

**PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS**

AGENDA ITEM SUMMARY

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Meeting Date: August 20, 2019	<input checked="" type="checkbox"/>	Consent	<input type="checkbox"/>	Regular
	<input type="checkbox"/>	Ordinance	<input type="checkbox"/>	Public Hearing

Department
Submitted By: Community Services
Submitted For: Community Action Advisory Board

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to approve: the appointment of one (1) new member to the Community Action Advisory Board, effective August 20, 2019:

<u>Seat No.</u>	<u>Reappointment</u>	<u>Seat Requirement</u>	<u>Term Expires</u>
9	Carol Jones-Gilbert	Private Sector Representative	09/30/2021

Summary: The total membership for the Community Action Advisory Board (CAAB) shall be no more than 15 at-large members, per Resolution No. R-2018-0372, comprised of one-third elected public officials or their representatives, one-third private sector members recommended by the CAAB and one-third low-income representatives selected by a democratic process in the target neighborhoods served. Members will fully participate in the planning, implementation, and evaluation of the Community Services Block Grant (CSBG) program to serve low-income communities. Ms. Jones-Gilbert meets all applicable guidelines and requirements outlined in the resolution adopted by the Board of County Commissioners (BCC) on May 6, 2014. Ms. Jones-Gilbert will complete the term of Ms. Paula Yastremski, which ends on September 30, 2019 and will serve an additional two (2) year term. The diversity count for the 10 seats that are currently filled is African-American: 9 (90%) and Hispanic-American: 1 (10%). The gender ratio (female: male) is 8:2. Ms. Jones-Gilbert is African-American. Staff conducts targeted outreach in an effort to proffer candidates for appointments that maintain a diverse composition of the Board. (Community Action Program) Countywide (HH)

Background and Justification: The BCC first created a Community Action Council Advisory Board in 1974. This was done to qualify Palm Beach County to receive Community Services Block Grant funds. The CSBG contract requires the establishment of a Community Action Advisory Board and the CAAB fully participates in the planning, implementation, and evaluation of the CSBG program to serve low-income communities.

- Attachments:**
- 1. Board/Committees Applications
 - 2. Inventory of Seats List
 - 3. Resolution No. R-2018-0372

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Recommended By: <u><i>Jones E. Smith</i></u>	<u>7/18/19</u>
Department Director	Date

Approved By: <u><i>Shelene Cox</i></u>	<u>7-23-19</u>
Assistant County Attorney	Date

II. REVIEW COMMENTS

A. Other Department Review:

Department Director

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
BOARDS/COMMITTEES APPLICATION

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

Section I (Department): (Please Print)

Board Name: Community Action Advisory Board Advisory Not Advisory

At Large Appointment or District Appointment /District #: _____

Term of Appointment: _____ Years. From: 8/20/19 To: 9/30/21

Seat Requirement: Private Sector Seat #: 9

*Reappointment or New Appointment

or to complete the term of Paula Yastrzemski Due to: resignation other
Completion of term to expire on: 9/30/2019

*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: Jones-Gilbert Carol Anne
Last First Middle

Occupation/Affiliation: Executive Director
Owner Employee Officer

Business Name: Palm Beach County Housing Authority

Business Address: 3432 W. 45th Street

City & State: West Palm Beach Zip Code: 33407

Residence Address: 10450 Emerald Dunes Dr. #103

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

Home Phone: () N/A Business Phone: (561) 684-2160 Ext. 104

Cell Phone: (888) 836-8300 Fax: (561) 253-1503

Email Address: Gones-gilbert@pbchaffl.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	<input type="checkbox"/>	NOT APPLICABLE/ (Governmental Entity)	<input checked="" 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 April 16 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: Carol Jones-Gilbert Printed Name: Carol Jones-Gilbert Date: 4/16/19

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

CAROL ANNE JONES-GILBERT

6450 Emerald Dunes Drive, #103

West Palm Beach, FL 33411

(804) 836-8300 cell

SSN xxx-xx-1082

caroljonesgilbert@msn.com

Professional Experience

**Palm Beach County Housing Authority (PBCHA), West Palm Beach, FL
12/2018 – Present
Executive Director**

Responsibilities

- Inspire and influence the PBCHA Board, staff, residents and stakeholders to achieve its affordable housing vision, mission, values, and strategic goals.
- Articulate the Board-adopted vision and mission of PBCHA and provide the visionary leadership that is essential to the realization of long-term goals and outcomes. Collaborate with the Board on board policy and strategic thinking that will further the implementation of the vision and mission.
- Collaborate with the Board on the strategic planning goals and initiatives that will be critical in accomplishing the PBCHA vision and mission. Formulate the action plans that will provide the benchmarks, tasks, resources, accountabilities, and deliverables that will be critical to the fulfillment of PBCHA strategic goals.
- Ensure that the agency is in full compliance with all local, state, and federal laws, regulations, policies, and procedures that apply to its portfolio of housing programs and services.
- Coordinate the staffing and other resources in key business management units that are critical to producing and managing quality affordable housing that meets the needs and wants of residents. The key business management units include, but are not limited to, human resources, finance, asset management, and property management.
- Build a quality management team and cross-functional teams that are empowered to be key contributors to organizational decision-making and problem-solving. Provide teams and individuals the opportunity to learn more about the broader organizational system and its functional units.
- Build and maintain a positive collaborative relationship with the key Palm Beach County governmental agencies, Palm Beach housing authorities, nonprofits, and quasi-governmental agencies that are involved with affordable housing, homelessness, community development, economic development, fair housing and social services.
- Ensure that the PBCHA is making positive progress in moving in the direction outlined in the

vision statement.

