

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS

BOARD APPOINTMENT SUMMARY

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Meeting Date: April 10, 2018

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

Motion and Title: Staff recommends motion to approve: Appointments to the Homeless Advisory Board, effective April 10, 2018:

<u>Seat No.</u>	<u>Appointment</u>	<u>Seat Requirement</u>	<u>Nominated By</u>	<u>Term Ending</u>
5	Anne Gerwig	Palm Beach County League of Cities Representative	Palm Beach County League of Cities	09/30/2019
7	Sally Chester	Homeless Coalition of Palm Beach County Representative	Homeless Coalition of Palm Beach County	09/30/2020
9	Kelly Smallridge	Business Community Representative	Economic Development Council	09/30/2020

Summary: On May 1, 2007, the Board of County Commissioners (BCC) established the Homeless Advisory Board (HAB) to implement the Ten-Year Plan to End Homelessness in Palm Beach County (Ten-Year Plan). The total membership for the HAB shall be no more than 14 at-large members, per Resolution No. R2016-0038, comprised of members representing government, business, providers, law enforcement, advocates, education, faith-based and the formerly homeless. Members representing the Palm Beach County Continuum of Care and the homeless community are essential to the work of this board. Ms. Anne Gerwig has disclosed that she is employed by Alan Gerwig & Associates, Inc., which contracts with the County for services. The HAB provides no regulation, oversight, management, or policy setting recommendations regarding contracts. The Board has 14 seats; 9 seats are currently filled with a diversity count of African-American: 5 (56%), Caucasian: 3 (33%) and Native-American: 1 (11%). The gender ratio (female: male) is 4:5. The nominees are three (3) Caucasian females. The Contracts-Grant Coordinator and staff conduct targeted outreach in an effort to proffer candidates for appointments that maintain a diverse composition of the Board. (Division of Human and Veteran Services) Countywide (HH)

Background and Justification: The BCC formally adopted the Ten-Year Plan and oversight in September 2008. The Homeless Advisory Board's focus is directed toward implementation of the Ten-Year Plan. The Division of Human and Veteran Services provides staff support. The authority for the HAB is provided by Resolution Number R2016-0038.

Attachments:

1. Boards/Committees Applications (3)
2. Proposed HAB Member Category and Seat Number
3. Resolution No. R2016-0038

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Recommended By: James E. Shea 3/29/18
Department Director Date

Legal Sufficiency: Melene Cottrell
Assistant County Attorney Date

II. REVIEW COMMENTS

A. Other Department Review:

Department Director

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
BOARDS/COMMITTEES APPLICATION

Attachment 1

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: Homeless Advisory Board Advisory Not Advisory
 At Large Appointment or District Appointment / District #: _____
Term of Appointment: 1.5 Years. From: 04/10/18 To: 09/30/19
Seat Requirement: PBC League of Cities Representative Seat #: 5
 *Reappointment or New Appointment
or to complete the term of William Thrasher Due to: resignation other
Completion of term to expire on: 09/30/19

*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: Gerwig Anne
Last First Middle
Occupation/Affiliation: Administrative Support
Owner Employee Officer
Business Name: Alan Gerwig & Associates, Inc.
Business Address: 12798 Forest Hill Blvd. #201
City & State Wellington, FL Zip Code: 33414
Residence Address: 14505 Paddock Drive
City & State Wellington, FL Zip Code: 33414
Home Phone: (561) 793-4606 Business Phone: () Ext. _____
Cell Phone: (561) 346-2952 Fax: ()
Email Address: agerwig@wellingtonfl.gov
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

Section II Continued:

CONTRACTUAL RELATIONSHIPS: Pursuant to Article XIII, Sec. 2-443 of the Palm Beach County Code of Ethics, advisory board members are prohibited from entering into any contract or other transaction for goods or services with Palm Beach County. Exceptions to this prohibition include awards made under sealed competitive bids, certain emergency and sole source purchases, and transactions that do not exceed \$500 per year in aggregate. These exemptions are described in the Code. This prohibition does not apply when the advisory board member's board provides no regulation, oversight, management, or policy-setting recommendations regarding the subject contract or transaction and the contract or transaction is disclosed at a public meeting of the Board of County Commissioners. **To determine compliance with this provision, it is necessary that you, as a board member applicant, identify all contractual relationships between Palm Beach County government and you as an individual, directly or indirectly, or your employer or business.** This information should be provided in the space below. If there are no contracts or transactions to report, please verify that none exist. Staff will review this information and determine if you are eligible to serve or if you may be eligible for an exception or waiver pursuant to the code.

