

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
BOARD APPOINTMENT SUMMARY

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Meeting Date: March 12, 2019

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

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I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to approve: the appointments of two (2) members to the Palm Beach County HIV Comprehensive AIDS Resources Emergency (CARE) Council, effective March 12, 2019:



<u>Seat No.</u>	<u>Appointment</u>	<u>Term Expires</u>
16	Matthew Tochtenhagen	11/06/2020
25	Felisha Douglas Bowman	03/11/2022

Summary: The Palm Beach County HIV CARE Council (HIV CARE Council) nominations process is an open process with publicized criteria and legislatively defined conflict of interest standards. Mr. Tochtenhagen and Ms. Bowman have successfully completed the HIV CARE Council’s nomination process and the HIV CARE Council recommends these appointments. Mr. Tochtenhagen will complete the term of Mr. McCoy, who resigned from the HIV CARE Council. The total membership shall be no more than 33 at-large members, per Resolution No. 2018-0015. The diversity count for the 20 seats that are currently filled is African-American: 9 (45%), Caucasian: 8 (40%), and Hispanic-American: 3 (15%). The gender ratio (female: male) is 12:8. Mr. Tochtenhagen is Caucasian and Ms. Bowman is African-American. Staff conducted targeted outreach in an effort to proffer candidates for appointments that maintain a diverse composition of the Board. (Ryan White Program) Countywide (HH)

Background and Justification: In accordance with the Ryan White Comprehensive AIDS Resources Emergency Act of 1990 (P.L.101-381), Palm Beach County was designated an eligible metropolitan area disproportionately affected by the HIV epidemic and having a demand for services exceeding the capacity of local resources to meet that demand. The Federal Government, through the Department of Health and Human Services, has made funds available to Palm Beach County to meet such demand. In order to access these funds, it is legally mandated by Title I (Part A) of the Ryan White Care Act that Palm Beach County designate a Title I (Part A) HIV Services Planning Council. To that end, the Board established the Palm Beach County HIV CARE Council, per Resolution No. R-2011-1560 dated October 18, 2011 and amended on January 23, 2018. The Ryan White CARE Act Amendments of 1996 mandate a nomination process for appointments to Title I (Part A) Planning Councils. On January 29, 2018, The HIV CARE Council approved the Membership Committee’s recommendation for the restructuring of CARE Council seats to 27, while the total membership still remains at no more than 33. As vacancies occur on the HIV CARE Council, replacements are selected in accordance with the HIV CARE Council nominations process that was adopted and approved by the CARE Council on June 25, 2012.

- Attachments:**
- 1. Board/Committee Applications
 - 2. Inventory of Seats List
 - 3. HIV CARE Council Nominations Policy No. 10

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Recommended By:		<u>2/12/19</u>
	Department Director	Date
Legal Sufficiency:		<u>2-19-19</u>
	Assistant County Attorney	Date

II. REVIEW COMMENTS

A. Other Department Review:

Department Director

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

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

Section I (Department): (Please Print)

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

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

Term of Appointment: 1-8 Years. From: 03/12/2019 To: 11/16/2020

Seat Requirement: _____ Seat #: 16

☐ *Reappointment or ☒ New Appointment

or ☒ to complete the term of Christopher McCoy Due to: ☒ resignation ☐ other

Completion of term to expire on: 11/06/2020

*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: Tochtenhagen Matthew
Last First Middle

Occupation/Affiliation: Director of Public Health

Owner ☐ Employee ☒ Officer ☐

Business Name: Syneos Health for Viiv Health Care (Home Office)

Business Address: Five Moore Drive

City & State: Research Triangle Park, NC Zip Code: 27709

Residence Address: 110 SE second Street #401

City & State: Delray Beach, FL Zip Code: 33444

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

Cell Phone: (305) 5040719 Fax: ()

Email Address: matttochtenhagen@icloud.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 01-29 20 19
☐ 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: Matthew Tochtenhagen Date: 01/29/19

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: _____

Professional Objective: To leverage my 15+ years of HIV client/clinical experience, capacity building skills, and expertise in the HIV health care industry to increase provider and organizational uptake in new prevention tools and treatment advances.

