

**PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS**

BOARD APPOINTMENT SUMMARY

Meeting Date: November 20, 2018

Department: Department of Public Safety
Advisory Board: Emergency Medical Services Advisory Council

I. EXECUTIVE BRIEF

Motion & Title: Staff recommends motion to approve: one "At Large" Appointment to the Emergency Medical Services Advisory Council (EMS Council) for the term from November 20, 2018 through September 30, 2021.

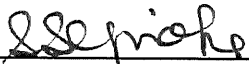
<u>Nominee</u>	<u>Seat</u>	<u>Designation</u>	<u>Nominated by</u>
Collette Cattafi	2	ER Nurses Forum	PBC ER Nurses Forum

Summary: Per Resolution R2014-0100, the Board of County Commissioners approved a representative make-up of the EMS Council to include 20 members. Thirteen members are representatives of the various components of the EMS system with specific requirements and seven (7) members are Commission District Consumer appointments. The previous nominee for this seat has resigned and a letter was sent to the Palm Beach County ER Nurses Forum for a new nominee. The one (1) nominee is a Caucasian female. With the appointment to this seat, the EMS Council will have 18 seats filled. The EMS Council will have a diversity count as follows: African American: 3 (16%) and Caucasian: 15 (83%). The gender ratio (male: female) will be 11:7. Countywide (LDC)

Background and Justification: The purpose of the EMS Council is to provide recommendations for improving EMS in PBC.

Attachments:

1. Board/Committee Application Ethics Acknowledgement & Resume
2. Nomination letter from Palm Beach County ER Nurses Forum
3. List of current members
4. Resolution R-2014-0100

Recommended by:  10/22/18
Department Director Date

Legal Sufficiency:  10/24/18
Assistant County Attorney Date

**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: Emergency Medical Services Advisory Council Advisory Not Advisory

At Large Appointment or District Appointment /District #: _____

Term of Appointment: 3 Years. From: 11/20/18 To: 09/30/21

Seat Requirement: ER Nurses Forum Seat #: 2

*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: Cattafi Collette Renee
Last First Middle

Occupation/Affiliation: Associate Director of Emergency Services at JFK Main Campus/ Registered Nurse
Owner Employee Officer

Business Name: JFK Medical Center

Business Address: 5301 South Congress Ave

City & State Atlantis FL Zip Code: 33461

Residence Address: 6858 Boston Drive

City & State Lantana FL Zip Code: 33462

Home Phone: (561) 801-3787 Business Phone: (561) 965-7300 Ext. ED

Cell Phone: (561) 309-0980 Fax: (561) 548-1080

Email Address: Collette.cattafi@hcahealthcare.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>
_____	_____	_____	_____
_____	_____	_____	_____
(Attach Additional Sheet(s), if necessary) OR			
NONE	<input checked="" type="checkbox"/>	NOT APPLICABLE/ (Governmental Entity)	<input type="checkbox"/>

ETHICS TRAINING: All board members are required to read and complete training on Article XIII, the Palm Beach County Code of Ethics, and read the State Guide to the Sunshine Amendment, Article XIII, and the training requirement can be found on the web at: <http://www.palmbeachcountyethics.com/training.htm>. Ethics training is on-going, and pursuant to PPM CW-P-79 is required before appointment, and upon reappointment.

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

By watching the training program on the Web, DVD or VHS on August 25, 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: Collette Cattafi Printed Name: Collette Cattafi Date: 8/25/18

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:
Lynette Schurter, PBC Emergency Management
20 S. Military Trail, West Palm Beach, FL 33415

Section III (Commissioner, if applicable):
Appointment to be made at BCC Meeting on: _____

Commissioner's Signature: _____ Date: _____

Professional Experience

JFK Medical Center, Atlantis, FL

September 2017 to Present

Associate Director of Emergency Services (HCA Director Development Program)

- Build trust and act with authenticity to cultivate a culture of integrity, inclusion, and mutual respect.
- Develop and build strategic relationships to achieve the clinical and business goals of HCA through effective collaboration.
- Identify opportunities for improvement and innovation, remove barriers and resistance, and enable desired behaviors.
- Commit to the success and financial well-being of HCA by challenging others to excel and holding themselves and others accountable for achieving measurable results.

