

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS

BOARD APPOINTMENT SUMMARY

Meeting Date: August 14, 2018

Department
Submitted By: Community Services
Advisory Board: Homeless Advisory Board

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to approve: reappointment to the Homeless Advisory Board for a term of three (3) years, effective August 14, 2018:

<u>Seat No.</u>	<u>Reappointment</u>	<u>Seat Requirement</u>	<u>Nominated By</u>	<u>Term Ending</u>
4	Wilbur C. Walker	Florida Department of Children & Families Representative	Florida Department of Children & Families	9/30/2021

Summary: On May 1, 2007, the Board of County Commissioners (BCC) established the Homeless Advisory Board (HAB) to create a Ten-Year Plan to End Homelessness in Palm Beach County (Ten-Year Plan). Mr. Walker has successfully completed the HAB nomination process and the HAB recommends his reappointment. The total membership for the HAB shall be no more than 14 at-large members, per Resolution No. R2016-0038, comprised of members representing government, business providers, law enforcement, advocates, education, faith-based and the formerly homeless. Members representing the Palm Beach County Continuum of Care and the homeless community are essential to the work of this Board. The diversity count for the 12 seats that are currently filled is Caucasian: 6 (50%), African-American: 5 (42%) and Native-American: 1 (8%). The gender ratio (female:male) is 7:5. Mr. Walker is a Caucasian male. The Contracts-Grant Coordinator and staff conduct targeted outreach in an effort to proffer candidates for appointments that maintain a diverse composition of the Board. (Division of Human and Veteran Services) Countywide (HH)

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

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

Recommended By: James E. [Signature] 7/27/18
Department Director Date

Legal Sufficiency: Helene Catbrija 7/30/18
Assistant County Attorney Date

II. REVIEW COMMENTS

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: Homeless Advisory Board of Palm Beach County Advisory ☒ Not Advisory ☐
☒ At Large Appointment or ☐ District Appointment / District #: _____
 Term of Appointment: 3 Years. From: 8/14/2018 To: 9/30/2021
 Seat Requirement: Florida Department of Children & Families Seat #: 4
☒ *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: 0

Section II (Applicant): (Please Print)

APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT

Name: Walker Wilbur Clayton "Clay"
 Last First Middle
 Occupation/Affiliation: Florida Department of Children & Families-Circuit Administrator
 Owner ☐ Employee ☒ Officer ☐
 Business Name: Florida Department of Children & Families
 Business Address: 111 S. Sapodilla Ave
 City & State West Palm Beach, FL Zip Code: 33401
 Residence Address: 807 Easterly Road
 City & State North Palm Beach, FL Zip Code: 33408
 Home Phone: () None Business Phone: (561) 227-6686 Ext. _____
 Cell Phone: (561) 358-3626 Fax: ()
 Email Address: Clay.Walker@myflfamilies.com
 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

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>not applicable</u>			
<div>(Attach Additional Sheet(s), if necessary) OR</div>			
NONE <input type="checkbox"/>		NOT APPLICABLE/ X <input checked="" type="checkbox"/> (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 3/27 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: [Signature] Printed Name: William Clayton DeKoe Date: 3/27/18

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: _____

W. CLAY WALKER

EDUCATION

Florida State University Tallahassee, FL	August 1975 – June 1977
<i>B.S. in Criminology Management, Transportation and Safety Education</i>	
• <i>Dean's List Fall 1976, Spring 1977</i>	
• <i>Florida State University Marching Chiefs</i>	
Palm Beach Junior College Lake Worth, FL	August 1973 – June 1975
<i>A.S. in Law Enforcement</i>	
Clewiston High School Clewiston, FL	August 1969 – June 1973

WORK EXPERIENCE

Circuit 15 Community Development Administrator

Department of Children & Families W. Palm Beach, FL August 2012 – Present

- Serves on the the Region's Executive Management Team, specifically Palm Beach County
- Effectively develops partnerships and builds capacity with key community stakeholders
- Member of numerous local boards and committees

Chief of Police

Manalapan Police Department Manalapan, FL October 1999 – January 2012

- Provide oversight of the department's totality of operation, technology selection and budget.
- Oversight of officers.
 - Final authority of employment selection of officer candidates.
 - Promotion and rank placement of officers.
- Oversight of patrol, investigations, and other specialized duties performed by officers.
- Development of department policies and regulations.
- Conducts joint dignitary protection with U.S. Secret Service, U.S. Capital Police and the Florida Department of Law Enforcement.
- Designed, equipped and staffed a 911 communications center.
- Oversee upkeep and updating of department equipment such as police vehicles, firearms, facilities, communications technology and uniforms.
- Served as Chairman of the Palm Beach County Law Enforcement Planning Council for 2003 and 2009. As such, chaired numerous county-wide committees for the Council to design policy such as countywide Child Abuse Investigations Protocol and Vulnerable Adult Investigations Protocol.
- Attending community events and commission meetings to present briefings on department conditions or other information vital to municipal operation and well-being.
- Initiated grants to implement agency projects.

