

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS

BOARD APPOINTMENT SUMMARY

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Meeting Date: August 20, 2019

Department

Submitted By: Community Services

Advisory Board: Citizens Advisory Committee on Health and Human Services
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I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to approve: One (1) appointment to the Citizens Advisory Committee on Health and Human Services (CAC/HHS), effective August 20, 2019:

<u>Seat No.</u>	<u>Appointment</u>	<u>Seat Requirement</u>	<u>Term Expires</u>	<u>Nominated By</u>
11	Alan Bottorff	A Component of the Health & Human Services System of Care	09/30/2022	Mayor Bernard Comm. Valeche CAC/HHS

Summary: The CAC/HHS consists of eleven (11) at-large members with at least one (1) member being a resident west of the 20 Mile Bend and at least one (1) member being a representative of the Palm Beach County League of Cities, per Resolution R2013-1563. The Resolution requires that the Executive Committee of the Citizens Advisory Committee solicit and recommend member nominations for transmittal to the Board of County Commissioners (BCC). The BCC was notified by memo dated April 12, 2019 and requested to provide nominations for appointment. The CAC/HHS recommended Mr. Bottorff at their Regular Committee meeting on April 11, 2019. Mr. Bottorff meets all applicable guidelines and requirements outlined in the Resolution. The diversity count for the nine (9) seats that are currently filled is Caucasian: 6 (67%), Hispanic-American: 2 (22%), and African-American: 1 (11%). The gender ratio (female:male) is 6:3. Mr. Bottorff is African American. Ex-officio membership consists of one (1) African-American male (25%), one (1) African-American female, (25%), one (1) Caucasian female (25%) and 1 Caucasian male (25%). Staff conducts targeted outreach in an effort to proffer candidates for appointments that maintain a diverse composition of the CAC/HHS. (Financially Assisted Agencies) Countywide (HH).

Background and Justification: CAC/HHS was established in 1990. The committee is currently charged with assisting the BCC in the assessment of need, planning, implementation and evaluation of a system of care, as defined in the Health and Human Services Element of the Palm Beach County Comprehensive Plan. The committee has the responsibility to: 1) make recommendations on an annual basis during the Financially Assisted Agency funding process regarding services and funding priorities, outcomes and contract requirements; 2) create a forum for citizen participation; 3) make recommendations to the Planning Commission and Board of County Commissioners regarding amendments to the Health and Human Services Element of the Comprehensive Plan; 4) serve as a link to local and regional health and human service planning organization; and 5) make recommendation on the collection of data necessary to analyze the health and human service needs of people in Palm Beach County. Section 163.3181, Florida Statutes requires that the local planning agencies and local government units adopt procedures designed to provide effective public participation in the comprehensive planning process. The CAC/HHS has been designated to meet this requirement.

Attachments:

1. Board Committees Applications
2. Resolution No. R-2013-1563
3. Current Membership List
4. CAC/HHS Attendance

=====
Recommended By: James E. Linn 7/29/19
Department Director Date

Legal Sufficiency: Delene Coltruid 7-29-19
Assistant County Attorney Date

II. REVIEW COMMENTS

A. Other Department Review:

Department Director

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

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

Section I (Department): (Please Print)

Board Name: CITIZENS ADVISORY COMMITTEE ON HEALTH & HUMAN SERVICES Advisory Not Advisory

At Large Appointment or District Appointment / District #: _____

Term of Appointment: 3 Years. From: August 20, 2019 To: 9/30/2022

Seat Requirement: KNOWLEDGE OF HEALTH & HUMAN SERVICE SYSTEMS & CARE Seat #: 11

*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: Bottorff Alan Edgar
Last First Middle

Occupation/Affiliation: Healthcare Executive and Retired Military
Owner Employee Officer

Business Name: (1) Admiralty Home Health Care (2) Teledactyl

Business Address: 12230 Ken Adams Way

City & State: Wellington, FL Zip Code: 33414

Residence Address: 14471 Paddock Drive

City & State: Wellington, FL Zip Code: 33414

Home Phone: (561) 408-3284 Business Phone: (561) 227-1549 Ext. _____

Cell Phone: (301) 332-9025 Fax: (888) 509-3997

Email Address: alan.bottorff@gmail.com

Mailing Address Preference: Business Residence

Have you ever been convicted of a felony: Yes _____ No X
If Yes, state the court, nature of offense, disposition of case and date: _____

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

Section II Continued:

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

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

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

NONE

NOT APPLICABLE/
(Governmental Entity)

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

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

By watching the training program on the Web, DVD or VHS on April 8 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: Alan Bottorff Printed Name: Alan E. Bottorff Date: April 8, 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: Mackensu Bent Date: 4/24/19

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

Revised 02/01/2016

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_____	_____	_____	_____
_____	_____	_____	_____

(Attach Additional Sheet(s), if necessary)

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(Governmental Entity)

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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: Hal R. Vallee Date: 4/29/19

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

Revised 02/01/2016

ALAN E. BOTTORFF, MBA, ACHE

301-332-9025 | alanbottorff@gmail.com | Wellington, FL | www.Linkedin.com/in/alanbottorff

Business and Healthcare Executive

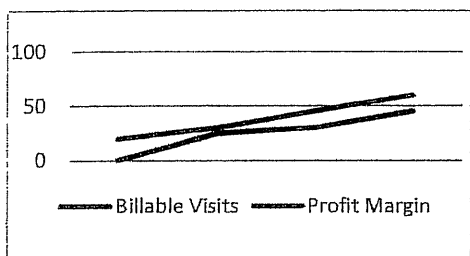
FOUNDER | CO-FOUNDER | CHIEF EXECUTIVE OFFICER | ADMINISTRATOR

27 years of success inspiring teams and boosting performance through people-focused transformational leadership

Seasoned executive with the ability to balance strategic decisions and financial discipline with a hands-on approach to leadership—resulting in strong employee, patient, and physician satisfaction. Engaging communicator and relationship builder with expertise in organizational planning, multi-million-dollar capital projects, contract negotiations, team development, and increasing visibility for growth. *Core strengths include:*

- Strategic Planning & Execution
- Budgeting & Fiscal Management
- Culture Development & Diversity
- Health System Optimization
- Revenue & Growth Planning
- Health Care Contract Negotiations
- Administrative Efficiency
- Team Building & Motivation
- Issue Analysis & Resolution

SELECTED ACHIEVEMENT HIGHLIGHTS



- ✓ Successful entrepreneur, he revolutionized healthcare by building the one of the first blockchain healthcare ecosystem for different healthcare industries. It aims to build patient-provider relationship while reducing the cost of healthcare by billions of dollars while providing affordable access for the millions of uninsured patients.
- ✓ Transformed Admiralty Home Health Care from a single service into a multi-discipline agency, triggering a 60% increase in billable skilled visits and a 45% increased profit margin.

- ✓ Directed and managed \$4 million in assets and revenue, to include an upcoming telemedicine project.
- ✓ Acquired an underperforming \$200 thousand medical practice and converted into a \$2 million urgent care center by overhauling the internal operational footprint and launching a marketing strategy to ignite rapid growth.
- ✓ Hand-selected to serve in the Operations Department at the Pentagon to Aide a 2-Star Admiral in managing a \$36 billion total obligations authority fund for Fleet Forces operations.
- ✓ Executive Assistant to 4-Star Admiral and was instrumental in the rescue mission of MAERSK ALABAMA's Captain Phillips from pirates off the coast of Somalia. Gained World News coverage and later became a movie.

CAREER HIGHLIGHTS

Teledactyl Blockchain, Ltd. Liability Corp. | Worldwide

Co-Founder, Chairman & Chief Executive Officer (CEO) – March 2018 to Present

- As a visionary, developed a healthcare concept to create an entire healthcare ecosystem using blockchain technology combining telemedicine and existing health offerings for employers, employees, and under-served communities.
- While promoting Teledactyl at conventions and through investor connection, he has funding commitments awaiting final contract. Up to pre-seed round, two MVPs were acquired and three were completed within the organization.
- Building the new startup, he assembled a team and professional advisors that have healthcare backgrounds. Under his guidance, he put in place the organizational foundation to include policy and procedures, business plans, strategic initiatives, white papers, marketing materials, legal documentations, and agreements.
- As a negotiator, he continues to build relationships with Sovereign Nations, under-served communities, healthcare organizations, fortune 100 and 500 enterprises, trust companies and the insurance industries that will help and improve the quality of life for both providers and patients.