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**Richmond Redevelopment and Housing Authority (RRHA), Richmond, VA
12/2015 – 12/2018
Chief Operating Officer**

Responsibilities

- Responsible for the oversight and direction for all aspects concerning the operations of RRHA's Low Income Public Housing (LIPH) program, Central Maintenance, HCVP and the Resident Services Departments for a total of 156 employees, 3,979 public housing units, 3,495 vouchers and Capital Fund Grants in excess of 6 million dollars for a combined annual budget of approximately \$68 million dollars.
- Stays abreast of legislation, regulations and issues that may impact housing management operations; interfaces with government regulatory agencies as management agent and ensures regulatory compliance. Assures that all audit information requested is supplied in an accurate and timely fashion.
- Works with Real Estate and Development staff on issues related to acquisition, project design, CHOICE applications, HOPE VI grants, RAD and Section 18 applications and unit conversions throughout pre-development, construction, conversion and lease-up. Works with Real Estate Development department and other appropriate parties to assure effective operations planning for new developments, including budget formulation, systems for managing the transition from development to property management and oversight and documentation of ongoing compliance requirements.
- Developed and revised operational business plans including operating policies, standard operating procedures and schedules. Coordinated the updating of key agency operational plans, documents, certifications, policies and procedures such as the annual Agency Plan, the Admissions and Continued Occupancy Policy (ACOP), the HCVP Administrative Plan, the PHAS and SEMAP certifications, Dwelling Lease and Addendums, etc. Administered and managed the deployment of operational practices into the business units supported.

**Richmond Redevelopment and Housing Authority (RRHA), Richmond, VA
10/2012 – 12/2015
Deputy Chief Operating Officer**

Responsibilities

- Provides direction and supervision to the Public Housing, Maintenance, Section 8 and the Resident Services Departments which account for approximately three-fourths of the agencies 300 employees for approximately 4,000 public housing units and 3200 vouchers.
- Stays abreast of legislation, regulations and issues that may impact housing management operations; interfaces with government regulatory agencies as management agent and ensures regulatory compliance. Assures that all audit information requested is supplied in an accurate and timely fashion.
- Maintains effective working relationships with representatives of city, state and federal agencies,

industry peers and others involved with government. Attends all Board of Commissioners, city and HUD industry meetings as required and appropriate.

- Under the direct supervision of the Chief Operating Officer, developed and executed plans and strategies through the interpretation of HUD policies and procedures in order to improve and enhance housing services.
- Actively assisted and supported the Chief Operating Officer in developing and implementing agency rules, policies, procedures and guidelines as well as annual operating and capital budget preparation to improve operating efficiency. Provides leadership in the development of property goals related to the fiscal and physical health of the properties.
- Consults with Real Estate and Development staff on issues related to acquisition, project design, CHOICE applications, HOPE VI grants and property management that can be identified in pre-development and construction, as requested. Works with Real Estate Development department and other appropriate parties to assure effective operations planning for new developments, including budget formulation, systems for managing the transition from development to property management and oversight and documentation of ongoing compliance requirements.
- Assists in the revision and/or development of forms, reports and manuals relating to housing management issues and operations. Reviews/audits housing administrative, accounting and maintenance activities to ensure compliance with established policies and procedures.
- Establishes and coordinates a communication system involving transactions and activities between onsite staff and the Central Office to ensure appropriate monitoring and control of property issues and operations. Takes a leadership role in the resolution of communication issues with staff, residents and other key stakeholders.
- Successfully coordinated the opening of the HCVP waitlist through the receipt of online applications which accepted 27,000 applications and generation of a 10,000 applicant waitlist which allowed the agency to increase utilization and avoid further recapture of more than 2 million dollars in HAP funds.

**Richmond Redevelopment and Housing Authority (RRHA), Richmond, VA
03/2011- 10/2012
Business Operations Officer**

Responsibilities

- Developed and revised operational business plans including operating policies, standard operating procedures and schedules. Coordinated the updating of key agency operational plans, documents, certifications, policies and procedures such as the annual Agency Plan, the Admissions and Continued Occupancy Policy (ACOP), the HCVP Administrative Plan, the PHAS and SEMAP certifications, Dwelling Lease and Addendums, etc. Administered and managed the deployment of operational practices into the business units supported.
- Acted as business system (Yardi) subject matter expert and serves as Business Lead for all matters regarding system updates, testing, administration and setup for LIPH. Provided business units with technical /operational assistance, training and support. Identified business system enhancements for Yardi and Visual Homes software to assist staff in efficient and effective performance.
- Assisted executive management with the identification of operational issues and opportunities as related to implementation of the agency's strategic plan and developed action plans to eliminate operational obstacles and barriers. Assisted Executives, AMPs and internal departments in identifying issues and determining resolutions. Served as the primary point of contact within the agency for property management issues by providing information regarding

regulations, policies and procedures to assist the CEO, COO, Board of Commissioners and Resident Leadership. Utilized comprehensive knowledge of property management processes and procedures from experience gained while working in LIPH, LIHTC, multifamily, assisted housing and private sector management to formulate and administer agency policies, develop and implement innovative goals and initiatives and deliver quality customer service and problem resolution.