JFK North Campus, West Palm Beach, FL

Interim Manager of Behavioral Health

July 2017 to September 2017

Manager of Psychiatric Intake

May 2017 to September 2017

Manager of Emergency Services

June 2016 to September 2017

- Attended the East Florida Division HCAPs Monthly meeting.
- Developed EMS Symposium for quarterly presentations.
- Implemented new ARC process for Psych Intake.
- Instituted an Emergency Room Department Patient Experience Meeting involving ancillary departments.
- Restructured a better workflow involving staffing during peak times and restructured staffing for effective workflow during peak volume.
- Served as the Pediatric Coordinator

JFK Medical Center/ Main Campus, Atlantis, Florida

Interim Director 3C/ CDU

September 2015 to June 2016

Interim Director 4N/4NW

August 2015 to October 2015

Clinical Coordinator 4N/4NW

October 2014 to August 2015

Registered Nurse-FSED Palm Beach Gardens

May 2014 to October 2014

Relief Charge Nurse – ED

August 2010 to May 2014

Registered Nurse-ED

April 2004 to May 2014

- Formed the Novice Nurse Lunch for novice nurses in their first year at facility.
- Executed the first Unit Based Practice Council on nursing unit.
- Served as the Second Chair on Restraint Committee.
- Successful TJC Survey on two inpatient nursing units.
- Executed new Insulin Protocols with new pharmacy protocols.
- HCA Preceptor
- Monthly ride time with County Fire Departments to serve as a resource for EMS.

CMEs Training, Fort Lauderdale, FL

Consultant and Instructor

May 2013 to Current

Director of Nursing Education

July 2011 to May 2013

- Maintained operations and certifications for Instructors.
- Established a Nursing Division for company with courses available for CEUs
- Developed and written several programs that are available on CE Broker for credits.
- Traveled teaching CEUs in on a national scale.

Broward County School Board, Fort Lauderdale, FL

JROTC Camp Nurse

June 2010-2011-2012

- Coordinated expert medical care at camp clinic for 433 students and 99 chaperones for the United States Army division.
- Reviewed 500 school medical records to assure the safety of students attending week long sleep away camp.
- Primary medical member of camp clinic 24 hours a day for 7 days.

Collette Cattafi RN, BSN
6858 Boston Drive Lantana, FL 33460
561-309-0980
collette.cattafi@hcahealthcare.com

Cooper University Hospital, Camden, NJ

January 1994 to May 1995

Birth Certificate Coordinator/Analyst

- Piloted the first electronic birth certificate in the United States.
- Worked closely with the Vital Statistic Department to ensure birth records are correctly documented.
- Analyzed all birth records for hearing and screening protocols.

PREVIOUS POSITIONS INCLUDE:

Trinity Air Ambulance International LLC, Flight Nurse 2012-2013
Cooper Career Institute, Instructor for Medical Assistant Curriculum 1996-2000
Bruce M. Grossman M.D., P.A, Assistant Office Manager/ Medical Assistant 1998-2000
Good Samaritan Hospital, Phlebotomist 1998
Cooper University Hospital, Unit Coordinator/ Trauma Tech 1991-1995

Education

Western Governors University

Salt Lake City, UT

Graduating with MSN Professional Leadership and Management Fall of 2018

Florida Atlantic University

Boca Raton, FL

Bachelor of Nursing Science 2009

Palm Beach State

Lake Worth, FL

Associate in Applied Nursing Science and Associate of Arts – Dual major 2003

Accomplishments

Registered Nurse, 2003

HCA Preceptor

Hold certification as ACLS Instructor

Hold certification as BLS Instructor

Holds certification as Advance Medical Life Support Instructor

Tuberculin Skin Test – Train the Trainer Instructor



Palm Beach County ER Nurses Forum

11 September 2018

To: Lynette Schurter, EMS Specialist
PBC Emergency Management
20 S. Military Trail, WPB, FL 33415

RE: EMS Advisory Council – At Large Appointment: ER Nurses Forum Seat #2

Please be advised that on September 4, 2018 at the PBC ER Nurses Forum Meeting, we held an election for the open EMS Advisory Council ER Nurses Forum Seat. There were two (2) applicants that applied for the position and a vote was taken. The applicant that was nominated for the EMS Advisory Council seat was Collette Cattafi, RN, Associate Director of Emergency Services at JFK Medical Center. This Council Seat also requires the applicant, Collette Cattafi, to serve as the Chair for the ER Nurses Forum meetings for the length of her Council term.

Sincerely,

A handwritten signature in black ink that reads "David Summers RN". The signature is fluid and cursive.

