

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS

BOARD APPOINTMENT SUMMARY

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Meeting Date: December 18, 2018

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

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I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to approve: a proposed seat change for one (1) current member and four (4) new appointments to the Homeless Advisory Board (HAB), effective December 18, 2018:

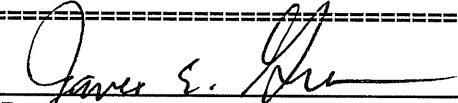
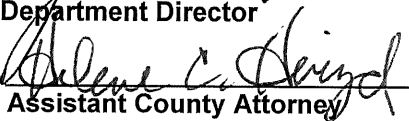
<u>Current</u> <u>Seat No.</u>	<u>Proposed</u> <u>Seat No.</u>	<u>Appointment</u>	<u>Member Category</u>	<u>Nominated By</u>	<u>Term Ending</u>
10	7	Sophia Eccleston	Homeless Coalition of Palm Beach County Representative	The Homeless Coalition of Palm Beach County	09/30/2020
<u>Seat No.</u>		<u>Appointment</u>	<u>Member Category</u>	<u>Nominated By</u>	<u>Term Ending</u>
2		Javaro Sims	Law Enforcement Representative	Palm Beach County Law Enforcement Planning Council	09/30/2021
3		Erica Whitfield	School District of Palm Beach County Representative	School District of Palm Beach County	09/30/2021
9		Katrina Long-Robinson	Business Community Representative	Economic Council of Palm Beach County	09/30/2020
13		Taylor Materio	Faith-Based Community Representative	Community Services Department	09/30/2021

Summary: On May 1, 2007, the Board of County Commissioners (BBC) established the Homeless Advisory Board (HAB) to monitor the Ten-Year Plan to End Homelessness in Palm Beach County (Ten-Year Plan). The total membership for the Homeless Advisory Board (HAB) shall be no more than 14 at-large members, per Resolution No. R2016-0038, comprised of members representing government, business providers, law enforcement, advocates, education, faith-based and the formerly homeless. Members representing the Palm Beach County Continuum of Care and the homeless community are essential to the work of the Board. Due to an effort to most accurately reflect mandatory requirements, a seat change is being recommended for Ms. Eccleston. Ms. Eccleston is currently in Seat No. 10 - Business Community Representative, but will be moved to Seat No. 7 - Homeless Coalition of Palm Beach County Representative. Ms. Long-Robinson will complete the term of Ms. Smallridge, who resigned from the HAB. The diversity count for the 8 seats that are currently filled is Caucasian: 5 (62%), and African-American: 3 (38%). The gender ratio (female:male) is 4:4. Mr. Sims and Ms. Long-Robinson are African-American. Ms. Whitfield and Ms. Materio are Caucasian. Staff conducted targeted outreach in an effort to proffer candidates for appointments that maintain a diverse composition of the Board. (Division of Human and Veteran Services) Countywide (HH)

Background and Justification: The BCC formally adopted the Ten-Year Plan and oversight in September 2008. The Homeless Advisory Board's focus is directed toward implementation of the Ten-Year Plan. The Division of Human and Veteran Services provides staff support. In accordance with Resolution No. 2016-0038, Community Services' nomination for the faith-based representative was selected because of her role as Executive Director of Family Promise North and her professional experience working with the National Low Income Housing Coalition.

- Attachments:**
- 1. Boards/Committees Applications (4)
 - 2. Proposed HAB Member Category and Seat Number
 - 3. Resolution No. R2016-0038

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Recommended By:		12/6/18
	Department Director	Date
Legal Sufficiency:		12-7-18
	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: Homeless Advisory Board Advisory ☒ Not Advisory ☐

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

Term of Appointment: Three (3) Years. From: 12/18/2018 To: 9/30/2021

Seat Requirement: Law Enforcement Planning Council Representative 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: Sims Javaro Armon
Last First Middle

Occupation/Affiliation: Law Enforcement
Owner ☐ Employee ☐ Officer ☐

Business Name: Delray Beach Police Department

Business Address: 300 West Atlantic Avenue

City & State Delray Beach Zip Code: 33444

Residence Address: _____

City & State _____ Zip Code: _____

Home Phone: _____ Business Phone: (561) 243-7846 Ext. _____

Cell Phone: _____ Fax: (561) 243-7816

Email Address: Sims@mydelraybeach.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

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):

☒ By watching the training program on the Web, DVD or VHS on _____ 20__17__
☐ 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: Javaro A. Sims Printed Name: Javaro A. Sims Date: 10/04/18

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: _____

JAVARO SIMS RESUME

Sims@mydelraybeach.com

Summary of Qualifications:

I possess over 26 years of progressive urban policing knowledge, which involves a variety of operational specialties, staff assignments and leadership roles, encompassing a variety of responsibilities that include broad supervisory and command experience, technological directives, fiscal and budgetary planning and partnership building.

