

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
BOARD APPOINTMENT SUMMARY

Meeting Date: October 2, 2018

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

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to approve: reappointments and appointments to the Palm Beach County HIV Comprehensive AIDS Resources Emergency (CARE) Council for a term of three (3) years, effective, October 2, 2018:

<u>Seat No.</u>	<u>Reappointment</u>	<u>Term Expires</u>
14	Quinton Dames	10/01/2021
17	Christopher Dowden	10/01/2021
<u>Seat No.</u>	<u>Appointment</u>	<u>Term Expires</u>
10	Ashnika Ali	10/01/2021

Summary: The HIV CARE Council nominations process is an open process with publicized criteria and legislatively defined conflict of interest standards. All members have successfully completed the HIV CARE Council's nomination process and the HIV CARE Council recommends their appointments. Mr. Dames has disclosed that he is employed by FoundCare, Inc. and Ms. Ali has disclosed that she is employed by Treasure Coast Health Council, Inc. d/b/a Health Council of Southeast Florida, which both agencies contract 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 16 seats that are currently filled is, African-American: 7 (44%), Caucasian: 6 (38%), and Hispanic-American: 3 (18%). The gender ratio (female: male) is 8:8. Mr. Dames is an African-American male. Mr. Dowden is a Caucasian male. Ms. Ali is an Asian-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: [Signature] 9/14/18
Department Director Date
Legal Sufficiency: [Signature] 9-17-18
Assistant County Attorney Date

II. REVIEW COMMENTS

A. Other Department Review:

Department Director

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
BOARDS/COMMITTEES APPLICATION

The information provided on this form will be used in considering your nomination. Please **COMPLETE SECTION II IN FULL**. Answer "none" or "not applicable" where appropriate. Please attach a biography or résumé to this form.

Section I (Department): (Please Print)

Board Name: Palm Beach County HIV CARE Council Advisory ☒ Not Advisory ☐

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

Term of Appointment: 3 Years From: 10/02/2018 To: 10/01/2021

Seat Requirement: _____ Seat #: 14

☒ 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: 3

Section II (Applicant): (Please Print)

APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT

Name: Dames Quinton
Last First Middle

Occupation/Affiliation: Case Worker

Owner ☐ Employee ☒ Officer ☐

Business Name: FoundCare, Inc.

Business Address: 2330 S. Congress Ave.

City & State: West Palm Beach Zip Code: 33406

Residence Address: 1231 SW 25th Way

City & State: Boynton Beach, FL Zip Code: 33426

Home Phone: () Business Phone: (561) 274-6400 Ext. 412

Cell Phone: (561) 234-6509 Fax: ()

Email Address: Qdames@foundcare.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> R2018-0224	<u>Parks & Recreation</u> Ryan White Program	<u>General Maintenance</u> Ryan White Services	<u>10/01/00-09/30/2100</u> 03/01/2018-02/28/20

(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 P.P.M. 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 8/28/2018
☐ 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: Neeta Mahani Date: 8/28/18

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:

Neeta Mahani, Community Services Dept., 810 Datura St., West Palm Beach, FL 33401

Section III (Commissioner, if applicable):

Appointment to be made at BCC Meeting on: _____

Commissioner's Signature: _____ Date: _____

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

Revised 02/01/2016

Quinton Dames

1231 Sw 25th way

Boynton Beach, FL 33426

5612346509

Quinton561@gmail.com

Work Experience

FoundCare Inc, Boynton Beach, Florida

Case Manager, Apr 2012- Present

- Advocate for clients or patients to resolve crises.
- Refer patient, client, or family to community resources to assist in recovery from mental or physical illness and to provide access to services such as financial assistance, legal aid, housing, job placement or education.
- Utilize consultation data and social work experience to plan and coordinate client or patient care and rehabilitation, following through to ensure service efficacy.
- Counsel clients in individual sessions and to help them overcome dependencies, recover from illness, and adjust to life.
- Monitor, evaluate, and record client progress according to measurable goals described in treatment and care plan.

Pei Wei, Boynton Beach, Florida

Server, Dec 2008 –Feb 2012

- Check with customers to ensure that they are enjoying their meals and take actions to correct any problems.
- Prepare checks that itemize and total meal costs and sales taxes.
- Serve food or beverages to patrons, and prepare or serve specialty dishes at table as required.
- Explain how various menu items are prepared, describing ingredients and cooking methods.