<u>Contract/Transaction No.</u>	<u>Department/Division</u>	<u>Description of Services</u>	<u>Term</u>
<u>Example: (R#XX-XX/PO XX)</u>	<u>Parks & Recreation</u>	<u>General Maintenance</u>	<u>10/01/00-09/30/2100</u>

the firm that I work for has ongoing contracts with Palm Beach County through engineering and have no effect on the Homeless Advisory Board.
 (Attach Additional Sheet(s), if necessary)

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 _____ 20____
 By attending a live presentation given on Sept. 7, 2016

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: Anne M Gerwig Date: 7-25-17

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 BCC Meeting on: _____

Commissioner's Signature: _____ Date: _____

12798 W. Forest Hill Boulevard
Suite 201
Wellington, FL 33414
Phone: (561) 792-9000
Fax: (561) 792-9901
CA No. 7969

Alan Gerwig & Associates, Inc.
Consulting Engineers



Palm Beach County Open Contracts with Alan Gerwig & Associates Inc. (as of 4/2/18)

Structural Services Annual Contract Resolution NO: R2017-0173 Contracted
NTP 1/15/13 (R2013-0020) – Continuing Engineering Services for Civil & Structural Engineering

Structural Services Annual Contract Resolution NO: R2014-0119
NTP 1/26/16 (R2016-0019) - Continuing Engineering Services for Civil & Structural Engineering

Structural Services Annual Contract Resolution NO: R2017-0026
NTP 12/19/17 (R2017-1876) - Continuing Engineering Services for Civil & Structural Engineering

CR 880 Bridge over SFWMD C-51 Canal Bridge Replacement
NTP 7/7/15 Design of Highway Bridge Replacement
Project Dated: 7/7/15 (R2015-0839)
PBC PROJ# 201550 Acct No. 3500-361-1480-6505

Also Please Note:

Anne Gerwig is employed Alan Gerwig & Associates, Inc. and owns one share of stock in the firm (1%).

Anne is not a qualifying agent for the firm, and is the director of client communications.

Anne Gerwig
14505 Paddock Drive, Wellington, FL
agerwig@wellingtonfl.gov

Experience

Alan Gerwig & Associates, Inc

1998- Present

- Founded civil and structural consulting engineering firm.
- Responsible for the firm's Administrative duties including the payroll.

Village of Wellington

2010-Present

Elected as Councilwoman in March 2010

Re-Elected in March 2014

Elected as Mayor in 2016

During her time in office:

- Instrumental in naming of the Keely Spinelli Education Grant
- Involved with the construction of the current Village Hall, Scott's Place, Wellington Amphitheater, Tennis Facility and Wellington Community Center.
- Involved with the purchase of the Lake Wellington Professional Center

Education

North Shore High School

Attended North Technical Education Center

- Awarded first in the State in the VICA awards for Architectural Design.
- Awarded five in the nation for the VICA awards for Architectural Design.

Organizations

- Treasure Coast Regional Planning Council
- Palm Beach County League of Cities Board of Directors
- Florida League of Cities Municipal Bond Council
- Palm Beach County Metropolitan Planning Organization
- Housing Leadership Council
- Citizens Advisory Committee for Health and Human Services of Palm Beach County

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

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Section I (Department): (Please Print)

Board Name: Homeless Advisory Board Advisory Not Advisory

At Large Appointment or District Appointment /District #: _____

Term of Appointment: 2.5 Years. From: 04/10/2018 To: 09/30/2020

Seat Requirement: Homeless Coalition of Palm Beach County Representative Seat #: 7

*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: Chester Sally Degenhardt
Last First Middle