ALAN E. BOTTORFF, ACHE

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Admiralty Home Health Care | Wellington, FL

- Provided leadership and change management for home health care to promote a reputation for quality, innovation, and clinical excellence. Reporting to the board of directors, shaped the strategic direction, controlled the budget, and built a top-performing team of 10 professional staff and 70+ clinicians.
- Transformed Admiralty Home Health Care from a single service into a multi-discipline agency, triggering a 110% increase in billable skilled visits and a historic hospital zero readmission rate.
- Developed a culture of trust and open lines of communication for patients, nurses, and physicians daily. Drove physician engagement and team collaboration to improve patient outcome through detailed care plans, focused patient and caregiver training, and highly effective Quality Assurance & Performance Improvement program to a 98% satisfactory completion.
- Initiated and launched Chronic Obstructive Pulmonary Disease, Lymphedema, and Fall Mishap programs which gravely affect the community. Recruited specialist aligning best practices between patients and caregivers.
- Directed and managed \$4 million in assets and revenue, to include an upcoming telemedicine project.
- Saw the need for caregiver training which increases patient outcome in a shorter period of time. As a result, 60-day episodes were reduced to an average of 45 days.

Admiralty Home Health Care | *Experience Continued...*

- Founder of a home health care agency. Focused on patient care, quality, employee retention, and improving the bottom line. Worked diligently—and enthusiastically—to create an environment that thrived on accountability and rewarded contributions.
- Influenced the future of the organization as chair and member of the governing board. Oversaw all the development and implementation of licensure, credentialing, service delivery standards, regulatory discrepancies related to home health care. Led a team through the Medicare and CHAP accreditation with no significant issues.
- Functioned as Ethics & Compliance Officer; minimized risk by developing policies, procedures, and ensuring full compliance with federal and state regulations. Immediately addressed issues through training and corrective actions. Developed the company's diversity program which held managers accountable for hiring, developing and retaining a diverse staff.
- Mobilized teams to deliver measurable performance improvements developing patient surveys with an 85% patient satisfaction rate. Clinician turnover rate was less than 1%.
- Additional role as Director of Marketing for Admiralty Home Health Care. Involved with community outreach, developed partnerships with healthcare organizations. Marketed medical group concept to assisted living facilities and 55+ senior communities which generated an increase in referrals by 47 percent.

EmUrgent Care Center | Sandy Spring, MD

- First mover in local urgent care market. Increased patient census from 24 patients a day starting to 60 patients a day before selling it. Over 50 percent increase in just over 2 years.
- Acquired an underperforming \$200 thousand medical practice and converted into a \$2 million urgent care center by overhauling the internal operational footprint and launching a marketing strategy to ignite rapid growth.
- Recruited six high-performing professional staff and 12 physicians who provided treatment and training to over 700+ patients. Empowered team members to assume leadership in areas of expertise forming strong long-term client partnerships and vision focused staff.
- Converted paper health records into industry-leading company's very first Electronic Medical Records System.
- Marketed to the community through local events with charity causes. Developed partnership with the area high school to perform sports physicals as well as speaking engagements.

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United States Navy | Executive Program

Executive Assistant to 4-Star Admiral | December 2005 to December 2017

- Highly motivated Executive Assistant and Leading Chief Petty Officer transitioning from the United States Navy to the civilian healthcare sector. Retired with an honorable discharge after 20 years of active duty service. Highly decorated as a result of serving in senior level management and leading several teams that operationally supported the critical missions at the duty stations he was assigned. Interacted daily with top-tiered military and civilian officials throughout the world.
- Executive Assistant to 4-Star Admiral and was instrumental in the rescue mission of MAERSK ALABAMA's Captain Phillips from pirates off the coast of Somalia. Gained World News coverage and later became a movie.
- Hand-selected to serve in the Operations Department at the Pentagon to Aide a 2-Star Admiral in managing a \$36 billion total obligations authority fund for Fleet Forces operations.
- Prepared reports that included financial data and was responsible for logistics, claim reimbursement, budget tracking and managing account payables.

United States Navy | Senior Administrator

Senior Administrator | January 2009 to December 2015

- Only 1 of 239 Navy professionals who was hand-selected out of thousands of candidates to work in the Executive Program serving Admirals and civilian dignitaries as an Executive Assistant.
- As the Administration Officer, led a team during the tsunami natural disaster that struck Indonesia. Assisted in providing thousands of pounds of food, help build fresh water supplies and aided in the clean-up of debris which supported thousands of locals.
- Senior Administrator, managed and directed a \$500 thousand travel budget for a deployed staff of over 200 personnel.
- Developed creative solutions for improving organizational efficiency and policy. Counseled hundreds of Sailors on career progressions, pay entitlements, member benefits, educational goals and diversity in the workplace.