- Developed and managed an agency training calendar that was accessible on SharePoint for the coordination of high priority training for Property Management and HCVP staff. Was in charge of planning continuing education and personal development sessions for employees by coordinating with department managers on topics for training. Created and/or provided training manuals, materials, visual aids, resources, etc. for workshops and seminars after determining the best and most cost efficient avenue for offering training to employees using film, internet video, webinars, classroom learning, computer modules, instructional guides, etc. from industry providers such as HUD, HTVN, NAHRO, Nan McKay, and Quadel. Evaluated training to ensure that it aligned with government regulations, agency expectations, and usefulness and that it fell within budget.
- Based on the highest priorities, created action plans to include regulatory, policy and process research, problem resolution, implementation plan, post implementation audit/assessment and operational procedures. Interpreted regulatory and other changes into the operating environment to ensure compliance. Coordinated/conducted business unit audits and operational reviews and processes to address any audit findings and procedural/policy changes necessary to correct. Responsible for the dissemination of PIH Notices and other critical program information for LIPH and HCVP.

**Richmond Redevelopment and Housing Authority (RRHA), Richmond, VA
08/2009- 03/2011
Assistant Vice President of Property Management**

Responsibilities

- Supervised, directed, organized and planned the work of five AMP managers while retaining the managerial responsibilities of the Gilpin AMP until AVP for Region 1 was hired in February 2010. Then assumed management of Region 2 which consisted of 1,954 public housing units while retaining managerial responsibility of the Gilpin AMP (783 units) until a property manager was hired in September 2010.
- Served as the business lead and subject matter expert for LIPH, tenant selections, the central warehouse and maintenance for the Enterprise Business System (EBS) Yardi software conversion and continued use. Completed property and resident set up for the agencies entire resident population. Researched, resolved and revised agency practices and policies to align with Yardi functionality. Drafted more than 25 training templates for key business functions for use in training all LIPH management staff. Coordinated and conducted training of all AH staff for successful go-live and continued Yardi processing.
- Developed policies and procedures surrounding EBS and other regulatory requirements for staff development. Identified new federal requirements and shared information regarding housing trends, initiatives and best practices to improve management operations, maintain compliance and to develop strategies to move the program forward.

- Provided positive representation and forged working relationships with RRHA employees, residents, consultants, vendors, local, state and federal officials, law enforcement, social service providers, resident leadership, community groups, businesses, civic organizations and the public at internal meetings, public hearings and agency and governmental events. Represented the agency at meetings with resident leadership, city and other external partners in regards to initiatives impacting public housing such as the Choice Neighborhood Initiative and East End Charette to provide insight, technical advice, and recommendations in the development of future plans for the revitalization and transformation of public housing.
- Served as the lead for property management in making decisions regarding the use of RRHA's American Recovery and Reinvestment Act (ARRA) stimulus funds, capital funds and competitive grants for modernization and uniform federal accessibility standards (UFAS) improvements within family and elderly developments. Coordinated relocation strategies for all projects to include the use of public housing, privately owned dwellings, onsite "hotel" units and other resources for the relocation of nearly 800 families.
- Provided information in the development of the agency plan and continuously led the revision and implementation of the Admissions and Continued Occupancy Policy (ACOP), dwelling lease and addendums. Coordinated literature and presented information for public and community hearings involving these documents. Took the lead on several key tasks that affected the operational and financial efficiency of the agency such as utility billing, PIC inventory removal, Yardi, etc. Served as the primary point of contact within the agency for property management issues who provided information regarding regulations, policies and procedures to assist the CEO, COO, Board of Commissioners and Resident Leadership. Utilized comprehensive knowledge of property management processes and procedures from experience gained while working in LIPH, LIHTC, multifamily, assisted housing and private sector management to formulate and administer agency policies, develop and implement innovative goals and initiatives and deliver quality customer service and problem resolution.
- Provided technical expertise, information and assistance to the Sr. Vice President of Housing, other RRHA departments and AMP managers by staying abreast of current industry best practices and updated regulations as they related to the Code of Federal Regulations (CFR), PIH alerts and through training on the updated PHAS, EIV, asset management, fair housing, Virginia residential Landlord and Tenant Act (VRLTA), PIC and essential business functions. Provided reports and information to the Sr. Vice President about departmental operations and major shifts in policies or procedures and recommendations for future development. Attended meetings in the Sr. Vice President's absence and was given authority to make decisions on his behalf.

