

**PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
BOARD APPOINTMENT SUMMARY**

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Meeting Date: October 16, 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, October 16, 2018:

<u>Seat No.</u>	<u>Appointment</u>	<u>Term Expires</u>
5	Kristina Rowe	10/15/2021
6	Kathlyn Belizaire	10/15/2021
24	Vickie Rossy-Woodley	10/15/2021

Summary: The Palm Beach County HIV CARE Council (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 these appointments. Ms. Rowe has disclosed that she is employed by the Legal Aid Society of Palm Beach County, 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 19 seats that are currently filled is African-American: 8 (42%), Caucasian: 7 (37%), Hispanic-American: 3 (16%) and Asian-American: 1 (5%). The gender ratio (female: male) is 9:10. Ms. Rowe is a Caucasian female. Ms. Belizaire is an African-American female. Ms. Rossy-Woodley is a Hispanic-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 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 HIV CARE Council, replacements are selected in accordance with the HIV CARE Council nominations process that was adopted and approved by the HIV 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

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Recommended By: James E. Green 9/28/18
 Department Director Date

Legal Sufficiency: Deleene Coluzzi 10-1-18
 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: 10/16/2018 To: 10/15/2021

Seat Requirement: _____ Seat #: 5

*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: Rowe Kristina Rose Ellen
Last First Middle

Occupation/Affiliation: Staff Attorney for the Ryan White Project
Owner Employee Officer

Business Name: The Legal Aid Society of Palm Beach County

Business Address: 423 Fern St.

City & State West Palm Beach, FL Zip Code: 33401

Residence Address: 250 NE 3rd Avenue, Unit 303

City & State Delray Beach, FL Zip Code: 33444

Home Phone: () Business Phone: (561) 655-8944 Ext. 103

Cell Phone: () Fax: (561) 655-5269

Email Address: krowe@legalaidpbc.org

Mailing Address Preference: Business Residence

Have you ever been convicted of a felony: Yes _____ No x

If Yes, state the court, nature of offense, disposition of case and date: _____

Minority Identification Code: Male Female
 Native-American Hispanic-American Asian-American African-American Caucasian

Section II Continued:

CONTRACTUAL RELATIONSHIPS: Pursuant to Article XIII, Sec. 2-443 of the Palm Beach County Code of Ethics, advisory board members are prohibited from entering into any contract or other transaction for goods or services with Palm Beach County. Exceptions to this prohibition include awards made under sealed competitive bids, certain emergency and sole source purchases, and transactions that do not exceed \$500 per year in aggregate. These exemptions are described in the Code. This prohibition does not apply when the advisory board member's board provides no regulation, oversight, management, or policy-setting recommendations regarding the subject contract or transaction and the contract or transaction is disclosed at a public meeting of the Board of County Commissioners. To determine compliance with this provision, it is necessary that you, as a board member applicant, identify all contractual relationships between Palm Beach County government and you as an individual, directly or indirectly, or your employer or business. This information should be provided in the space below. If there are no contracts or transactions to report, please verify that none exist. Staff will review this information and determine if you are eligible to serve or if you may be eligible for an exception or waiver pursuant to the code.

<u>Contract/Transaction No.</u>	<u>Department/Division</u>	<u>Description of Services</u>	<u>Term</u>
Example: (R#XX-XX/PO.XX) R2018-0221	Parks & Recreation Ryan White Program	General Maintenance Legal Services	10/01/00-09/30/2100 03/01/2018 - 02/28/2021
_____	_____	_____	_____
_____	_____	_____	_____

(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):

X _____ August 3, 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: Kristina Rowe Printed Name: Kristina Rowe Date: 9/19/18

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: _____

KRISTINA R. ROWE, ESQ.

ph: 561.655.8944 ext. 103 cell: 561.706.2601

Email: krowe@legallaidpbc.org

INTRODUCTION

I am passionate about empowering the under-represented in society through the use of law, representation, advocacy, government, education, community building and outreach. I believe that everybody should have equal access to the legal system, government and society as is provided by law. My past work experience includes the following: providing representation to children under the Individuals with Disabilities Education Act; lobbying efforts, at the state and national level, to secure labor protections for farmworkers; full representation to multiple farmworker plaintiffs against multiple defendants in federal court actions, including: case development and investigation; research; writing complaints, production requests, interrogatories and motions; negotiating settlement; developing discovery plans and taking dispositions. I have assisted low-income families and individuals by providing advocacy, community outreach and representation in the following areas: public benefits; landlord tenant law; social security disability; domestic violence and health care. In 2017, I spearheaded and fully developed a housing project for the Guatemalan Maya Center designed to address the rights of low-income, primarily undocumented tenants in Palm Beach County.