Employment History

September 2014 to Present: Delray Beach Police Department (DBPD) Assistant Chief of Police - Special Services Bureau:

This position is responsible for the oversight, management, and operations of an entire Support Services Division, which involves a variety of operational specialties, staff assignments, and leadership roles. Administrative duties included planning, personnel, and day-to-day operations of various divisions of the Bureau. In addition to long-term strategic planning, fiscal and budgetary planning, and oversight, the budget is approximately \$12,207,385.00 yearly. The Support Services Division is composed of a Communications Center, Information Technology Section, Facility Maintenance, Training Unit, Accreditation Section, an extensive Volunteer Program; and the Community Response Division, which is composed of Special Events, Community Service Officers, Traffic Unit/Motors, Dive Team, Clean and Safe Unit (Downtown Patrol), Atlantic High School Criminal Justice Program, Fleet and SWAT Team. This position oversees 100 employees, both sworn and non-sworn and 400 plus volunteers.

Key Accomplishments:

- Implementation of Body Worn Cameras
- Implementation of Naloxone (NARCAN)
- Implementation of Residence Awareness Classes
- Organized National Night Out, which was awarded first place in 2015
- Organized National Night Out, with over 4,000 participants 2016
- Implementation of the Youth Citizens Police Academy 2016
- Policy development, review and revision.
- Hot Spot Campaign
- Community Walk Against Violence
- Implementation of Multicultural Festival

Jan 2014 to September 2014: Captain (Commander) of the Community Patrol Division

As the largest division in the DBPD, my primary responsibility as the division's commander was to ensure that calls for service and quality of life issues were addressed in a timely manner. To accomplish this, the division was staffed with four lieutenants, 10 sergeants, 60 police officers, three K9 officers, and one administrative assistant. I was responsible for overseeing the daily operations of the division, which included preparing and managing a budget of approximately \$11,260,010. My duties also entailed overseeing divisional personnel matters, discipline and the review of Internal Affairs cases, preparation of

Javaro Sims

internal and external communications, short-term and long-term strategic planning, and the preparation of monthly, quarterly, and annual reports. I was also responsible for organizing and establishing community partnerships to improve the quality of life, for both the citizens and the business owners in the City of Delray Beach.

May 2012 – Jan 2014: Captain (Commander) of the Support Services Division

I supervised approximately 40 personnel, both sworn and civilian, to include, the Communications Center (911/dispatch), Police Information Services (Records, Front Desk, and UCR Coordinator), Information Technology Section, Facility Maintenance, Training Unit, Accreditation Section, and the extensive Volunteer Program (approx. 400 members). I also participated in the preparation of the Support Services Budget and managed a budget of over \$4,500,000.00 each year.

Key Achievements:

- Formulated a weekly meeting with the Delray Beach Fire Department to discuss procedures in the DBPD Communication Center...
- Was involved in Capital Project Planning
- Was responsible for presentations to the City's Commission for Request for Proposals (RFP) selections and contractual issues with DBPD vendors...
- Was involved in the indexing and name Candidating of over 100,000 files involving Sungard OSSI

2010 – 2012: Captain (Commander) of the Criminal Investigative Division

I oversaw and managed approximately 22 personnel, both sworn and civilian in several sections within the division to include; Crimes against Persons, Crimes Against Property, White Collar Crimes, Juvenile Unit, Crime Suppression Unit, Crime Scene Unit and the Evidence Section.

Key Achievements:

- Initiated and directed the reorganization of the Investigative Division for the purpose of better efficiency and productivity to include redefined job descriptions.
- Initiated a paperless operation in the Evidence Section

July 2008 – 2010: Captain (Commander) of the Community Response Division

I commanded and managed the various units within the division, which included the Clean and Safe Unit, (a Downtown Entertainment District Enforcement Initiative), Problem Oriented Policing Unit, Traffic/Motors Unit, and the Dive Team. I also managed the Special Operations Unit to include, the SWAT Team, Traffic Enforcement Special Events deployment, WEED and SEED, the Atlantic High School Criminal Justice Program, and prepared and managed a budget of approximately \$4,700, 000.00 each year.

Key Achievements:

- Assisted with the Youth Teen Summit, which yielded over 1,000 participants, Back to School Backpack Give Away Initiative, and a Youth Sport, and Tutorial Program.

Aug 2005-July 2008: Lieutenant (Watch Commander):

I was the Watch Commander responsible for the oversight of the proper delivery of all police services to the citizens of Delray Beach. I supervised approximately 20 personnel in these efforts. My duties included management of calls for service, traffic assignments, proactive crime initiatives, citizen

Javaro Sims

complaints, and Community Involvement. As the Watch Commander, I was assigned the responsibility of ensuring that officers assigned to the Community Patrol Division responded appropriately to the situations they were called to investigate, while ensuring the continual development of the sergeants and officers assigned under my command.

