

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
BOARD APPOINTMENT SUMMARY

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Meeting Date: July 10, 2018

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

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I. EXECUTIVE BRIEF


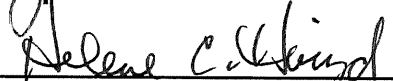
Motion and Title: Staff recommends motion to approve: new appointments to the Palm Beach County HIV Comprehensive AIDS Resources Emergency (CARE) Council for a term of three (3) years, effective, July 10, 2018:

<u>Seat No.</u>	<u>Appointment</u>	<u>Term Expires</u>
12	Alejandro M. Rodriguez	07/09/2021
22	Dale M. Smith	07/09/2021

Summary: The HIV CARE Council nominations process is an open process with publicized criteria and legislatively defined conflict of interest standards. Mr. Rodriguez and Mr. Smith have both successfully completed the HIV CARE Council's nomination process and the HIV CARE Council recommends these appointments. Mr. Rodriguez has disclosed that he is employed by Compass, 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 total membership shall be no more than 33 at-large members, per Resolution No. 2011-1560. The diversity count for the 17 seats that are currently filled is Caucasian: 8 (47%), African American: 7 (41%), and Hispanic: 2 (12%). The gender ratio (female:male) is 9:8. Mr. Rodriguez is a Hispanic male and Mr. Smith is an African-American male. The Ryan White Program Manager and staff conduct targeted outreach in an effort to proffer candidates for appointments that will 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:		6-14-18
	Department Director	Date
Legal Sufficiency:		6-14-18
	Assistant County Attorney	Date

II. REVIEW COMMENTS

A. Other Department Review:

Department Director

Attachment 1

**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 ☒ Not Advisory ☐

☒ At Large Appointment or ☐ District Appointment /District #: _____

Term of Appointment: 3 Years. From: July 10, 2018 To: July 9, 2021

Seat Requirement: _____ Seat #: 12

☐ *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: Rodriguez Alejandro Manuel
Last First Middle

Occupation/Affiliation: Linkage Coordinator

Owner ☐ Employee ☒ Officer ☐

Business Name: Compass, Inc.

Business Address: 201 N. Dixie Hwy.

City & State Lake Worth, FL Zip Code: 33460

Residence Address: 1630 N. J Street, Unit B

City & State Lake Worth, FL Zip Code: 33460

Home Phone: (561) 310-9388 Business Phone: (561) 533-9699 Ext. 4003

Cell Phone: () Fax: (561) 318-6671

Email Address: alejandro@compassglcc.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>
<u>Example: (R#XX-XX/PO XX)</u> R2018-0223	<u>Parks & Recreation</u> Community Services	<u>General Maintenance</u> Ryan White Services	<u>10/01/00-09/30/2100</u> 03/01/18-02/28/19

(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 04/03/ 2018
☐ 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: Alejandro Rodriguez Date: 06/04/2018

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:
Neeta Mahani, Community Services, Ryan White Program, 810 Datura Street, West Palm Beach, FL 33401

Section III (Commissioner, if applicable):

Appointment to be made at BCC Meeting on: _____

Commissioner's Signature: _____ Date: _____

ALEJANDRO RODRIGUEZ, MA LMHC

Address.....1630 N. J Street, Unit B
Lake Worth, FL 33460
Phone.....561-310-9388
Email.....alejandro@compassglcc.com

EDUCATION

M.A. Contemplative Psychotherapy
Naropa University 2012

B.A. Religion
University of Georgia 2005

WORK EXPERIENCE

Linkage Coordinator, Compass, Lake Worth, FL

February 2017 – Present

Compass is a local community center aiming to diminish stereotypes by challenging long-standing misconceptions about the character of the lesbian, gay, bisexual and transgender community.

Primary Therapist, Summit Detox (Transformations), Boynton Beach, FL

December 2015 – April 2017

Summit Detox is the detox unit to parent company, Transformation Treatment Center. Summit provides a safe environment for which clients to engage their detox process before being medically cleared to begin treatment in a lower level of care (PHP, IOP, OP).