ALAN E. BOTTORFF, ACHE

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EDUCATION

Master of Business Administration (MBA) – Focus on Strategy & Implementation

Duke University, The Fuqua School of Business

Bachelor of Business Administration Focus on Healthcare Management (Summa Cum Laude)

Strayer University, Palm Beach Gardens, FL

American College of Healthcare Executives (ACHE)

COMMUNITY INVOLVEMENT

Board of Directors, Wellington Cares Inc.

Board of Directors & Trustee, Chamber of Commerce of the Palm Beaches

Board of Directors & Chairman, T. Leroy Jefferson Medical Society

Member of Alpha Phi Alpha Fraternity, Incorporated

RESOLUTION NO. R- 2013-1563

RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF PALM BEACH COUNTY, FLORIDA, REPEALING AND REPLACING RESOLUTION R-2001-0913; PROVIDING FOR THE CITIZENS ADVISORY COMMITTEE ON HEALTH AND HUMAN SERVICES

WHEREAS, the Florida Statutes and the Florida Administrative Code recognize the importance of citizen participation in the development and evaluation of comprehensive plans; and

WHEREAS, the Board of County Commissioners of Palm Beach County, Florida, established the Citizens Advisory Committee on Health and Human Services on November 13, 1990, pursuant to Resolution R-90-1978; and

WHEREAS, Resolution R-90-1978 was subsequently amended by Resolutions R-93-317 and R-99-54, which were repealed and replaced by Resolution R-2001-0193; and

WHEREAS, there is a need to further amend the resolution pertaining to the Citizens Advisory Committee on Health and Human Services to more clearly define the Committee's roles and responsibilities and bring the resolution into compliance with the Board of County Commissioners' uniform policies and procedures on advisory boards as provided in Resolution R-2013-0193; and

WHEREAS, repealing and replacing Resolution R-2001-0193, pertaining to the Citizens Advisory Committee on Health and Human Services, will simplify future reference.

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

1. **Repeal and Replacement of Prior Resolution;** Resolution R-2001-0913 is hereby repealed and replaced with the following:

Section 1. Creation of the Palm Beach County Citizens Advisory Committee on Health and Human Services. There is hereby established an Advisory Committee to be known as the "Palm Beach County Citizens Advisory Committee on Health and Human Services" herein referred to as the "Committee."

Section 2. Mission Statement. The mission of the Committee shall be to assist the Board of County Commissioners in the assessment of need, planning, implementation and evaluation of a System of Care, as defined in the Health and Human Services Element of the Palm Beach County Comprehensive Plan.

Section 3. Roles and Responsibilities. The Committee shall have the following roles and responsibilities:

- A. To make recommendations on the collection of data necessary to analyze the health and human service needs of the people of Palm Beach County.
- B. To create a forum for citizen participation for all phases of the Health and Human Services Element of the Palm Beach County Comprehensive Plan development and amendment process. Further, the Committee shall make recommendations to the Planning Commission and the Board of County Commissioners regarding amendments to the Health and Human Services Element of the Palm Beach County Comprehensive Plan, and shall review the implementation status of the Health and Human Services Element of the Comprehensive Plan on an annual basis.
- C. To create a forum for citizen participation, the Committee shall specifically provide for consumer, minority and affected party input on an issue by issue basis to allow for those affected to be involved in the Committee's activities.
- D. To make recommendations on an annual basis during the Financially Assisted Agency funding process regarding service and funding priorities, outcomes and contract requirements.
- E. To serve as a link to local and regional health and human service planning organizations. Linkages may include ex-officio member appointments of the Committee, participation in other agency planning processes, and multi-agency task forces to resolve specific problems. Further, all agencies and staff within the auspices of the Board of County Commissioners shall provide data, information and such support as reasonably required, and shall otherwise work in cooperation with the Committee in pursuing the Board of County Commissioner's health and human service goals, objectives and policies. The purpose of such linkages is to facilitate the Committee in achieving its mission.
- F. 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.
- G. To perform such other duties as may be required from time to time assigned by the Board of County Commissioners.