Aug 2003 – 2005: Lieutenant (Commander) of the West Atlantic Avenue Task Force

I commanded and managed several functions within the unit to include, investigations (Narcotics, Person, Property) within assigned area, traffic concerns and quality of life issues. I was involved in community and youth outreach, community programs and partnership building. This section was supported by 10 officers and two sergeants.

2001 – Aug 2003: Sergeant of the Community Patrol Division

I was responsible for the direct supervision of approximately six Road Patrol officers assigned to my shift during their tours of duty. Responsibilities included calls for service, traffic assignments, community involvement, and proactive crime initiatives. I was also responsible for the constant review of officers' paperwork, quarterly and yearly evaluation processes, citizen reviews and complaints, and for the professional development of the officers under my command.

1999 – 2001: Sergeant of the Street Level Narcotics Unit

I was responsible for the direct supervision of five police officer's responsibilities, to include eradicating street level narcotic sales, prostitution and gambling, supervising search warrants, and street level operations and investigations.

1997 – Jan 1999: Sergeant of the Community Policing Unit

I was responsible for the direct supervision of six police officer's responsibilities, to include establishing partnership and building rapport within the community. This was an all-encompassing unit involved in narcotics, persons and property investigations, community outreach and events and quality of life concerns.

1995 – Jan 1997: Police Officer in the Community Policing Unit

I established partnerships within the community, conducted investigations, addressed quality of life issues, and established and worked with internal and external entities on addressing and/or solving problems within the community.

1993 – 1995: Police Officer in the West Atlantic Avenue Walking Beat

I established a rapport with the businesses along the West Atlantic Avenue corridor in the City of Delray Beach and nearby residents addressing problems and concerns.

Sept 1992 – 1993: Police Officer in Road Patrol

This position was my first assignment as a police officer with the Delray Beach Police Department upon being hired on September 28, 1992. In this position, I handled routine calls for service and other related community patrol functions, while being assigned to a specific geographic area.

Javaro Sims

Education and Professional Development

- August 2017 The Southern Police Institute, Leadership for the Law Enforcement Executive, Miami, Florida
- April 2014 – June 2014 FBI National Academy, 255th Session - University of VA., Quantico, VA.
- April 2014 – June 2014 Certificate of Achievement - University of Virginia
- Sept 2012 Future Law Enforcement Executives Seminar, Tampa Florida
- Sept 2010 Future Police Chief Seminar, Orlando Florida
- April 2009 Florida Executive Development Seminar, Palm Beach Gardens, Florida
- July 2005 Senior Management Institute for Police, Police Executive Research Forum, Boston Mass. In conjunction with Harvard University’s John F. Kennedy School of Government
- July 2004 The Southern Police Institute, Command Officer Develop Course, University of Louisville
- May 2003 Lynn University, Boca Raton, Florida, Master’s Degree- Criminal Justice Administration
- April 1983 Florida A&M University, Tallahassee Florida, Bachelor of Science Degree - Physical Education and Parks and Recreation
- June 1978 Lake Worth High School, Lake Worth, Florida – High School Diploma

Professional Affiliation

- FBI National Academy Associations, Inc.
- Internal Association of Chiefs of Police (IACP)
- Florida Police Chiefs Association
- Palm Beach Police Chiefs Association
- National Organization of Black Law Enforcement Executives (NOBLE)
- Rotary Club
- Community Involvement
- Lamplighters Mentoring
- Knights of Pythagoras Mentoring
- Chamber of Commerce
- Police Executive Research Forum
- Palm Beach County Homeless Coalition
- Palm Beach County Heroin Task Force
- Palm Beach County Substance Awareness Coalition

References

Clay County Sheriff Darryl Daniels
901 N. Orange Ave.
Green Cove Springs, Fl. 33043
Phone: (904) 333-5320

Chief Frank Nichols
Starkville Police Department
Starkville, Mississippi
Email1: r.nichols@cityofstarkvill.org
Email2: fnichols69@yahoo.comPhone:

Javaro Sims

(662) 769-4401

Retired Assistant Chief Tina Heysler
Delray Beach Police Department
11219 Narragansett Bay Ct.
Wellington, Florida, 33414
Email: a.cth333@yahoo.com
Phone: (561) 436-2054

Mr. C. Ron Allen
Executive Director KOP Mentoring Network
401 West Atlantic Avenue, Suite 9
Delray Beach, Florida 33444
Email: rallen2803@aol.com
Phone: (561) 665-0151

Chief Jeffery Goldman
Delray Beach Police Department
300 West Atlantic Avenue
Delray Beach Florida
Email: Goldman@mydelraybeach.com
Phone: (561) 243-7872

Chief Sarah Mooney
West Palm Beach Police Department
600 Banyan Blvd.
West Palm Beach Fl. 33401
Email: smooney@wpb.org
Phone: (561) 822-1753