EDUCATION

University of California at Hastings College of the Law, San Francisco, CA, Juris Doctor, Public Interest Focus, May 2000

- Awarded Equal Justice America Grant for Public Interest Work 1998-1999

University of California at Berkeley, Berkeley, CA, College of Letters and Science, Bachelor of Arts, Honors, Major Legal Studies, Minor Dramatic Art, May 1997

EXPERIENCE

Legal Aid Society of Palm Beach County, Inc., Ryan White Project, West Palm Beach, Florida, Staff Attorney, July 2018 to ongoing

- Represents clients (diagnosed HIV +) before administrative and judicial tribunals in a full range of civil legal matters.
- Counsels and advises clients in legal matters.
- Investigates and develops cases, including conducting necessary interviews and consulting appropriate agencies and resources.
- Negotiates on behalf of clients.
- Performs legal research.
- Drafts letters, memos, pleadings, briefs and other legal documents and written materials.
- Serves on community, bar and county committees.

Integrity Billing, Palm Springs, Florida, In House Counsel, March 2017-July 2018

- Counseled and advised C Level Executives on multi-million dollar business litigation and transactions, including Commercial Real Estate, Employment, and Landlord/Tenant Law.
- Drafted business agreements, research pertinent law and potential clients.
- Settled and/or litigated breach of contract claims.
- Managed national client database.
- Communicated with and managed external relations in all aspects of business.

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Email: krowe@legalaiddpbc.org

- Fully responsible for legal and transactional arena of corporate relations with Integrity's office relocation and build out.
- Traveled and attended marketing conferences.
- Successful client development.

NAMI, Palm Beach County, Volunteer SSI/SSDI Attorney, March 2017-July 2018

- Successfully advocated for clients before the SSA at all claim levels.
- Provided holistic services such as acquiring health care, food stamps, housing, treatment and any other areas to assist the individual whilst in the claim process.

The Guatemalan Maya Center, Lake Worth, Florida, Pro Bono Attorney, February 2016-ongoing consultation

- Spearheaded GMC's new Housing Project designed to assist primarily undocumented refugee/immigrants.
- Researched Florida housing law and its practical application in landlord tenant disputes; developed research into training materials for GMC to use where clients have housing issues (seeking rentals; in eviction, with violations of the Public Health Code and/or the County Code; and for small claims court); trained GMC Staff on Landlord/Tenant law and client advocacy; developed outreach materials for distribution in community; provided outreach to relevant demographic; developed a competent referral list/made appropriate referrals; and instructed clients on how to represent themselves *pro se* in landlord tenant evictions.
- In collaboration with GMC staff, prepared for the possible implementation of President Obama's immigration relief program (DAPA and DACA+) and its implications if the Supreme Court were to rule favorably in Texas v. United States. We devised a plan to assist immigrants in obtaining legal status at low cost with effective legal representation and to provide community outreach in order to inform them of their rights, timeliness of application and not to enlist in fraudulent notario services.

The Cornerstone Mission, Inc., Rockland, ME, Staff Advocate, September 2013-December 2014

- Assisted low-income families and individuals in achieving socio economic stability by providing advocacy, in the following areas: public benefits; landlord/tenant law; social security disability; domestic violence; and health care. Provided full legal representation in disability law cases; provided referrals to outside resources; was community liaison between clients and other parties; provided food and temporary shelter; developed contacts with community leaders/organizations seeking to further similar purposes; executed research, writing and development.

Café Miranda, Inc., Rockland, ME, Partner In Ownership, July 2009-2012 and Business Consultant through December 2014

- Developed and implemented a master business plan through analysis of Miranda's operations, management and finances of corporation with the mission to maximize profit while developing Miranda into a premier, Farm to Table Restaurant alongside its civic commitment to the surrounding community.

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- Engineered changes and developments in Miranda, included: using new and expansive marketing techniques, some in social media; design of Miranda's interior décor and menu; editing/expanding menu to reflect the evolving, health conscious consumer; retail product development and marketing; creating a new image and branding; implementing un sourced avenues of advertising and promotion; and expanding the business.
- Shared in achievement of Café's highest return in profit in 2013.