Primary Therapist, Transformations Equine Program, Loxahatchee, FL

July 2015 – November 2015

The Equine program through transformations focused on serving chronic relapsers. The program offered both clinical therapy (individual and groups) as well as the opportunity to engage in equine therapy to those in the PHP, IOP, and OP levels of treatment. The program focused on teaching clients how to identify and begin to regulate their own nervous systems through assistance from working with horses.

Group Therapist, The Lukens Institute, Palm City, FL

April 2015 – July 2015

The Lukens Institute provides quality, luxury care for clients seeking treatment for their substance abuse addictions. As a group therapist I provide clients with a setting in which they can begin to learn about their core wounds that fuel their addiction in order to provide a lasting recovery experience.

ALEJANDRO RODRIGUEZ, MA LMHC

Therapist, Multicultural Community Mental Health Center, Palm Springs, FL

April 2014 – April 2015

Multicultural offers therapy and psychiatric services to children and adults within the community. Multicultural is able to provide services in a multitude of languages (English, Spanish, Creole, and more).

Basic Attender, Windhorse Family & Elder Care in Boulder, CO

June 2012 – July 2013

Windhorse provides home-based, mental-health care for elders that encourages independent living as well as promotes the strengths and sanity of each client. As a basic attender, I performed everyday tasks with clients while promoting a connection between mind/body in order to foster mindfulness and wellness.

Behavioral Coach, Virtual Residential Program (VRP) with MAPLESTAR in Denver, CO

February 2013 – July 2013

VRP provides support and trauma-informed care for children and adolescents with emotional disturbances so severe that there are at imminent risk of out-of-home placement. As a behavioral coach, I was responsible for working with clients and families, addressing problem behaviors and working to find healthy alternative behaviors.

Caregiver, Homewatch Caregivers in Boulder, CO

November 2012 – June 2013

Homewatch Caregivers encourages independent living of the elderly by providing skilled in-home care to clients. Clients are given personalized treatment according to the needs of the client and family. As a caregiver I fulfilled the duties of the treatment plan, assisting clients with what was needed at that particular time.

Grief Counseling Intern, The Denver Hospice in Denver, CO

August 2011 – May 2012

The Denver Hospice's Bereavement department provides a number of different resources, from individual counseling, support groups, to memorial services, in an effort to help individuals with their grief processes. I completed my internship at The Denver Hospice in partial fulfillment of Naropa University's Contemplative Psychotherapy Masters degree program.

Women's Advocate Volunteer, Alternatives to Family Violence in Denver, CO

July 2010 – December 2010

Alternatives to Family Violence is an organization providing services to female survivors of domestic and sexual violence, as well as their children. ATFV provides a safehouse where they receive resources to help them move forward safely and well prepared. I volunteered with ATFV, fulfilling Naropa University's practicum requirement.

Residential Counselor/Teacher, Eckerd Youth Alternatives in Newport, NC

September 2008 – July 2009

Eckerd Youth Alternatives has been providing, for over 45 years, residential, therapeutic treatment for boys and girls who have behavioral/emotional issues. Eckerd is a non-punitive, strength-based organization effecting change through the use of Choice-Theory interventions.

ALEJANDRO RODRIGUEZ, MA LMHC

As a counselor, my role was to maintain the safety of all campers while enforcing camp standards and helping campers meet their treatment goals.

VOLUNTEER EXPERIENCE

- Area Agency on Aging
- Trustbridge, Hospice by the Sea & Hospice of Palm Beach County
- WINGSPAN Seminars, Parenting: It’s a Journey
- Compass, Pridefest Lake Worth, FL
- Mental Health Association of Palm Beach County (MHAPBC)
- Hospice by the Sea, Camp Good Grief
- Volunteer, Out Boulder in Boulder, CO

OTHER SKILLS AND CERTIFICATIONS

LMHC
Fluent in English, Spanish, and Bislama

.....REFERENCES UPON REQUEST

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
BOARDS/COMMITTEES APPLICATION