David Summers, RN, CFRN, EMT-P
Trauma Nurse Outreach Coordinator
Trauma Agency
Health Care District Palm Beach County
dsummers@hcdpbc.org
561-310-1035

Attachment # 2

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PALM BEACH COUNTY
EMERGENCY MEDICAL SERVICES ADVISORY COUNCIL MEMBER INFORMATION

SEAT#	NAME	TITLE/POSITION	REQUIREMENT	APPT DATE	EXP DATE
1	John Treanor	EMS Division Chief Boca Raton	Fire Chiefs Assoc	10/1/2016	9/30/2019
2	Open Seat		ER Nurse's Forum		
3	Brooke Liddle	Asst. Operations Manager	Private Ambulance	5/1/2018	9/30/2021
4	Dr. Belma Andric	Medical Director/Physician	PBC Health District	5/2/2017	9/30/2020
5	Brian Fuller	Asst. Chief Greenacres	EMS Provider	12/5/2017	9/30/2020
6	Open Seat		Economic Council		
7	Dr. Richard Paley	ER Physican St. Mary's Medical	ER Physician	12/5/2017	9/30/2020
8	Jamie Smith	EMS Program Director - PBSC	EMS Educator	5/3/2016	9/30/2019
9	William Quinn	Dir Southeast FL Funerals	Consumer Dist 1	10/1/2018	9/30/2021
10	Open Seat		Consumer Dist 2		
11	Dr. Craig Kushnir	Physician	Consumer Dist 3	1/23/2018	9/30/2020
12	Dr. Ronald Giddens	Optometrist	Consumer Dist 4	11/21/2017	9/30/2020
13	Lance Berkowitz	Retired	Consumer Dist 5	11/21/2017	9/30/2020
14	Mary Evans	Public Relations Coord - Belle Gld	Consumer Dist 6	1/23/2018	9/30/2020
15	Latosha Clemons	Deputy Chief Boynton Beach	Consumer Dist 7	3/14/2017	9/30/2019
16	Dr. Ken Scheppeke	Medical Director/Physician	PBC EMS Medical Dir	10/1/2016	9/30/2019
17	Drew Reyburn	Firefighter/Paramedic	Professional FF/Pmd	8/14/2018	9/30/2019
18	Robbin Lee	CEO Wellington Regional	Independent Hosp. CEO	12/5/2017	9/30/2020
19	Gina Melby	CEO JFK Medical Center	HCA Hospital CEO	12/5/2017	9/30/2017
20	Gabrielle Finlay-Hazle	CEO St. Mary's Medical Center	Tenet Hospital CEO	12/5/2017	9/30/2017

Attachment

RESOLUTION NO. 2014-0100

RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF PALM BEACH COUNTY, FLORIDA, REPEALING RESOLUTION R73-162; AMENDED BY RESOLUTIONS R73-341; R75-814; R77-1093; R77-1133; R85-1073; R89-1086; R90-549; R93-448 R93-876; R94-154; R99-1396; R2009-0248; R2012-0216; ESTABLISHING AND UPDATING THE UNIFORM POLICIES AND PROCEDURES FOR PALM BEACH COUNTY ADVISORY BOARDS, COMMITTEES, AND COMMISSIONS; PROVIDING FOR CREATION OF THE PALM BEACH COUNTY EMERGENCY MEDICAL SERVICES ADVISORY COUNCIL

WHEREAS it is desirable to repeal Resolution R73-162; amended by Resolutions R73-341; R75-814; R77-1093; R77-1133; R85-1073; R89-1086; R90-549; R93-448; R93-876; R94-154; R99-1396; R2009-0248; R2012-0216; and reestablish up-to-date policies into one all encompassing document which includes specific procedures to ensure compliance with the Board of County Commissioners directives; and

WHEREAS, the Board of County Commissioners of Palm Beach County, Florida, established the Palm Beach County Emergency Medical Services Advisory Council ("Advisory Council") on March 27, 1973; and

WHEREAS, on February 5, 2013, the Board of County Commissioners ("Board") adopted Resolution 2013-0193, establishing uniform policies and procedures for Palm Beach County advisory boards, committees and commissions; and

WHEREAS, there is a need to bring Resolution R73-162, as amended into compliance with the Board of County Commissioners' uniform policies and procedures on advisory boards as provided in Resolution R2013-0193, as may be amended; and

WHEREAS, repealing and replacing Resolution R73-162; amended by Resolutions R73-341; R75-814; R77-1093; R77-1133; R85-1073; R89-1086; R90-549; R93-448; R93-876; R94-154; R99-1396; R2009-0248; R2012-0216, pertaining to the

Palm Beach County Emergency Medical Services Advisory Council ("Advisory Council"), will simplify future reference.