Occupation/Affiliation: RN, Retired Community Volunteer

Owner Employee Officer

Business Name: N/A

Business Address: N/A

City & State N/A Zip Code: N/A

Residence Address: 148 Bloomfield Drive

City & State West Palm Beach, FL Zip Code: 33404

Home Phone: (561) 556-4342 Business Phone: () Ext. _____

Cell Phone: (561) 371-1970 Fax: ()

Email Address: sdcwpb@aol.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

Section II Continued:

CONTRACTUAL RELATIONSHIPS: Pursuant to Article XIII, Sec. 2-443 of the Palm Beach County Code of Ethics, advisory board members are prohibited from entering into any contract or other transaction for goods or services with Palm Beach County. Exceptions to this prohibition include awards made under sealed competitive bids, certain emergency and sole source purchases, and transactions that do not exceed \$500 per year in aggregate. These exemptions are described in the Code. This prohibition does not apply when the advisory board member's board provides no regulation, oversight, management, or policy-setting recommendations regarding the subject contract or transaction and the contract or transaction is disclosed at a public meeting of the Board of County Commissioners. To determine compliance with this provision, it is necessary that you, as a board member applicant, identify all contractual relationships between Palm Beach County government and you as an individual, directly or indirectly, or your employer or business. This information should be provided in the space below. If there are no contracts or transactions to report, please verify that none exist. Staff will review this information and determine if you are eligible to serve or if you may be eligible for an exception or waiver pursuant to the code.

<u>Contract/Transaction No.</u>	<u>Department/Division</u>	<u>Description of Services</u>	<u>Term</u>
Example: (R#XX-XX/PO XX)	Parks & Recreation	General Maintenance	10/01/00-09/30/2100

(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: 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 _____ 20____
 By attending a live presentation given on Jan 31, 2018

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: Sally Degenhardt Date: 1/9/18
Chester

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

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

Section III (Commissioner, if applicable):

Appointment to be made at BCC Meeting on: _____

Commissioner's Signature: _____ Date: _____

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

Revised 02/01/2016

SALLY DEGENHARDT CHESTER, MS, RN, BC
148 Bloomfield Drive
West Palm Beach, FL 33405-4102
561-586-4342/Fax 582-2196/Cell 371-1970
sdcwpb@aol.com

PROFESSIONAL EDUCATION

Nova Southeastern University: M.S., Health Education
Hartwick College: B.S. Nursing
Nova Southeastern University: All course studies for doctorate in adult education

CERTIFICATIONS

Malcolm Baldrige National Quality Award:
Examiner, Healthcare Sector 2003; 2004
American Nurses Association:
Nurse Executive 1980 - present
Nursing Professional Development, 1994 - present

EMPLOYMENT HISTORY

Team Chester 2004 – present
RN Care Manager providing fulltime case management and nursing care to spinal cord injury patient.
Granny Nannies 2004 – 2005 Assessment RN (per diem)
Hanley-Hazelden Center, 1997 – 2004
Director of Education (2002-2004)
Provided leadership for organization-wide education programs for staff and patients.
Manager, Human Resources (1997-2002) provided full-time executive level services in the areas of human resource development, employee relations, process improvement, management development and licensure and accreditation.
Member of senior leadership team.
Palm Beach Gardens Medical Center, 1996-1997 Relief evening supervisor.
Nova Southeastern University, 1987 - 1999
Cluster Coordinator served as liaison between students and university for bachelor's in professional management and for master's in health services administration.
St. Mary's Medical Center, 1972 - 1995
Director, Education And Health Sciences Library (1990 - 1995) Expanded role. Additional duties include serving as consultant to human resource department, coordinating house-wide process improvement education and preparing for accreditation surveys.
Nurse Manager, Education And Health Sciences Library (Education: 1984 - 1990; Library 1988 - 1990) Responsible for staff and community education and library functions. Expanded focus of education department from in-house nursing education to hospital-wide education programs open to community professionals. Directed Health Education Speakers Bureau. Designed and Implemented self-directed learning modules.
Nursing Director, Resource Services (1983 - 1984) Responsible for process improvement, staff education and staffing.
Administrative Nursing Supervisor (1980 - 1983)
Coordinated activities of clinical nursing supervisors. Scheduled nursing management team. Mutually problem-solved with other departments. Participated in budget preparation. Administered incident report program.
Coordinator, Nursing Management Survey
(1978 - 1980) Coordinated nursing procedure data collection and designed system changes.
Nursing Supervisor (1975 - 1978) Administrator-in-Residence of acute care hospital. Employee supervision, education, counseling, scheduling.
Nurse Clinician (1972 - 1975) Clinically supervised nursing employees, managed acute patient care situations.
Palm Beach County Health Department, 1972 Public Health Nurse.
United Hospital, 1966-1971 Progressive Employment as Unit Clerk, Nurse's Aide, L.P.N. and R.N.

