

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

Meeting Date: May 7, 2019

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

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to approve: the reappointment of one (1) current member and five (5) new appointments to the Palm Beach County HIV Comprehensive AIDS Resources Emergency (CARE) Council:

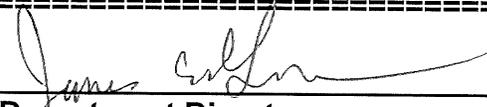
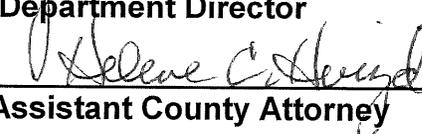
<u>Seat No.</u>	<u>Reappointment</u>	<u>Term Expires</u>
13	Mark White	05/16/2022

<u>Seat No.</u>	<u>Appointment</u>	<u>Term Expires</u>
8	Eileen Marie Perry	05/06/2022
12	Lysette Perez	07/09/2021
15	Whitney Davis	05/06/2022
26	Latonia Cox	05/06/2022
27	David Shamer	05/06/2022

Summary: The Palm Beach County HIV CARE Council (HIV CARE Council) nomination process is an open process with publicized criteria and legislatively defined conflict of interest standards. All members have successfully completed the HIV CARE Council's nomination process and the HIV CARE Council recommends the reappointment and new appointments. The total membership for the HIV CARE Council shall be no more than 33 at-large members, per Resolution No. 2011-1560. Ms. Perez will complete the term for Mr. Alejandro Rodriguez, who resigned from the HIV CARE Council. Ms. Davis has disclosed that she is employed by The Lord's Place, Inc., Ms. Perez has disclosed that she is employed by Compass, Inc. and Ms. Perry has disclosed that she is employed with the Health Care District of Palm Beach County, these agencies contract with the County for services. The HIV CARE Council provides no regulation, oversight, management, or policy setting recommendations regarding contracts. Disclosure of this contractual relationship is being provided in accordance with the provisions of Section 2-443, of the Palm Beach Code of Ethics. The diversity count for the 18 seats that are currently filled is, African-American: 8 (45%), Caucasian: 7 (39%), Hispanic-American: 2 (11%) and Asian-American: 1 (5%). The gender ratio (female: male) is 10:8. Mr. White, Mr. Shamer and Ms. Perry are Caucasian. Ms. Perez is Hispanic-American. Ms. Davis and Ms. Cox are 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. As vacancies occur on the CARE Council, replacements are selected in accordance with the HIV CARE Council nominations process that was adopted and approved by the CARE Council on June 25, 2012.

- Attachments:**
1. Board/Committee Applications
 2. Board Roster
 3. HIV CARE Council Nominations Policy No. 10

Recommended By:		4/23/19
	Department Director	Date
Legal Sufficiency:		4-23-19
	Assistant County Attorney	Date

II. REVIEW COMMENTS

A. Other Department Review:

Department Director

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
BOARDS/COMMITTEES APPLICATION

Attachment 1

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: PBC HIV CARE COUNCIL Advisory Not Advisory

At Large Appointment or District Appointment /District #: _____

Term of Appointment: 3 Years. From: 05/17/19 To: 05/16/22

Seat Requirement: 13 Seat #: 13

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: WHITE MARK DAVID
Last First Middle

Occupation/Affiliation: HCD ADMINISTRATOR
Owner Employee Officer

Business Name: CITY OF WEST PALM BEACH

Business Address: 401 CLEMATIS STREET

City & State: WEST PALM BEACH, FL Zip Code: 33401

Residence Address: 17894 89TH PLACE NORTH

City & State: LOXAHATCHEE, FL Zip Code: 33470

Home Phone: 561 () 333-7213 Business Phone: 561 () 822-1250 Ext.