MUVICO PALACE 20, Boca Raton, Florida

Crew Member, Mar 2007-Aug 2008

- Serve food, beverages, or desserts to customers in such settings as concession stands
- Prepare bills for food, using cash registers, calculators, or adding machines, and accept payment or make change.
- Perform cleaning duties such as sweeping, mopping, and washing dishes, to keep equipment and facilities sanitary.
- Balance receipts and payments in cash registers.
- Replenish foods at serving stations.
- Sell and collect admission tickets and passes from patrons at entertainment events.
- Examine tickets or passes to verify authenticity, using criteria such as color or date issued.

EDUCATION

Atlantic Community High School, Delray Beach, Florida

High School Diploma, May 2007

Palm Beach State College, Greenacres, Florida

Completed coursework, Sep 2007

**PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
BOARDS/COMMITTEES APPLICATION**

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Board Name: Palm Beach County HIV CARE Council Advisory ☒ Not Advisory ☐
☒ At Large Appointment or ☐ District Appointment /District #: _____
Term of Appointment: 3 Years. From: 09/02/2018 To: 09/01/2021
Seat Requirement: _____ Seat #: 17
☒ *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: Dowden Christopher James
Last First Middle
Occupation/Affiliation: Pharmacy Manager
Owner ☐ Employee ☒ Officer ☐
Business Name: Walgreens Pharmacy
Business Address: 6546 S Kanner Hwy,
City & State Stuart, FL Zip Code: 34997
Residence Address: 223 Fortuna Dr.
City & State Palm Beach Gardens, FL Zip Code: 33410
Home Phone: () Business Phone: (772) 233-4099 Ext. _____
Cell Phone: (561) 578-9397 Fax: ()
Email Address: _____
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:

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<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>

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<hr/>	<hr/>	<hr/>	<hr/>

(Attach Additional Sheet(s), if necessary)
OR

NONE	<input checked="" type="checkbox"/>	NOT APPLICABLE/ (Governmental Entity)	<input type="checkbox"/>
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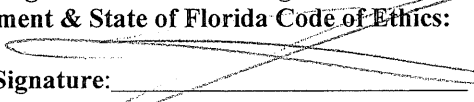
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<input checked="" type="checkbox"/>	By watching the training program on the Web, DVD or VHS on <u>8/30</u> 20 <u>18</u>
<input type="checkbox"/>	By attending a live presentation given on _____, 20____

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: <u>Neeta Mahani</u>	Date: <u>8/30/18</u>
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Neeta Mahani, Community Services Dept., 810 Datura St., West Palm Beach, FL 33401

Section III (Commissioner, if applicable):

Appointment to be made at BCC Meeting on: _____

Commissioner's Signature: _____ Date: _____

Christopher Dowden

223 Fortuna Dr. Palm Beach Gardens, FL 33410 * Cell 561-578-9397
ChrisJDowden@gmail.com

PROFESSIONAL PROFILE

- Pharmacist with 13 years of experience in retail, specialty, and clinical pharmacy.
- Credentialed by Board of Pharmacy Specialties as a Board Certified Pharmacotherapy Specialist.
- Certified as a HIV Practicing Pharmacist by the American Academy of HIV Medicine.
- Effective communicator with experience in sales, marketing, and team member management.
- Participant in local charities and programs that positively affect the community.
- Passionate about providing excellent patient care with a focus on clinical excellence and data driven decision making.

PROFESSIONAL EXPERIENCE

Walgreens Boots Alliance

9/2016-present *Pharmacy Manager Store 11305*

Grew 90-day Rx Sold 13.2% YTD. Achieved a score of 910 in Walgreens LEAP program. Create an efficient environment that ensures convenient prompt service while maintaining clinical excellence. Counsel patients. Perform MTM and vaccine services. Oversee training and develop employees to create high performing assets. Supervise department and ensure compliance with company policy and procedure and all applicable regulations. Monitor scorecards and KPI to ensure high performance and excellent customer service.

Skyemed, Palm Beach

11/2015-9/2016 *Director of Pharmacy*

Opened new pharmacy inside a FQHC called Foundcare. Integrated pharmacy services with existing medical practice. Implemented clinical management programs for HIV and Hepatitis C patients. Contributed to development of screening guidelines for Hepatitis C. Advised physicians, physician assistants, and nurse practitioners on medication dosing and HIV/HCV regimen selection. Managed 340B inventory. Ensured compliance with federal, state, and local regulations.