MAJOR CHANGE PROJECTS

Leadership Palm Beach County Ethics Initiative 2007-present. Group serves as a catalyst to enhance ethics in Palm Beach County. Created charter amendment that voters approved for Inspector General. Leader of Ethics Pledge sub group

Palm Beaches Marathon Festival 2004-2015. Organizing Committee Member, Co-Chair of medical services. 2004-2010. Member of medical tent staff 2011-2014.

Hanley-Hazelden 1997 - 2002. Facilitated change from executive director driven management structure to shared leadership model via a senior leadership team. Reengineered process improvement activities. Assisted in the conceptualization and implementation of stewardship education for all full and part-time staff. Assisted with redesign of safety programs.

Board Marketplace 1994 - 1999. Member of national initiative to increase not-for-profit board diversity in five United States communities.

Process Improvement/Total Quality Management 1993 - 1995. Member of St. Mary's Medical Center Quality Steering Committee (1993-1995). Team leader for Hanley-Hazelden's Process Improvement team (1997-1999). Certified by Organizational Dynamics, Inc. as Facilitator for Total Quality Advantage and Quality Action Teams.

Healthy Children: Tomorrow Begins Today Chair of Steering Committee, 1989 - 1990. Statewide American Assembly sponsored by Statewide Health Council.

Project Mosaic: A Palm Beach County Collaborative Facilitator, 1989 - 1992. School reintegration program co-sponsored by Economic Council, Education Foundation and School District.

Palm Beach County Health And Human Services Forum Steering Committee, 1988 - 1991. Forum to begin design of countywide Health and Human Services Planning Association. Sponsored by Leadership Palm Beach County Alumni Association.

Strengthening Hospital Nursing: A Program to Improve Patient Care Project Director, 1988 - 1990. Sponsored by Robert Wood Johnson Foundation and the Pew Charitable Trust. Led group which wrote planning grant proposal. St. Mary's was one of 80 hospitals selected from over 650 submitting proposals. Oversaw 1 year planning process and coordinated activities of hospital-wide project team responsible for interactive planning of institution wide change.

VOLUNTEER ACTIVITIES

Professional

American Nurses Association

Malcolm Baldrige National Quality Award Examiner (Healthcare Sector) 2003, 2004.

American Association of Critical Care Nurses: Charter President, Palm Beach Chapter

Sigma Theta Tau: International Honor Society for Nursing, Charter Member, FAU Chapter

Florida Nurses Association: Lamplighter Award for 25+ years of membership/service

Health Care Educators of Palm Beach County: Past President

Community

American Heart Association: Past Board Member, Greater West Palm Beach Chapter

Co-chair, Dance for Heart, 1987, 1988; Day of Event Chair, 1989, 1990, 1991.

Arc (formerly Association for Retarded Citizens), Palm Beach County: Board Member,

1980 - 2010, past secretary; Potential Charter School Board member 2003 – 2010,

Chair 2004 – 2010..

Economic Council/Education Foundation: Dwyer Award judge 2003-14

Genesis Assistance Dogs: founding board member 2011-2013

Grandma's Place: Board Member 2013-present

Health and Human Services Board, Department of Children and Families Member and Member of Executive

Committee 1993-1999, Chair 1997-1998.

Homeless Coalition: Co-Chair Lewis Lunch 2015-17

Homeless Coalition: Board Member 2016-present.

Leadership USA: Governance Subcommittee, 1994-1995.