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☒ At Large Appointment or ☐ District Appointment /District #: _____
Term of Appointment: 3 Years. From: July 10, 2018 To: July 9, 2021
Seat Requirement: _____ Seat #: 22
☐ *Reappointment or ☒ New Appointment
or ☐ to complete the term of _____ Due to: ☐ resignation ☐ other
Completion of term to expire on: _____

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

Name: Smith Dale Mathis
Last First Middle
Occupation/Affiliation: HIV/SA Community Mobilization & Testing Director
Owner ☐ Employee ☒ Officer ☐
Business Name: Palm Beach County Substance Awareness Coalition
Business Address: 2300 High Ridge Road
City & State Boynton Beach, FL Zip Code: 33426
Residence Address: 1008 Palm Beach Lake Blvd.
City & State West Palm Beach, FL Zip Code: 33401
Home Phone: () Business Phone: () Ext. _____
Cell Phone: (561) 598-4355 Fax: ()
Email Address: DmathisSmith084@gmail
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: Miami Dade County, 1984
possession of cocaine, 6 months SA Treatment Center

Minority Identification Code: ☒ Male ☐ Female
☐ Native-American ☐ Hispanic-American ☐ Asian-American ☒ African-American ☐ Caucasian
now clean and sober since July 28, 1987. I have a BCF
Page 1 of 2 level 2 clearance

Section II Continued:

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_____	_____	_____	_____
_____	_____	_____	_____
(Attach Additional Sheet(s), if necessary)			
OR			
NONE	<input 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 5/21 2018
☐ 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: D Mathis Smith Printed Name: Dale Mathis Smith Date: 5/22/2018

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:
Neeta Mahani, Community Services, Ryan White Program, 810 Datura Street, West Palm Beach, FL 33401

Section III (Commissioner, if applicable):

Appointment to be made at BCC Meeting on: _____

Commissioner's Signature: _____ Date: _____

Dale Mathis Smith V

1008 Palm Beach Lakes Boulevard
Email: DmathisSmith084@gmail.com

March 30, 2018

Phone: (561)598.4355

HIV Care Council
Neeta Mahani / Coordinator
810 Datura Street
West Palm Beach, FL 33401

RE: HIV CARE COUNCIL MEMBERSHIP

Dear Members,

I would like to be considered a positive candidate for membership of the Palm Beach County HIV Care Council as a direct result of my passion and experience in this field. Having mastered the art of effective communication, and customer service excellence, I possess a current DCF Level II clearance and have over two decades plus years of HIV/AIDS Activism, Community Outreach recruitment, organizing, development and training relative to the correlating issues therein. Consequently, I am seasoned in Substance Abuse Prevention and Intervention Counseling, HIV/AIDS Counseling and Outreach, At-Risk Mental Health Targeted Case Management, Dual Diagnosis facilitation and training with certification in Addiction Counseling and Studies. In addition, to strengthen my skill sets, I will sit for the for the Master's Certified Addiction Professional (MCAP) exam this May 2018. I was certified at The Addictions Training Institute Miami, Florida 1996 after overcoming homelessness and cross addictions 9 years prior.

As a result, my testimony motivates and activates: youth, adults, education and healthcare professionals with similar forward thinking mind-sets, who desire to live their best life now. Although, my credentials are clear, I welcome the opportunity to interview that I might better ascertain the HIV Care Council's needs. Thank you for your consideration.

Best Regards,

D. Mathis Smith

HIV COMMUNITY MOBILIZATION AND TESING DIRECTOR

Dale Mathis Smith V

1008 Palm Beach Lakes Boulevard, West Palm Beach, FL 33401
(561) 598 - 4355 / DmathisSmith084@gmail.com

SKILL SETS & ABILITIES

- Excellence skill-sets for multi-tasking
- Proven problem solving experience
- Self-motivated with goals orientation
- Strong verbal communications skills
- Values openness, honesty and integrity
- 17 years professional Consultant
- 20 years Mental Health facilitation
- Excellent organizational acumen
- Customer Service excellence abilities
- Smart, educated and professional

PROFESSIONAL SUMMARY

I am an effective communicator equipped to research, organize and present clearly any information, both verbally and written with natural ability to perceive potential problems and/or situations, then strategically plan to achieve the best possible solutions. I am an exceptional motivator, adept at inspiring others to do the best job possible, coupled with highly creative and innovative skill-sets, seasoned at influencing the opinions & ideas of others and eventually convincing them to try or purchase a product and/or service.

