

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS

BOARD APPOINTMENT SUMMARY

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Meeting Date: May 7, 2019

Department
Submitted By: Community Services
Advisory Board: Homeless Advisory Board
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I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to approve: the appointments of two (2) new members to the Homeless Advisory Board, effective May 7, 2019:

<u>Seat No.</u>	<u>Appointment</u>	<u>Seat Requirement</u>	<u>Nominated By</u>	<u>Term Expires</u>
4	Elisa Cramer	Florida Department of Children and Families	Florida Department of Children and Families	09/30/2022
9	Tenna Wiles	Business Community Representative	Economic Council of Palm Beach County	09/30/2022

Summary: On May 1, 2007, the Board of County Commissioners (BCC) established the Homeless Advisory Board (HAB) to monitor the Ten-Year Plan to End Homelessness in Palm Beach County (Ten-Year Plan). The total membership for the HAB shall be no more than 14 at-large members, per Resolution No. R2016-0038, comprised of members representing government, business providers, law enforcement, advocates, education, faith-based and the formerly homeless. Members representing the Palm Beach County Continuum of Care and the homeless community are essential to the work of this Board. The diversity count for the 11 seats that are currently filled is Caucasian: 5 (45%), African-American: 5 (45%) and Native-American: 1 (10%). The gender ratio (female:male) is 7:4. Ms. Wiles is Caucasian and Ms. Cramer 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: The BCC formally adopted the Ten-Year Plan and oversight in September 2008. The Homeless Advisory Board's focus is directed toward implementation of the Ten-Year Plan. The Division of Human Services provides staff support. The authority for the HAB is provided by Resolution Number R2016-0038

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

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Recommended By: *J. Cramer* Department Director 4/19/19 Date

Legal Sufficiency: *Helene C. Boyd* Assistant County Attorney 4-22-19 Date

II. REVIEW COMMENTS

A. Other Department Review:

Department Director

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
BOARDS/COMMITTEES APPLICATION

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

Section I (Department): (Please Print)

Board Name: Homeless Advisory Board Advisory Not Advisory

At Large Appointment or District Appointment /District #: _____

Term of Appointment: 3 Years. From: 04/16/2019 To: 9/30/2022

Seat Requirement: Florida Department of Children and Families Seat #: 4

*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: Cramer Elisa Smith
Last First Middle

Occupation/Affiliation: Community Development Administrator
Owner Employee Officer

Business Name: Florida Department of Children and Families

Business Address: 111 S. Sapodilla Avenue, 301-J

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

Residence Address: 3752 Victoria Road

City & State: West Palm Beach, FL Zip Code: 33411

Home Phone: (561) 635-6538 Business Phone: (561) 227-6686 Ext. _____

Cell Phone: (561) 246-0182 Fax: (561) 873-5506

Email Address: elisa.cramer@myflfamilies.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.

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

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

NONE

NOT APPLICABLE/
(Governmental Entity)

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

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

 x By watching the training program on the Web on February 15, 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: Elisa Cramer Date: 2/15/19

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

ELISA CRAMER
elisacramer@bellsouth.net
561.635.6538

WORK EXPERIENCE

Florida Department of Children and Families

January 2019 – present

Community Development Administrator

- Serve as the Department's lead within Palm Beach County to develop and maintain community partnerships with key stakeholders, organizations, funders, volunteers, municipalities and county government
- Represent the Department on several community advisory boards
- Serve as designated "Crossover Champion" of Department's efforts to aid children served by multiple agencies

September 2017 – present

Budget Analyst, Southeast Region

- Responsible for analyzing Department Trend Reports to produce regional program Budget Summaries
- Develop budget projections for regional programs in consultation with Region Program Directors
- Provide budget codes for purchases, Suncom and Verizon invoices; process regional Cash Receipts
- Research payments through the IDS and AxiomPro systems; serve as a Department liaison with vendors

March 2016 – August 2017

Director of Child Welfare Strategic Projects, Office of Child Welfare

- Responsible for child welfare legislative initiatives, statewide child welfare contracts and special projects
- Oversaw such processes as the development of legislatively mandated reports, completion of bill analyses and revision of Florida Administrative Code rules
- Provided leadership in the implementation of enhancements to the statewide automated child welfare information system
- Led development of the annual Child Protection Summit, Florida's largest child welfare professional development conference