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

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

Section I (Department): (Please Print)

Board Name: Homeless Advisory Board Advisory ☒ Not Advisory ☐

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

Term of Appointment: 3 Years. From: 12-18-18 To: 9-30-21

Seat Requirement: PALM BEACH COUNTY SCHOOL DISTRICT BOARD Seat #: 3

☒ *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: Whitfield Erica Zingone
Last First Middle

Occupation/Affiliation: School Board Member
Owner ☐ Employee ☐ Officer ☐

Business Name: School Board of Palm Beach County

Business Address: 3300 Forest Hill Blvd

City & State West Palm Beach FL Zip Code: 33406

Residence Address: 133 Duke Drive

City & State Lake Worth FL Zip Code: 33460

Home Phone: () Business Phone: (561) 434-7481 Ext. _____

Cell Phone: (561) 329-0310 Fax: ()

Email Address: Erica.whitfield@palmbeachschools.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

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 type="checkbox"/>	NOT APPLICABLE/ (Governmental Entity)	x

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.

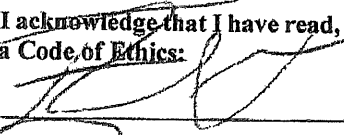
By signing below I acknowledge that I have read, understand, and agree to abide by Article XIII, the Palm Beach County Code of Ethics, and I have received the required Ethics training (in the manner checked below):

☒ By watching the training program on the Web, DVD or VHS on October 22, 20 18

☐ 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: ERICA WHITFIELD Date: OCT 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}

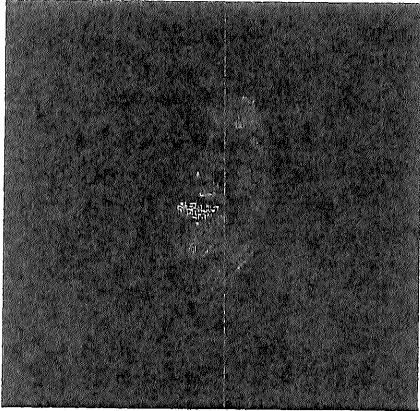
Section III (Commissioner, if applicable):
Appointment to be made at BCC Meeting on: _____

Commissioner's Signature: _____ Date: _____



DISTRICT 4 PALM BEACH COUNTY SCHOOL BOARD MEMBER

ERICA WHITFIELD



Erica has always wanted to make a difference in peoples' lives, especially children. In 2014, Erica decided to run for School Board Member to have a greater opportunity to better serve her community and all the children of Palm Beach County. On November 4, 2014 she was elected to the Palm Beach County School Board for District 4, taking office on November 18, 2014.

Erica is a native Floridian with a passion for our community, and the health, achievement and success of our children. Born and raised in South Florida, Erica attended The University of Florida where she received a Bachelor of Health Science Education and Emory University where she earned a Master of Public Health.

Phone: (561) 434-7481
Fax: (561) 434-7385
Erica.Whitfield@palmbeachschools.org

While working with the Palm Beach County Health Department, she focused on Chronic Disease Education, Air Pollution Prevention and served as the Executive Director for the Governor's Council for Community Health Partnerships. Her responsibilities included managing an annual budget of over 2 million dollars for youth initiatives.

Erica served as the Project Coordinator for the Robert Wood Johnson Foundation's Healthy Kids, Healthy Communities Project for the School District of Palm Beach County. In this capacity, she worked to develop 30 community and school gardens, opened the first school-based park in Palm Beach County and effected innovative policy changes at the School District and surrounding communities. As part of this project, Erica raised and managed over 1.3 million dollars to support our local schools and community. Before being elected as Board Member, Erica worked as a Wellness Coordinator for the School District of Palm Beach County, School Food Service Department.

Erica has served as President of the Kiwanis Club of Lake Worth; Chair of the City of Lake Worth Recreational Advisory Board and as Vice Chair of the Palm Beach County Bicycle, Pedestrian, and Greenway Advisory Council. She is a graduate of Leadership Palm Beach County (2014) Non-Profits First Rising Leaders class and Lake Worth Municipal Institute.

Erica lives in Lake Worth with her husband and 7 year old daughter, who attends public school.

