

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

Meeting Date: May 15, 2018

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

I. EXECUTIVE BRIEF


Motion and Title: Staff recommends motion to approve: a proposed seat change for two (2) current members and one (1) new appointment to the Palm Beach County HIV Comprehensive AIDS Resources Emergency (CARE) Council for a term of three (3) years, effective May 15, 2018:


<u>Current Seat No.</u>	<u>Proposed Seat No.</u>	<u>Appointment</u>	<u>Seat Requirement</u>	<u>Current Term Expires</u>
6	18	Thomas McKissack	Non-Elected Community Leader	11/14/2019
18	3	Olga Sierra	Community-Based Organization serving affected populations/AIDS Service Organization	07/21/2020
<u>Seat No.</u>		<u>Appointment</u>	<u>Seat Requirement</u>	<u>Term Expires</u>
6		Sinteria Cooper	Substance Abuse and/or Mental Health Provider	05/14/2021

Summary: The total membership shall be no more than 27 at-large members, per Resolution No. 2011-1560. The HIV CARE Council (Council) nominations process is an open process with publicized criteria and legislatively defined conflict of interest standards. Due to an effort to most accurately reflect mandatory requirements, which was approved by the Board of County Commissioners on April 10, 2018, a seat change is being recommended for Mr. McKissack and Ms. Sierra. Mr. McKissack is currently in Seat No. 6 – Substance Abuse and/or Mental Health Provider, but will be moved to Seat No. 18 – Non-Elected Community Leader. Ms. Sierra is currently in Seat No. 18 – Non-Elected Community Leader, but will be moved to Seat No. 3 – Community-Based Organization serving affected populations/AIDS Service Organizations. Ms. Cooper has successfully completed the HIV CARE Council’s nomination process and the HIV CARE Council recommends her appointment. Ms. Cooper has disclosed that she is employed by The Jerome Golden Center for Behavioral Health, Inc., which contracts with the County for services. The HIV CARE Council provides no regulation, oversight, management, or policy setting recommendations regarding contracts. Disclosure of this contractual relationship is being provided in accordance with the provisions of Section 2-443, of the Palm Beach Code of Ethics. The Council has 27 seats; 17 seats are currently filled with a diversity count of Caucasian: 8 (47%), African-American: 6 (35%), and Hispanic: 3 (18%). The gender ratio (female:male) is 9:8. The nominee is an African-American female. The Ryan White Program Manager and staff conduct targeted outreach in an effort to proffer candidates for appointments that maintain a diverse composition of the Board. (Ryan White Program) Countywide (HH)

Background and Justification: In accordance with the Ryan White Comprehensive AIDS Resources Emergency Act of 1990 (P.L.101-381), Palm Beach County was designated an eligible metropolitan area disproportionately affected by the HIV epidemic and having a demand for services exceeding the capacity of local resources to meet that demand. The Federal Government, through the Department of Health and Human Services, has made funds available to Palm Beach County to meet such demand. In order to access these funds, it is legally mandated by Title I (Part A) of the Ryan White Care Act that Palm Beach County designate a Title I (Part A) HIV Services Planning Council. To that end, the Board established the Palm Beach County HIV CARE Council, per Resolution No. R-2011-1560 dated October 18, 2011 and amended on January 23, 2018. The Ryan White CARE Act Amendments of 1996 mandate a nomination process for appointments to Title I (Part A) Planning Councils. As vacancies occur on the CARE Council, replacements are selected in accordance with the HIV CARE Council nominations process that was adopted and approved by the CARE Council on June 25, 2012.

- Attachments:**
1. Board/Committee Applications
 2. Proposed Inventory of Seats List
 3. HIV CARE Council Nominations Policy No. 10

Recommended By:  4/30/18
 Department Director Date

Legal Sufficiency:  5-1-18
 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 résumé to this form.

Section I (Department): (Please Print)

Board Name: Palm Beach County HIV CARE Council Advisory [X] Not Advisory []

[X] At Large Appointment or [] District Appointment /District #: _____

Term of Appointment: 3 Years. From: 5/15/18 To: 5/14/2021

Seat Requirement: Substance Abuse and/or Mental Provider Seat #: 6

[] *Reappointment or [X] 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: Cooper Sinteria
Last First Middle

Occupation/Affiliation: Outreach Case Manager
Owner [] Employee [X] Officer []

Business Name: Jerome Golden Center

Business Address: 2935 N Australian Ave

City & State: West Pam Beach, FL Zip Code: 33407

Residence Address: 1440 West 37th Street

City & State: Riviera Beach, FL Zip Code: 33407

Home Phone: () Business Phone: () 561-246-0974 Ext.