Leadership Palm Beach County, Inc.: Graduate, Class of 1987, Program Chair, 1992, 1993, President, 1994-1995,

Chair FOCUS 1996, Co-Chair 1997, Board Member, 2007-2017, Ethics Initiative 2007-present

Leadership West Palm Beach, Graduate, Class of 2003.

SALLY D. CHESTER, MS, RN, BC

Curriculum Vitae: Page 3

Community (continued)

Marathon of the Palm Beaches: Organizing Committee Member, Co-Chair of medical services
Palm Beach County Ad Hoc AIDS Unit Committee, 1988-1989.
Palm Beach County Health Department: Member, Graduate Medical Education Committee
2002-2004
Palm Beach County Medical Society Services: Heroes in Medicine. Member 2004-present,
Co Chair 2007-2009, Chair 2010-2013
Palm Beach Post: People to Watch, March 1990.
Palm Healthcare Foundation: Scholarship Committee, 2002-present; Chair 2005-2016;
Nurse of the Year judge 2004-2005, Co-Chair 2006-2013
Treasure Coast Health Council, Board of Directors, 1990-1997.

State

New Horizons Service Dogs. Board member 2007-11, Chair 2008-11,
Co-chair: Salty Dog Benefit, 2006 - 2011
Statewide Health Council, Tallahassee: 1985-1992.
State of Florida Governor's Task Force on AIDS: 1987-1990.
Statewide Health and Human Services Board: 1997-1998.

LABOR RELATIONS

St. Mary's Medical Center R.N.s were represented by the Florida Nurse's Association. Management experience in contract administration, processing of grievances and other collective bargaining processes..

MASTER'S PRACTICUM

Developing a Community Health Education Speakers Bureau, 1989. Increased speaker assignments by over 200%.

PUBLICATIONS

Chester, S.D. (1990). "Sharing a good-bye." Health Progress, 71(9):90.

Chester, S.D. (1992). "St. Mary's Hospital. A speakers bureau helps hospital share its mission." Health Progress, 73(9): 66-7.

Chester, S.D. & Cloudman, M. (2010). "New Horizons Service Dogs: Opening doors to independence." Florida State Association of Rehabilitation Nurses' Newsletter. 20(2):6.

RESEARCH

A Statewide Survey of Hospital-Based Nursing Research Programs in Florida. 1992. Presented at Florida Nurses Association poster session.

AWARDS AND RECOGNITIONS

Chamber of Commerce of the Palm Beaches: Community Leader of the Year Award 2005 (with Don Chester)
Palm Healthcare Foundation: Commitment to Community Award 2007
YWCA Grace Hoadley Dodge Award nominee 2009
Palm Beach County Medical Society Services: Leadership Award for Disaster Preparedness 2010 (organizing medical tent for Marathon)
Palm Beach County Medical Society: Humanitarian Award 2014
Executive Women of the Palm Beaches: Finalist, volunteer sector.

ADDITIONAL

Trained 13 Service Dogs for persons with disabilities.

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

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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: Smallridge Kelly L
Last First Middle
Occupation/Affiliation: President and CEO
Owner Employee Officer
Business Name: Business Development Board of Palm Beach County
Business Address: 310 Evernia Street
City & State West Palm Beach, FL Zip Code: 33401
Residence Address: 17211 Golf Pine Circle
City & State Wellington, FL Zip Code: 33414
Home Phone: (561) 793-4606 Business Phone: (561) 835-1008 Ext. _____
Cell Phone: (561) 324-0725 Fax: ()
Email Address: ksmallridge@bdb.org

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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<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	<input checked="" type="checkbox"/>	NOT APPLICABLE/ (Governmental Entity)	<input type="checkbox"/>

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By watching the training program on the Web, DVD or VHS on 6/5 20 17
 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: Kelly Smallidge Date: 6-5-2017

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: _____

Commissioner's Signature: _____ Date: _____

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

Revised 02/01/2016



Known for its luxury tourism, increased development, AAA bond rating and a President who visits often, Palm Beach County with over 2,000 square miles represents the South Florida County to watch in the coming years. Throughout it all, the Business Development Board is a unique organization paving the way for more businesses to open their offices and expand their employment in this area. Meet Kelly Smallridge, a top notch company facilitator and dealmaker and find out how it's done!

