

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS

BOARD APPOINTMENT SUMMARY

Meeting Date: June 19, 2018
Department: Palm Tran
Advisory Board: Palm Tran Service Board

I. EXECUTIVE BRIEF



Motion and Title: Staff recommends motion to approve: One (1) New Appointment as At-Large member to the Palm Tran Service Board (PTSB) for the following terms:


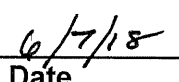
<u>Nominee</u> <u>Appointment</u>	<u>Category, Seat Number</u>	<u>Term to Expire</u>	<u>Nominated By</u>
Steven B. Grant	Elected Municipal Official Seat 4	Sept. 30, 2021	Mayor McKinlay Commissioner Valeche Commissioner Burdick Commissioner Kerner Commissioner Abrams Commissioner Berger Commissioner Bernard

Summary: The Palm Tran Service Board is composed of 13 At-Large members with specific seat categories. There are currently two (2) vacancies on the Board and one (1) candidate is requesting an appointment. A memo dated May 3, 2018 was circulated to the Board of County Commissioners (BCC) requesting support of the one (1) candidate. No additional nominations were received. Including the one (1) candidate the ethnic and gender composition of the existing 12 members include: Caucasian: 6 (50%), African-American: 3 (25%), Multicultural: 3 (25%), Gender ratio (male: female) 9:3. For the one (1) remaining vacancy, Palm Tran will conduct targeted outreach in an effort to proffer candidates for appointment that will improve the diversity composition of the Board. Countywide (DR)

Background and Justification: Agenda Summary R2015-0893 delegated to the Palm Tran Service Board (PTSB) the authority to approve fixed route service adjustments and to serve only as an advisory board in all other aspects of the County’s public transportation system.

- Attachments:**
- 1. Board Appointment Information Form and Resume
 - 2. Resolution R2015-0893
 - 3. Current Membership List

Recommended By:  Executive Director  Date

Approved By:  Assistant County Attorney  Date



MEMORANDUM Palm Beach County

Date: May 3, 2018

To: Mayor Melissa McKinlay and
Members of the Board of County Commissioners

From: Clinton B. Forbes, Executive Director, Palm Tran

RE: Palm Tran Service Board (PTSB) Appointment

**Palm Tran
Administrative Offices**
3201 Electronics Way
West Palm Beach, FL 33407-4618
(561) 841-4200
FAX: (561) 841-4291

Palm Tran Connection
50 South Military Trail
Suite 101
West Palm Beach, FL 33415-3132
(561) 649-9838
FAX: (561) 514-8365
www.palmtran.org



**Palm Beach County
Board of County
Commissioners**

Melissa McKinlay, Mayor
Mack Bernard, Vice Mayor

Hal R. Valeche
Paulette Burdick

Dave Kerner
Steven L. Abrams
Mary Lou Berger

County Administrator
Verdenia C. Baker

*"An Equal Opportunity
Affirmative Action Employer"*

Official Electronic Letterhead

Agenda Resolution R2015-0893 delegated to the Palm Tran Service Board (PTSB) the authority to approve fixed route service adjustments and to serve only as an advisory board in all other aspects of the County's public transportation system. The PTSB is comprised of 13 members and currently there are two (2) vacancies. Members serve three (3) year terms.

One (1) individual is requesting appointment to the PTSB Board. Steven B. Grant, Seat 4, Elected Municipal Official. His application and resume is attached.

The ethnic and gender composition would be:

- Caucasian: 6 (50%)
- African-American: 3 (25%)
- Multicultural: 3 (25%)
- Gender ratio (male: female) 9:3

If you wish to support the new appointments of the above listed nominees, please sign and return the enclosed Boards/Committees Applications. If you wish to have another nominee who meets the seat requirement considered for appointment, please provide the nominee's contact information. The requirement is that members be Palm Beach County residents and qualify for the seat description.