KEY QUALIFICATION & PROFESSIONAL HIGHLIGHTS

Senior Regional Consultant ----- Diversified Motivational Solutions Inc. ----- 05/2008 to Current

- Created mutual relationships with employment, vocational, social services and educational institutions.
- Developed and implemented local, city and statewide marketing campaign for mental health, HIV/AIDS, and substance abuse prevention and intervention skill set development.
- Functioned as Education Consultant for Work Force Alliance FL Back to Work Initiative responsible for recruitment, & admissions.
- Conduct weekly, monthly and quarterly Outreach Training for community-based organizations, local junior & high schools, Red Cross, and healthcare providers (20 years).
- Ambassador for Coleman Park responsible for community Crime Watch campaign and initiatives relative to fund raising, community organization, community clean-up and creating relationships with local healthcare and educational professionals.

Director of Programs & HIV/AIDS Resources-----Redemptive Life Fellowship-----01/1996 to 04/2008

- Conducted weekly staff training, and monitored HIV/AIDS/Substance Abuse Prevention grants deliverables.
- Conducted monthly educational/training sessions in detention centers, alternative schools, and local jails.
- Established MOU's with City of West Palm Beach, Palm Beach County School Board, and Red Cross.
- Developed Social Services Programs for recruitment, networking for at risk youth, adults and community residents.
- Established MOU's with CBO's to ensure the implementation of grant deliverables.

Director of HIV/AIDS Housing-----Sunshine Health Center-----01/1994 to 12/1996

- Awarded HOPWA Grant - \$428,000, Emergency Services Grant - \$128,000, Peer Intervention Grant - \$240,000.
- Facilitated grant implementation of Case Management for 40 (forty) clients, their immediate families advising educational protocols.

Director of Substance Abuse Services-----Dynamic Health Care Providers-----01/1992 to 12/1994

- Established contractual services with the State of Florida and local health care HIV/AIDS service providers.
- Responsible for daily administration and operation of PHP Mental Health Services.

EDUCATIONAL ACUMEN

Palm Beach Atlantic University, West Palm Beach, FL 33401-----12/2017
Masters of Science / Organizational Leadership

Palm Beach Atlantic University, West Palm Beach, FL 33401-----12/2014
Bachelors of Science / Organizational Management.

Addiction Training Institute, Certified Addiction Counselor-----02/1996

Dale Mathis Smith V

1008 Palm Beach Lakes Boulevard, West Palm Beach, FL 33401
(561) 598 - 4355 / DmathisSmith084@gmail.com

SKILL SETS & ABILITIES

- Excellence skill-sets for multi-tasking
 - Proven problem solving experience
 - Self-motivated with goals orientation
 - Strong verbal communications skills
 - Values openness, honesty and integrity
- 17 years professional Consultant
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- Ambassador for Coleman Park responsible for community Crime Watch campaign and initiatives relative to fund raising, community organization, community clean-up and creating relationships with local healthcare and educational professionals.

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Masters of Science / Organizational Leadership

Palm Beach Atlantic University, West Palm Beach, FL 33401-----12/2014
Bachelors of Science / Organizational Management.

Addiction Training Institute, Certified Addiction Counselor-----02/1996

Proposed Inventory of Seats

Updated 05-22-2018

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	Part D, or if none present, representatives of organizations addressing the needs of children, youth, and families with HIV	OPEN CHAIR			

Palm Beach County HIV CARE Council

Proposed Inventory of Seats

12	Other federal HIV Programs: HIV Prevention Program	Alejandro Rodriguez	Compass, Inc.	07/09/2021	HM
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	Dale Smith	Community Member	07/09/2021	BM
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
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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.