Cell Phone: () Fax: ()

Email Address: mdwhite@wpb.org

Mailing Address Preference: Business Residence

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

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

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

Section II Continued:

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

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

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

NONE

NOT APPLICABLE/
(Governmental Entity)

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

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

- By watching the training program on the Web, DVD or VHS on 3/26 2019
 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: MARK D. WHITE Date: 3/25/19

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: _____

RESUME

Mark D. White
Loxahatchee, FL 33470

Experience

Housing and Community Development Administrator City of West Palm Beach West Palm Beach, FL	2014 - Present
Financial Analyst I Palm Beach County Board of County Commissioners West Palm Beach, FL	2013 - 2014
Community Planning and Development Specialist U.S. Department of Housing and Urban Development Miami, FL	2009 - 2013
Vice President of Sales and Marketing Advanced BioSystems, Inc. Pembroke Pines, FL	2002 - 2009

Education

Master of Business Administration
Nova Southeastern University
Fort Lauderdale, FL

Bachelor of Business Administration
Clearwater Christian College
Clearwater, FL

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

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Section I (Department): (Please Print)

Board Name: HIV Care Council Advisory Not Advisory

At Large Appointment or District Appointment /District #: _____

Term of Appointment: 3 Years. From: 05/07/2019 To: 05/06/2022

Seat Requirement: 8 Seat #: 8

*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: Perry Eileen Marie
Last First Middle

Occupation/Affiliation: Registered Nurse; Director of Utilization Management
Owner Employee Officer

Business Name: Health Care District at Palm Beach County

Business Address: 1515 N Flagler Suite 101
City & State: West Palm Beach FL Zip Code: 33401

Residence Address: 1044 Egret Cir N
City & State: Jupiter FL Zip Code: 33458

Home Phone: () Business Phone: (561) 504-5979 EXT.

Cell Phone: () 561-818-5951 Fax: ()

Email Address: EPerry@HCDPBC.ORG

Mailing Address Preference: Business Residence

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

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

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

Section II Continued:

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

<u>Contract/Transaction No.</u>	<u>Department/Division</u>	<u>Description of Services</u>	<u>Term</u>
<u>Example: (R#XX-XX/PO XX)</u>	<u>Parks & Recreation</u>	<u>General Maintenance</u>	<u>10/01/00-09/30/2100</u>
<u>B2019-0153</u>	<u>Community Services</u>	<u>Facility</u>	<u>1/15/19 - 1/14/20</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.

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By watching the training program on the Web, DVD or VHS on 03/05 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: [Signature] Printed Name: Eileen Perry Date: 3/25/19

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: _____

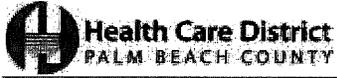
Commissioner's Signature: _____ Date: _____

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

Revised 02/01/2016

EILEEN PERRY RN CPC CPMA

1044 Egret Cir N, Jupiter FL 33458 | 561-818-5951 | Emprn1@Gmail.com



Director of Utilization and Case Management

1515 N. Flagler Drive, Suite 101

West Palm Beach FL 33401-3429

Assistant: (561) 804-5856

Phone: (561) 804-5979

Fax: (561) 833-0269

eperry@hcdpbc.org

PROFESSIONAL SUMMARY

Medical Management; Florida Medicaid – Personal Health Plan, HCD Indigent program (District Cares), and HCD Wellness (Vita Health) flex plan:

- Extensive experience and knowledge of Utilization and Case Management providing education and oversight for Registered Nurses and support staff for multiple benefit programs.
- Continue industry standards and regulatory guidelines on respective Federal, State, and Local programs. Maintain current on Medicaid health contract and/or other applicable contractual requirements for all lines of business.
- Track trends in Utilization and Case Management including clinical criteria (InterQual), medical coding, auditing procedure, state statutes and accreditation criteria if applicable. Maintain knowledge of benefit scope and structure for all lines of business.
- Maintain Medical Management certifications such as CPC, and CPMA. Member NAHQ; certification pending.
- Provide assistance and research in resolving complaints, grievances, appeals and problems related to Utilization, Care Coordination and Case Management.
- Developed and trained HEDIS team of Registered Nurses who support CLB Clinic providers in raising HEDIS scores, closing care gaps, and improving accessibility to care through patient outreach.

Team Support and Direction:

- Evaluate departmental staffing needs and implement needed changes including updating job descriptions.
- Recruit and retain a diverse workforce
- Overall department oversight including leading, training, and supervising clinical and non-clinical team. Create and monitor team production, performance and outcomes relative to established goals and measurements.

Business Unit Responsibilities:

- Implementation of Utilization and Case Management policies and procedures to ensure effective and appropriate care for members and patients.
- Oversees all departmental work products and establishes goals, objectives and performance measures.
- Creates and manages departmental operating budget.
- Perform administrative tasks working closely with and reporting to the Executive Team.