SSI/SSDI Sole Practitioner, South Thomaston, ME, Attorney, May 2004-2012

- Successfully provided full representation to clients in Social Security Disability claims at all levels, including the Administrative Law Judge, Appeals Council and federal court level.

Arnold and Porter, Inc., Washington DC, Attorney, February 2003-May 2004

- Corporate Document Review.

Florida Rural Legal Services, Inc., Farmworker Unit, Immokalee, FL, Staff Attorney, July 2000-January 2003

- Litigated multiple claim actions in federal court under the following statutes: AWP, FLSA, Title VII and 42 U.S.C. § 1981 and contract claims in federal court through supplemental jurisdiction.
- Successfully provided full representation to multiple farmworker plaintiffs against multiple defendants in federal court actions, including: case development and investigation; research; writing complaints, production requests, interrogatories and motions; negotiating settlement; developing discovery plans; and taking depositions.
- In accordance with the Administrative Procedure Act, successfully advocated for 41 clients under the Federal Uniform Relocation Act. Reached settlement with agency for administration of benefits to multiple displaced claimants under the URA.
- Effectively co counseled cases with outside attorneys. In example, travelled to Mexico with co-counsel and deposed twenty-five clients in ten days.
- Worked closely and effectively with paralegals and interpreters.
- Established press relations.

California Rural Legal Assistance Foundation, Inc., Labor and Employment Law Project, San Francisco, CA, Legislative Assistant, June 1997-May 2000

- At the state and national level, assisted CRLAF's labor and employment lobbyist in efforts to secure labor protections for farmworkers. This included: coauthoring a series of white papers in support of labor protections for farmworkers; gathering and analyzing data and statistics from federal and state agencies; researching and analyzing federal law and state law pertaining to farmworkers and others similarly employed; and developing new strategies to assist farmworkers in securing safer working conditions.

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Bay Area Legal Aid, Inc., San Francisco, CA, Legal Intern, June 1997-May 2000

- Provided full representation to clients in Social Security Disability cases at the Administrative Law Judge, Appeals Council and federal court level and successfully obtained fully favorable decisions in drug abuse, alcohol and child disability cases at federal court and administrative law level; attended statewide public interest policy meetings and advocated on BALA's behalf; and researched and edited materials, for the Director of Training and Advocacy, intended for distribution to advocates.

Lindesmith Center and Hastings Civil Justice Clinic, San Francisco, CA, Legal Extern, Spring 2000

- Developed project with goal to lessen the number of deaths attributable to heroin overdose and coalition built with city agencies and officials in effort to develop and implement most effective plan of action.

Street Law Project, University of San Francisco, CA, Teacher, Fall 1999

- Identified and taught areas of law most relevant to inner-city youth. This included developing and implementing daily lesson plans; staging two, mock trials and holding organized class discussions on law and legal theory.

Civil Justice Clinic, Hastings College of the Law, San Francisco, CA, Legal Intern, Fall 1999

- Lead responsibility in representing the parents of two, autistic children against their school district under the Individuals With Disabilities Education Act and was successful in settling with the school district to place children in parents' first choice of private school.

Professor David Faigman, University of California at Hastings College of the Law, San Francisco, CA, Research Assistant, Summer 1998

- Researched case law in preparation for the release of upcoming publications; researched subjects of new projects; and edited future publications.

Americorps, University of California at Berkeley, Berkeley, CA, Teacher, Spring 1997

- Ran after-school program at inner-city middle school and taught special needs children.

CalPIRG, Berkeley, CA, Political Activist, Fall 1997

- Successful in placing campaign finance reform on the ballot through strategic, grass roots organizing; canvassing, advocating and registering voters.

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Term of Appointment: 3 Years. From: 10/16/2018 To: 10/15/2021

Seat Requirement: _____ Seat #: 6

*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: Belizaire Kathlyn
Last First Middle

Occupation/Affiliation: Community Mobilization Specialist

Owner Employee Officer

Business Name: Palm Beach County Substance Awareness Coalition

Business Address: 2300 High Ridge Rd.