Staff intends to agenda the new appointment for June 19, 2018. Please return signed forms no later than June 1, 2018. Applications should be returned to RoseAnn Voils at 3201 Electronics Way, West Palm Beach. Ms. Voils can be reached at 841-4343 for any questions.

Enclosures:
Application with Resume (1)
Current Membership Roster and Attendance

cc: Todd J. Bonlarron

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 Tran Service Board Advisory ☒ Not Advisory ☐
☒ At Large Appointment or ☐ District Appointment /District #: _____
Term of Appointment: 3 Years. From: _____ To: _____
Seat Requirement: Elected Municipal Official Seat #: 4
☐ *Reappointment or ☐ New Appointment
or ☒ to complete the term of Robert Weinroth Due to: ☐ resignation ☒ other
Completion of term to expire on: 09-30-2019

*When a person is being considered for reappointment, the number of previous disclosed voting conflicts during the previous term shall be considered by the Board of County Commissioners: 0

Section II (Applicant): (Please Print)
APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT

Name: Grant Steven Benjamin
Last First Middle
Occupation/Affiliation: Mayor
Owner ☐ Employee ☒ Officer ☐
Business Name: City of Boynton Beach
Business Address: 100 E Boynton Beach Blvd
City & State Boynton Beach, FL Zip Code: 33435
Residence Address: 136 NE 3rd Avenue
City & State Boynton Beach, FL Zip Code: 33435
Home Phone: () 561-880-5529 Business Phone: () Ext.
Cell Phone: () 561-376-1537 Fax: ()
Email Address: GrantS@BBFL.US
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>
_____	_____	_____	_____
_____	_____	_____	_____
(Attach Additional Sheet(s), if necessary)			
OR			
NONE	<input checked="" type="checkbox"/>	NOT APPLICABLE/ (Governmental Entity)	<input type="checkbox"/>

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 October 18, 2017

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: Steven B. Grant Printed Name: Steven B. Grant Date: 04/24/2018

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: Melissa McKinley Date: 5/14/18

Pursuant to Florida's Public Records Law, this document may be reviewed and photocopied by members of the public. Revised 02/01/2016

Section II Continued:

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{Insert Address Here}

Section III (Commissioner, if applicable):

Appointment to be made at BCC Meeting on:

Commissioner's Signature: John P. Valocchi Date: 5/15/18

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Revised 02/01/2016

Section II Continued:

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{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: Paula H. Burdick Date: 5/15/2018

Section II Continued:

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{Insert Address Here}

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Appointment to be made at BCC Meeting on:

Commissioner's Signature: [Signature] Date: 05/21/18

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Revised 02/01/2016

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{Insert Address Here}

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Appointment to be made at BEC Meeting on:

Commissioner's Signature Steven B. Grant Date: 5/14/18

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{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: Mary Lou Berger Date: 6/4/18

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Revised 02/01/2016

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{Insert Address Here}

Section III (Commissioner, if applicable):

Appointment to be made at BCC Meeting on:

Commissioner's Signature: Mackenna Berry Date: 5/23/18



Mayor Steven B. Grant, Esq.

Contact: P.O. Box 424
Boynton Beach, Florida 33425
Mobile: 561-880-5529
Email: grantlegalfl@gmail.com

PROFILE:

An enthusiastic and ambitious legal professional versed in Business Law, Estate Planning, Landlord/Tenant, Taxes, and focusing on Collection Law. A sole proprietor with more than 10 years' experience assisting individuals and businesses through their legal travails. My background comes from a diverse work experience in a variety of industries including Finance, Sales, Customer Service and Construction. With a Passion and Desire to better my surroundings and with the support of the community I earned the position I have today as Boynton Beach's youngest mayor. With the goal for a #BetterBoynton, I engage the entire community, commission, and corporations to work together to reduce crime, clean the streets, and save our cultural history.

I enjoy the Beach lifestyle, walking my dog in the early morning, driving a red Pontiac Firebird Convertible, going to the ocean and relaxing on the shore or taking a Scuba Dive on one of the world's most active and vibrant reefs. In addition, there is a thriving brewery industry, which pairs well with amazing restaurants featuring farm fresh foods and locally caught seafood. Finally, in South Florida we have an abundance of festivals, gatherings, and associations that keep me active, informed, and help me maintain ties with the community I love.