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
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☒ At Large Appointment or ☐ District Appointment / District #: _____

Term of Appointment: 3 Years. From: 12-18-18 To: 9-30-21

Seat Requirement: Business Executive Seat #: 9

☐ *Reappointment or ☒ New Appointment

or ☒ to complete the term of Kelly Smallridge Due to: ☒ resignation ☐ other
Completion of term to expire on: 9/30/2020

*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: Long-Robinson Katrina Lynette
Last First Middle

Occupation/Affiliation: City of Westlake (Vice Mayor)

Owner ☐ Employee ☒ Officer ☐

Business Name: City of Westlake

Business Address: 4001 Seminole Pratt Whitney Rd

City & State: Westlake, Florida Zip Code: 33470

Residence Address: 4212 Heath circle south

City & State: WPB FL Zip Code: 33407

Home Phone: 866 584 1124 Business Phone: 866 520 5880 Ext. _____

Cell Phone: 866 584 1124 Fax: ()

Email Address: klong@recssummit.org; klongrobinson@westlakegov.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

Section II Continued:

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_____	_____	_____	_____
_____	_____	_____	_____
(Attach Additional Sheet(s), if necessary)			
OR			
NONE	<input checked="" type="checkbox"/>	NOT APPLICABLE/ (Governmental Entity)	<input type="checkbox"/>

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☒ By watching the training program on the Web, DVD or VHS on 8/21 2018
☒ By attending a live presentation given on 10/18, 2017

AND

By signing below I acknowledge that I have read, understand and agree to abide by the Guide to the Sunshine Amendment & State of Florida Code of Ethics:

*Applicant's Signature: [Signature] Printed Name: Katrina Long Date: 8/21/18

Any questions and/or concerns regarding Article XIII, the Palm Beach County Code of Ethics, please visit the Commission on Ethics website www.palmbeachcountyetics.com or contact us via email at ethics@palmbeachcountyetics.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: _____

Katrina L. Long- Robinson

3507 35th Way
West Palm Beach, Florida 33407
Katrinalong1308@yahoo.com
(561) 584-1124

Objectives

Seeking opportunity to contribute to the growth and achievement of a dynamic organization by bringing exceptional organizational skills, educational background and successful experience as manager and leader

Summary of Qualifications

- Excellent follow through skills working within time constraints
- Adept at working independently and in a group setting
- Manage effectively with all levels of the organization
- Highly effective written and verbal communication skills
- Handles sensitive and confidential data
- Exceptional trainer, mentor and motivator; highly sought after public speaker
- Demonstrated competence working with diverse teams
- Experienced presenter in small and large group settings
- Ability to multi-task and work well under pressure

Education

2016	Leading Edge Program, Charter Schools USA
2011	Master Level Director, Childcare Providers
2010	Palm Beach Atlantic University, West Palm Beach Urban Youth Certification
1994-1999	Florida Agricultural & Mechanical University Major: Elementary Education, Bachelor of Science

Educational Experience

PALM BEACH COUNTY SCHOOL DISTRICT, Charter Schools USA
September 2014 to Present- Charter Schools USA, Renaissance Charter School at Summit,
Curriculum Resource Teacher
Assist school administrators and teachers in understanding curricular programs, Common Core Standards and implications for best classroom practices. Disseminate and interpret current trends and research related to curriculum, instruction, technology, and related areas; assist school personnel in the collection and analysis of data for assessment, evaluation, and decision-making. Assist teachers in implementing effective instructional strategies.

- Key Accomplishments
- Implemented “World Read Aloud Day at Summit”, local business owners, retired educators and community leaders are participants.
 - Organized an Informative Charter Schools Session with Community Leaders and Local Elected Officials. Guest toured two schools in the CSUSA network within the city of West Palm Beach.
 - Implemented “Thank a Teacher Thursday” at Renaissance Charter at Summit
 - Implemented a “Teacher Wall of Fame” at Renaissance Charter at Summit

- Douglas G. Robinson Pancreatic Cancer & Empowerment Foundation adopted three local charter schools with the CSUSA network 2018-2019 Academic School year

July 2016 to Present- City of Westlake, FL, Vice Mayor- Responsible for the day to day operations for the City of Westlake in Palm Beach County such as but are not limited to the following.

- Planning & Monitoring- Working hard to provide a high-quality of leadership in both the public and private sector involves creating and articulating a strategic vision, and then ensuring that it is achieved. Local governments set the overall direction for their cities and counties through short and long-term planning. Examples include developing city council plans, financial plans, municipal strategic statements and other strategic plans.
- Responsible for responding to emergency situations and develop policies that promote equity to all constituents, including low-income and at-risk families within their communities.
- Help to create and enforce decisions in areas over which they have legislative authority. Local policy and ordinances must abide by state and federal mandates while balancing the needs and desires of the community. These laws cover issues such as the activities permitted on public land, animal management, and use of infrastructure. Local officials also work in conjunction and provide oversight of local law enforcement.
- Advocating on behalf of the future constituencies to state and federal levels of government, statutory authorities and other sectors. This comes down to representation and the goal of achieving a more perfect union of municipal governments.

Key Accomplishments

- Responsible for creating an Affordable Housing Assistance program for future homeowners in Westlake for Teachers, Fire Rescue, Assistant State Attorneys and Police officers
- Responsible for organizing and hosting a Holiday Toy Drive for underprivileged children throughout Palm Beach County. Over 6 families received toys.
- Organized a Hurricane Irma event in both Riviera Beach and West Palm Beach which fed over 700 people affected.
- Organized an Affordable Housing Summit for Educators and Civil Servants.