City & State Boynton Beach, FL Zip Code: 33426

Residence Address: 706 Sunny Pine Way, Apt. A2

City & State Greenacres, FL Zip Code: 33415

Home Phone: (561) 329-6421 Business Phone: (561) 374-7627 Ext. _____

Cell Phone: () Fax: ()

Email Address: kathlynbelizaire@pbcsac.org

Mailing Address Preference: Business Residence

Have you ever been convicted of a felony: Yes _____ No x _____

If Yes, state the court, nature of offense, disposition of case and date: _____

Minority Identification Code: Male Female
 Native-American Hispanic-American Asian-American African-American Caucasian

Section II Continued:

CONTRACTUAL RELATIONSHIPS: Pursuant to Article XIII, Sec. 2-443 of the Palm Beach County Code of Ethics, advisory board members are prohibited from entering into any contract or other transaction for goods or services with Palm Beach County. Exceptions to this prohibition include awards made under sealed competitive bids, certain emergency and sole source purchases, and transactions that do not exceed \$500 per year in aggregate. These exemptions are described in the Code. This prohibition does not apply when the advisory board member's board provides no regulation, oversight, management, or policy-setting recommendations regarding the subject contract or transaction and the contract or transaction is disclosed at a public meeting of the Board of County Commissioners. **To determine compliance with this provision, it is necessary that you, as a board member applicant, identify all contractual relationships between Palm Beach County government and you as an individual, directly or indirectly, or your employer or business.** This information should be provided in the space below. If there are no contracts or transactions to report, please verify that none exist. Staff will review this information and determine if you are eligible to serve or if you may be eligible for an exception or waiver pursuant to the code.

<u>Contract/Transaction No.</u>	<u>Department/Division</u>	<u>Description of Services</u>	<u>Term</u>
<u>Example: (R#XX-XX/PO XX)</u>	<u>Parks & Recreation</u>	<u>General Maintenance</u>	<u>10/01/00-09/30/2100</u>

(Attach Additional Sheet(s), if necessary)

OR

NONE



NOT APPLICABLE/
(Governmental Entity)



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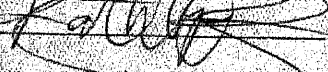
By signing below I acknowledge that I have read, understand, and agree to abide by Article XIII, the Palm Beach County Code of Ethics, and I have received the required Ethics training (in the manner checked below):

- X _____ July 13, 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: Kathryn Belizaire Date: 9/19/2018

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: _____

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

Revised 02/01/2016

Kathlyn Belizaire

(561) 329-6421

Katbelizaire@gmail.com

EXECUTIVE SUMMARY

- A skilled communicator; able to maintain cultural sensitivity, establish rapport with members of a diverse groups and promote team cohesiveness.
- High-energy confident professional with an infectious enthusiasm for customer service.
- Served on an Executive Board for a cultural based organization.
- Strong meeting planning and facilitation skills, able to communicate effectively with all organizational levels, build relationships of trust and enlist the participation of team members.
- Able to prioritize effectively to accomplish objectives with creativity, enthusiasm, and humor.

EDUCATION

Florida International University, Miami, FL

Bachelor of Public Administration

GPA: 3.5/4.0

December 2016

RELATED PROFESSIONAL EXPERIENCE

Palm Beach County Substance Awareness Coalition

West Palm Beach, FL

Community Mobilization Specialist/Tester

Boynton Beach FL

8/2017- Present

- Track and input all data necessary for all grant funding sources
- Organize and implement programs and initiatives that promote community wellness.
- Works diligently to fulfil all requirements for the Department of Health Refugee grant as well as Substance Abuse Block Grant and the HIV/SA SAMHSA grant.
- Connects with community members and organizations through a myriad of meetings, training, events throughout the county.

- Disseminates drug and HIV prevention to the community, schools, meetings etc.
- Handle incoming calls as needed, manages calendars, scheduling meetings, conferences, teleconferences, and travel
- Plan monthly Coalition meetings: write and distribute meeting agendas and minutes
- Create, develop and distribute monthly newsletter.
- Plan and coordinate coalition events.
- Participate in Special Projects/Initiatives as requested
- Organizing and maintaining files and records
- Perform other job duties as requested
- Provide HIV Counseling, Testing and Referrals to at-risk populations in compliance with strict standards of the Department of Health.
- Conduct targeted outreach--both traditional and internet--to high-risk minority youth. Engage individuals in their own neighborhoods or venues where they typically congregate to provide HIV related health information, education, referrals and linkage to services.
- Distribute condoms to target HIV-infected persons and persons at highest risk of acquiring HIV
- Adhere to strict procedures of confidentiality, release of information and data security. Maintain accurate and complete participant records, tracking contact, counseling, testing, referrals, and outreach performance as defined by evidence-based models, local/state/federal entities and PBCSAC
- Provide health education and support in conjunction with other PBCSAC teams and community members.