Richmond Redevelopment and Housing Authority (RRHA), Richmond, VA
01/15/09- 08/06/09
Senior Property Manager

Responsibilities:

- Responsible for managing the day-to-day operation of 783 public housing units.
- Instrumental in the development of the Rent Collection policy and procedures adopted for agency-wide use. Trained all management staff on these new procedures and coordinated the rent collection initiative in February 2009 which resulted in increased overall collections from the 70th percentile to 90 percent at the current time. Increased rent collection for the Gilpin AMP

- from 66% in 1/09 to 80% for 2/09 to 85% for 3/09 and 90% by 7/09. The highest percentage collected by this AMP since the agency began recording stats for rent collection in 2007.
- Key member of the ACOP committee which revised the agencies LIPH Admissions and Continuing Occupancy Policy, Dwelling Lease, Rules and Regulations and Mold Addendum. Solely tasked with revising key chapters concerning rent, inspection of dwelling units, pet policy, and income and adjusted income. Provided substantial input in recommending new policies, procedures and guidelines that would advance the LIPH program and improve operations.
- Reorganized management and maintenance responsibilities and addressed personnel issues of misconduct through education, progressive disciplinary action, termination, recruitment and performance management to maximize occupancy, provide good customer service, increase efficiency in work processes and improve work order completion rate. Implemented new citation program that set curb appeal standards and improved the overall appearance of the property.
- Provided technical expertise, information and assistance to the Assistant Director of Housing and other AMP managers by staying abreast of current and updated regulations as they related to the CFR, PIH alerts and through training on the updated PHAS, EIV, asset management, fair housing, VRLTA, PIC and essential business functions.

**Richmond Redevelopment and Housing Authority (RRHA), Richmond, VA
03/2006 – 01/2009
Property Manager**

Responsibilities:

- Responsible for managing the day-to day operation of 500 public housing units.
- Provided vision, oversight and supervision of subordinate management and maintenance staff. Supervised staff development including recruiting/selection, training, employee counseling, performance reviews, organizational development, employee relations and discipline.
- Effectively organized and planned work according to organizational needs by determining objectives and anticipating needs and priorities. Developed clear policies to comply with program requirements. Updated and created procedures to effectively implement policies. Developed unit and exterior inspection forms for agency use in routine and preventive maintenance inspections.
- Developed, managed and monitored operating budgets for the development. Conducted ongoing budget monitoring of monthly financial reports to ensure budget compliance. Increased rent collection from the 60 percentile to 90 percentile resulting in a substantial net budget profit for FY2008.
- Participated in top management team functions such as staff meetings and special projects in support of overall organizational goals. Served as the LIPH representative during the "best practices" tour of the Cincinnati and Knoxville Housing Authorities and at various meetings as needed.
- Supervised staff in performing property management functions such as lease readings, inspections, file maintenance, reexaminations, rent collection and resident services. Implemented mass recertification process to correct regulatory noncompliance finding in which it was discovered that annual recertifications had not been conducted for 100% of the developments residents. Success of mass recertification process led to its implementation by other AMPs and the HCVP program.
- Ensured that data was maintained efficiently and accurately within various software programs such as MLS and PIC. Effectively utilized general office equipment such as computers and related software, computer printers, photocopier, calculators, and telephones (land line and cell).
- Successfully led AMP to become the first AMP to reach the Mission Possible performance standards of 85% for rent collection, 98% for occupancy and 98% for work order completion and receive the bonus award. Coordinated the inspection and repair of all major repair units in Whitcomb and 10 units within the Randolph property that had been vacant for a period of more than three years.

Genesis Properties, Inc., Richmond, VA
10/2005 – 03/2006
Property Manager

Responsibilities:

- Responsible for the overall management of 292 LIHTC housing units.
- Ensured the efficient operation of the property to include marketing and leasing of apartments, rental collection, and compliance with uniform physical inspection standards, staffing levels and resident relations.
- Supervised all on-site management, leasing and maintenance personnel for the property. Selected, supervised and reviewed all contractual services and personnel. Oriented and trained property employees in management policies and procedures. Ensured that all employees promoted high standards of professional appearance and exercised tact and courtesy during frequent contact with tenants, owners, contractors and other employees.
- Promoted compliance with all federal, state and local laws and regulations. Adhered to the Virginia Residential Landlord and Tenant Act (VRLTA), requirements of VHDA, and program regulations contained within Section 42 of the Internal Revenue Code, the Code of Federal Regulations and HUD Handbook 4350.3.
- Operated the property within the budgeted guidelines established for the property. Limited property operating expenses to a level necessary to maintain acceptable property conditions. Prepared detailed and accurate reports and submitted all required reports, invoices, deposits, market surveys and other documents as assigned.
- Maintained accurate and complete files and accounts. Reviewed all rental applications and leases for accuracy and compliance with LIHTC rules and regulations. Ensured occupancy by eligible households to ensure owners ability to receive tax credits. Ensured that annual recertifications were completed in a timely manner. Complied with various agency requirements for residents who received subsidy layering (i.e., Section 8 participants within the LIHTC property).