EDUCATION

Florida Coastal School of Law, Jacksonville, Florida December 2010
Juris Doctor

- Summer Study Abroad with the China University of Political Science and Law
- Winter Study Abroad with the University of Netherlands Antilles

Smith School of Business, University of Maryland, College Park, Maryland May 2005
Bachelor of Science in Finance

- Semester Study Abroad with the Royal Melbourne Institute of Technology
- Internships with Smith Barney, John Hancock, and First Investors Corporation

LEGAL EXPERIENCE

The Law Office of Steven B. Grant, Esquire, Boynton Beach, Florida January 2011 – Present
Owner

State Attorney's Office 4th Judicial Circuit, Jacksonville, Florida January 2010 – April 2010
Paralegal –

Grant, Riffkin, & Strauss, P.C., Rockville, Maryland April 2006 – December 2010
Law Clerk March 1999 – May 2005

The Law Office of Paul S. Blumenthal, P.A., Annapolis, Maryland February 2009 - April 2009
Legal Intern January 2007 - July 2007

Member of the Florida Bar Association	September 2010
Member of the District of Columbia Bar Association	October 2011
Member of the Maryland Bar Association	December 2011
Member of the West Virginia Bar Association	January 2012
Member of the Palm Beach Bar Association	
Member of the Palm Beach County Hispanic Bar Association	
Legal Advisor to the University of Maryland’s Dingman Center for Entrepreneurship	2014-2015

CORPORATE EXPERIENCE

Morgan Stanley Dean Witter, Washington, DC <i>Financial Advisor</i>	January 2007 - July 2007
Carmax Inc., Rockville, MD <i>Sales Consultant</i>	March 2001 – August 2001

GOVERNMENT EXPERIENCE

City of Boynton Beach, Florida <i>Mayor</i> <i>Chairman of the Community Redevelopment Association</i> <i>Chairman of the General Employees Public Pension Board</i> <i>Chairman of the Financial Advisor Committee</i>	April 2016 – Present
County of Palm Beach, Florida <i>Board Member of the Palm Beach County’s Metropolitan Planning Organization</i>	
State of Florida, USA <i>Member of the Florida League of Cities Land Use & Economic Affairs Committee</i>	

Palm Tran Service Board (PTSB) Roster With Expiring Terms

6/5/2018 15:42

Seat #	Requirement	Current Member	Term Expiration Date
1	Rep. with Transportation Experience	Terry Brown	9/30/2020
2 - Vice Chair	Disability Advocate	Myra Goldick	9/30/2019
3	Environment Advocate	Selva Selvendran	9/30/2021
4	Elected Municipal Official of a Municipality within PBC	VACANT	9/30/2019
5	Business Community Representative	Robert Templeton	9/30/2019
6	Representative with Multicultural Experience	Danielle Jackson	9/30/2019
7	Senior Citizen Rep.	Frank Stanzione	9/30/2020
8	Certified Paratransit User	Martin Rothman	9/30/2019
9	Regular Fixed-Route Bus Rider	Carmencita Mitchell	9/30/2019
10	Fixed Route Bus Operator	Dwight Mattingly	9/30/2019
11	Citizen at Large	Allen Boyd, II	9/30/2021
12	Rep. with Extensive Paratransit Experience	Dennis Martin	9/30/2020
13	Resident of the Glades/Lake Region Area	VACANT	

RESOLUTION NO. R-2015- 0893

RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF PALM BEACH COUNTY, FLORIDA, REESTABLISHING AND CONTINUING THE PALM TRAN SERVICE BOARD; ADDRESSING TERMS, POWERS AND DUTIES; INCLUDING UNIFORM POLICIES AND PROCEDURES REQUIREMENTS OF THE COUNTY FOR ADVISORY BOARDS; REPEALING RESOLUTION NOS. R-2001-2241, R-2002-0485, R-2003-1582, R-2004-0949, R-2007-0711 AND R-2008-1568; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Board of County Commissioners (Board) adopted Resolution No. R-2001-2241 which created the Palm Tran Service Board (PTSB); and