June 2014 – March 2016

Community Services Manager, Office of Child Welfare

- Provided leadership in the development and implementation of policy and services focused on child victims of commercial sexual exploitation, children enrolled in child care centers, missing children and families served by domestic violence shelters throughout the state
- Analyzed proposed legislation for policy and implementation impacts
- Led development of the annual Child Protection Summit, Florida's largest child welfare professional development conference

August 2012 – June 2014

Director, Family and Community Services

- Oversaw the Adult Protective Services Program, Child Welfare Program Office, Child Care Regulation and Background Screening Programs, Domestic Violence and Independent Living Programs
- Provided leadership in the development, implementation and communication of initiatives focused on foster and adoptive parent recruitment, child safety and elder abuse prevention
- Reviewed and approved for policy and implementation impact legislative bill analyses and amendments to proposed legislation
- Represented the Department, as required, in meetings with state legislators, legislative and gubernatorial staff members, during hearings of legislative committees and in media interviews and public events

September 2011 – August 2012

Community Development Administrator

- Served as the Department's lead within Palm Beach County to develop and maintain community partnerships with key stakeholders, organizations, funders, volunteers, municipalities and county government
- Assisted with the evaluation and performance management of the contracted child welfare community-based care lead agency
- Represented the Department on several community advisory boards and recruited dozens of community supporters for Department initiatives

February 2009 – September 2011

Communications Director

- Coordinated the overall media relations, marketing and communications strategy and implementation in Palm Beach County and the Southeast Region
- Led the implementation of The CRIBS Project, in response to several child deaths in unsafe sleep environments
- Instituted a "Demystifying DCF" program, replicated in many other Department regions
- Created a quarterly newsletter (*Circuit 15 Update*) distributed throughout the system of care and monthly newsletter (*CPI Informer*) for frontline child protective investigators

The Palm Beach Post

March 2003 – August 2008

Editorial Writer and Columnist

Wrote weekly column in the Opinion section and unsigned editorials on a variety of issues, primarily focused on health, social services and the welfare of women and children

March 1999 – March 2003

Bureau Chief, South County Office

Supervised the newsroom responsible for coverage of southern Palm Beach County

January – March 1999

Visiting Editor, Cox Newspapers Washington Bureau

Edited national stories about politics, education and health

May – December 1998

Assistant Metro Editor

Monitored copy flow, assigned late-breaking news and supervised three reporters in the newspaper's main office

September 1997 – May 1998

Assistant Bureau Chief, South County Office

Supervised reporters covering city governments and law enforcement

September 1993 – September 1997

Reporter, Copy Editor

Palm Beach County government reporter and city government reporter based in West Palm Beach; city government and night police reporter based in Martin County; wrote headlines and edited articles for grammatical and other errors

EDUCATION

Spelman College

August 1989 – May 1993 Graduated with a Bachelor of Arts, English - *Cum Laude* with departmental honors

REFERENCES AVAILABLE UPON REQUEST

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

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Term of Appointment: 3 Years. From: 01/15/2019 To: 9/30/2022

Seat Requirement: Business Community Representative Seat #: 9

*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: Wiles Tenna L
Last First Middle

Occupation/Affiliation: CEO
Owner Employee Officer

Business Name: Palm Beach County Medical Society

Business Address: 3540 Forest Hill Blvd

City & State: West Palm Beach, FL Zip Code: 33406

Residence Address: 125 Club House

City & State: Atlantis, FL Zip Code: 33462

Home Phone: (561) 968-2510 Business Phone: (561) 433-3940 Ext. _____

Cell Phone: (561) 523-7057 Fax: (561) 433-2385

Email Address: tennaw@pbcms.org

Mailing Address Preference: Business Residence

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

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

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

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

<u>Contract/Transaction No.</u>	<u>Department/Division</u>	<u>Description of Services</u>	<u>Term</u>
<u>Example: (R#XX-XX/PO XX)</u>	<u>Parks & Recreation</u>	<u>General Maintenance</u>	<u>10/01/00-09/30/2100</u>
_____	_____	_____	_____
_____	_____	_____	_____
(Attach Additional Sheet(s), if necessary) OR			
NONE	<input type="checkbox"/>	NOT APPLICABLE/ (Governmental Entity)	<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 Jan 19 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: *Tenna Wiles* Printed Name: Tenna Wiles Date: 2/7/19