About our Speaker:

Kelly L. Smallridge, President and CEO of Palm Beach County's public/private economic development agency, the Business Development Board of Palm Beach County (BDB), has served over 25 years as the longest tenured economic development President in the State of Florida. She has a solid track record in facilitating some of the largest job creation projects for Palm Beach County. Kelly also serves on the Governor's Enterprise Florida Board of Directors. Among her many job creation efforts is her role in bringing two of the world's largest bioscience organizations to the state: The Scripps Research Institute from San Diego and the Max Planck Society from Germany. Thanks to Kelly's aggressive style in insuring local companies continue to expand, announcements of new job creations abound among ADT, Pratt & Whitney, Cancer Treatment Centers of America and TBC Corporation in Palm Beach County.

In 2013, Governor Rick Scott awarded Kelly with the Governor's Ambassador Medal recognizing her hard work in creating jobs in Palm Beach County. She was also named the Small Business Leader of the Year by the Sun Sentinel and a recipient of the Palm Beach County Public Schools Distinguished Alumni Award. Kelly was also recognized by the South Florida Business Journal as an "Ultimate CEO" and by South Florida CEO as one of the top 40 business leaders in Palm Beach County.

Kelly Smallridge is a lifelong resident of Palm Beach County and graduated from the University of Florida.

PROPOSED Homeless Advisory Board Member Category and Seat Number

Seat Number	Seat Requirement	Name of Member	email address	Application Status	Term of Appointment
1	Palm Beach County Commissioner	<i>Mack Bernard</i> <i>PBC Commissioner</i>	mbernard@pbcgov.org	Confirmed	
2	Palm Beach County Law Enforcement Official (recommended by LEPC)	<i>Javaro Sims</i> <i>Assistant Chief Delray</i>	sims@mydelraybeach.com	Confirmed	5/5/15 - 9/30/18
3	Palm Beach County School District Board Member or Senior Staff	<i>Erica Whitfield</i> <i>School Board Member</i>	erica.whitfield@palmbeachschools.org	Confirmed	5/5/15 - 9/30/18
4	Florida Department of Children and Families Administrator	<i>Clay Walker</i> <i>Circuit Administrator</i>	Clay.walker@myflfamilies.com	Confirmed	
5	League of Cities recommended member	<i>Anne Gerwig</i> <i>Administrative Support</i>	agerwig@wellingtonfl.gov	Pending	4/10/18 - 9/30/19
6	VA Medical Center Director	<i>Donna Katen-Bahensky</i> <i>VA Medical Center</i>	Donna.katen-bahensky@va.gov	Confirmed	6/6/17 - 9/30/20
7	Homeless Coalition Board President	<i>Sally Chester</i> <i>RN, Retired Community Volunteer</i>	sdewpb@aol.com	Pending	4/10/18 - 9/30/21
8	Homeless and Housing Alliance Executive Committee Officer	<i>Uwe K. Naujak</i> <i>HHA Chair Person</i>	uwenaujak@outlook.com	Confirmed	6/6/17 - 9/30/20
9	Business Executive (recommended by Economic Development Council)	<i>Kelly Smallridge</i> <i>President and CEO</i>	ksmallridge@bdb.org	Pending	4/10/18 - 9/30/21
10	Business Executive (recommended by Economic Development Council)	<i>Sophia Eccleston</i> <i>Business Representative</i>	sophia.eccleston@fpl.com	Confirmed	6/6/17 - 9/30/20
11	Formerly Homeless Individual or Family Representative (recommended by HHA)	<i>Joshua Butler</i> <i>Formerly Homeless Individual</i>	joshuabutler4056@gmail.com	Confirmed	6/6/17 - 9/30/21
12	Housing Authority Director (recommended by Community Service)	<i>Van Johnson</i> <i>Executive Dir., PBC Housing Authority</i>	vjohnson@pbchafll.org	Confirmed	5/19/15 - 9/30/18
13	Faith-Based Community Senior Manager (recommended by Community Service)	<i>Leo Abdella</i> <i>Pastor of Christ Fellowship</i>	leoabdella@gmail.com	Confirmed	
14	Southeast Florida Behavioral Health Network, Inc. (recommended by Community Service)	<i>Linda Kane</i>	linda.kane@sefbhn.org	Confirmed	8/16/16 - 9/30/19