PROFESSIONAL EXPERIENCE:

SYNEOS HEALTH SOLUTION/ ViiV HEALTHCARE

Director of Public Health

January 2018-Current

Responsibilities:

- Establish collaborations that encourage clinical and behavioral interventions via engagement with health care professionals and local government officials to enable retention in care of People Living with HIV (PLWHIV).
- Monitor the external environment in cities and states to identify and understand important public health concerns that and key stakeholders who will have an impact on addressing these through clinical and behavioral interventions.
- Work cross-functionally by advising and supporting the ViiV Regional Medical Directors, External Affairs, Community Government Relations. and key internal stakeholders on the establishment and maintenance of appropriate relationships with key organizations and their leaders at the local, state, and regional levels.
- Create, maintain, and execute, on partnerships with local institutional partners’ support to achieve ViiV’s company goals.
- Build and sustain relationships with and solicit support from key coalition partners and non-profit organizations to achieve outcomes that support ViiV’s company objectives.
- Develop and manage a virtual team to support state or regional initiatives.
- Monitor and analyze implementation initiatives in territory to seek new opportunities and understand their impact on ViiV Healthcare Public Health Objectives.

Palm Beach County Board of County Commissioners, West Palm Beach, Florida

Community Services Department

Ryan White Part A Grantees Office

Program Evaluator

September 2016- January 2018

Responsibilities:

- Coordinate, implement, tailor, adapt, and evaluate program activities to meet program goals and objectives.

- Monitor program specific outcomes to assure completion of program goals and objectives, and assure adherence to Federal, State and County regulations.
- Provide local research based program reports to community partners
- Partner with the Florida Department of Health to develop, write, implement, and evaluate the local HIV prevention and care integrated plan.
- Foster stakeholder engagement by soliciting community member participation and feedback in planning and delivery of essential health services.
- Social Network Analysis to evaluate effectiveness of local systems of care.
- Plan, Facilitate, and Evaluate local needs assessment
- Develop future request for proposals (RFP's) scope and service models for medical and social support services based on service data research.
- Review and synthesize HIV care and treatment research and programmatic information to assist in program modification, development, implementation, and evaluation.
- Develop and oversee complex data requests to inform planning and HIV Care Service provision. Utilize data to inform the development of high impact models of care for people with HIV.
- Develop evidence-based interventions; summarize and present relevant information to the Planning Council for program planning.
- Develop and distribute policy and services information to support the work of the Planning Council and Ryan White Part A subcontracted providers.
- Review Federal, State and local grant notices for continued funding. grant development and writing as needed; Monitor health policy changes (e.g., health reform) as they pertain to the Ryan White Part A program for strategic program planning.
- Assist and coordinate reports for the Ryan White Part A, and other Federal conditions of award and submit reports to Federal funder as needed.

METRO Health, Wellness, and Community Center, St. Petersburg, Florida

Director of CDC High Impact Prevention

September 2015– September 2016

Responsibilities:

- Coordinate, implement, tailor, adapt, and evaluate program activities to meet program goals and objectives.
- Participate in selection and recommendation to hire, train, supervise and evaluate program staff, as well as volunteers and interns.
- Monitor program specific contracts to assure completion of program goals and objectives, and assure adherence to Federal, State and County regulations.
- Coordinate routine and timely compilation and analysis of statistical data and preparation of reports to agency and funders as required by contract.
- Coordinate routine reviews, implementation, maintenance and monitoring of programs policies and procedures.

AIDS Help, Key West, Florida

Capacity Building Provider

January 2016– May 2017

Responsibilities:

- Maintained current agency funding contracts
- Research, Identify, and Pursue new funding opportunities.
- Develop agency strategic plan.
- Transition management Social service Organization to Community Preventative Health Provider.
- Development of Pre-Exposure Prophylaxis pilot program.