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: _____

TENNA WILES
125 Club House Boulevard
Atlantis, Florida
Email: tenna2402@att.net
561 523-7057

PROFESSIONAL HISTORY

CEO

Palm Beach County Medical Society & Services
West Palm Beach, Florida
1998-present

Chief professional officer for medical association representing over 1,500 physicians and Palm Beach County Medical Society Services a 501c.3 organization providing physician led health care initiatives

Developed and implemented Project Access, which has provided over \$14.2 million in care to low income uninsured residents, facilitated development of local Medical Reserve Corp, Health Emergency Response Coalition, recognized as a national model by CDC. Initiated CHW Care Coordination Training Program, Physician Leadership Academy, launched Physician Wellness Program, spearheaded Opioid Response Task Force, and established the Annual Future of Medicine Summit which has completed its 12th year.

Vice President

Agency Relations & Community Initiatives
United Way of Palm Beach County,
Boynton Beach, Florida
1987-1998

Directed government relations, community initiatives, strategic planning, grant writing, and outcome-based fund distribution process. Developed initiatives with dedicated funding sources including the Hungry and Homeless Network, Partnership for a Drug Free Community, Partnership for Aging, and Partnership for Neighborhood Initiatives, Reach Out and Read Literacy Project

Planner

Community Services Council of Broward County
Fort Lauderdale, Florida
1988-89

Coordinated efforts of the Bright Beginning Task Force on at-risk children, identified unmet community needs, developed legislative position papers, prepared evaluation

reports for funding organizations, and provided research & planning support to non-profit organizations

Executive Director
The Children's Museum of Boca Raton
Boca Raton, Florida
1985-88

Administered organizational operations for museum, including exhibit creation, educational programs, special events, fund development and public relations activities.

Founder & Executive Director (Part time)
Bethel Tate Arts Council
Bethel, Ohio
1982-1985

Developed and implemented regional arts festival and coordinated countywide arts education programs.

Respiratory Therapist (Part time)
Our Lady of Mercy Hospital
Cincinnati, Ohio
1980-1985

Continued a 11-year career in Florida, Virginia, and New York as a Respiratory Therapist

SELECTED PROFESSIONAL AFFILIATIONS

Member, American Association of Medical Association Executives 1998-present
Member, Conference of County Medical Society Executives Physician Wellness Task Force 2017-present
Chair, American Association of Medical Society Executive, County CEO Conference 2015-2018
Chair, Florida Conference of Medical Society Executives 2006-2007
Member, Board of Directors Florida Medical Association 2006-2007
President & Member, Board of Directors Homeless Coalition of Palm Beach County 1996-1998, 2019
President, Palm Beach County Health Alliance, 2007
Member Board of Directors, Alzheimer's Community Care 2013-2018
Board Member, United Way of Palm Beach County 2009-2014
Member, Leadership Palm Beach County 2006-present
Member, South Florida Hospital and Healthcare Association
Member, Executive Women of the Palm Beaches
Member, A

AWARDS & RECOGNITION

President's Award, Palm Beach County Literacy Coalition
Leadership Award, Homeless Coalition of Palm Beach County
Woman of Distinction, Cancer Alliance
Award of Excellence, American Association of Medical Society Executives 2017
Leadership Award, United Way of Palm Beach County

EDUCATION

1988-1997 National Academy of Volunteerism, United Way of America
1980-1982 University of Cincinnati Course Study Arts Administration
1968-1970 Broward General Hospital, Graduate Respiratory Therapy Program
1966-1969 University of Florida, Gainesville, Florida
1965-1966 Mercer University, Macon Georgia