WHEREAS, the PTSB was created to act as an advisory body to the Board of County Commissioners regarding the County's provision of fixed route public transportation and paratransit services, except that it was authorized to hold public hearings and make determinations regarding adjustments to Palm Tran's fixed route public transportation services; and

WHEREAS, the Board of County Commissioners adopted Resolution No. R-2013-0193 establishing uniform policies and procedures for Palm Beach County advisory boards; and

WHEREAS, the requirements of Resolution No. R-2013-0193 may be waived upon a majority vote of the Board of County Commissioners; and

WHEREAS, the Board of County Commissioners has previously waived the requirements of Resolution No. R-2013-0193 which limit the maximum number of members that may serve on a County board and which require all board members to be residents of the County; and

WHEREAS, the Board of County Commissioners desires to repeal Resolution No. R-2001-2241, and all of its amending resolutions, and to adopt in their stead, a resolution reestablishing the Palm Tran Service Board in conformity with the requirements of Resolution No. R-2013-0193, except as such requirements have been waived by the Board of County Commissioners, and continuing the PTSB as further described herein, without lapse in its authority or effect; and

WHEREAS, the Palm Tran Service Board has been and shall continue to be a mechanism for the participation of individuals with disabilities in the continued development and assessment of public transit services to individuals with disabilities.

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

Section 1. Repeal of Resolutions - Resolutions Nos. R-2001-2241, R-2002-0485, R-2003-1582, R2004-0949, R-2007-0711 and R-2008-1568 of the Board of County Commissioners of Palm Beach County, Florida are hereby repealed.

Section 2. Reestablishment of the Palm Tran Service Board - The Board of County Commissioners of Palm Beach County, Florida does hereby reestablish and continue the "Palm Tran Service Board" (PTSB), without lapse in its authority, effect, or membership. Its purpose, functions and actions shall be advisory in nature, except for the exercise of authority granted to it in Section 4 below.

Section 3. Purpose - The PTSB shall act as an advisory board to the Board of County Commissioners regarding Palm Tran's fixed route and paratransit programs and services, and in its performance of the duties set forth in Section 9, except when exercising the authority described in Section 4 and paragraphs a. and b. of Section 9 below. The PTSB shall provide an ongoing mechanism for the participation of individuals, with and without disabilities, in the continued development, implementation and assessment of all Palm Tran services.

Section 4. Authorization to hold Public Hearings and Meetings - The Board of County Commissioners does hereby expressly authorize the PTSB to exercise the authority vested in the Board of County Commissioners to conduct all public meetings and public hearings required to be held prior to the implementation of any adjustment to Palm Tran's fixed route public transportation services, and having solicited and considered all public comments received related to a proposed service adjustment, to approve or disapprove the implementation thereof. All route and schedule adjustments, for which there will be an increase in the cost of services, must be funded in Palm Tran's annual budget approved by the Board of County Commissioners. All authority vested in the Board of County Commissioners is retained by the Board of County Commissioners, including but not limited to, the approval of Palm Tran's capital and operating budgets, the establishment of all fares, the employment of all staff, the filing of all grant applications, the approval of all solicitations, contracts and purchases, and the establishment of all Palm Tran policies and procedures.

Section 5. Application of the County's Uniform Policies and Procedures for Palm Beach County Advisory Boards - The PTSB and its members shall be subject to the uniform policies and procedures established by the Board of County Commissioners in Resolution No. R-2013-0193, as it may be amended or replaced by action of the Board of County Commissioners from time to time, except to the extent the application of such policies has been waived by the Board of County Commissioners. As of the date of this resolution, the Board of County Commissioners has waived the limitation on the maximum number of members that may constitute a board as set forth in Section 11 of Resolution No. R-2013-0193. This waiver shall remain in effect until extinguished or removed by the Board of County Commissioners by amendment to this resolution or the adoption of a resolution or enactment of an ordinance that rescinds or extinguishes prior waivers granted by the Board of County Commissioners.