Walgreens Boots Alliance

3/2011-11/2015 *Registered Manager Onsite Store 13981*

Created customized solutions for local healthcare providers and organizations. Sought new sales opportunities. Managed clinical programs including HIV, Hepatitis C, oral chemotherapy cycle management, and MTM. Ran discharge programs for a local hospital and two skilled nursing facilities. Assisted patients with third party problems and cost reduction strategies. Ensured availability of high value drugs while maintaining a cost efficient inventory. Hired, trained, and maintained personnel. Participated in community events to promote Walgreens services. Volunteered on local organizations serving the HIV community. Precepted for pharmacy students of local universities. Precepted for residents of Palm Beach Atlantic University PGY1 residency program (HIV and Viral Hepatitis rotation). Site was a HIV Center of Excellence and part of the Walgreens Hepatitis C Specialty Network.

5/2009-3/2011 *Pharmacy Manager Store 3713*

Ensured customer satisfaction, Monitored patient safety (CQI), Controlled inventory, Minimized shrink, Trained employees, Promoted business to community and prescribers, Received and verified prescription orders, Administered flu vaccine, Counseled patients, Consulted with prescribers.

2/2009-5/2009 *Staff Pharmacist On-site Store 13451*

Received and verified prescription orders. Counseled patients. Prepared Med-On-Time dose pack regimens. Transitioned independent pharmacy through buyout by Walgreens. Promoted new business to local prescribers and communities. Managed inventory. Performed opening and end-of-day procedures. Supervised technicians.

7/2008-2/2009 *Staff Pharmacist Store 6832*

Received and verified prescription orders. Counseled patients. Supervised technicians.

11/2004-7/2008 *Pharmacy Intern Store 1938*

Received and entered prescription orders. Counseled patients. Participated in Walgreens Summer Intern Program. Detailed local physicians as an assignment from pharmacy supervisor.

EDUCATION

- 2004-2008 **Palm Beach Atlantic University, West Palm Beach, FL**
Pharm.D. awarded May 2008
- 2002-2004 **Sussex County Community College, Newton, NJ**

VOLUNTEER

- May 2018 – Present **Palm Beach County HIV CARE Council – Chairman of CARE Council and Executive Committee**
- 2015 - May 2018 **Palm Beach County HIV CARE Council - Chairman of Local Pharmaceutical Assistance Program Committee**
- 2015 - Present **Palm Beach County HIV CARE Council – Council Member**
- 2013 - 2016 **SMART Ride (Southern Most AIDS Ride) participant/team captain.**

PRESENTATIONS

- Dowden, C. (2018, February). *HIV Medicine: History, Present, and Future*. Presentation at the Palm Beach County HIV CARE Council Annual Retreat. Palm Beach Gardens, FL
- Dowden, C. (2017, March). *Pre- and Post-Exposure Prophylaxis for HIV*. Presentation at Genesis Community Health, Inc. Boynton Beach, FL

LICENSES & CERTIFICATES

- 2008-present **Florida Registered Pharmacist - License #PS43620**
- 2015-present **Board of Pharmacy Specialties - Board Certified Pharmacotherapy Specialist – License #3140350F**
- 2012- present **American Academy of HIV Medicine - Practicing HIV Pharmacist (AAHIVP)**
- 2009- present **APhA Pharmacy-Based Immunization Delivery Certificate**
- 2010-present **American Red Cross Adult CPR for the Professional Rescuer**

AWARDS

- 2018 **CARE Award (Palm Beach HIV CARE Council)**
- 2015 **Walgreens Champion of Champions – Area Winner – Community Service Award**
- 2015 **Walgreens Champion of Champions – District Winner – Customer Care Award**
- 2008 **Palm Beach Atlantic University Pharmacy Practice Award**

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

Term of Appointment: 3 Years. From: 10/02/2018 To: 10/01/2021

Seat Requirement: _____ Seat #: 10

☐ *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: Ali Ashnika _____
 Last First Middle

Occupation/Affiliation: Community Health Advocate

Owner ☐ Employee ☒ Officer ☐

Business Name: Health Council of Southeast Florida

Business Address: 600 Sandtree Drive, Suite 101

City & State Palm Beach Gardens, FL Zip Code: 33403

Residence Address: 19211 Glenmoor Dr.