AIDS Help, Key West, Florida

Director of Quality Control

August 2011 – September 2015

Responsibilities:

- Provide ongoing quality improvement activities for Ryan White Part B and C program services.
- Act as a professional liaison between AIDS Help; community based organization, State; Florida Department of Public Health, and Federal; Health Resource and Service Administration, Centers for Disease Control, Substance Abuse and Mental Health Services Administration.
- Provide ongoing outcome analysis of service deliverables.
- Facilitate ongoing clinical updates for professionals in HIV care settings.
- Develop, Adopt, and evaluate programmatic best practices for HIV Client Services.
- Integration of Prevention Department with Client Services.
- Development Agency Data Tracking and Evolution Programming.

EDUCATION:

Master of Science in Management in Healthcare Administration
Southern New Hampshire University, Manchester New Hampshire
August 2018

Bachelors of Art, Sociology
University of Colorado, Boulder, Colorado
August 2012

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
BOARDS/COMMITTEES APPLICATION

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Section I (Department): (Please Print)

Board Name: PALM BEACH COUNTY HIV CARE COUNCIL Advisory ☒ Not Advisory ☐
☒ At Large Appointment or ☐ District Appointment /District #: _____
Term of Appointment: 3 Years. From: 03/12/2019 To: 03/11/2022
Seat Requirement: _____ Seat #: 25
☐ *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: BOWMAN FELISHA
Last First Middle
Occupation/Affiliation: IT
Owner ☒ Employee ☐ Officer ☐
Business Name: CLAJS
Business Address: PO BOX 1551
City & State WEST PALM BEACH Zip Code: 33402
Residence Address: 1308 8TH STREET
City & State WEST PALM BEACH Zip Code: 33401
Home Phone: () Business Phone: () Ext.
Cell Phone: (561) 345 9886 Fax: ()
Email Address: felishadouglasbowman@gmail.com
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:
N/A

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.

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

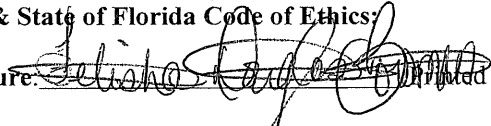
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☒ By watching the training program on the Web, DVD or VHS on _____ 20____
☐ By attending a live presentation given on 11-28, 20 18

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: Felisha Dugan Brown 1/29/2019

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: _____

Objective

Motivated individual with a strong passion for IT and over 20 years of Executive Customer Service experience.

Ability Summary

- Self-starter, who is able to work well under pressure to achieve my goal
- Strong analytical and multi-tasking abilities
- Excellent written and verbal communication skills
- Knowledgeable of the following software applications: Windows XP\Windows 7\8\10, MS-SQL 2005, Oracle 11g, Crystal Reports (basic)

Employment History

Technical Support Specialist

08/2018 - Current

Bleu Stream Corp (PBCHA)

3432 45th Street, West Palm Beach, FL

- Setup new users within Microsoft Exchange
- Manage users within Active Directory (create/disable/security/administration)
- Create and manage users within Office 365
- Monitor, manage and troubleshoot issues relating to Mail Server, File Server, Domain Controllers
- Troubleshoot various technical support issues at multiple sites
- Assist with proprietary software being hosted through third party (SQL)

Front Office Supervisor

08/2016 - 05/2018

Embassy Suites by Hilton West Palm Beach

1601 Belvedere Rd, West Palm Beach, FL

- Motivated and developed guest services associates
- Developed training plan for staff according to the company's SOP
- Maximized room revenue and occupancy based on daily reports
- Participated in required M.O.D. program as scheduled
- Worked closely with accounting to follow-up on all issues that needed to be addressed
- Maintained "Lost and Found" log and communicated with guests as needed

Technical Support Engineer

04/2005 - 05/2009

VizuALL, Inc

Hollywood, FL

- Worked with clients to resolve technical support inquiries Tier 1 – Tier 3
- Organized and participated in Client Account Ownership meetings
- Analyzed, troubleshoot and resolved application and software configuration issues
- Adhered to established policies and procedures
- Utilized approved tools in resolving of client issues
- Created technical documentation based on known resolutions
- Create SQL database test environments used to replicate issues within production environments reported to us by our clients
- Restore Oracle .dmp files within a test environment used to replicate issues reported to us by our clients