EXPERIENCE

- 2010-Present *Health Care District of Palm Beach County*
2015 – Present Director of Utilization Management
2010 – 2015 RN Nurse Reviewer Utilization Management
- 2006-2010 *University of Miami, Bascom Palmer Eye Institute*
Senior Nurse
- 6mos.-2006 *Palm Beach Orthopedic Institute*
Clinical Coordinator
- 2002-2006 *St. Mary's Medical Center, West Palm Beach*
2005 – 2006 Case Manager
2002 – 2005 PACU RN
- 1999-2002 *Jupiter Eye and Surgical Center*
OR/PACU RN
- 1997-1999 *St. Mary's Medical Center, West Palm Beach*
RN Cardiac Telemetry/Step-down/ICU

CREDENTIALS AND AFFILIATIONS

- State of Florida: Licensed Registered Nurse
American Association of Professional Coders : CPC- Certified Professional
Coder; CPMA – Certified Professional Medical Auditor
Florida Association for Healthcare Quality – Member
National Association for Healthcare Quality - Member

EDUCATION

Florida Atlantic University -- Current student

Palm Beach State College – ASN

University of Central Florida – Three years of study, Biological Science

**PALM BEACH COUNTY
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Section I (Department): (Please Print)

Board Name: HIV Care Council Advisory Not Advisory

At Large Appointment or District Appointment /District #: _____

Term of Appointment: 2.2 Years. From: 05/07/2019 To: 07/09/21

Seat Requirement: 12 Seat #: 12

*Reappointment or New Appointment

or to complete the term of Alejandro Rodriguez Due to: resignation other

Completion of term to expire on: 7/9/21

*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: Perez Lysette
Last First Middle

Occupation/Affiliation: Health Services Coordinator / Compass Inc.
Owner Employee Officer

Business Name: Compass Inc.

Business Address: 301 N. Dixie Hwy

City & State: Lake Worth, FL Zip Code: 33460

Residence Address: 909 Sumter Rd.

City & State: West Palm Beach, FL Zip Code: 33460

Home Phone: (708) 573-8130 Business Phone: () Ext. _____

Cell Phone: (708) 573-8130 Fax: ()

Email Address: Lysette@Compass100.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: _____

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

Section II Continued:

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<u>Contract/Transaction No.</u>	<u>Department/Division</u>	<u>Description of Services</u>	<u>Term</u>
<u>Example: (R#XX-XX/PO XX)</u>	<u>Parks & Recreation</u>	<u>General Maintenance</u>	<u>10/01/00-09/30/2100</u>
<u>R2018-0223</u>	<u>Community Services</u>	<u>Client Services</u>	<u>3/1/18-2/28/21</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.

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By watching the training program on the Web, DVD or VHS on 3/1/19 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: *Lysette Perez* Printed Name: Lysette Perez Date: 3/25/19

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: _____

Lysette Perez
Lysette@CompassGLCC.com
561-533-9699

June 2016-Present

Compass Inc.

Lake Worth

Health Services Coordinator

- Linking clients to Ryan White services via Early Intervention Services and Eligibility requirements. Collaboration with other Ryan White partners in order to provide optimum care for all Eligible clients. Assisting Health Services Director in management of Health Services Team. Vice Chair of Care Council Planning Committee. Attending and participating in various Ryan White Workgroups.

December 2015-May 2016

Spotlight Billing

West Palm Beach

Billing/Collections Specialist

- Claim submission, Verification of insurance, Contact insurance for clarification of denials, Enter patient information into clearinghouse system

February 2014-Dec. 2015

The Counseling Center

Palm Beach Gardens

Receptionist/Part-time

- Check in/out patients, Answer phones, Scheduling, Collect Co-pays, Clerical duties as assigned, Billing/Collections, Weekly deposits, General accounting

June 2008-July 2013

Florida Atlantic University

Boca Raton

House Manager

- Managing Ushers, Assuring audience comfort, Deliver curtain speech prior to each performance, Working in conjunction with Stage Manager and Box Office to insure prompt start times, Provide a house management report

October 2007- Feb. 2013

The Center for Family Services

Lake Worth

Family Resource Specialist

- Initial visitor to new clients, attend all community (FCP) meetings, assist in data collection for measures and outcome requirements, planning and executing yearly community events for program participants, logging all contact with program participants in web based system.