Patrol Officer - Lieutenant

N. Palm Beach Police Department N. Palm Beach, FL November 1978 – October 1999

- Perform road patrol and investigative duties.
- Initiated one of Palm Beach County's first Crime Prevention Units.
- Helped form Palm Beach County Crime Stoppers and Crime Prevention Officer's Association.
- Supervised state and nationally awarded youth Police Explorer program.
- Served as agency training coordinator.
- Promoted to Lieutenant to oversee Communications Section with full 911 Center.
- Conducted communications and police officer screening for employment.
- Initiated grants to implement agency projects.

Patrol Officer

South Bay Police Department South Bay, FL

September 1978 - November 1978

- Perform road patrol and investigative duties.

Patrol Officer - Corporal

Clewiston Police Department Clewiston, FL

October 1977 – August 1978

- Perform road patrol and investigative duties.
- Clewiston Jaycees “Officer of the Year” award.

PERTINENT SPECIALIZED TRAINING

- Florida Executive Development Seminar - FBI
- Personal Protection Course-U.S. Army Military Police School
- Managing the Accreditation Process - Commission for Florida Law Enforcement Accreditation, Inc.
- Commanders Course on Hostage & Barricaded Incidents, Broward Community College
- The Purchase & Implementation of Technology Within a Police Department – Florida Police Chief's Association (FPCA)
- Human Diversity – Florida Department of Law Enforcement (FDLE)
- Weapons of Mass Destruction – FPCA
- Employment Law – FPCA
- Fire Safety Inspector – Florida Bureau of Fire Standards & Training
- Preparing for Media Relations – FPCA
- Recruitment & Retention - FPCA
- Criminal Intelligence for the Chief Executive – U.S. Bureau of Justice Assistance
- NIMS Incident Command Series – School District of Palm Beach County
- Law Enforcement Records Management – FPCA
- Leadership & Communication Excellence – FPCA
- Ethics Based Leadership FPCA
- Racial Equity Institute Seminar CSC of Palm Beach County
- Additional Training Available Upon Request

COMMUNITY AFFILIATIONS

- Florida Police Chiefs' Association
- Deaf Service Center of Palm Beach County, Inc.
- Florida Coordinating Council for the Deaf and Hard of Hearing
- Domestic Violence Council of Palm Beach County
- Circuit 15 Juvenile Justice Advisory Board
- Human Services Coalition of Palm Beach County
- Palm Beach County Homeless Advisory Board
- Early Learning Coalition Board Member

REFERENCES UPON REQUEST

PROPOSED Homless Advisory Board Member Category and Seat Number

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

RESOLUTION NO. R2016 - 0038

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

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

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

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

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

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

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

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

REPEAL AND REPLACEMENT

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

SECTION 1: ESTABLISHMENT OF THE HOMELESS ADVISORY BOARD

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

SECTION 2: COMPOSITION

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

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

SECTION 3: APPOINTMENTS, TERMS, AND VACANCIES

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

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

SECTION 4: ROLES AND RESPONSIBILITIES

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

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

SECTION 5: MEETINGS

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

SECTION 6: OFFICERS

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

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

SECTION 7: REMOVAL FOR LACK OF ATTENDANCE

Members of the Advisory Board shall be automatically removed for lack of attendance. Lack of attendance is defined as failure to attend three consecutive meetings or failure to attend more than one-half of the meetings scheduled during a calendar year. Participation for less than three-fourths of a meeting shall constitute lack of attendance. Members removed under this paragraph shall not continue to serve until a new appointment is made and removal shall create a vacancy.

SECTION 8: RESIDENCY REQUIREMENTS

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

SECTION 9: ANNUAL NARRATIVE REPORT

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

SECTION 10: SUNSHINE LAW AND STATE CODE OF ETHICS

Members of the Advisory Board are to comply with the Sunshine Law and State Code of Ethics. Reasonable public notice of all Advisory Board meetings shall be provided. All meetings of the Advisory Board shall be open to the public at all times and minutes shall be taken at each meeting.

SECTION 11: PALM BEACH COUNTY CODE OF ETHICS

Advisory Board members are to comply with the applicable provisions of the Palm Beach County Code of Ethics as codified in Section 2-254 through 2-260 of the Palm Beach County Code.

**SECTION 12: TRAVEL EXPENSES, REIMBURSEMENT
AND APPROVAL AUTHORITY**

Travel reimbursement is limited to expenses incurred only for travel outside Palm Beach County necessary to fulfill board member responsibilities when sufficient funds have been budgeted and are available as set forth in PPM CW-O-038. No other expenses are reimbursable except documented long distance phone calls to the liaison County department. Approval authority for pre-authorized board member travel is designated to the County Administrator and Deputy Administrator and shall be in accordance with Countywide Policy and Procedures Memoranda (PPM) CW-F-009.

SECTION 13: CONDUCT OF MEETING

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

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

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

SECTION 15: EFFECTIVE DATE

This Resolution shall become effective upon approval by a majority vote of the Board of County Commissioners, Palm Beach County, Florida.

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

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

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

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY

BY:

Helene C. Hvizd
Helene C. Hvizd
Assistant County Attorney

ATTEST:

SHARON R. BOCK
CLERK & COMPTROLLER

BY:

Sharon R. Bock
Deputy Clerk