Cell Phone: () 561-932-6810 Fax: ()

Email Address: Miss.s.cooper@gmail.com

Mailing Address Preference: [] Business [X] 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 [X] Female
[] Native-American [] Hispanic-American [] Asian-American [X] 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>
<u>R2017-1220</u>	<u>Community Services</u>	<u>Housing Services</u>	<u>10/01/17 - 9/30/18</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 December 12, 2017
 By attending a live presentation given on _____, 20____

AND

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

*Applicant's Signature:  Printed Name: Sintenia Cooper Date: 12/19/2017

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: _____

Sinteria Cooper

1440 west 37th Street, Riviera Beach, FL 33404

Phone: (561) 932-6810

E-mail: Miss.S.Cooper@gmail.com

Objective

I am seeking a competitive and challenging environment where I can serve your organization and establish an enjoyable career for myself.

Education

- Bachelors of Science in Health Education (07/2007 to 04/2011)

Gainesville, FL

Experience

Resident Assistant (BHT) Community Partners (06/2017 to current)

- Responsible for the daily monitoring and supervision of facility residents and equipment, ensure safety and compliance with project policies and guidelines, coordinates activities and various residential support services, including life skills education, oversee medication distribution, complete daily tracking paperwork for residents progress participation in groups and recreational outings and transport residential residents.

P.A.T.H Outreach Case Manager (07/2015 to 02/2018)

Jerome Golden Behavioral Health Center (1041 45th Street, WPB, FL)

- Case manage severe&persistent mentally ill individuals, apply for entitlement benefits, assist with social security benefit claims through SOAR process conduct home visits, visit various outreach sites to locate homeless individuals in need, serve as a member on the HIV CARE council of Palm Beach County, assist with medication management, perform throughout assessment of the needs of each client assigned to caseload, attend inpatient treatment meeting, attend various community outreach events, develop service implementation plans and ensure appropriate documentation related to each case is recorded in a service record.

Paratransit Driver (09/2014 to 04/2015)

MV Transportation (formerly Metro Mobility Management Group) (230 Truck&Trailer Way, WPB, FL)

- Perform pre and post trip vehicle inspections, cash handle, provide door-to-door transportation service, assist with disabled individuals, secure wheelchair and other mobility aids and provide emotional and physical support.

Data Clerk (01/2014 to 06/2014)

Kelly Services at Walgreens distribution center (15998 Walgreens Dr. Jupiter, FL)

- Data analysis and processing, monitoring team member work production efficiency on Manhattan managed labor system, prepares source data for computer entry by compiling and sorting information; establishing entry priorities and administrative support.

Administrative Assistant (07/2013 to 12/2013 and 04/2015 to 07/2015)

Sunland Pest Control Inc. (401 N. Rosemary Ave., WPB, FL)

Performing multifaceted general office support, preparing meeting minutes, meeting notes and internal support materials, assisting with all aspects of administrative management, directory maintenance, logistics, equipment inventory and storage, managing inventory of assets and supplies, monitoring critical level of stocks, sourcing for suppliers and submitting invoice(s)

Behavioral Health Technician (02/2013 to 07/2013)

C.A.R.P Inc. (5406 East Ave., WPB, FL)

- Profound knowledge of abuse substances symptomology, monitor and record clients detoxification and withdrawal progress and provide client support.

Scheduler/ Operator (03/2012 to 10/2012)

Kanner and Shteiman M.D., LLC (840 U.S Hwy 1, North Palm Beach, FL)

- Schedule appointments/ data entry, answer multiple telephone lines, and verify insurances and third-Party Insurance billing.

References

References are available upon request.

Palm Beach County HIV CARE Council

Attachment 2

Proposed Inventory of Seats

Updated 04-26-2018

Grey Shading = Federally Mandated Seat Pastel Shading = Federally Mandated Category **Bold = OPEN CHAIR**