Section 4. Membership. The Committee shall be comprised of eleven (11) members. The total membership of the Committee shall, at a minimum, represent the components of the Health and Human Services System of Care: public health, physical health, behavioral health, developmental services, children and family services, adult and elderly services, education, recreation, workforce development, municipalities, business and economic development, planning/research & evaluation, transportation, and housing. All members must reside in Palm Beach County at the time of appointment and while serving on the Board, and have knowledge of at least one component of the System of Care. Membership shall be representative of the racial, ethnic and geographic diversity of Palm Beach County. At least one member shall be a resident of west of 20 mile bend. At least one member shall be a representative of the Palm Beach County League of Cities. At least one member shall be a representative of the Florida Department of Health in Palm Beach County.

- A. Appointment. Members shall be appointed at large by the Board of County Commissioners, and serve for staggered terms of three (3) years, with a limit of three (3) consecutive terms. Terms shall begin on October 1st, and end on September 30th.

Vacancies occurring during a term shall be filled for the unexpired portion of the term, and shall not count towards the member's term limits.

- B. Member Nominations. The nomination process shall begin ninety (90) days prior to the expiration of a member's term, or immediately in the event of an unplanned vacancy. The Board of County Commissioners shall be notified and requested to provide nominations for committee appointment. The Palm Beach County Health Department and the Palm Beach County League of Cities will each be requested to submit a nomination. Nominees submitted by the Committee, the Palm Beach County League of Cities, the Palm Beach County Health Department and individual Commissioners will be transmitted to the Board of County Commissioners. An approved board appointment form, with attached resume, must be completed for all nominees prior to transmittal.
- C. Ex-officio Members. Ex-officio members may be appointed by a majority vote of the Committee, or as directed by the Board of County Commissioners, for the purpose of assisting the Committee in achieving its mission.
- D. Conflict of Interest. Members shall be governed by the applicable provisions of Florida Code of Ethics for Public Officers and Employees and the applicable provisions of the Palm Beach County Code of Ethics.
- E. Compensation. Members shall receive no compensation for services, but may be entitled to travel reimbursement incurred only for travel outside Palm Beach County necessary to fulfill board member responsibilities and only when sufficient funds have been budgeted and available as set forth in PPM CW-O-038. 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-R-009. No other expenses will be reimbursable except documented long distance telephone calls to the liaison County department.
- F. Attendance. Members shall be automatically removed for lack of attendance. Lack of attendance is defined as failure to attend three (3) consecutive meetings or a 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 be the same as a failure to attend a meeting. Members removed pursuant to this paragraph shall not continue to serve on the Committee and such removal shall create a vacancy.

Section 5. Officers. A chair and vice-chair shall be elected by a majority vote of the Committee and shall serve for a term of one year, but not to exceed two consecutive terms in any one office. The duties of the chair shall be to:

- (A) Call Committee meetings and organize the agenda for the same;
- (B) Preside at committee meetings;
- (C) Establish subcommittees, appoint subcommittee chairs, and charge subcommittee with specific tasks;
- (D) Serve as primary liaison with staff; and
- (E) Perform other functions as the committee may assign.

The vice-chair shall perform the duties of the chair in the chair's absence and such other duties as the chair may assign.

If a vacancy occurs in the office of the chair, then the position shall be assumed by the vice-chair for the remainder of the term. Any remaining vacancies shall be filled through a majority vote of the Committee.

Any officer may be removed from office by a majority vote of the Committee whenever the best interest of the Committee and public would be served.

Section 6. Meetings. The Committee shall meet on a regular basis. A quorum must be present for the conduct of all regular meetings. A majority of the members appointed shall constitute a quorum. The chairperson may call a meeting or a meeting may be called upon the written request of three members.

A. Subcommittees. The Committee will conduct its business through one (1) standing sub-committee, the Executive Committee, and ad hoc sub-committees, work groups, and other appropriate forums as needed. The Executive Committee will consist of the Officers, the Immediate Past Chair, a representative whose residence is west of 20 mile bend and a representative of the Palm Beach County League of Cities. The purpose of the Executive Committee is to review and evaluate matters arising between regular Committee meetings, and to solicit and recommend member nominations for transmittal to the Board of County Commissioners. Ad hoc sub-committees shall be chaired by a Committee member.

B. Conduct of Meetings. All meetings shall be governed by Robert's Rules of Order and shall comply with the Sunshine Law. Reasonable public notice of all meetings shall be provided. All meetings of the Committee shall be open to the public at all times and minutes shall be taken at each meeting.

Section 7. Administration. Staff for the Committee shall be provided through the Department of Community Services.