RESOLUTION NO. R2016 - 0038

RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF PALM BEACH COUNTY, FLORIDA, REPEALING AND REPLACING RESOLUTION R2014-1638; PROVIDING FOR THE ESTABLISHMENT OF THE HOMELESS ADVISORY BOARD; PROVIDING FOR COMPOSITION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the U.S. Department of Housing and Urban Development (HUD) recommends that recipients of Continuum of Care funds comply with the The Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH Act), and with 24 CFR Part 578; and

WHEREAS, the Continuum of Care Program provides funds for the operation and maintenance of Safe Havens, transitional housing, permanent supportive housing and permanent housing; and

WHEREAS, Palm Beach County, through the Department of Community Services, Division of Human Services wishes to comply with HUD recommendations regarding the Homeless Advisory Board; and

WHEREAS, HUD has adopted a Continuum of Care Program that allocates HUD homeless assistance grants to organizations that participate in local homeless assistance program planning networks, and each of these networks is called a Continuum of Care; and

WHEREAS, the Board of County Commissioners of Palm Beach County, Florida, established a Homeless Advisory Board on May 1, 2007 to create a Ten-Year Plan to End Homelessness in Palm Beach County pursuant to Resolution R2007-0720, and such Resolution was amended by Resolution R2007-1693, on October 2, 2007 and such Resolution was repealed and replaced by Resolution R2011-1233, on August 23, 2011; and such Resolution R2014-1638 was repealed and replaced on October 21, 2014 and

WHEREAS, since the Ten-Year Plan to End Homelessness has now been adopted, there exists a need for the Homeless Advisory Board to work in conjunction with the Continuum of Care to assist the County in achieving the objectives of the Ten-Year Plan to End Homelessness.

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

REPEAL AND REPLACEMENT

Resolution R2014-1638 is hereby repealed in its entirety and replaced with the following:

SECTION 1: ESTABLISHMENT OF THE HOMELESS ADVISORY BOARD

There is hereby established an advisory board to be known as the "Homeless Advisory Board," herein referred to as the "Advisory Board."

SECTION 2: COMPOSITION

The Advisory Board shall be comprised of fourteen members as follows:

- a. One (1) member shall be a Palm Beach County Commissioner;
- b. One (1) member shall be recommended by the Palm Beach County Law Enforcement Planning Council;
- c. One (1) member shall be recommended by the School District of Palm Beach County;
- d. One (1) member shall be recommended by the Florida Department of Children and Families;
- e. One (1) member shall be recommended by the League of Cities;
- f. One (1) member shall be recommended by the Veterans Administration Medical Center;
- g. One (1) member shall be recommended by the Homeless Coalition of Palm Beach County;
- h. One (1) member representing homeless services providers shall be recommended by the Executive Committee of the Homeless and Housing Alliance;
- i. Two (2) members representing business shall be recommended by the Economic Development Council;
- j. One (1) member representing Formerly Homeless individuals or families shall be recommended by the Homeless and Housing Alliance;
- k. One (1) member representing a Housing Authority shall be recommended by the Community Services Department;
- l. One (1) member representing the Faith-Based Community shall be recommended by the Community Services Department;
- m. One (1) member representing the Southeast Florida Behavioral Health Network, Inc. shall be recommended by the Community Services Department.

SECTION 3: APPOINTMENTS, TERMS, AND VACANCIES

- A. The maximum number of Boards and Commissions that an individual appointed by the Board of County Commissioners may serve on at one time shall be three.
- B. Terms of office for the Advisory Board members shall be three years and shall begin on October 1st and end on September 30th.
- C. There shall be a limit of three consecutive three year terms, unless dictated otherwise by statute or other binding rule.
- D. Appointments shall be made by the Board of County Commissioners. The Homeless Advisory Board may provide recommendations for appointments.