August 2013 to September 2014 – Dr. Mary McLeod Bethune Elementary, Team Leader

Lead Classroom Teacher: plan and instruct reading, math, science, writing and social studies strategies using a wide variety of teaching aids, motivational and implementation methods to engage students in active learning.

2009- 2013 Afterschool Programming Site Director, Westward Elementary International Magnet

Provided day-to-day leadership for the fastest growing afterschool site in the District; developed and managed program budget, payroll and all fiscal reports and decisions; managed staff of 10 with responsibility for recruiting/hiring, training, mentoring, evaluating employees and terminating; and curriculum/lesson plans for counselors to implement for school age students.

Key Accomplishments:

- Implemented strategy resulting in increase in student enrollment of 63%
- Implemented learning curriculum an on-going fine arts program specific including ballet, modern dance, hip hop and reading theater to improve students' physical and mental health outcomes through artistic movement resulting in increased awareness and physical fitness activities
- Conducted programs, parent surveys, student surveys, created monthly newsletters, attended on-going trainings, provided monthly reports, made recommendations for staff
- Implemented on going tutorial programs geared towards student's specific needs

Roosevelt Elementary, Roosevelt Middle, Kennedy Middle Schools

1999 - 2009 Reading and Language Arts Teacher,

Served as Lead Classroom Teacher: plan and instruct reading strategies using a wide variety of teaching aids, motivational and implementation methods to engage students in active learning.

Key Accomplishments

- Effectively increased below grade level students reading to an "at or above" grade level within one school year
- Successfully increasing classroom reading scores also contributed to the school maintaining its "A" letter Grade for the State Assignment of Grades
- Implemented cutting-edge technological approach to teach subject material; researched educational resources on the Internet
- Incorporated learning principles into classroom and individual instruction

Volunteer Experience

HOUSE OF GOD INTERNATIONAL MINISTRIES, Riviera Beach, FL

2010-2016 Event Coordinator

Manage all church-wide events. Assist with negotiations for space contracts and book event space, arrange for food and beverage, order supplies and audiovisual equipment; generate new ideas to improve event planning and implementation process; serve as liaison with vendors on event-related matters.

Community Involvement/Professional Affiliation

- National Coalition of 100 Black Women, Inc. - West Palm Beach Chapter
- One of five founding members for Sojourners with Healing Hearts, a non-profit Breast Cancer Educational support group geared toward African-American women
- Order of Eastern Star, Valentine Chapter #21, West Palm Beach

- Palm Beach County League of Cities
- Chamber of Commerce Leadership of West Palm Beach Class of 2018
- Florida Agricultural & Mechanical Alumni Association, Member

Key Accomplishments

- Founder and CEO of The Douglas G. Robinson Perseverance Pancreatic Cancer & Empowerment Foundation- Purpose of the mentoring component is to provide African American male students at the high school level with one on one and group mentoring support for a successful transition into adulthood. This program also provides high school males scholarship opportunities for higher education.
- Instituted "Hype Night" development and outreach event targeting community youth

NEW BETHEL BAPTIST CHURCH, West Palm Beach, FL

2006 - 2010 Youth Director

Provide leadership in developing and expending youth involvement with church including training, worship experience

Key Accomplishments

- Instituted week-long Youth Explosion which catapulted into a community-wide event bringing together over 200 youth and parents over a three day period for workshops, 3-day basketball tournament, and midnight musical
- Developed youth training curriculum

Keynote Speaking Engagements

Palm Beach County School District/ *All Girls Rock* (2018)

Alpha Kappa Alpha Outreach Day (2008 - 2015; 40 participants)

Alpha Phi Alpha Outreach Day (2018; 80 participants)

References available upon request

Katrina Long-Robinson is currently a Curriculum Resource Specialist with Charter Schools USA. In this role Katrina is responsible for assist school administrators and teachers in understanding curricular programs, Florida Standards and implications for best classroom practices. Disseminate and interpret current trends and research related to curriculum, instruction, technology, and related areas; assist school personnel in the collection and analysis of data for assessment, evaluation, and decision-making. Assist teachers in implementing effective instructional strategies. While working for Charter Schools USA she has been nominated several times for Educator of the Year and has implemented several literacy and Teacher incentive programs. Katrina currently serves as a Quest observer with Charter Schools USA for schools in Palm Beach and Broward County.

Currently, the Vice Mayor of Westlake, Katrina has been an advocate for affordable housing. While serving in office Katrina is responsible for helping to create an affordable housing program offered by Minto Development for teachers, police officers, fire rescue workers, state attorney's and public defenders. She has also organized Toy Drives which provided toys to underprivileged children in Palm Beach County as well as hosted two Hurricane Irma relief events during her tenure as councilwoman. Katrina was also responsible to for organizing an "Understanding Charter Schools Summit" for local Elected Officials and community members in the Palm Beach County area.