Section 6. PTSB Appointments - The PTSB and its members shall be subject to the procedure for at-large and district appointments to advisory boards established by PPM CW-O-023, as it may be amended or replaced from time to time, so as to ensure consistency with agenda submittal and review procedures.

Section 7. Composition - The PTSB shall be composed of thirteen (13) voting members who must be residents of Palm Beach County, unless such residency requirement is waived by the Board of County Commissioners. Each member shall serve at-large and at the pleasure of the Board of County Commissioners.

Section 8. Terms -

a. The term of office for each member of the PTSB holding office at the time this Resolution is adopted shall remain in effect except that each member's term shall be modified to end on September 30th of the year in which the member's term is to expire. Thereafter, the terms of office for all members shall be three (3) years, and all terms shall begin on the 1st of October and end on the 30th of September. No member shall serve more than three (3) consecutive three (3) year terms. This limitation shall not be applied retroactively to include the terms or portions thereof served by a member appointed to the PTSB prior to the adoption of R-2013-0193, and shall not be applied so as to prevent a member from serving a maximum of three (3) consecutive terms or nine (9) additional years from the date of the adoption of R-2013-0193.

b. All members serve at the pleasure of the Board of County Commissioners and may be removed, for any reason whatsoever, with or without cause, by a majority vote of the Board of County Commissioners.

c. Notwithstanding anything contained herein, a member's appointment shall terminate and the member shall be automatically removed, with or without the action of the Board of County Commissioners, for lack of attendance. Lack of attendance is defined as a failure to attend three (3) consecutive meetings or a failure to attend more than one-half ($\frac{1}{2}$) of the meetings scheduled during a calendar year. Participation for less than three-fourths ($\frac{3}{4}$) of a meeting shall be the same as a failure to attend a meeting. Members removed pursuant to this paragraph shall not continue to serve on the PTSB and such removal shall create a vacancy.

d. To the extent deemed possible by the Board of County Commissioners, the criteria set forth below will be used in the selection and appointment of thirteen (13) members to serve on the PTSB,

except that Seat 4 must be filled by an elected municipal official. Except as to the category assigned to Seat 4, it is the goal of the Board of County Commissioners to have one (1) member appointed to the PTSB from each of the remaining categories:

- Seat 1. Transportation experience
- Seat 2. Disability advocate
- Seat 3. Environmental advocate
- Seat 4. Elected municipal official of a municipality located in Palm Beach County
- Seat 5. Business community representative
- Seat 6. Representative with multi-cultural experience
- Seat 7. Senior citizen
- Seat 8. Certified paratransit user
- Seat 9. Regular fixed route bus passenger
- Seat 10. Fixed route bus operator
- Seat 11. Citizen at-large
- Seat 12. Paratransit expertise
- Seat 13. Resident of the Glades/Lake Region of Palm Beach County

Seat 4 is designated as an *ex officio* office of the elected municipal official appointed to that seat. The duties imposed upon the member appointed to Seat 4 are and shall be deemed to be additional *ex officio* duties of his or her municipal office. The Board of County Commissioners may request the Palm Beach County League of Cities, Inc. to select and recommend to the Board of County Commissioners, an elected municipal official from a city located within Palm Beach County, to be appointed to perform the *ex officio* duties of Seat 4.