Franciscan Ministries, Wheaton, Illinois
08/2003 – 07/2005
Housing Manager

Responsibilities:

- Responsible for the day- to-day operation of 100 Section 202 Project Rental Assistance Contract (PRAC) elderly housing units. Maintained 100% occupancy rate, performed 100% file audit and obtained a score of 98 on the site REAC inspection.
- Responsible for the preparation, implementation and monitoring of the annual budget, capital expenditures and operational and physical improvement programs. Submitted information to estimate and project funding budget levels and request for budget based rent increases. Tracked and analyzed budget performance by reviewing income statements, balance sheets, general ledgers and cash flow statements. Monitored the project operating budget utilizing budget variance reports, accounts payable/receivable reports and declining budget logs. Forecasted necessary levels for replacement reserves and capital expenditures. Coordinated the complete modernization of the building common areas, offices and hallways.
- Negotiated vendor contracts, processed invoices, approved payments and implemented appropriate collection procedures. Created alternate revenue streams through the sale of obsolete equipment and the formation of a property thrift store.

- Complied with all regulatory and licensing requirements and established and maintained strong relationships with funding and regulatory agencies.
- Responsible for the accurate and timely submission of all subsidy requests for payment including the monthly Section 8 Housing Assistance Payment (HAP) voucher, excess income report and special claims for vacancy and damages using Onsite and TRACS.
- Established necessary procedures, policies and systems for an effective and efficient delivery of services and operations.
- Developed, implemented and coordinated a marketing program including promotional materials, events and advertising presentations to community groups and facility tours. Maintained site-based waiting lists and affirmative marketing plan.
- Directed human resource functions within the facility, including the determination of staffing needs, development of corresponding positions, hiring, supervision and providing feedback to direct employees. Assured that all individuals were provided with appropriate training, knowledge and skill development to successfully carry out their duties.

Assistant Housing Manager

- Responsible for the day-to-day operation of 511 Section 236 and Section 8 (both project and tenant based) multifamily subsidized housing units.
- Provided resident education of subsidy requirements as they related to the property's compliance requirements and residents' responsibility for their actions within the subsidy program.
- Reported any suspected subsidy fraud, errors, and discrepancies in documentation or computer problems to the housing manager.
- Supervised the occupancy specialist in all functions of annual and interim recertifications from initial notice to closure of process with resident 50059's and/or lease as appropriate assuring compliance with all federal and state regulations. Supervised leasing specialist to ensure that the waiting list for the property was compiled and maintained in accordance with tenant selection policies.
- Responsible for the accurate and timely submission of all subsidy requests for payment including the monthly Section 8 HAP voucher, excess income report and special claims for vacancy and damages.
- Responsible for the up-to-date status of all information within the HUD Manager/ Rent Roll software system and completion of all reporting from this system.
- Monitored resident accounts receivables, approved delinquency notices and supervised collection procedures.
- Served as the Fair Housing Coordinator for the property. Insured compliance with Section 504 of the Rehabilitation Act, the Fair Housing Amendment, the Age Discrimination Act and the Americans with Disabilities Act. Received all request for reasonable accommodations and/or modifications, interpreters and translation services.

Dallas Housing Authority (DHA), Dallas, TX

07/1995 – 02/2000

Housing Manager

Responsibilities

- Responsible for the overall management of properties consisting of up to 394 public housing units. During employment with DHA also managed two project based Section 8 properties and successfully worked with the development department for management of the capital fund for the complete modernization/rehabilitation of both properties.
- Identified work, information and resources required to carry out DHA policy in compliance with HUD guidelines. Maintained tenant files in accordance with DHA and HUD standards.
- Served as the liaison between the DHA, social agencies and businesses to provide services to the community and provided social services referrals.

- Supervised, trained and instructed staff and completed performance evaluations and payroll.
- Evaluated and determined tenant eligibility for housing. Gathered income verification documents, adjusted rent as necessary and advised residents of adjustments. Ensured the timely and accurate calculation of tenant rents and utility allowances.
- Interviewed residents to collect and analyze statistical data for financial accountability sufficient to detect gaps and conflicting information. Investigated fraud and program abuse and took necessary steps to address abuses.
- Prepared and processed all rental agreements/leases and related forms. Insured that the resident lease was adhered to and engaged in appropriate lease enforcement activities to handle violations. Conducted briefings with staff and residents on changes in rules/regulations.
- Calculated and collected rent for a rent roll of \$41,024 with tenant account receivables equaling 2%. Worked with residents to collect delinquent accounts and engaged in eviction procedures when necessary.
- Handled leasing responsibilities, which included marketing and showing units, and handling all details of move-ins and move-outs.
- Continually inspected property and improvements, recording and reporting any deficiencies and taking necessary action. Inspected resident units to ensure safety, cleanliness, to detect damage and ensure that housing units met required standards. Counseled residents on maintenance of unit when necessary.
- Prepared reports regarding vacancy, delinquency, inspections and recertifications using computer software such as word processing, database applications and HUD manager. Prepared housing assistance payment (HAP) and transmitted electronically via TRACS

Advocacy, Inc., Dallas, TX
09/1994 – 07/1995
Intake/Outreach Coordinator

Responsibilities

- Conducted intake interviews, received rights violation complaints, and provided appropriate information, materials, or referrals to all contacts.
- Determined eligibility for case level services within the four federal disability protection acts.
- Developed a plan for the provision of outreach services to minority and rural communities.
- Engaged in outreach activities that focused on agency programs and priorities, self-empowerment, and advocacy.