Recently approved by BCC - renewal member

SEAT	PROVIDERS - SEATS 1-7	OCCUPANT	POSITION/ORGANIZATION	TERM EXPIRES	DEMOGRAPHIC INFO.
1	Health care provider, including federally qualified health centers	Lilia Perez	FoundCare, Inc.	11/06/2020	HF
2	Community-Based Organizations serving affected populations/AIDS Service Organizations	Kristen Harrington	AIDS Healthcare Foundation	10/06/2020	WF
3	Community-Based Organization serving affected populations/AIDS Service Organizations	Olga Sierra	Vita Nova, Inc.	07/21/2020	HF
4	Social Service Providers, including housing and homeless service providers	Kimberly Rommel-Enright	Legal AID Society of Palm Beach County, Inc.	11/14/2019	WF
5	Social Service Providers, including housing and homeless service providers	Vicki Ann Krusel	Legal AID Society of Palm Beach County, Inc.	04/15/2019	WF
6	Substance Abuse and/or Mental Health Providers	Sinteria Cooper	Jerome Golden	05/14/21	BF
7	Local Public Health Agencies	Mary Piper Kannel	PBC Health Department.	4/15/2019	WF
SEAT	NON-ELECTED COMMUNITY LEADERS – SEATS 8-18	OCCUPANT	POSITION/ORGANIZATION	TERM EXPIRES	DEMOGRAPHIC INFO.
8	State Medicaid Agency	OPEN CHAIR			
9	State Part B Agency	Robert Scott	Florida Department of Health	12/4/2020	WM
10	Hospital Planning Agencies or other health care planning agencies	OPEN CHAIR		11/14/2019	
11	Part D, or if none present, representatives of organizations addressing the needs of children, youth, and families with HIV	Jeannette Tomici	Families First of Palm Beach County	01/15/2019	HF

Palm Beach County HIV CARE Council

Proposed Inventory of Seats

12	Other federal HIV Programs: HIV Prevention Program	OPEN CHAIR			
13	Other federal HIV Programs: HOPWA	Mark White	City of West Palm Beach	05/16/2019	WM
14	Other federal HIV Programs: Other	Quinton Dames	FoundCare (SAMHSA Grant)	09/21/2018	BM
15	Representative of/or formerly incarcerated People Living with HIV/AIDS	OPEN CHAIR			
16	Non-Elected Community Leader	Chris McCoy	Walgreens Pharmacy	11/06/2020	BM
17	Non-Elected Community Leader	Chris Dowden	Walgreens Pharmacy	09/21/2018	WM
18	Non-Elected Community Leader	Thomas McKissack	Ret. Jerome Golden	11/14/19	BM
SEAT	AFFECTED COMMUNITIES, INCLUDING PLWH AND HISTORICALLY UNDER-SERVED SUBPOPULATIONS AND/OR INDIVIDUALS CO-INFECTED WITH HEPATITIS B/C – SEATS 19-27	OCCUPANT	POSITION/ ORGANIZATION	TERM EXPIRES	DEMOGRAPHIC INFO.
19	Affected Communities, including People Living with HIV/AIDS and historically under-served subpopulations and/or individuals co-infected with Hepatitis B/C	Mary Jane Reynolds	Community Member	4/15/2019	BF
20	Affected Communities, including People Living with HIV/AIDS and historically under-served subpopulations and/or individuals co-infected with Hepatitis B/C	Glenn Krabec	Community Member	04/15/2019	WM
21	Affected Communities, including People Living with HIV/AIDS and historically under-served subpopulations and/or individuals co-infected with Hepatitis B/C	Cecil Smith	Community Member	04/15/2019	BM
22	Affected Communities, including People Living with HIV/AIDS and historically under-served subpopulations and/or individuals co-infected with Hepatitis B/C	OPEN CHAIR			
23	Affected Communities, including People Living with HIV/AIDS and historically under-served subpopulations and/or individuals co-infected with Hepatitis B/C	Shirley Samples	Community Member	04/15/2019	BF
24	Affected Communities, including People Living with HIV/AIDS and historically under-served subpopulations and/or individuals co-infected with Hepatitis B/C	OPEN CHAIR			
25	Affected Communities, including People Living with HIV/AIDS and historically under-served subpopulations and/or individuals co-infected with Hepatitis B/C	OPEN CHAIR			
26	Affected Communities, including People Living with HIV/AIDS and historically under-served subpopulations and/or individuals co-infected with Hepatitis B/C	OPEN CHAIR			
27	Affected Communities, including People Living with HIV/AIDS and historically under-served subpopulations and/or individuals co-infected with Hepatitis B/C	OPEN CHAIR			

Palm Beach County HIV CARE Council

Proposed Inventory of Seats

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Demographic Info Key: BF= Black Female, BM= Black Male, HAIF= Haitian Female, HAIM= Haitian Male, WF= White Female, WM= White Male, HISF= Hispanic Female, HISM= Hispanic Male, M= Multi-Race

Palm Beach County HIV CARE Council

CARE Council Policy

Policy Number: 10
Approved: April 30, 2001
Amended: January 26, 2004
Amended: November 16, 2009
Amended: November 22, 2010
Amended: June 27, 2011
Amended: June 25, 2012

Issue: **Nominations Process for CARE Council Membership**

This policy is adopted by the CARE Council (CARE Council), for the purpose of ensuring there is an open and fair nomination process which will provide for a CARE Council membership which is reflective of the AIDS epidemic in Palm Beach County, Florida. In addition, it is the intention of the CARE Council to maintain a nomination policy which complies with directives of the Division of HIV Services (DHS) and HRSA as those directives relate to the Ryan White Act.