Section 9. Duties - the duties of the PTSB are limited to the following:

a. To hold all public hearings for fixed route service adjustments in those instances where twenty-five percent (25%) or more of the route miles are affected by a proposed change. Public hearings must be noticed at least ten (10) days in advance in a newspaper of general circulation in Palm Beach County. In those instances where a proposed fixed route adjustment impacts less than twenty-five (25%) of the route miles of a route, those changes shall be approved at a public meeting after public comments, but a formal public hearing need not be held.

b. To consider all public comments received regarding proposed route adjustments and to approve or reject proposed changes to fixed routes and schedules after concluding its public hearing or public meeting comment process.

c. To hold regular meetings and special meetings as convened by the Chair of the PTSB or upon the request of the Executive Director of Palm Tran.

d. To consider the input and recommendation of its standing subcommittees. All standing subcommittees shall be solely advisory bodies to the PTSB. The following standing subcommittees are established to assist the PTSB in the performance of its duties:

- 1. Paratransit
- 2. Planning

e. All standing subcommittees shall meet as frequently as deemed necessary by the PTSB, except that the Paratransit Standing Subcommittee shall meet at least six (6) times per calendar year.

f. To provide summary minutes of each meeting of the PTSB to the Board of County Commissioners.

g. To make a presentation to the Board of County Commissioners upon the request of the Executive Director of Palm Tran, the County Administrator or the Board of County Commissioners.

h. To make recommendations to the Board of County Commissioners concerning paratransit services and public transportation projects within Palm Beach County, upon the request of the Board of County Commissioners, County Administrator, or the Executive Director.

i. To make recommendations to the Board of County Commissioners regarding the activities of the South Florida Regional Transportation Authority (SFRTA) or the Palm Beach Metropolitan Planning Organization, upon the request of the Board of County Commissioners, the County Administrator, or the Executive Director.

j. To act as a mechanism for the participation of individuals, with and without disabilities, in the continued development, implementation and assessment of all Palm Tran services.

k. To approve or disapprove the recommendations for fixed route service adjustments made by the Executive Director or his or her designee. The PTSB may not change or modify the Executive Director's recommendations for fixed route service adjustment without the consent of the Executive Director or his or her designee. In the event the PTSB shall not approve a recommendation made by the Executive Director and the Executive Director determines that a change or modification suggested by the PTSB is not appropriate, the Executive Director shall take no action on the recommended adjustment but may, at any time, resubmit the matter to the PTSB, for its consideration and approval.

l. Submit an annual narrative report to the County's Agenda Coordinator in conformity with applicable procedures or policies established by the County.

m. To perform such other duties, of an advisory nature, requested by the Executive Director.

Section 10. Qualification as a Candidate - PTSB members shall not be prohibited from qualifying as a candidate for elected office.

Section 11. PTSB Actions -

a. The PTSB shall not undertake any action(s) unless a motion for such action has been approved by a majority of the members physically present casting their votes in favor of the motion.

b. Motions must be made and voted upon during the course of regular or special meetings. Within any particular meeting, the PTSB will not take any action on any matter which has not been placed on the agenda for that meeting, unless the PTSB finds special conditions or circumstances exist which require immediate action.

c. The Chair of the PTSB shall appoint all standing subcommittee members and the chairs of all standing subcommittees. All standing subcommittee chairs shall be members of the PTSB. Any citizen may be appointed to serve on a standing subcommittee. Standing subcommittees shall elect a vice-chair from among its members. All standing subcommittees shall be solely advisory bodies to the PTSB and shall serve at the pleasure of the Chair of the PTSB. All standing subcommittee members shall comply with the requirements of the Palm Beach County Code of Ethics applicable to officials of advisory boards. The attendance requirements set forth in Section 8.c. of this Resolution shall also be applicable to all standing subcommittee members. Standing subcommittee members may be automatically removed for lack of attendance, with or without action of the Chair. The Executive Director or his or her designee shall be responsible for monitoring the attendance of the members of any standing subcommittee and for notifying the PTSB and its Chair of the automatic removal of a member for lack of attendance, and for monitoring standing subcommittee members' compliance with the Palm Beach County Code of Ethics.

d. The primary purpose of the Paratransit Standing Subcommittee is to create a forum for individuals with disabilities to participate in the continued development and assessment of services to individuals with disabilities. This standing subcommittee will meet no less than six (6) times a calendar year and at least once each quarter, but may be convened more frequently to consider and provide input to the PTSB regarding proposed changes to the County's fixed route or paratransit systems or to perform any other task assigned to it by the PTSB or requested by the Executive Director. This standing subcommittee shall report directly to the PTSB and shall forward to the PTSB the comments, information, facts and opinions it has obtained or gathered.

e. The PTSB may establish temporary special subcommittees on an "ad-hoc" basis in order to enable it to more efficiently carry out its duties. The chair of the PTSB shall name the members of all

such special subcommittees and the individual who will serve as the chair of any special subcommittee. Members of the PTSB may also serve on any special subcommittee.