Technical Support Specialist

- Diagnosed and provided answers to customer inquiries regarding their personal computer, modem and additional supported devices
- Adhered to company policies regarding call time handling, customer satisfaction and quality of call
- Logged all customer interactions and call details in a timely and efficient manner

Education and Training

Completion Date	Issuing Institution	Location	Degree Received	Course of Study
01/2016	Palm Beach State	Lake Worth, FL	1 Year of College or a Technical or Vocational School	General Lines Insurance
01/2004	Florida Career College	Hollywood, FL	2 Years of College or a Technical or Vocational School	Cisco Certified Network Engineer

I obtained over 30 credits toward both Computer Science and Accounting Degrees.

Occupational Licenses & Certificates

Certification Title	Issuing Organization	Completion Date	Expiration Date
Security Officer D & G	Department of Agriculture and Consumer Services	10/2016	10/2018



**PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
PALM BEACH COUNTY HIV CARE COUNCIL**

I. AUTHORITY :

Public Law 101-381, Resolution No. R93-1182, amended by Resolution No. R97-1067, dated August 19, 1997 of the Board of County Commissioners of Palm Beach County, Florida, designating the Palm Beach County HIV Comprehensive AIDS Resources Emergency Council, hereinafter referred to as the "CARE" Council, as the HIV Services Planning Council required under Title I of the Ryan White Care Act; amended by Resolution R2011-1560; adopted October 18, 2011.

II. APPOINTING BODY :

Board of County Commissioners

III. COMPOSITION, QUALIFICATIONS, TERMS & REMOVAL :

The Palm Beach County HIV Services Planning Council, Title I, and the Palm Beach County AIDS Consortium, Title II, voted separately to recommend the establishment of one Council to effectively and efficiently carry out the mandates of Ryan White CARE Act Title I and Title II. The Council shall consist of no more than thirty-three (33) members. As vacancies occur on the CARE Council, replacements shall be selected in accordance with the required "Nomination Process" which shall be adopted by the CARE Council. The nomination process must be in compliance with Article II of the CARE Council By-Laws and the requirements of Title I of the Ryan White Care Act, as amended. Term of appointments will be for two (2) years. On December 3, 2002, a request came from the HIV Care Council to exempt the HIV Care Council from the attendance provisions of Resolution R2002-1606 was approved.

EXTENDED COMPOSITION :

IV. MEETINGS :

Last Monday of every other month at 3:00 p.m., at HIV Care Council Office, 1440 Martin Luther King, Jr. Blvd., Riviera Beach

V. FUNCTIONS :

The CARE Council shall provide a written report to the BCC by January 15th of each year on the membership, attendance records, and activities and accomplishments of the CARE Council. The Council shall establish priorities for the allocation of funds within PBC; develop a comprehensive plan for the organization and delivery of health services described in 42 U.S.C. that is compatible with any existing state or local plan regarding the provision of health services to individuals with HIV disease. The comprehensive plan shall be presented to the BCC within 120 days from the establishment of the Council or to meet any time frames necessary to capture available federal dollars; assess the efficiency of the administrative mechanism in rapidly allocating funds to the areas of greatest need within PBC; assist the County in applying for grants pursuant to the Ryan White Comprehensive AIDS Resources Emergency Act; and perform such other functions as required of the Council by Ryan White Comprehensive AIDS Resources Emergency Act.