Education:

BA-Theatre General-Florida Atlantic University

MA-Liberal Arts Florida Atlantic University

Languages:

English/Spanish

Skills: Provide Enterprise, Collaborate MD, Office Ally/Practice Mate, Availity, Multi-line phones, Microsoft Excel, Microsoft Word, Microsoft, PowerPoint, 10-Key Sight

References:

Neka MacKay neka@ComapssGLCC.com 561-533-9699

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

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Board Name: PBC HIV Care Council Advisory Not Advisory

At Large Appointment or District Appointment / District #: _____

Term of Appointment: 3 Years. From: 05/07/2019 To: 05/06/2022

Seat Requirement: 15 Seat #: 15

*Reappointment or New Appointment

or to complete the term of _____ Due to: resignation other
Completion of term to expire on: _____

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Section II (Applicant): (Please Print)

APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT

Name: Davis Whitney
Last First Middle

Occupation/Affiliation: _____
Owner Employee Officer

Business Name: The Lord's Place, Inc.

Business Address: 2808 N Australian Ave
City & State: WSPB, FL Zip Code: 33407

Residence Address: 4765 N Australian Ave #102
City & State: WSPB, FL Zip Code: 33407

Home Phone: (561) 8560604 Business Phone: (561) 494085 Ext. 1153

Cell Phone: () Fax: ()

Email Address: daviswhitney90@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: _____

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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<u>Example: (R#XX-XX/PO XX)</u>	<u>Parks & Recreation</u>	<u>General Maintenance</u>	<u>10/01/00-09/30/2100</u>
<u>R2018-1545</u>	<u>Community Services</u>	<u>Client Services</u>	<u>10/1/18 - 9/30/21</u>

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

NONE

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(Governmental Entity)

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 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: James Whitney Date: 3/26/19

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: _____

Whitney Davis

West Palm Beach FL - 33407 ♦ (561) 856 -0604 ♦ daviswhitney90@gmail.com

- Highly motivated, energetic graduate with strong work ethics and professional goals
- Over 6 years of service in office support and retail sales positions
- Personable, easy-going communication style □
- Meets challenges head on; work well in stressful situations in a fast-paced setting □
- Analytical with a lot of common sense, intuitive instincts, and ability to think outside the box □
- Maintain excellent research, organization, time management, and problem assessment/resolution skills
- Exceptional work ethic and passion for the field
- Studied advocacy services for victims of domestic violence and cases of trauma in related issues

Relevant Coursework

Capstone on Ex- Offender Re-Entry and Policy Implementations
Extensive Research on conflict resolution, corrections, and victimology

Work Experience

Amazon Logistics Driver Support/ Accounts Representative March 2017 -

- Assign work vehicles and onboard equipment to operators to ensure the most efficient delivery schedule
- Planned drivers itinerary to ensure timely pick-up and delivery of loads, while following safety and government regulations
- Provided continuous monitoring of drivers that in the event of logistical problems to ensure a mutually satisfactory resolution
- Developed reputation as an efficient service provider with high levels of accuracy.
- Managed customer calls effectively and efficiently in a complex, fast-paced and challenging technological environment.

Asurion /DirecTV Administrative Assistant/ Accounts Representative April 2015- December 2016

- Maintains office equipment including assigned computer along with printers, fax machines and scanners
 - Monitors office supplies and provided restocks as necessary
 - Answers incoming calls regarding functioning of equipment, accounts, billing, scheduled tech appointments and payment arrangements
 - Assists with providing billing assistance to higher tier professionals
 - Encourages and succeed sales quota for new installations
-

Datalot: Office Clerk April 2013 – February 2015

- Answered telephone and electronic inquiries and forwarded telephone calls and messages to appropriate person
- Identified and escalated priority issues according to protocol
- Greeted visitors, determine nature of dealing and send visitors to correct person
- Compiled data, statistics and supplementary information to maintain research activities
- Followed up customer calls where necessary as well as documented all call information according to standard operating procedures