She has previously worked for Palm Beach County School District as an Aftercare Director and school teacher. After the death of her husband Katrina's accomplishments include but are not limited to, Founder and CEO of The Douglas G. Robinson Pancreatic Cancer & Empowerment Foundation this foundation offers African American male students the opportunity to earn a scholarship for higher education, her tireless advocacy led her to institute "Hype Night" which was a development and outreach event targeting community youth, she also instituted a weekend-long Youth Explosion which catapulted into a community-wide event bringing together over 200 youth and parents over a three day period for workshops, basketball tournament, and midnight musical. Katrina attended Florida Agricultural and Mechanical University (FAMU), where she majored in Elementary Education, she also has a certificate in Urban Youth Ministries from Palm Beach Atlantic University. Katrina is the proud mother of one daughter Jasmine Holland, who attends Florida A&M University. Katrina's motto is "The Price of Greatness is Responsibility", Katrina realizes that her rent to society is serving all mankind, Katrina has also taken the charge to serve others through her work as a leader in education and local government. Katrina is a member of National Coalition of 100 Black Women, Inc., Florida Agricultural & Mechanical University Alumni Association WPB Chapter, Inc. and the Chamber of Commerce West Palm Beach Leadership Class of 2018.

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

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

Section I (Department): (Please Print)

Board Name: Homeless Advisory Board Advisory ☒ Not Advisory ☐
[X] At Large Appointment or [] District Appointment /District #: _____
Term of Appointment: 3 Years. From: 12-18-18 To: 9-30-21
Seat Requirement: Faith-Based Community Representative Seat #: 13
[] *Reappointment or [X] 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: Materio Taylor M
Last First Middle
Occupation/Affiliation: Executive Director
Owner [] Employee ☒ Officer []
Business Name: Family Promise North/Central PBCounty
Business Address: 1003 Allendale Road
City & State: WPB, FL Zip Code: 33405
Residence Address: 4206 Washington Rd
City & State: WPB Zip Code: FL 33405
Home Phone: () N/A Business Phone: 861-318-8864 Ext.
Cell Phone: 861-236-4113 Fax: ()
Email Address: tmaterio@familypromisencpbcc.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

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 8/21/2018
☐ By attending a live presentation given on _____, 20____

AND

By signing below I acknowledge that I have read, understand and agree to abide by the Guide to the Sunshine Amendment & State of Florida Code of Ethics:

*Applicant's Signature: [Signature] Printed Name: Taylor Martin Date: 8/21/18

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: _____

TAYLOR MATERIO

4206 Washington Road West Palm Beach, FL 33405 (561) 236-4113 taylor@mcmow.com

PROFESSIONAL EXPERIENCE

McMow Art Glass

March 2012 – Current

Managing Director

Set and manage the overall tone for McMow's image, and manage all operations. Develop overall financial goals and budget management, hiring, purchasing and all day-to-day management activities, as well as maintain all Creative Director Functions. Overall company and business management, with all 15 team members reporting directly to the Managing Director and overseeing and growing a budget of ~\$3 million annually.

Events:

Glass Quest 2017 – East Coast Glass Conference – 100 attendees

Annual Glass as Art Contest – grew this event from 30 participants to 100

Master Classes – four annually

McMow Art Glass Institute

December 2017 - Current

Executive Director

Developed and started the non-profit from the ground up. Currently managing all operations, including a seven-person Board of Directors, and ~\$200,000 budget. In six months we served 150 students. The McMow Art Glass Institute is here to provide art therapy through art glass techniques. The Institute serves four key at-risk populations, locally.

McMow Art Glass

September 2011 – March 2012

Creative Director

Planned and approved all advertising, marketing, worked with designers, artists, and the sales team. Oversaw the creative process and gave guidance to the McMow Art Glass team. Managed and approved all work created by the team and worked directly with clients. Maintained McMow's fabrication techniques abided by all industry and OSHA standards. Followed the latest trends in glass design, to assist in attracting clients. Hired and managed team members.

National Low Income Housing Coalition

October 2010 – October 2012

Consultant; Media, Publications and Fundraising

Fundraising: Met with and developed donors for the South Florida Region to support National Headquarters efforts.

Media Relations with South Florida affiliates, Project Manager for Annual *Advocates' Guide 2011*, Managing Editor for *Tenant Talk 2011/2012*.

National Housing Conference

February 2011

Consultant

Developed and managed the media release of the Annual Center for Housing Policy report titled, *Housing Landscape 2011*, and achieved successful national and local media placements.