* indicates a member having an action pending

VI. LIAISON INFORMATION :

<u>LIAISON DEPARTMENT</u>	<u>CONTACT PERSON</u>	<u>ADDRESS</u>
Community Services	Mary Woodard	
		Phone # --
Community Services	Neeta Mahani	810 Datura St West Palm Beach FL 33401 Phone # 561-355-4820

* indicates a member having an action pending



PALM BEACH COUNTY HIV CARE COUNCIL

SEAT ID	CURRENT MEMBER	ROLE TYPE	RACE CODE	GENDER	BUSINESS / HOME PHONE	SEAT REQUIREMENT	APPOINT DATE	REAPPOINT DATE	EXPIRE DATE
Appointed By : At-Large/Palm Beach County Board of County Commissioners									
1	Lilia Perez liliaperez20@att.net FoundCare, Inc. 2330 S Congress Ave West Palm Beach FL 33406	Member	HA	F	561-472-9160	Health Care Provider	03/14/2017	11/07/2017	11/06/2020
NOMINATED BY :									
2	Kristen L Harrington Kristen.harrington@aidshhealth.org 10414 Lake Vista Cir Boca Raton FL 33498	Member	CA	F	561-350-2196	CBO's Serving Affected Populations	08/15/2017		10/06/2020
NOMINATED BY :									
3	Olga L. Sierra osierra@vitanovainc.org 5794 S 36th St Greenacres FL 33463	Member	HA	F	561-596-6106	CBO's Serving Affected Populations	02/07/2017		07/21/2020
NOMINATED BY :									
4	Kimberly Rommel Enright, Esq. kenright@legalaidpbc.org Legal Aid Society of Palm Beach County, Inc. 423 Fern St Ste 200 West Palm Beach FL 33401	Member	CA	F	561-655-8944 X265	Homeless Service Providers Rep.	01/09/2001		11/14/2019
NOMINATED BY :									

* indicates a member having an action pending

Appointed By : At-Large/Palm Beach County Board of County Commissioners

5	Kristina Rowe krowe@legalaidpbc.org Legal Aid Society of Palm Beach County, Inc. 423 Fern St Ste 200 West Palm Beach FL 33401	Member	CA	F	--	Homeless Service Providers Rep.	10/16/2018	10/15/2021
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NOMINATED BY :

6	Kathlyn Belizaire kathlynbelizaire@pbcsac.org Palm Beach County Substance Awareness Coalition 2300 High Ridge Rd Boynton Beach FL 33426	Member	AA	F	--	Substance Abuse/Mental Health Provider	10/16/2018	10/15/2021
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NOMINATED BY :

7	Mary Piper Kannel mary_kannel@flhealth.gov Florida Department of Health-PBC, WPB Office 1150 45th St West Palm Beach FL 33407	Member	CA	F	561-514-5322	PBC Health Department Representative	05/15/2001	04/15/2019
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NOMINATED BY :

8	Vacant	Member				Florida Medicaid Agency Rep.		
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NOMINATED BY :

* indicates a member having an action pending

Appointed By : At-Large/Palm Beach County Board of County Commissioners

9	Robert Scott Robert.Scott@flhealth.gov Florida Department of Health, Palm Beach County - Administration 800 Clematis St 2-250 West Palm Beach FL 33401	Member	CA	M	561-671-4191	State Part B Agency	12/05/2017	12/04/2020
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NOMINATED BY :

10	Ashnika Ali aali@hcsef.org Health Council of Southeast Florida, Inc. 600 Sandtree Dr Ste 101 Palm Beach Gardens FL 33403	Member	AS	F	--	Hospital Planning Agency Rep.	10/02/2018	10/01/2021
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NOMINATED BY :

11	Keisha Jackson kjackson@familiesfirstpbcc.org Families First of Palm Beach County/West Palm Beach Office 3333 Forest Hill Blvd Fl 2nd West Palm Beach FL 33406	Member	AA	F	561-721-2887	Part D/Org. Serving Children, Youth, Families of HIV	08/14/2018	08/13/2021
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NOMINATED BY :

12	Alejandro Rodriguez alejandro@compassglcc.com Compass, Inc. 201 N Dixie Hwy Lake Worth FL 33460	Member	HA	M	--	Other Federal HIV Programs Rep.	07/10/2018	07/09/2021
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NOMINATED BY :