Education

Texas A&M University, College Station, TX
 Bachelor of Arts, Speech Communications
 Minor in Journalism
 1992

Certifications:

Leadership Metro Richmond – Class of 2017
 Certified Public Housing Manager – NAHRO (1996)

Family Self Sufficiency Certification – NAHRO (2017)
Certified Occupancy Specialist – NCHM (2005)
Certified Tax Credit Specialist – NCHM (2006)
HCVP/PH Rent Calculation - Nan McKay (2010)
HCV Executive Management Certification – Nan McKay (2011)
Certified Housing Quality Standards Inspector – Nan McKay (2015)
HCV Financial Management Specialist - Nan McKay (2017)
PBV Specialist - Nan McKay (2017)
Accredited Residential Manager (ARM) – IREM (2011)
Public Housing Occupancy Specialist – Quadel (2016)
HCVP Occupancy Specialist – Quadel (2016)

COMMUNITY ACTION ADVISORY BOARD *Attachment 2*
INVENTORY OF SEATS LIST

Seat	NAME	SECTOR	App. Date	Exp. Date
1	Christina Lambert	PUBLIC SECTOR REPRESENTATIVE	01/15/2019	09/30/2021
2	Kevin L. Jones	PUBLIC SECTOR REPRESENTATIVE	12/06/2016	09/30/2020
3	Vacant	PUBLIC SECTOR REPRESENTATIVE		09/30/2020
4	Vacant	PUBLIC SECTOR REPRESENTATIVE		09/30/2020
5	Mary R. Wilkerson	PUBLIC SECTOR REPRESENTATIVE	02/05/2018	09/30/2020
6	Norman Cushon	PRIVATE SECTOR REPRESENTATIVE	03/12/2019	09/30/2019
7	Martina Walker	PRIVATE SECTOR REPRESENTATIVE	05/07/2019	09/30/2021
8	Vacant	PRIVATE SECTOR REPRESENTATIVE		09/30/2019
9	Vacant	PRIVATE SECTOR REPRESENTATIVE		09/30/2019
10	Dr. Florenzia Davis	PRIVATE SECTOR REPRESENTATIVE	06/07/2016	09/30/2019
11	Allie H. Biggs	REPRESENTATIVE OF THE LOW-INCOME	10/01/2018	09/30/2021
12	Vacant	REPRESENTATIVE OF THE LOW-INCOME		09/30/2019
13	Michelle C. Davis	REPRESENTATIVE OF THE LOW-INCOME	10/01/2018	09/30/2021
14	Retha Lowe	REPRESENTATIVE OF THE LOW-INCOME	10/01/2018	09/30/2021
15	Alma Atkins-Robinson	REPRESENTATIVE OF THE LOW-INCOME	10/01/2018	09/20/2021

* indicates a member having an action pending

Revised: 07.09.19 by M.Jones

RESOLUTION NO. R-2018-0372

RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF PALM BEACH COUNTY, FLORIDA, AMENDING R-2014-0588, PROVIDING FOR QUARTERLY MEETINGS OF THE COMMUNITY ACTION ADVISORY BOARD, PROVIDING FOR AMENDED ATTENDANCE POLICY, AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Palm Beach County Board of County Commissioners established the Community Action Council Advisory Board (Board) in 1974 to qualify Palm Beach County to receive Community Service Block Grant Funds; and

WHEREAS, the Board's membership was reconstituted pursuant to Ordinance No. 04-042, and on September 15, 2009, Ordinance No. 04-042 was replaced by Resolution 2009-1549, which established the Community Action Advisory Board (CAAB) and reduced CAAB's membership from 23 to 15; and

WHEREAS, on May 6, 2014, Resolution 2009-1549 was repealed and replaced with Resolution 2014-0588, which clarified the process for nominating and selecting members to serve on the CAAB, and updated various standard provisions to comply with County advisory board policy; and

WHEREAS, Resolution 2014-0588 provides that the CAAB shall meet "a minimum of ten (10) times a year"; and

WHEREAS, other Counties within Florida have adopted a model of quarterly meetings for Community Action Program advisory boards such as CAAB, which has proven effective to allow greater focus on board members' responsibilities to participate in implementation of programs designed to serve the poor or low income citizens of the County, while still allowing an opportunity to make recommendations concerning program plans, priorities, and budgets.

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

1. The foregoing recitals are true and correct and are expressly incorporated herein by reference and made a part hereof.
2. Section 12 Meetings, paragraph A., of R-2014-0588 is amended to read in its entirety: The Advisory Board shall meet a minimum of four (4) times per program year; however, members may be required to

attend additional meetings.

a. The second sentence of Section 14: Removal for Lack of Attendance, of R-2014-0588 is amended to read:

Lack of attendance is defined as failure to attend three (3) consecutive meetings or failure to attend one-half of the meetings scheduled during a program year.