I. Legislative Background

Section 2602(b) of the reauthorized Ryan White Act states: "Nominations to the planning council (CARE Council) shall be identified through an open process and candidates shall be selected based upon locally delineated and published criteria. Such criteria shall include a conflict of interest standard for each nominee."

II. Expectations

An open nominations process, in combination with other legislative requirements and existing DHS policy on PLWH participation, shall result in broad and diverse community inclusion and culturally competent deliberations in CARE Council processes. The CARE Council will only approve and/or appoint members who have gone through the nominations process and shall appoint members on a timely basis to ensure minimum disruption to CARE Council activities.

Nominations to the CARE Council shall be sought from a wide spectrum of potential members. Recruitment shall be made through existing CARE Council committees and

through ongoing solicitation through existing CARE Council members, service providers, outreach through advertising, and staff working with consumers of HIV/AIDS services. Particular consideration shall be given to disproportionately affected and historically underserved groups and sub-populations.

Every member of the CARE Council is encouraged to actively recruit members to fill gaps in CARE Council membership. Recruitment is not just the Membership Committee's responsibility. CARE Council members should use their own network and seek key contacts in other communities to help identify potential members to fill gaps and to provide individuals to participate in CARE Council committee activities.

III. Steps in the Nominations Process:

1. When necessary advertising may be placed in various publications countywide notifying the public of the need for participation through membership on the CARE Council. Included in the advertising shall be notification of the need to fill membership positions based upon the demographics of the epidemic in Palm Beach County, and to ensure legislatively mandated positions are filled. A time limit for return of applications shall be included in the notification.
2. Potential applicants shall be provided a nominations packet containing a letter describing roles and responsibilities of the CARE Council, duties of membership, time expectations, gaps in representations, conflict of interest standards, HIV disclosure requirements, and an overview of the selection process and timeline; within three (3) business days of request. There shall also be an application form used to gather information about: relevant experience, expertise, skills, the person's interest in serving, the perspective he or she might bring to the CARE Council, how his or her peer group might relate to groups affected by HIV, and other related information.
3. Each returned application will be issued a document number, and receipt shall be logged in for tracking purposes.
4. CARE Council staff will review all application forms and will recommend a list of persons for the Membership Committee to interview per "Procedure for Applicant Interviews". When two or more persons apply for the same slot, the committee will interview at least two applicants for the slot. Interviews shall be conducted by at least two committee members-one of which must be the Chair or Vice Chair and a staff member, according to a structured interview format. Open ended questions about past experience on boards, ideas about significant HIV/AIDS issues and professional or affected community linkages shall be incorporated into the interview.
5. After the interviews are completed, the results of each interview are discussed at the next regularly scheduled Membership Committee meeting. When reviewing

candidates for membership the committee will consider the following factors: attendance at CARE Council meetings, involvement at Membership Development Sessions and involvement on committees. The Membership Committee may also consider activities as involvement in Membership Development Sessions. In addition, seat availability, the demographics of the board and candidate qualification will be taken into consideration. The final committee recommendations will be forwarded to the Executive Committee and if approved to the CARE Council. If the recommendation is accepted by the CARE Council, the individual's name will then be forwarded to the Palm Beach County Board of County Commissioners for appointment. The candidate must document completion of the Palm Beach County ethics training prior to submission of their name to the Palm Beach County Board of County Commissioners. In the event a recommended candidate is not acceptable to the Palm Beach County Board of County Commissioners, a request for a replacement candidate, if available, will be forwarded to the Membership Committee and the Membership Committee will provide the name of another candidate to the CARE Council. If the recommendation is accepted by the CARE Council, the individual's name will then be forwarded to the Palm Beach County Board of County Commissioners for appointment.

1. **Candidates must fulfill the following requirements prior to being forwarded for CARE Council Membership:** Candidates must join one (1) committee and attend at least three (3) meetings, one (1) of which must be either a CARE Council meeting, or CARE Council sponsored training (inclusive of annual retreat) within a one (1) year period.
2. Documented exceptions to these requirements may be made, based upon the need of the CARE Council or in an extenuating circumstance, at the discretion of the Membership Committee Chair with the approval of the Executive Committee.