted this 6th day of May, 2014.

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY

ATTEST:
SHARON R. BOCK,
CLERK & COMPTROLLER

BY: 

Tammy K. Fields
Sr. Assistant County Attorney

BY: 

Deputy Clerk