- E. A vacancy occurring during a term shall be filled for the unexpired term and in the manner prescribed above.
- F. Upon adoption of this resolution, those members with unexpired terms that were serving on the previous Homeless Advisory Board will have their terms adjusted to expire on September 30th of the year in which their term expires.
- G. Members shall be subject to the rules and to the overall authority of the Board of County Commissioners of Palm Beach County, Florida.
- H. Advisory Board members shall not be prohibited from qualifying as a candidate for elected office.

SECTION 4: ROLES AND RESPONSIBILITIES

The roles and responsibilities of the Homeless Advisory Board shall be to assist the County in reaching its Ten-Year Plan to End Homelessness goals and they shall have the authority and power to accomplish this through the following:

- A. Gather community input on homelessness.
- B. Oversee implementation of the Ten-Year Plan to End Homelessness by:
 - 1. Fostering and promoting cooperation among governmental agencies, community-based agencies, non-profit organizations and business interests in order to ensure the efficient and timely implementation of the Ten-Year Plan to End Homelessness;
 - 2. Review progress made in the County towards achieving the objectives identified in the Ten-Year Plan to End Homelessness and make recommendations to the Board of County Commissioners. The primary recommendations may include systematic changes, policy changes, and funding recommendations;
 - 3. Provide information regarding the needs and other factors affecting the smooth implementation of the Ten-Year Plan to End Homelessness within Palm Beach County; and
 - 4. Determine roadblocks affecting program implementation and recommend corrective measures to the Board of County Commissioners.
- C. Recruit private and public sector representatives to the membership of Advisory Board committees.

SECTION 5: MEETINGS

- A. The Advisory Board shall meet on a regular basis. The Chair or County staff shall have the authority to call emergency meetings, as is needed and appropriate.

SECTION 6: OFFICERS

- A. The Chair shall be a County Commissioner appointed by the Palm Beach County Board of County Commissioners.
 - 1. Duties of the Chair:
 - a. Call and set the agenda for Advisory Board meetings;

- b. Preside at Advisory Board meetings;
 - c. Establish committees, appoint committee chairs and charge committees with specific tasks; and
 - d. Perform other functions as the Advisory Board may assign by rule or order.
2. If a vacancy occurs in the office of the Chair, the Palm Beach County Board of County Commissioners shall appoint a replacement.
- B. The Vice Chair shall be elected by a majority vote of the Advisory Board and shall serve for a term of one year.
- 1. The Vice Chair shall perform the duties of the Chair in the Chair's absence, and such other duties as the Chair may assign.
 - 2. If a vacancy occurs in the office of the Vice Chair, the Advisory Board will elect another member to fill the unexpired term.

SECTION 7: 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 consecutive meetings or 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 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 8: RESIDENCY REQUIREMENTS

All board members must be residents of Palm Beach County at the time of appointment and while serving on the board.

SECTION 9: ANNUAL NARRATIVE REPORT

The Advisory Board shall submit an annual narrative report to the Agenda Coordinator. The form, substance, and submittal dates for annual narrative reports are established by PPM CW-O-060.

SECTION 10: SUNSHINE LAW AND STATE CODE OF ETHICS

Members of the Advisory Board are to comply with the Sunshine Law and State Code of Ethics. Reasonable public notice of all Advisory 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 11: 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 12: 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 Administrator and shall be in accordance with Countywide Policy and Procedures Memoranda (PPM) CW-F-009.

SECTION 13: CONDUCT OF MEETING

A quorum must be present for the conduct of all board meetings. A majority of the members appointed shall constitute a quorum. All meetings shall be governed by Robert's Rules of Order.

SECTION 14: CONFLICT WITH FEDERAL OR STATE LAW OR COUNTY CHARTER

Any statutory Federal or State or County Charter provisions in conflict with this Resolution shall prevail.

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

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

The Mayor thereupon declared the Resolution duly passed and adopted this 26th day of January, 2016.

APPROVED AS TO FORM AND LEGAL SUFFICIENCY

BY: Helene C. Hvizd
Helene C. Hvizd
Assistant County Attorney

ATTEST:
SHARON R. BOCK
CLERK & COMPTROLLER
BY: Sharon R. Bock
Deputy Clerk