3. This resolution shall become effective upon adoption.

The foregoing Resolution was offered by Commissioner Burdick

who moved its adoption. The motion was seconded by Commissioner

Bernard, and upon being put to a vote, the vote was as follows:

Commissioner Melissa McKinlay, Mayor -	Aye
Commissioner Mack Bernard, Vice Mayor -	Aye
Commissioner Hal R. Valeche -	Aye
Commissioner Paulette Burdick -	Aye
Commissioner Dave Kerner -	Aye
Commissioner Steven L. Abrams -	Aye
Commissioner Mary Lou Berger -	Aye

The Mayor thereupon declared the Resolution duly passed and adopted this

10th day of April, 2018

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

SHARON R. BOCK, CLERK & COMPTROLLER

By: [Signature]
Deputy Clerk



APPROVED AS TO FORM AND LEGAL SUFFICIENCY

By: [Signature]
County Attorney

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF PALM BEACH COUNTY, FLORIDA, DESIGNATING THE BOARD OF COUNTY COMMISSIONERS AS THE COMMUNITY ACTION COUNCIL, ESTABLISHING THE COMMUNITY ACTION ADVISORY BOARD; DESIGNATING THE COMMUNITY ACTION ADVISORY BOARD AS THE COMMUNITY SERVICES BLOCK GRANT ADVISORY COMMITTEE, PROVIDING FOR ROLES AND RESPONSIBILITIES; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the U.S. Department of Health and Human Services (HHS) requires that recipients of Community Services Block Grant (CSBG) funds comply with the Community Opportunities, Accountability, and Training and Educational Services Act of 1996, as amended; and

WHEREAS, Section 676B, (b)(1) of that Act requires that a public entity administer the program through a tripartite board composed of members representing the public, private, and low income sectors of the community; and

WHEREAS, the Community Services Block Grant provides funds for the reduction of poverty, the revitalization of low-income communities, and the empowerment of low-income families and individuals to become fully self-sufficient; and

WHEREAS, Palm Beach County through the Department of Community Services wishes to comply with HHS requirements regarding the Community Action Advisory Board; and

WHEREAS, the Board of County Commissioners was previously designated as the Community Action Council and the grantee for the CSBG program through ordinances 74-20 and 04-042, which have been repealed; and

WHEREAS, pursuant to ordinances 74-20 and 04-042, a Community Action Council Administering Board was established.

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

SECTION 1: DESIGNATION OF THE BOARD OF COUNTY COMMISSIONERS AS THE COMMUNITY ACTION COUNCIL AND CSBG GRANTEE

The Board of County Commissioners is hereby designated as the Community Action Council and the grantee of CSBG funding received by Palm Beach County.

SECTION 2: ESTABLISHMENT OF THE COMMUNITY ACTION ADVISORY BOARD AND DESIGNATION AS THE CSBG ADVISORY COMMITTEE

There is hereby established an advisory board to be known as the Community Action Advisory Board, herein referred to as the "Advisory Board." Said Advisory Board is also designated as the Community Services Block Grant Advisory Committee pursuant to the CSBG guidelines of the State of Florida Department of Economic Opportunity.

SECTION 3: COMPOSITION

A. The Advisory Board shall be comprised of fifteen (15) members, as follows:

- 1) One-third (1/3) of the members of the Advisory Board shall be elected public officials holding office on the date of selection, or their representatives. A letter reaffirming agreement to serve as an Advisory Board member or delegation to a representative, signed by the elected official, shall be required each year until the official's elective term ends.
- 2) Not fewer than one-third (1/3) of the members of the Advisory Board shall be persons chosen in accordance with democratic selection procedures adequate to assure that they are representatives of low income individuals and families in the target neighborhood served. Each representative of the low-income sector selected to represent a specific target neighborhood within the community must reside in the neighborhood served. The county will define what constitutes a target neighborhood.
- 3) The remainder of the members of the Advisory Board shall be persons who can bring pertinent and significant resources from the private sector to the Community Action mission of assisting low income persons to acquire greater control over their lives and to increase their degree of self-sufficiency.

SECTION 4: APPOINTMENTS, TERMS, VACANCIES AND COMPOSITIONS

- A. All members of the Advisory Board shall be residents of Palm Beach County, Florida at the time of appointment and while serving on the Advisory Board.
- B. Terms of office for the Advisory Board members shall be three (3) year terms. An individual may serve three (3) consecutive full terms. Terms shall begin on October 1 and end on September 30.
- C. Terms shall be staggered such that one-third (1/3) of the advisory board members shall be selected each year.
- D. Nominations shall be requested by County staff upon adoption of this resolution and generally every year thereafter in a manner that will provide for appointment or reappointment prior to the term expiration. The public sector members are appointed by the Board of County Commissioners, a democratic selection process will be held to fill seats from the low-income sector, the Advisory Board will recommend individuals to fill the seats for the private sector. All nominations shall be approved by the Board of County Commissioners.
- E. A vacancy occurring during a term shall be filled for the unexpired term and in the manner prescribed above.
- F. All Advisory Board members serve at the pleasure of the Board of County Commissioners.
- G. Members appointed pursuant to Section 3.A1 will no longer be eligible to serve on the advisory Board if they, or the elected official they represent, no longer hold elected public office.