* indicates a member having an action pending

Appointed By : At-Large/Palm Beach County Board of County Commissioners

13	Mark D. White DID NOT PROVIDE	Member	CA	M	--	Other Federal HIV Programs Rep.	05/17/2016	05/16/2019
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NOMINATED BY :

14	Quinton Dames quinton561@gmail.com 213 SE 9th St Delray Beach FL 33483	Member	AA	M	561-234-6509	Other Federal HIV Programs Rep.	09/22/2015	10/01/2021
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NOMINATED BY :

15	Vacant	Member				Representative of/or former Person Living w/HIV		
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NOMINATED BY :

16	Christopher Lamar McCoy christopher.l.mccoy@walgreens.com 4052 Woodhill Pl Boynton Beach FL 33436	Member	AA	M	850-228-3466	Non-Elected Community Leader	11/07/2017	11/06/2020
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NOMINATED BY :

* indicates a member having an action pending

Appointed By : At-Large/Palm Beach County Board of County Commissioners

17	Christopher J. Dowden chris.dowden@walgreens.com	Member	CA	M	561-578-9397	Non-Elected Community Leader	09/22/2015	10/01/2021
	11015 Legacy Ln Apt 102 Palm Beach Gardens FL 33410							

NOMINATED BY :

18	Thomas E. McKissack	Member	AA	M	--	Non-Elected Community Leader	03/22/2016	11/14/2019
	NONE							

NOMINATED BY :

19	Mary Jane Reynolds	Member	AA	F	561-985-8989	Affected Community Representative	09/26/2000	04/15/2019
	1665 NW 11th St Belle Glade FL 33430							

NOMINATED BY :

20	Glenn J. Krabec NONE	Member	CA	M	561-222-5324	Affected Community Representative	01/13/2004	04/15/2019
	5754 River Club Cir Jupiter FL 33458							

NOMINATED BY :

* indicates a member having an action pending

Appointed By : At-Large/Palm Beach County Board of County Commissioners

21	Cecil Smith NONE	Member	AA	M	561-460-4102	Affected Community Representative	01/08/2000	04/15/2019
	1500 N Congress Ave Apt A-305 West Palm Beach FL 33401							

NOMINATED BY :

22	Dale M Smith dmathissmith084@gmail.com	Member	AA	M	--	Affected Community Representative	07/10/2018	07/09/2021
	Palm Beach County Substance Awareness Coalition 2300 High Ridge Rd Boynton Beach FL 33426							

NOMINATED BY :

23	Shirley Ann Samples NONE	Member	AA	F	561-598-1211	Affected Community Representative	10/02/2001	04/15/2019
	1316 SW "B" Pl Apt 1 Belle Glade FL 33430							

NOMINATED BY :

24	Vickie Rossy-Woodley vrossywoodley@cancommunityhealth.org	Member	HA	F	--	Affected Community Representative	10/16/2018	10/15/2021
	CAN Community Health 8201 Peters Rd Plantation FL 33324							

NOMINATED BY :

* indicates a member having an action pending

Appointed By : At-Large/Palm Beach County Board of County Commissioners

25	Vacant	Member	Affected Community Representative
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NOMINATED BY :

26	Vacant	Member	Affected Community Representative
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NOMINATED BY :

27	Vacant	Member	Affected Community Representative
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NOMINATED BY :

* indicates a member having an action pending

Palm Beach County HIV CARE Council

CARE Council Policy

Policy Number: **10**

Amended: **June 25, 2018**

Issue: **Nominations Process for CARE Council Membership**

This policy is adopted by the CARE Council (CARE Council), for the purpose of ensuring there is an open and fair nomination process which will provide for a CARE Council membership which is reflective of the AIDS epidemic in Palm Beach County, Florida. In addition, it is the intention of the CARE Council to maintain a nomination policy which complies with directives of the Division of HIV Services (DHS) and HRSA as those directives relate to the Ryan White Act.