City & State West Palm Beach, FL Zip Code: 33409

Home Phone: () Business Phone: () Ext. _____

Cell Phone: (561) 323-0459 Fax: (561) 844-7276

Email Address: aali@hcsef.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:

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<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> R2018-0222	<u>Parks & Recreation</u> Ryan White Program	<u>General Maintenance</u> Ryan White Services	<u>10/01/00-09/30/2100</u> 03/01/2018 – 02/28/2021
(Attach Additional Sheet(s), if necessary)			
OR			
NONE	<input type="checkbox"/>	NOT APPLICABLE/ (Governmental Entity)	<input type="checkbox"/>

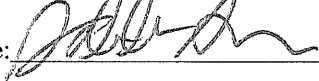
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07/30/2018
√ By watching the training program on the Web, DVD or VHS on _____ 20_____
____ By attending a live presentation given on _____, 20____

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:  Printed Name: Ashmika Aji Date: 8/22/2018

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:
{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: _____

Ashnika Ali

213 Lytton Circle Orlando FL, 32824 • Phone (407) 757-3902 • gatorss2014@gmail.com

EDUCATION:

University of Florida
Bachelor of Science in Health Science, Cum Laude

Gainesville, FL
August 2010 – May 2014

Larkin Health Sciences Institute
Masters in Biomedical Sciences

Miami, FL
August 2014-April 2016

CERTIFICATIONS:

State of Florida Department of Health: HIV 500/501, Rapid HIV Ab/Ag Test Training, Clearview Complete Rapid HIV Antibody Test, Hepatitis C Oraquick HCV, Phlebotomy Certified

WORK EXPERIENCE:

Health Council of Southeast Florida: *Community Health Advocate* (May 2018-Present)
Palm Beach Gardens, FL

Engage, link, and or re-link individuals with HIV into medical care. Conduct full range of Early Intervention Services in Palm Beach County. Conduct Medical Case Management duties as defined by PBC Ryan White standards of care. Assist high risk HIV-negative clients who are at high risk with prevention methods and services. Conduct eligibility determination for HIV positive clients. Plan and develop inclusive community relations and community outreach programs for HIV education, testing, early intervention. Member of HIV Care Council of PBC. Knowledge of navigation of the Provide Enterprise system.

The LGBT+ Center of Orlando, Inc. : *Director of Clinical Services* (August 2017- May 2018)
Orlando, FL

Manage and oversee all clinical services at The Center, including the HIV testing and counseling, Hepatitis testing and counseling, and the Sexually Transmitted Disease testing with the Florida Department of Health. Coordinate and supervise all volunteer HIV testers and HIV Program Coordinator. Attend meetings/orientations with other Aids Service Organizations/Community Based Organizations and healthcare providers. Coordinate and train newly HIV testers as well as provide updates with new information on treatment and prevention to all the testers. Associate member for the Central Florida HIV Planning Council; The Center is a member of the Public Relations and Marketing Committee. Assisted and took part in national events such as National HIV Testing Day to promote services at The Center. Utilized the mobile unit at various events to promote outreach and conduct HIV testing in the community. Worked with Florida Hospital and Orlando Health residents to schedule the for shadowing at The Center. Attended the United States Conference on Aids 2017 in Washington, DC. Attended NMAC's Biomedical PrEP Summit in New Orleans, LA.

PhyAssist Scribes: *Medical Scribe* (August 2017- Present)
Leesburg, Florida

Assist and record patient information in the proper HPI format. Form medical chart based on patient history. Transcribe physical examination and document test results such as EKGs. Assist physicians in completing discharge paperwork, follow-up care, and recommendations. Observe patient procedures alongside physicians and nursing staff.