Early Learning Coalition of Palm Beach County
West Palm Beach, Fl

Reimbursement Specialist/ Finance

1/2017- 8/2017

- Ensured coalition payment policies are applied and followed when recording attendance for payment purposes. Compiled attendance documentation submitted by child care providers and enter into EFS.
-
- Researched, reviewed, documented and processed provider payment adjustments for School Readiness, VPK, Refugee and TP payments.
- Met specific monthly deadlines as a team in order to successfully close out 7-9 Million dollars a month.
- Communicated with the Post Attendance Monitoring team regularly during provider payment processing to ensure any corrections related to child attendance are completed accurately before payments are made. Generated payment reports for distribution to providers.

- Responded to requests for information timely and within confidentiality guidelines. Track and report utilization of local match funds. Perform periodic and annual maintenance of billing groups, rates, calendars, etc. in EFS, as necessary.
-
- Entered, updated and maintained SR and VPK provider information in EFS, including electronic banking information, DCF license and liability insurance renewals.
- Verified client funding types, billing groups, eligibility codes and other information related to program/service eligibility and accurate provider payments.
- Updated and maintained client files, data records, and case notes for parents, children and child care providers as required in the Coalition's EFS system and hard case files. Interpret and effectively communicate ELC policies verbally and in writing. Ensure that all information of confidential nature is held in a secure and confidential method.

FIU Online, Miami, FL

Support Services Associate

05/2016- 12/2016

- Responds quickly, competently, and courteously to a myriad of student and faculty inquiries in person, by telephone, email and live chat.
- Troubleshooted various application versions with customer ex. Java, Flash, Adobe, etc. in order to ensure smooth navigation through the learning management system (LMS).
- Resets dates and times for assignments, exams, and quizzes in the LMS when necessary
- Collaborates with Instructional Designers, Learning Management System Team, and IT team to resolve course content or LMS related issues.
- Troubleshooted compatibility issues with students and faculty in regards to file formats in order to ensure successful uploads.
- Assisted students with general information inquiries regarding FIU Online, otherwise refers them to the proper academic unit.
- Assisted faculty in regards to resolving basic technical issues, utilizing their courses, student concerns, and general LMS concerns.
- Ensured all incoming inquiries (cases) in the FIU Online Support ticketing system are handled adequately within a 24-hour period.
- Attended software training related to system updates, as required by the department or university.

Morse Life Health Care, West Palm Beach

Administrative Assistant

12/2013-12/2014

- Responsible for greeting, checking in, and directing visitors,
- Demonstrated ability to deal with phone and email inquiries.

- Responsible for operating the multi line switchboard to relay incoming, outgoing, and interoffice calls
- Addressing residents' concerns in regards to transportation, room service orders, and managing deliveries.
- Assist the human resources department with hiring projects.
- Checking references and VOE's
- Accurately inputting information in the computer using Microsoft word and excel

OTHER EXPERIENCE

Christian Student Missions non-profit

05/2013-08/2013

Intern

- Lead groups around NYC.
- Be a liaison to different ministry service sites.
- Lead orientations, meetings, and debriefing.
- Accounting via excel as well as handling large sums of money.
- Assistance with housing groups.
- Make reservations via phone.

Student Finance League non-profit

09/2016 - 12/2016

Intern

- Help schedule volunteers, plan events, research new ways to grow the organization, discover new opportunities for students and partners, bookkeeping and accounting, and finding other interns and volunteers to meet the demand of the program.

Skills and Certifications

- CPR and AED Certified
- Certified in LINC Suicide Prevention
- Certified in Substance Abuse Prevention
- Fluent in Creole
- Computer literate with proficiency in Microsoft Word, Access, Excel and Powerpoint.
- Excellent communication and customer service skills and can communicate via phone, email, and handwritten documents.
- Experience working with all populations : children, youth, college aged, elderly
- Accountability
- Ability to work effectively with a diverse population.
- Ability to lead trainings, meetings, etc.
- Proficient in the following Systems: Panthersoft, Salesforce, Provider Portal, Impromptu, EFS, Collaborate, Concordia.