PROPOSED Homeless Advisory Board Member Category and Seat Number

Seat Number	Seat Requirement	Name of Member	email address	Application Status	Term of Appointment
1	Palm Beach County Commissioner	<i>Mack Bernard</i> <i>PBC Commissioner</i>	mbernard@pbcgov.org	Confirmed	
2	Palm Beach County Law Enforcement Official (recommended by LEPC)	<i>Javaro Sims</i> <i>Assistant Chief Delray</i>	sims@mydelraybeach.com	Confirmed	12/18/18 - 9/30/21
3	Palm Beach County School District Board Member or Senior Staff	<i>Erica Whitfield</i> <i>School Board Member</i>	erica.whitfield@palmbeachschools.org	Confirmed	12/18/18 - 9/30/21
4	Florida Department of Children and Families Administrator	<i>Elisa Cramer</i> <i>Community Development Administrator</i>	elisa.cramer@myflfamilies.com	Pending	05/07/19 - 9/30/12
5	League of Cities recommended member	<i>Anne Gerwig</i> <i>Administrative Support</i>	agerwig@wellingtonfl.gov	Confirmed	4/10/18 - 9/30/19
6	VA Medical Center Director	<i>Donna Katen-Bahensky</i> <i>VA Medical Center</i>	Donna.katen-bahensky@va.gov	Confirmed	6/6/17 - 9/30/20
7	Homeless Coalition Board President	<i>Sophia Eccleston</i> <i>FPL External Affairs Manager</i>	Sophia.Eccleston@fpl.com	Confirmed	6/6/17 - 9/30/20
8	Homeless and Housing Alliance Executive Committee Officer	<i>Uwe K. Naujak</i> <i>HHA Chair Person</i>	uwenaujak@outlook.com	Confirmed	6/6/17 - 9/30/20
9	Business Executive (recommended by Economic Development Council)	<i>Tenna Wiles</i> <i>CEO Palm Beach County Medical Society</i>	tennaw@pbcms.org	Pending	05/07/19 - 9/30/12
10	Business Executive (recommended by Economic Development Council)	<i>Katrina Long-Robinson</i> <i>Business Representative</i>	klong@recssummit.org	Confirmed	12/18/18 - 9/30/21
11	Formerly Homeless Individual or Family Representative (recommended by HHA)	<i>Joshua Butler</i> <i>Formerly Homeless Individual</i>	joshuabutler4056@gmail.com	Confirmed	6/6/17 - 9/30/20
12	Housing Authority Director (recommended by Community Service)	<i>Vacant</i>			
13	Faith-Based Community Senior Manager (recommended by Community Service)	<i>Taylor Materio</i> <i>Family Promise North Executive Director</i>	tmaterio@familypromisencpbc.org	Confirmed	12/18/18 - 9/30/21
14	Southeast Florida Behavioral Health Network, Inc. (recommended by Community Service)	<i>Linda Kane</i>	linda.kane@sefbhn.org	Confirmed	8/16/16 - 9/30/19

RESOLUTION NO. R2016 - 0038

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

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

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

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

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

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

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

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

REPEAL AND REPLACEMENT

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

SECTION 1: ESTABLISHMENT OF THE HOMELESS ADVISORY BOARD

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

SECTION 2: COMPOSITION

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

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

SECTION 3: APPOINTMENTS, TERMS, AND VACANCIES

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

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

SECTION 4: ROLES AND RESPONSIBILITIES

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

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

SECTION 5: MEETINGS

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

SECTION 6: OFFICERS

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

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

SECTION 7: REMOVAL FOR LACK OF ATTENDANCE

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

SECTION 8: RESIDENCY REQUIREMENTS

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

SECTION 9: ANNUAL NARRATIVE REPORT

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

SECTION 10: SUNSHINE LAW AND STATE CODE OF ETHICS

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

SECTION 11: PALM BEACH COUNTY CODE OF ETHICS

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

SECTION 12: TRAVEL EXPENSES, REIMBURSEMENT AND APPROVAL AUTHORITY

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

SECTION 13: CONDUCT OF MEETING

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

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

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

SECTION 15: EFFECTIVE DATE

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

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

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

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

APPROVED AS TO FORM AND LEGAL SUFFICIENCY

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

ATTEST:

SHARON R. BOCK
CLERK & COMPTROLLER
BY: Sharon R. Bock
Deputy Clerk