The GLBT Center of Orlando: *HIV Program Coordinator*
Orlando, FL

(May 2017-August 2017)

Provide high quality, comprehensive HIV and Hepatitis C testing and counseling services to the community. Discuss preventative methods with clients regarding HIV and Sexually Transmitted Infections. Link HIV and Hepatitis C reactive clients into care by scheduling their first doctor's appointment. Closely work with the Director of Clinical Services and HIV Testing volunteers to ensure the testing program is running smoothly. Oversee and coordinate testing schedule on a daily basis and address all testing concerns. Communicate with the Department of Health regarding scheduling of HIV 500/501 course and evaluations of new testers. Make sure all testers are up to date with volunteer paperwork and HIV/ Hepatitis C certifications. Stand in for the Director of Clinical Services when out of office. Build community partnerships with other health agencies to promote the services we offer at The Center. Assist Director of Clinical Services with end of the month data and filing.

AIDS Healthcare Foundation, *HIV Testing Counselor*
Fort Lauderdale, FL

(November 2015- November 2016)

Administer HIV and Hepatitis C testing and counseling services to the community in South Florida. Discuss prevention methods for HIV, Hepatitis C, and Sexually Transmitted Infections with clients. Ensure all newly HIV reactive clients and self-reported HIV reactive clients were linked into care by completing all their paperwork and confirmatory test. Closely worked with health care professionals to ensure that STI services were given properly to reactive clients. Complete medical history charts of clients before seeing provider for STI services. Attend quarterly meetings when scheduled.

Alachua County Health Department, *HIV Testing Intern*
Gainesville, FL

(January 2014-April 2014)

Provide HIV community outreach in high risk areas in Alachua county. Conducted HIV testing at local Walgreens with HIV Program Coordinator and staff. Educate the community on preventative methods such as condom usage to lessen the risk of STI's and HIV. Assist Program Coordinator for Peers Advocating for Unified Services and Education (PAUSE) as a mentor at Gainesville High School on HIV/STI prevention methods and testing services offered at the health department. Organized and assisted staff with filing and data entry of HIV clients.

RESEARCH EXPERIENCE:

Undergraduate Research Assistant
Gainesville, FL

(June 2013- August 2014)

Identify and address disparities in hospital language services. Assist Principal Investigator with data collection among hospitals all over Florida in completing hospital language survey. Assist PI in formatting survey questions on Qualtrics. Conduct follow-ups on hospitals for completion of language survey. Manage packets and forms for each hospital.

VOLUNTEER EXPERIENCE:

JAAGO Through the Arts, President
Gainesville, FL

(May 2012 – May 2015)

Organize fundraisers and charity dinners to raise funds to send underprivileged children in Bangladesh to school. Promote ideas emphasizing art related activities to raise funds. Closely work with UF's Bangladeshi Student Association to host Thanksgiving Benefit Dinner for 2 successful years. Create weekly blog about the importance of education and children in impoverished countries. Maintain relationship with head president of JAAGO Foundation in Bangladesh.

Traveled abroad with UF’s Heal the World Foundation to assist doctors in local slums in the outskirts of New Delhi, India. Conduct blood pressure and glucose tests (with supervision) on local citizens who came in for free physical examinations. Shadowed head primary care doctor on clinical exams that were offered in the slums. Completed rotations in a variety of healthcare settings such as pediatrics, gynecology, and primary care. Raised funds for surgery for a 2-year-old patient diagnosed with Spina Bifida. Built relationships with students from different parts of the world who were also volunteering on the medical trip.

SKILLS:

Proficient in Microsoft Word, Excel, PowerPoint
40 WPM Typing Speed
Customer Service Experience
Fluent in English and Bengali

Palm Beach County HIV CARE Council *Attachment 2*

Proposed Inventory of Seats

Updated 08-23-2018

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	OPEN CHAIR			
6	Substance Abuse and/or Mental Health Providers	OPEN CHAIR			
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	Ashnika Ali	Health Council of Southeast Florida	10/01/2021	AF
11	Part D, or if none present, representatives of organizations addressing the needs of children, youth, and families with HIV	Keisha Jackson	Families First of Palm Beach County	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	Arlene Griffiths	PBC Board of County Commissioners	10/01/2021	BF
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

Amended: June 25, 2018

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 invited to attend membership orientation offered quarterly and 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 individuals name will then be forwarded to the Palm Beach County Board of County Commissioners for appointment.

- A. Candidates must fulfill the following requirements prior to being forwarded for CARE Council Membership. Candidates must join one (1) committee and attend a CARE Council meeting or CARE Council sponsored training inclusive of annual retreat.
- B. 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.

Approved 04/30/01; Amended 01/26/04, 11/16/09, 11/22/10, 06/27/11, 06/25/12.