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

Section 1. Repeal and Replacement of Prior Resolutions. Resolutions R73-162, R73-341, R75-814, R77-1093, R77-1133, R85-1073, R89 1086, R90-549, R93-448, R93-876, R94-154, R99-1396, R2009-0248, and R2012-0216 are repealed and replaced in their entirety.

Section 2. Creation of the Palm Beach County Emergency Medical Services Advisory Council. There is hereby re-established the Palm Beach County Emergency Medical Services Advisory Council, an Advisory Board, to be known as the "EMS Advisory Council" herein referred to as the "Advisory Council."

Section 3. Advisory Board Membership. The Advisory Council shall be composed of twenty (20) members, seven (7) of whom shall be termed "District" members, thirteen (13) of whom shall be termed "At-Large" members. All members must be residents of Palm Beach County at the time of appointment and while serving on the Advisory Council and shall have such qualifications for office as are hereinafter enumerated. At-Large members shall be appointed by the Board, as a whole, from nominations provided by individual agencies that the members are associated with as well as the County Commissioners. At-Large members shall also possess qualifications for office as hereinafter enumerated. All District members shall serve at the pleasure of the District Commissioner appointing them and may be removed without cause. Similarly, all At-Large members shall serve at the pleasure of the Board and may be removed without cause.

Section 4. Qualifications of Members. Each person nominated for and appointed to the Advisory Council shall possess a favorable reputation within Palm Beach County for experience and expertise in at least one of the following professions or fields:

1. Fire Chief's Association of PBC-FL Inc.,

2. ER Nurse's Forum
3. Private Ambulance Provider, nominated by County Private Ambulance Services Providers.
4. PBC Health Care District - Trauma District
5. PBC Medical Society Inc.- Physician, Emergency Room experience
6. Economic Council of PBC Inc., not to include a hospital representative
7. Emergency Room Physician, open to all County Hospitals
8. EMS Educator from County EMS Training Facilities
9. Palm Beach County Medical Directors
10. Palm Beach County Council of Firefighters
11. Hospital CEO, to be selected by each Independent Hospital Representative and nominated by the BCC.
12. Hospital CEO, to be selected by HCA Hospitals Administrators
13. Hospital CEO, to be selected by TENET Hospitals Administrators
14. Seven (7) "District" members who receive direct services from the EMS Community.

Section 5. Term of Office. Terms of office for Advisory Council members shall be three (3) years. Terms shall begin on October 1st and end on September 30th. Existing member's terms shall end on September 30th of the year in which their term expires. Beginning on or after March 1, 2013, no member shall be appointed or reappointed to the Advisory Council for more than three (3) consecutive three (3) year terms.

Section 6. Removal for lack of Attendance. Members of boards shall be automatically removed for lack of attendance. Lack of attendance is defined as failure to attend three (3) consecutive meetings or a 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 be the same as failure to attend a meeting. Members removed

pursuant to this paragraph shall not continue to serve on the board and such removal shall create a vacancy, unless otherwise provided by statute or other binding rule.

Section 7. Vacancies. Vacancies occurring during a term shall be filled for the unexpired term, and shall not count toward the member's term limits.

Section 8. Conduct of Meeting. A quorum must be present for the conduct of all Advisory Council meetings. A majority of the members appointed shall constitute a quorum. All meetings shall be governed by Robert's Rules of Order.

Section 9. Officers. Officers of the Advisory Council shall consist of a Chair and a Vice Chair who shall be elected by a majority vote of the membership and shall serve for terms of one (1) year. No officer shall serve for more than two (2) consecutive terms and any officer may be removed before the expiration of his term by a two-thirds (2/3) vote of the Advisory Council. The Chair shall preside over the meetings and the Vice Chair shall preside in the absence of the Chair.

Section 10. Meetings. The Advisory Council may meet in regular session once every two (2) months, with the annual meeting for the selection of officers to be in the month of May, or as required, at times and places set by the Advisory Council or as determined by the Chair. Regular meetings shall be set by the Advisory Council at least one (1) calendar month in advance of each meeting. Special meetings of the Advisory Council may be held at the call of the Chair or the Director of Public Safety, provided, however, that forty-eight (48) hours advance notice is given to both the members of the Advisory Council and the public in accordance with Florida Statutes, so that reasonable public notice is provided for all meetings, with same being open to the public at all times.