The Salvation Army Administrative Assistant June 2008 – July 2012

- As part of administrative staff successfully arranged multiple college tours for community high school students. Organized schedules, made lodging preparations and created itinerary.
- Ordered workplace supplies and maintained records
- Supported business and management team for non-profit organization. Responded to queries, greeted clients/business associates
- Earned excellent marks on performance reviews, with citations for excellence in areas including work accuracy and quality; ability to learn and master new concepts; positive work ethic; and commitment to providing unsurpassed service
- Assisted with general accounting functions; maintained journals and record book for services rendered on behalf of The Salvation Army
- Responsible for mail management and data entry

Education

Indian River State College	BS Criminal Justice	December 2014
Indian River State College	AA Degree	August 2013
South Fork HS	HS Diploma	May 2004

References

Mr. Rashaad Orange	Professional Telecom Installer (561) 657-6481
Mrs. Latoyia Moore	Marriage & Therapy Assoc. (561) 714-2251
Cara Owens	Fmr. Supervisor (813) 810-8351

**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: PBC HIV CARE Council Advisory Not Advisory

At Large Appointment or District Appointment /District #: _____

Term of Appointment: 3 Years. From: 05/07/2019 To: 05/06/2022

Seat Requirement: 26 Seat #: 26

*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: Cox Katowja Yvette
Last First Middle

Occupation/Affiliation: _____
Owner Employee Officer

Business Name: _____

Business Address: _____

City & State _____ Zip Code: _____

Residence Address: 2210 NE 13th Ave

City & State Baynton Beach Fla Zip Code: 33435

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

Cell Phone: () 536-8976 Fax: () _____

Email Address: Katowja@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: _____

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	<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 3/25 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: *Latonina Cox* Printed Name: Latonina Cox Date: 3/25/19

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: _____

Latonia Cox
226 NE 13th AVE APT A
Boynton Beach, Florida- 33435
Cell No- 561-536-8976
Email- Latawja @gmail.com

Latonia Cox - I am a person wants to be a member of the Care council and I would love to see what in store for me if I am on the board and I am a hand on person I work at a nursing home in Boca Raton the name is Manor Care as a Dietary Aid.

Areas of interest – Health and Human Services Planning, Women’s Issues, Finance

**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: Care Council Advisory Not Advisory

At Large Appointment or District Appointment /District #: _____

Term of Appointment: 3 Years. From: 05/07/2019 To: 05/06/2022

Seat Requirement: 27 Seat #: 27

*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: Shamer David Edward
Last First Middle

Occupation/Affiliation: None

Owner Employee Officer

Business Name: None

Business Address: None

City & State: None Zip Code: _____

Residence Address: 5836-1 Forest Grove Dr.

City & State: Boynton Beach Zip Code: 33437-5824

Home Phone: () Business Phone: () None Ext. _____

Cell Phone: (561)567- Fax: () none

Email Address: dshamer@msa.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: PA. Theft by illegale taking 01/24/2006

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>
<u>None</u>	_____	_____	_____
<u>None</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 02/28 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: [Signature] Printed Name: David Shamer Date: 3/27/2019

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: _____

David E. Shamer IV

5836 Forest Grove Cir., #1, Boynton Beach, Florida 33437-5824

dshamer@msn.com 954-630-5140

SUMMARY OF QUALIFICATIONS:

Experienced in information technology and database management including networking and administration. I have been employed with both large private multi-national corporations and community based organizations. With an associate's degree in liberal arts, I have experience in outreach and intervention of infectious diseases, treatment, and education, care services and substance abuse treatment. It is true that I quickly learn new skills. Strengths include interest in allied health through the use of governmental, community and faith based organizations, case management, outreach, networking, and adaptability, implementing health assessments, customer service, and advocating for clients through governmental agencies, for employment issues and connecting staff and clients to a variety of resources. I can work independently and as part of a team. I am proficient in local area networks, technology, monitoring, troubleshooting and restoration of telecommunication networks. It has been noted that I have sharp organizational and critical thinking skills. I have received training and have experience with in Microsoft Word, Excel, PowerPoint and Access database implementation and management. I have a certificate of ORACLE Database Administration from Johns Hopkins School of Technology.