SECTION 5: AUTHORITY

- A. The Advisory Board shall have the authority and power to advise the Board of County Commissioners on the development, planning, implementation and evaluation of the GSBG program to serve low-income communities.
- B. Members shall be subject to the rules and procedures of the Advisory Board, if rules and procedures are created, and to the overall authority of the Board of County Commissioners of Palm Beach County, Florida.

SECTION 6: SUNSHINE LAW AND STATE CODE OF ETHICS

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

SECTION 7: 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 8: 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-0-038. 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 County Administrator and shall be in accordance with PPM CW-F-009.

SECTION 9: ELIGIBILITY TO SERVE

County employees, other than Commissioners Aides, are not eligible to serve on the Advisory Board unless the County employee is an elected official within Palm Beach County and is nominated for inclusion on the board by an entity other than the Board of County Commissioners. Employees of other units of local government may not represent their respective governments on boards, unless otherwise provided by statute or other rule of law. Former Board of County Commissioners members may not be appointed to the Advisory Board for at least two (2) years following their last day in office as a County Commissioner.

SECTION 10: QUALIFICATION AS A CANDIDATE

Advisory Board members shall not be prohibited from qualifying as a candidate for elected office.

SECTION 11: RESPONSIBILITIES

The responsibilities of the Community Action Advisory Board shall include the following:

- A. Conduct regular assessments of the circumstances of low income individuals and families and of the resources available and needed in the community to support movement by low income persons toward greater self-sufficiency;
- B. Create a forum for citizen participation that maximizes participation of those served so as to best stimulate and take full advantage of capabilities for self-advancement and assure that programs and projects are meaningful to and widely utilized by their intended beneficiaries;
- C. Participate fully in the development and implementation of programs and projects designed to serve the poor or low income citizens of the county;
- D. Review and recommend programs and projects for the use of the CSBG funds;
- E. Foster and promote cooperation between governmental agencies, community-based non-governmental non-profit organizations and business interests in order to achieve the goals and outcomes of community action plans;
- F. Submit an annual report to the board of county commissioners on activities undertaken and accomplishments made during the preceding year;
- G. Receive reasonable advance notice of, and an opportunity to make recommendations, concerning:
 - 1) Appointment of the program coordinator;
 - 2) Determination of overall program plans and priorities;
 - 3) Approval of program proposals and budgets;
 - 4) Enforcement of compliance with all conditions of federal and state grants;
 - 5) Corrective measures to remove roadblocks affecting program implementation;
 - 6) Determination, subject to federal, state, and local regulations and policies, of rules of procedure for the advisory board;
 - 7) Any changes to this Resolution. In the event that the Advisory Board determines a public meeting is necessary to address any changes to this Resolution, said public meeting will be arranged prior to submission of any such change to the board of county commissioners.
- H. To perform such other duties as may be from time to time assigned by the Board of County Commissioners.

SECTION 12: MEETINGS

- A. The Advisory Board shall meet a minimum of ten (10) times a year; however, members may be required to attend additional meetings.
- B. A majority of the members appointed shall constitute a quorum for the conduct of the Advisory Board's business.
- C. In the presence of a quorum, Advisory Board business shall be conducted by a vote of a majority present and be governed by Robert's Rules of Order.
- D. The Chair shall have the authority to call emergency meetings, as is needed and appropriate, by informing members at least three days in advance.
- E. Public notice of all Advisory Board meetings shall be provided consistent with the requirements of the Florida Department of Community Affairs and Florida laws, and all such meetings shall be open to the public at all times.

SECTION 13: OFFICERS

A chair, vice-chair, and secretary shall be elected by a majority vote of the administering board and shall serve for a term of one (1) year, but not to exceed two (2) consecutive terms in any one (1) office.

A. Duties of the Chair:

- 1) Call and set the agenda for Advisory Board meetings;
- 2) Preside at Advisory Board meetings;
- 3) Establish committees, appoint committee chairs and charge committees with specific tasks;
- 4) Serve as primary liaison with program staff; and
- 5) Perform other functions as the Advisory Board may assign by rule or order.

- B. The Vice Chair shall perform the duties of the Chair in the Chair's absence, and such other duties as the Chair may assign.
- C. The Secretary shall be responsible for Board record-keeping and documentation.

Vacancies in any officer position shall be filled for the remainder of the term by the Advisory Board.

SECTION 14: 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 (3) consecutive meetings or failure to attend more than one-half of the meetings scheduled during a program 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 18: 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 Burdick, who moved its adoption. The motion was seconded by Commissioner Abrams, and upon being put to a vote, the vote was as follows:

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

The Mayor thereupon declared the Resolution duly passed and adopted this 6th day of May, 2014.

APPROVED AS TO FORM AND LEGAL SUFFICIENCY

ATTEST:
SHARON R. BOCK
CLERK & COMPTROLLER

BY: [Signature]
Tammy K. Fields
Sr. Assistant County Attorney

BY: [Signature]
Deputy Clerk