Section 11. Duties and Responsibilities. It shall be the duty of the Advisory Council to review and make recommendations to the Board or the Director of the Department of Public Safety. Such review and recommendations shall be performed

in a timely manner. Moreover, the Advisory Council may review and make recommendations to the Board on any and all emergency medical services matters coming within the authority and purview of the Board.

Section 12. Staff Cooperation and Support. The staff of the County, including but not limited to, the County Administrator or his designee, the County Attorney or his designee, and the Director of Public Safety, are hereby charged with the responsibility to furnish to the Advisory Council; such records, documents, plans, reports and financial data on emergency services matters which, in the opinion of the Advisory Council, may fulfill the duties required of it hereunder. Secretarial and recording support for the Advisory Council shall be made available by the Department of Public Safety.

Section 13. Appointment of Advisors. The Advisory Council is authorized to seek and secure advice from those who might be of assistance to the Advisory Council; provided, however, that such advice must be obtained without compensation to the advisor.

Section 14. Travel Expenses, Reimbursement and Approval Authority. Members of the Advisory Council shall serve without compensation but may be eligible for travel reimbursement for only those expenses which are incurred for travel outside Palm Beach County which is necessary to fulfill Advisory Council member responsibilities provided sufficient funds have been budgeted and are available as set forth in PPM CW-0-038. No other expenses are reimbursable except documented long distance phone calls to the liaison County department. Any approved travel reimbursement shall be subject to those actual expenses at the rate or rates established by State law and County travel policy. Approval authority for pre-authorized Council member travel is designated to the County Administrator and Deputy County Administrator and shall be in accordance with Countywide Policy and Procedures memoranda (PPM) CW-F-009.

Section 15. Maximum Number of Boards. The maximum number of Boards that an individual member appointed by the Board of County Commissioners may serve on at one time shall be three (3), except that no individual may serve on more than one (1) board, including if doing so would violate Article II, Section 5 (a) of the Florida Constitution which prohibits dual office holding.

Section 16. Qualification as a Candidate. Advisory Council members shall not be prohibited from qualifying as a candidate for elected office.

Section 17. Sunshine Law and State Code of Ethics. The Advisory Council shall comply with the Sunshine Law and State Code of Ethics. Reasonable public notice of all Advisory Council meetings shall be provided. All meetings of the Advisory Council shall be open to the public at all times and minutes shall be taken at each meeting.

Section 18. Palm Beach County Code of Ethics. Advisory Council 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 19. Annual Narrative Report. The Advisory Council, and each board listed in PPM CW-O-60, may be amended from time to time and 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. An Annual Narrative Report does not have to be submitted if the board is required to submit a report at least quarterly through ordinance, law, or some other legal document.

Section 20. Compliance with Uniform Policy for Advisory Boards and Commissions. This Resolution and the Advisory Council are expressly subject to all uniform policies for advisory boards and commissions as established by the Board pursuant to Resolution 2013-0193, as may be amended. In the event of any conflicts

between this Resolution and any amendments hereto, and the aforesaid Resolution 2013-0193, as may be amended, the latter shall prevail over the former.

Section 21. Effective Date. The provisions of this Resolution shall be effective immediately upon adoption.

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

Commissioner Priscilla A. Taylor, Mayor	-	<u>Aye</u>
Commissioner Paulette Burdick, Vice Mayor	-	<u>Aye</u>
Commissioner Hal R. Valeche	-	<u>Aye</u>
Commissioner Shelley Vana	-	<u>Aye</u>
Commissioner Stephen A. Abrams	-	<u>Aye</u>
Commissioner Mary Lou Berger	-	<u>Aye</u>
Commissioner Jess R. Santamaria	-	<u>Aye</u>

The Mayor thereupon declared the Resolution duly passed and adopted this 14th day of January 2014.

PALM BEACH COUNTY, FLORIDA, BY ITS BOARD OF COUNTY COMMISSIONERS

Sharon R. Bock, Clerk & Comptroller
By: [Signature]
Deputy Clerk

APPROVED AS TO FORM AND LEGAL SUFFICIENCY
By: [Signature]
Assistant County Attorney