EXPERIENCE:

Minatory Outreach & Technical Assistance (M.O.T.A.) Outreach Specialist

New Vision House of Hope – Baltimore, Maryland Summer 2012

Provided culturally sensitive outreach on health disparities to minority communities including African Americans, Pacific Islanders, Asian Americans, Hispanics/Latinos, and American Indians. Using data and information management, including databases and web-based applications I would perform outreach functions at local community events. After an event I would use sign in sheets as source documents to correlate different racial and ethnic groups along with zip codes and gender. This information would then be sent to an M.O.T.A. grant overseer.

Overnight Counselor

Project P.L.A.C.E. - Baltimore, Maryland August 2012 - December 2012

- Provided support services including updating of electric data records for transitional and permanent housing for homeless men and women with either a history of mental illness, substance abuse, HIV/AIDS, or other needs, Veterans or those who were medically fragile.
- Number of Occupants: 29

Non-medical Case Manager

New Vision House of Hope (a transitional housing community based organization – Baltimore, Maryland January - December 2011

- Maintained client records from the intake process to the conclusion of their time spent in their transitional housing program.

- Assisted residents with ongoing progress of residential programs for transitioning back into leadership positions in their communities.
- Closely worked with and supported the office manager and house management to uphold the mission, goals and objectives of the client programs.
- Oversaw housekeeping and ensured that the daily and weekly chore schedule is completed by residents and staff.
- Interacted with other staff and residents insuring residents remained in compliance with program rules and goals.
- Completed daily shift reports reporting activity and keeping abreast of previous shift reports
- Observe the interactions between residents and resolved issues that might have occurred.
- Worked with clients on an individual basis regarding their treatments, job search progress and other activities such as apply for disability benefits.
- Performed other duties as assigned or required by the C.E.O.

Interim Executive Director

American Institute of Chemists May - August, 2003

- Coordinated and conducted marketing and outreach activities to community agencies, collages and members.
- Tracked membership status and dues using database which I also maintained.
- Provided administrative go between for the Board of Directors and 13 active committees.
- Maintained minutes for all 13 committees and kept records of national chemists certification process.
- Edited and published a peered reviewed magazine *The Chemist* and other organizational mailings for over 600 members.
- Planned and administrated national convention.

Communications Network Controller

Lockheed Martian Corporation – Baltimore, Maryland 1990 -- 1992

- Managed operations of backbone T-1 multi-user computer systems interfaces, including coordination with other network administrators to maintain the highest degree of uninterrupted bandwidth.
- Duties and responsibilities are the same as my position with MCI International (see below).

Network Controller

MCI International – Washington, D.C. 1982 – 1990

- Managed operations of international backbone T-1 multi-user computer systems interfaces, including coordination with other network administrators to maintain the highest degree of communication links up time.

- . Duties included setting up administrator and service accounts for commercial and government agencies, maintaining system documentation, tuning system performance, installing system wide software and allocate mass storage space.
- . Interacted with users and evaluated vendor products through the use of call center. Escalated problems with communication links and other network problems when appropriate.
- . Made recommendations to purchase hardware and software, coordinated/scheduled installations and provided backup recovery policies and procedures.
- . Developed, administrated and monitored policies and standards for allocations related to the use of computing resources and internal communication systems

Radioman E-5

United States Navy – Norfolk, Va. & Holy Loch, Scotland 1977 – 1981

United States Active Navy reserves 1981 - 1995

- . Specialized in cytological maintenance of offline telecommunication devices.
- . Coding and decoding encrypted messages.

VOLUNTEER EXPERIENCE:

- . Founder of a support group in Howard County, Md for health care issues 2007 – 2008
- . Positive Self-Management Program facilitator for HIV/AIDS, 2008 – 2014
- . Hope Springs, certified HIV tester/ counselor 2009 – 2014
- . Member and president of the Howard County Department of Health Consumer Advisory Board 2006 – 2008
- . Member Baltimore/Towson, Ryan White Planning Council 2007 – 2014
- . Co-chair of Central Regions Regional Advisory Committee (RAC) 2011 – 2012
- . LifeLinc of Maryland, Member of Board of Directors 2011 – 2012
- . New Vision House of Hope, secretary of Board of Directors 2011
- . New Vision House of Hope, liaison for Ryan White Consumer Advisory Board 2011 – 2013
- . Member Broward County, Ryan White Planning Council 2015 – 2018.

