

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
BOARD APPOINTMENT SUMMARY

Meeting Date: August 14, 2018

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

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to approve: a new appointment to the Palm Beach County HIV Comprehensive AIDS Resources Emergency (CARE) Council for a term of three (3) years, effective, August 14, 2018:

<u>Seat No.</u>	<u>Appointment</u>	<u>Term Expires</u>
11	Keisha Jackson	08/13/2021

Summary: The HIV CARE Council nominations process is an open process with publicized criteria and legislatively defined conflict of interest standards. Ms. Jackson has successfully completed the HIV CARE Council’s nomination process and the HIV CARE Council recommends her appointment. Ms. Jackson has disclosed that she is employed by Children’s Case Management Organization, 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 for the HIV CARE Council shall be no more than 33 at-large members, per Resolution No. 2011-1560. The diversity count for the 19 seats that are currently filled is Caucasian: 8 (42%), African-American: 8 (42%), and Hispanic: 3 (16%). The gender ratio (female:male) is 9:10. Ms. Jackson is an African-American female. 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: James E. H. 7/27/18
Department Director Date

Legal Sufficiency: Helene C. H. 7/30/18
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: 08/14/2018 To: ~~08/13/2021~~ 8/13/21
Seat Requirement: _____ Seat #: 11
☐ *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: JACKSON KEISHA L.
Last First Middle
Occupation/Affiliation: TOPWA PROGRAM SUPERVISOR
Owner ☐ Employee ☒ Officer ☐
Business Name: d/b/a Children's Case Management Organization, Inc.
FAMILIES FIRST OF PALM BEACH COUNTY
Business Address: 3333 FOREST HILL BLVD, #2
City & State WEST PALM BEACH, FL Zip Code: 33406
Residence Address: 3698 MIL LAKE CIRCLE
City & State GREENACRES, FL Zip Code: 33463
Home Phone: (561) 812-8312 Business Phone: (561) 721-2887 Ext. _____
Cell Phone: () Fax: ()
Email Address: kjackson@familiesfirstpbc.org
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> R2016-1468	<u>Parks & Recreation</u> COMMUNITY SERVICES	<u>General Maintenance</u> PLANNING & EVAL	<u>10/01/00-09/30/2100</u> 10/01/16-09/30/19
_____	_____	_____	_____
_____	_____	_____	_____
(Attach Additional Sheet(s), if necessary) OR			
NONE	<input 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):

05/14/2018

☒ By watching the training program on the Web, DVD or VHS on _____ 20____

☐ 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: Keisha Jackson Printed Name: Keisha Jackson Date: 6-26-18

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: _____

Keisha L. Jackson

May 22, 2018

PO Box 221001, West Palm Beach, FL 33422
561-812-8312
keishaja@outlook.com

TRAINING AND EDUCATION

Mental Health First Aid,
DSM-5 training, crisis
hotline, group
presentation,
psychotherapy
techniques, grant
writing, marketing and
advertisement

EDUCATION

University of Louisville
Master's of Social Work
Expected Graduation Date: May 2019

M.S. in Education
University of Phoenix
Graduation Date: May 2015

B.S. in Business
Florida Agriculture and Mechanical University
Graduation Date: May 2006

EMPLOYMENT

FamiliesFirst
Program Supervisor, TOPWA
April 2018

SEEDS of Palm Beach County
Family Program Coordinator
June 2012 to March 2018

Jackson Enterprise Group
HR Consulting and Advising
June 2006 to January 2012

REFERENCES

Provided by Request

Palm Beach County HIV CARE Council

Attachment 2

Proposed Inventory of Seats

Updated 06-26-2018

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	Part D, or if none present, representatives of organizations addressing the needs of children, youth, and families with HIV	OPEN CHAIR	Keisha Jackson	08/13/2021	BF

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
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.