Section 12. Maximum Number of Boards - The maximum number of boards that an individual appointed by the Board of County Commissioners may serve on at one time shall be three (3), except that no individual may serve on more than one (1) board if doing so would violate Article II, Section 5(a) of the Florida Constitution, which prohibits dual-office holding.

Section 13. PTSB Chair - The PTSB shall elect a chair and a vice-chair from among its members. The chair and the vice-chair shall each serve for a term of one (1) year. There shall be no limit on the number of terms an individual may be elected as chair or vice-chair.

Section 14. Quorum and Meetings -

a. A quorum of the PTSB's membership must be physically present in order to hold any public hearing or meeting, to conduct any business or take any action. A quorum shall consist of a majority of the appointed members of the PTSB.

b. The PTSB shall endeavor to meet on a monthly basis and may meet more or less frequently as it deems appropriate or as requested by the Executive Director.

c. Meetings of the PTSB shall be governed by Roberts' Rules of Order. The PTSB may, however, establish its own rules of procedure for the conduct of its meetings.

Section 15. Noninterference - Members of the PTSB shall not contact Palm Tran staff, for any reason, other than the Executive Director of Palm Tran or his or her designee. Members shall not involve themselves in or interfere with the day-to-day operations of Palm Tran or the actions or activities of its employees and the employees of the Board of County Commissioners. All actions of the PTSB or of its members must be in accordance with the provisions of this resolution.

Section 16. Vacancies - Vacancies occurring during a term shall be filled for the unexpired term.

Section 17. Sunshine Law and State Code of Ethics - The PTSB and its members are subject to and shall comply with Florida's Sunshine Law and the State of Florida's Code of Ethics. Appointees to the PTSB that are required to submit a Statement of Financial Interests to the State of Florida Commission on Ethics will be notified that the failure to submit a Statement of Financial interests within thirty (30) days of appointment shall result in invalidation of the appointment. Reasonable public notice of all PTSB meetings shall be provided. All meetings of the PTSB shall be open to the public at all times and minutes shall be taken at each meeting. All meetings shall comply with the applicable requirements of Chapter 286, F.S.

Section 18. Palm Beach County Code of Ethics - PTSB members and the members of its standing subcommittees are to comply with the applicable provisions of the Palm Beach County Code of Ethics as codified in Sections 2-254 through 2-260 of the Palm Beach County Code.

Section 19. Conflict with Federal or State Law or County Law - Any Federal, State or County law in conflict with this resolution shall prevail.

Section 20. Effective Date - The provisions of this resolution shall become effective upon its approval by the Board of County Commissioners.

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

Commissioner Shelley Vana, Mayor	-	<u>Aye</u>
Commissioner Mary Lou Berger, Vice Mayor	-	<u>Aye</u>
Commissioner Hal R. Valeche	-	<u>Aye</u>
Commissioner Paulette Burdick	-	<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 7th day of
July, 2015.

Palm Beach County, Florida by its
Board of County Commissioners

Sharon R. Bock, Clerk & Comptroller

By: Sharon R. Bock
Deputy Clerk



Approved as to Form and
Legal Sufficiency

By: [Signature]
County Attorney

STATE OF FLORIDA, COUNTY OF PALM BEACH
I, SHARON R. BOCK, Clerk and Comptroller
certify that the foregoing is a true and correct copy of the original
filed in my office on JUL 07 2015
dated at West Palm Beach, FL on 7-9-15
By: Sharon R. Bock
Deputy Clerk