EDUCATION:

Associate of Arts General Studies Baltimore City Community Collage
College Baltimore, MD 2002 – 2004

Computer Career Institute at Johns Hopkins University

Master Certificate in Oracle Database Administration, 2005

Howard County Community Collage
Major: Health Care Administration
Columbia, MD 2008 –2009

American Intercontinental University (AIU)
Major: Health Care Administration
On line classes 2010-2011

REFERENCES AVAILABLE UPON REQUEST

Palm Beach County HIV CARE Council BOARD ROSTER

Updated 04/05/2019

CC By Laws Page 6 Article III - SECTION 7: The CARE Council member term of office shall be three years. There shall be a limit of three (3) Consecutive three-year terms that a member can serve. This provision is effective as of March 1, 2013, and applies to any member who is appointed or reappointed subsequent to that date.

<u>SEAT</u>	<u>OCCUPANT</u>	<u>PROVIDERS SEATS 1-7</u>	<u>ORGANIZATION</u>	<u>ORIGINAL APPOINT DATE</u>	<u>RE- APPOINT DATE</u>	<u>CURRENT TERM EXPIRES</u>	<u>TERM LEFT AFTER CURRENT TERM EXPIRES</u>	<u>DEMOGRA PHIC INFO.</u>
1	Lilia Perez	Health care provider, including federally qualified health centers	FoundCare, Inc.	11/08/2014	11//07/2017	11/06/2020	1	HISF
2	Kristen Harrington	Community-Based Organizations serving affected populations/AIDS Service Organizations	AIDS Healthcare Foundation	08/15/2017		10/06/2020	2	WF
3	OPEN CHAIR	Community-Based Organization serving affected populations/AIDS Service Organizations				07/21/2020	2	
4	Kimberly Rommel-Enright	Social Service Providers, including housing and homeless service providers	Legal AID Society of Palm Beach County, Inc.	01/09/2001	11/15/2016	11/14/2019	1	WF
5	Kristina Rowe	Social Service Providers, including housing and homeless service providers	Legal AID Society of Palm Beach County, Inc.	10/16/2018		10/15/2021	2	WF
6	Kathleen Belizaire	Substance Abuse and/or Mental Health Providers	PBC Substance Abuse Coalition	10/16/2018		10/15/2021	2	HAIF
7	OPEN CHAIR	Local Public Health Agencies	PBC Health Department.	05/15/2001	04/16/2016	4/15/2019	1	WF

Palm Beach County HIV CARE Council BOARD ROSTER

<u>SEAT</u>	<u>OCCUPANT</u>	<u>NON-ELECTED COMMUNITY LEADERS - SEATS 8-18</u>	<u>ORGANIZATION</u>	<u>ORIGINAL APPOINT DATE</u>	<u>RE- APPOINT DATE</u>	<u>CURRENT TERM EXPIRES</u>	<u>TERM LEFT AFTER CURRENT TERM EXPIRES</u>	<u>DEMOGRA PHIC INFO.</u>
8	OPEN CHAIR	State Medicaid Agency						
9	Robert Scott	Local Public Health Agencies	Florida Department of Health	12/05/2017		12/4/2020	2	WM
10	Ashnika Ali	Hospital Planning Agencies or other health care planning agencies	Health Council of South East Florida	10/02/2018		10/01/2021	2	APIF
11	Keisha Jackson	Part D, or if none present, representatives of organizations addressing the needs of children, youth, and families with HIV	TOPWA	08/14/2018		08/13/2021	2	BF
12	OPEN CHAIR	Other federal HIV Programs: HIV Prevention Program						
13	Mark White	Other federal HIV Programs: HOPWA	City of West Palm Beach	05/17/2016		05/16/2019	2	WM
14	Quinton Dames	Other federal HIV Programs: Other	FoundCare (SAMHSA Grant)	09/22/2015	10/02/2018	10/01/2021	1	BM
15	OPEN CHAIR	Representative of/or formerly incarcerated People Living with HIV/AIDS						
16	Glenn Krabec	Non-Elected Community Leader		01/13/2004	04/16/2016	04/15/2019	1	WM
17	Chris Dowden	Non-Elected Community Leader	Walgreens Pharmacy	02/22/2015	10/02/2018	09/21/2021	1	WM
18	Thomas McKissack	Non-Elected Community Leader	Ret. Jerome Golden	03/22/2016		11/14/19	2	BM