I. Legislative Background

Section 2602(b) of the reauthorized Ryan White Act states: "Nominations to the planning council (CARE Council) shall be identified through an open process and candidates shall be selected based upon locally delineated and published criteria. Such criteria shall include a conflict of interest standard for each nominee."

II. Expectations

An open nominations process, in combination with other legislative requirements and existing DHS policy on PLWH participation, shall result in broad and diverse community inclusion and culturally competent deliberations in CARE Council processes. The CARE Council will only approve and/or appoint members who have gone through the nominations process and shall appoint members on a timely basis to ensure minimum disruption to CARE Council activities.

Nominations to the CARE Council shall be sought from a wide spectrum of potential members. Recruitment shall be made through existing CARE Council committees and through ongoing solicitation through existing CARE Council members, service providers, outreach through advertising, and staff working with consumers of HIV/AIDS services. Particular consideration shall be given to disproportionately affected and historically underserved groups and sub-populations.

Every member of the CARE Council is encouraged to actively recruit members to fill gaps in CARE Council membership. Recruitment is not just the Membership Committee's responsibility. CARE Council members should use their own network and seek key contacts in other communities to help identify potential members to fill gaps and to provide individuals to participate in CARE Council committee activities.

III. Steps in the Nominations Process:

1. When necessary advertising may be placed in various publications countywide notifying the public of the need for participation through membership on the CARE Council. Included in the advertising shall be notification of the need to fill membership positions based upon the demographics of the epidemic in Palm Beach County, and to ensure legislatively mandated positions are filled. A time limit for return of applications shall be included in the notification.
2. Potential applicants shall be invited to attend membership orientation offered quarterly and provided a nominations packet containing a letter describing roles and responsibilities of the CARE Council, duties of membership, time expectations, gaps in representations, conflict of interest standards, HIV disclosure requirements, and an overview of the selection process and timeline; within three (3) business days of request. There shall also be an application form used to gather information about: relevant experience, expertise, skills, the person's interest in serving, the perspective he or she might bring to the CARE Council, how his or her peer group might relate to groups affected by HIV, and other related information.
3. Each returned application will be issued a document number, and receipt shall be logged in for tracking purposes.
4. CARE Council staff will review all application forms and will recommend a list of persons for the Membership Committee to interview per "Procedure for Applicant Interviews". When two or more persons apply for the same slot, the committee will interview at least two applicants for the slot. Interviews shall be conducted by at least two committee members-one of which must be the Chair or Vice Chair and a staff member, according to a structured interview format. Open ended questions about past experience on boards, ideas about significant HIV/AIDS issues and professional or affected community linkages shall be incorporated into the interview.
5. After the interviews are completed, the results of each interview are discussed at the next regularly scheduled Membership Committee meeting. When reviewing candidates for membership the committee will consider the following factors: attendance at CARE Council meetings, involvement at Membership Development Sessions and involvement on committees. The Membership Committee may also consider activities as involvement in Membership Development Sessions. In addition, seat availability, the demographics of the

board and candidate qualification will be taken into consideration. The final committee recommendations will be forwarded to the Executive Committee and if approved to the CARE Council. If the recommendation is accepted by the CARE Council, the individual's name will then be forwarded to the Palm Beach County Board of County Commissioners for appointment. The candidate must document completion of the Palm Beach County ethics training prior to submission of their name to the Palm Beach County Board of County Commissioners. In the event a recommended candidate is not acceptable to the Palm Beach County Board of County Commissioners, a request for a replacement candidate, if available, will be forwarded to the Membership Committee and the Membership Committee will provide the name of another candidate to the CARE Council. If the recommendation is accepted by the CARE Council, the individual's name will then be forwarded to the Palm Beach County Board of County Commissioners for appointment.

- A. Candidates must fulfill the following requirements prior to being forwarded for CARE Council Membership. Candidates must join one (1) committee and attend a CARE Council meeting or CARE Council sponsored training inclusive of annual retreat.
- B. Documented exceptions to these requirements may be made, based upon the need of the CARE Council or in an extenuating circumstance, at the discretion of the Membership Committee Chair with the approval of the Executive Committee.

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