References available upon request.

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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: 10/16/2018 To: 10/15/2021
Seat Requirement: _____ Seat #: 24
 *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: Rossy-Woodley Vickie
Last First Middle
Occupation/Affiliation: Prevention Specialist
Owner Employee Officer
Business Name: CAN Community Health
Business Address: 8201 Peters Rd.
City & State Plantation, FL Zip Code: 33324
Residence Address: 4886 Wedgewood Way, Apt. 4
City & State West Palm Beach, FL Zip Code: 33417
Home Phone: (757) 575-7680 Business Phone: (954) 315-0213 Ext. _____
Cell Phone: () Fax: ()
Email Address: vrossywoodley@cancommunityhealth.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>	<u>Parks & Recreation</u>	<u>General Maintenance</u>	<u>10/01/00-09/30/2100</u>
_____	_____	_____	_____

(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):

X _____ By watching the training program on the Web, DVD or VHS on August 15, 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: *Vossy* Printed Name: Vickie Rossy-Woodley Date: 09/19/2018

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: _____

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

Revised 02/01/2016

Vickie Rossey-Woodley
4886 Wedgewood Way #4
W.P.B. Florida 33417
Cell Phone (757) 575-7680
roswd@cox.net

OBJECTIVE:

To secure a position with a non-profit organization that offers a challenging, team-oriented environment with the opportunity for professional growth and advancement. A position that would offer an opportunity to make a real difference in the lives of others.

SUMMARY OF QUALIFICATIONS:

- More than fifteen years' experience in testing, counseling and education.
- Fifteen years' experience in all aspects of management, social and human resource services.
- More than seven years' experience with advisory groups and community partnerships.
- Fifteen years' experience in HIV/AIDS; providing assistance and resources.
- Twenty years' experience with populations experiencing social needs, discrimination, hunger, homelessness and unemployment.
- Proficient in Microsoft Office with over twenty years' experience
- Member of LGBT and Senior Health advisory groups.

EMPLOYMENT:

2018-Present Education Prevention & Specialist	CAN Community Health	Plantation, FL
2016-2018 H.I.P Outreach Coordinator	FoundCare Community Health Center	Palm Springs, Fl
2012 – 2016 RSVP Project Director	Primeplus Norfolk Senior Center	Norfolk, VA
2009- 2012 Early Intervention Counselor	The AIDS Fund	Norfolk, VA
2004 – 2009 HIV Tester	Tidewater AIDS Community Taskforce	Norfolk, VA

EDUCATION:

2019 – University of Virginia	B.I.S., (anticipated)	Charlottesville, VA
2014 – Tidewater Community College,	A.S. Social Sciences	Virginia Beach, VA

CREDENTIALS & CERTIFICATIONS:

Bi-lingual Spanish - Honor Society Phi Beta Kappa – FDOH 500 & 501 HIV & H testing certification
Easter Virginia Medical School (EVMS) – HIV/AIDS Certification and Counseling Training

Community involvement:

Portsmouth Volunteers for the Homeless – Volunteer & Advisor
Tidewater AIDS Community Taskforce – Volunteer with sponsor and donor relations
TRIAD / SALT Council – Board member (senior safety and health)

REFERENCES: Available upon request.

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REFERENCES: Available upon request.

Palm Beach County HIV CARE Council

Proposed Inventory of Seats

Attachment 2

Updated 09/19/18

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	Kristina Rowe	Legal Aid Society of Palm Beach County, Inc.	10/15/2021	WF
6	Substance Abuse and/or Mental Health Providers	Kathlyn Belizaire	Palm Beach County Substance Awareness Coalition	10/15/2021	CF
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	AA
11	Part D, or if none present, representatives of organizations addressing the needs of children, youth, and families with HIV	Keisha Jackson	TOPWA	08/13/2021	BW
12	Other federal HIV Programs: HIV Prevention Program	Alejandro Rodriguez	Compass	07/09/2021	HM

Palm Beach County HIV CARE Council

Proposed Inventory of Seats

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	Found Care (SAMHSA Grant)	09/21/2018	BM
15	Representative of/or formerly incarcerated People Living with HIV/AIDS	OPEN CHAIR			BW
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
SEA T	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	07/9/2021	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	Vickie Rossy-Woodley	Community Member	10/15/2021	HF
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			

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 individual's 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.