Commented [NM1]: Eillen Perry interview schedule on March 5th 2019

Commented [NM2]: Lysette Perez interview scheduled on March 5th 2019

Commented [NM3]: Will submit for the term renewal to Michelle by March 1st 2019

Commented [NM4]: Whitney Davis from Lords place schedule an interview for March 5th 2019

Commented [NM5]: Submitted for the term renewal to Michelle by March 1st 2019 and moving him to Seat # 16 from Seat # 20. Send an email to Matt for the removal by Helene on April 3rd 2019.

Palm Beach County HIV CARE Council BOARD ROSTER

<u>CSEAT</u>	<u>OCCUPANT</u>	<u>AFFECTED COMMUNITIES, INCLUDING PLWH AND HISTORICALLY UNDER-SERVED SUBPOPULATIONS AND/OR INDIVIDUALS CO-INFECTED WITH HEPATITIS B/C – SEATS 19-27</u>	<u>POSITION/ ORGANIZATION</u>	<u>ORIGINAL APPOINT DATE</u>	<u>RE-APPOINT DATE</u>	<u>CURRENT TERM EXPIRES</u>	<u>TERM LEFT AFTER CURRENT TERM EXPIRES</u>	<u>DEMOGRA PHIC INFO.</u>
19	Mary Jane Reynolds	Affected Communities, including People Living with HIV/AIDS and historically under-served subpopulations and/or individuals co-infected with Hepatitis B/C	Community Member	09/26/2000	04/16/2016	4/15/2019	1	BF
20	OPEN CHAIR	Affected Communities, including People Living with HIV/AIDS and historically under-served subpopulations and/or individuals co-infected with Hepatitis B/C	Community Member					
21	Cecil Smith	Affected Communities, including People Living with HIV/AIDS and historically under-served subpopulations and/or individuals co-infected with Hepatitis B/C	Community Member	01/08/2000	04/16/2018	04/15/2019	1	BM
22	Dale Smith	Affected Communities, including People Living with HIV/AIDS and historically under-served subpopulations and/or individuals co-infected with Hepatitis B/C	Community Member	07/10/2018		07/9/2021	2	BM
23	Shirley Samples	Affected Communities, including People Living with HIV/AIDS and historically under-served subpopulations and/or individuals co-infected with Hepatitis B/C	Community Member	10/02/2001	04/16/2016	04/15/2019	1	BF
24	Vicki Rossy Woodley	Affected Communities, including People Living with HIV/AIDS and historically under-served subpopulations and/or individuals co-infected with Hepatitis B/C	Community Member	10/16/2018		10/15/2021	2	HISF
25	Felisha Douglas Bowman	Affected Communities, including People Living with HIV/AIDS and historically under-served subpopulations and/or individuals co-infected with Hepatitis B/C	Community Member	03/12/2019		03/11/2022	3	BF
26	OPEN CHAIR (Prospective member in process)	Affected Communities, including People Living with HIV/AIDS and historically under-served subpopulations and/or individuals co-infected with Hepatitis B/C						
27	OPEN CHAIR Prospective member in process)	Affected Communities, including People Living with HIV/AIDS and historically under-served subpopulations and/or individuals co-infected with Hepatitis B/C						

Commented [NM6]: Will submit for the term renewal to Michelle by March 1st 2019

Commented [NM7]: Will submit for the term renewal to Michelle by March 1st 2019

Commented [NM8]: Shirley Samples not sure to renew her seat. Not feeling well.

Commented [NM9]: Vicki Rossy is not the consumer and needs to be removed from the affected seat. But still active member.

Commented [NM10]:

Latonia Cox submit an application and waiting to see more commitment before schedule an interview.

Commented [NM11]:
David E Shamer interview scheduled for March 5th 2019

Demographic Info Key: BF= Black Female, BM= Black Male, HAIF= Haitian Female, HAIM= Haitian Male, WF= White Female, WM= White Male, HISF= Hispanic Female, HISM= Hispanic Male, M= Multi-Race, APIF= Asian Pacific Islander Female

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.