National Low Income Housing Coalition

April 2008 –September 2010

Communications Team Manager

Board of Directors Management

Coordinated with staff to develop bi-annual Board of Directors three-day meeting

Developed and presented communication and research reports for board review.

Work alongside the Board of Directors on staff hiring

Press and Media Relations:

Collected and maintained all media contacts and responded to specific media requests.

Developed and coordinated activities to strengthen and expand NLIHC's coverage and visibility in the print and broadcast media through press releases, press events, media briefings, op-eds, letters to the editor and electronic media.

Tracked and analyzed media coverage of multiple campaigns, data, events and publications.

Planned and implemented the annual media awards including promotion, judging, and the award presentation event.

Secured media placements with national networks and affiliates, and national and local newspapers.

Events:

Coordinated NLIHC's Annual Housing and Policy Conference and Lobby Day (700 attendees), Congressional briefings and the presentation of the Annual Media Awards. Designed all printed materials including, brochures, signage and e-alerts. Secured photographers, special-aid personnel, registration and transportation of participants and press.

Publications and Print Materials:

Directed production of all publications including editing, design, printing and distribution. Designed the publication and mailing of all printed materials related to NLIHC's annual conferences, including the save the date card, brochure, program, giveaways, and signage.

Website Management:

Managed daily updates for NLIHC's website and expanded website viewership. Designed graphics, website layout and maintained multiple website hosting accounts.

Social Media:

Designed a social media plan for NLIHC that includes a blog, Youtube channel, Facebook, various Google applications and a Twitter account. Hosted a social media workshop and networking table at the annual conference. Created a social media instructional guide on Facebook and Twitter. Spoke at various events on using social media networks for advocacy including conferences and NLIHC Board of Director meetings.

National Low Income Housing Coalition

January 2008 – April 2008

Communications Assistant

Tracked and analyzed media coverage, routinely updated the press list, implemented the Annual Media Awards, and edited materials for all NLIHC departments.

LEADERSHIP/COMMUNITY INVOLVEMENT

Leadership West Palm Beach

Graduate Class of 2018

Palm Beach County Commission – Status of Women

Advisory Council Member

Family Promise North/Central Palm Beach County

President, Board Member

Historical Society of Palm Beach County

Fundraising Committee – Evening on Antique Row

Florida Association of Public Art Professionals
Member – Annual Conference Attendee

Cultural Council of Palm Beach County
Member

Grandview Heights Neighborhood Association
Vice President, Board Member

211 Helpline Palm Beach/Treasure Coast
Fundraising Committee Member First Annual Luncheon, 2018 Gala

Ryan Licht Sang Bipolar Foundation
Fundraising Committee Member, Gone Country

Dreyfoos School of the Arts Foundation
Fundraising Dreyfoos in White Committee – 4 years

Young Friends of the Norton
Board Member

South End Neighborhood Association
Board Member

WPB Events Committee
Sponsorship/participants for Waterfront event

Champs
A mentoring program for low-income elementary and middle school students

Democracy for America Training
University of Florida

EDUCATION

- University of Florida, Gainesville
Bachelor of Arts in Anthropology
Minor: Mass Communications
- Graduation Date: July 2007

ADDITIONAL SKILLS

Windows 7, Microsoft Office, Adobe Suite, Content Management Systems, basic html, Newsletter distribution services including Mailchimp, Electric Embers, Action-Alert distribution service Capwiz, Social Media Networks, Pivotal Tracker, Google Applications and Survey Monkey.

PROPOSED Homless Advisory Board Member Category and Seat Number

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

RESOLUTION NO. R2016 - 0038

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

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

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

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

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

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

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

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

REPEAL AND REPLACEMENT

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

SECTION 1: ESTABLISHMENT OF THE HOMELESS ADVISORY BOARD

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

SECTION 2: COMPOSITION

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

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

SECTION 3: APPOINTMENTS, TERMS, AND VACANCIES

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

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

SECTION 4: ROLES AND RESPONSIBILITIES

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

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

SECTION 5: MEETINGS

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

SECTION 6: OFFICERS

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

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

SECTION 7: REMOVAL FOR LACK OF ATTENDANCE

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

SECTION 8: RESIDENCY REQUIREMENTS

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

SECTION 9: ANNUAL NARRATIVE REPORT

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

SECTION 10: SUNSHINE LAW AND STATE CODE OF ETHICS

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

SECTION 11: PALM BEACH COUNTY CODE OF ETHICS

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

SECTION 12: TRAVEL EXPENSES, REIMBURSEMENT
AND APPROVAL AUTHORITY

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

SECTION 13: CONDUCT OF MEETING

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

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

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

SECTION 15: EFFECTIVE DATE

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

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

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

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

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY

BY: Helene C. Hvizd
Helene C. Hvizd
Assistant County Attorney

ATTEST:

SHARON R. BOCK
CLERK & COMPTROLLER

BY: Sharon R. Bock

Deputy Clerk