Section 8. Uniform Policies and Procedures of Advisory Boards. The Committee shall be subject to the uniform policies and procedures established by the Board of County Commissioners for Advisory Boards as currently set forth in Resolution No. 2013-0193, as may be further amended by action of the Board of County Commissioners.

II. **Effective Date.** The provisions of this resolution shall become effective upon approval of the Board of County Commissioners.

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

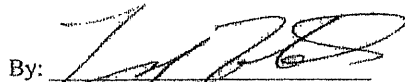
Commissioner Steven L. Abrams, District 4	-	<u>Aye</u>
Commissioner Priscilla A. Taylor, District 7	-	<u>Aye</u>
Commissioner Hal R. Valeche, District 1	-	<u>Aye</u>
Commissioner Paulette Burdick, District 2	-	<u>Aye</u>
Commissioner Shelly Vana, District 3	-	<u>Aye</u>
Commissioner Mary Lou Berger, District 5	-	<u>Aye</u>
Commissioner Jess R. Santamaria, District 6	-	<u>Aye</u>

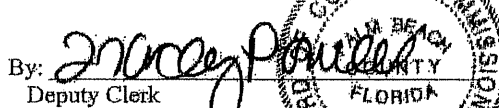
The Chair thereupon declared the Resolution duly passed and adopted this 5th day of November 2013.


**APPROVED AS TO FORM
LEGAL SUFFICIENCY**

**PALM BEACH COUNTY, FLORIDA
BOARD OF COUNTY COMMISSIONERS**

Sharon R. Bock, Clerk & Comptroller
Palm Beach County

By: 
County Attorney

By: 
Deputy Clerk



CITIZENS ADVISORY COMMITTEE ON HEALTH & HUMAN SERVICES (CAC/HHS)
MEMBERSHIP LIST
BY SEAT NUMBER, APPOINTMENT DATE AND EXPIRATION DATE

Seat:	Current Member:	Appointment Date:	Reappointment Date:	Expiration Date:
1.	Randy Palo	October 1, 2015	October 1, 2018	September 30, 2021
2.	(Vacant)-Health Dept. Rep.	Immediately		September 30, 2019
3.	Thomas Cleare	October 1, 2016		September 30, 2019
4.	Christine Koehn	December 18, 2012	October 1, 2018	September 30, 2021
5.	Carlos Poveda	October 1, 2018		September 30, 2021
6.	Elizabeth Hernandez-Cayson	December 6, 2016		September 30, 2019
7.	Barbara Jacobowitz	October 2, 2012	October 1, 2018	September 30, 2021
8.	Anne Gerwig-League of Cities Representative	October 1, 2014	January 23, 2018	September 30, 2020
9.	(Vacant)-Resident West of 20 Mile Bend	Immediately		September 30, 2022
10.	Heather Tate-Boldt	October 1, 2018		September 30, 2021
11.	Vacant	Immediately		September 30, 2022

CAC/HHS COMMITTEE MEMBERS
ATTENDANCE COMPLIANCE TRACKING FORM – TALLIED January, 2019 to December, 2019
Citizens Advisory Committee on Health and Human Services

CAC/HHS MEMBERS	JAN Regular 1-15-19	FEB Regular 2-12-19	MARCH Regular 3-11-19	APRIL Regular 4-10-19	MAY Regular 5-8-19	JUNE Regular 6-13-19	JULY Regular 7-11-19	AUG Regular 8-14-19	SEPT Regular 9-12-19	OCT Regular 10-10-19	NOV Regular 11-14-19	DEC Regular 12-11-19
PALO, Randy (Seat 1)	Yes	Absent	Yes	Yes	Yes	Meeting Canceled						
GREENE, Sharon (Seat 2 & Health Department Rep.)	Yes	Yes	Yes	Seat Vacant	Seat Vacant	Meeting Canceled						
HERNANDEZ GAYSON, Elizabeth (Seat 3)	Yes	Absent	Yes	Yes	Absent	Meeting Canceled						
KOEHN, Dr. Christine (Seat 4)	Yes	Absent	Yes	Yes	Yes	Meeting Canceled						
POVEDA, Carlos (Seat 5)	Absent	Yes	Absent	Yes	Yes	Meeting Canceled						
GLEARE, Dr. Thomas (Seat 6)	Yes	Yes	Yes	Absent	Yes	Meeting Canceled						
JACOBOWITZ, Barbara (Seat 7)	Yes	Yes	Absent	Yes	Absent	Meeting Canceled						
GERWIG, Anne (Seat 8 & League of Cities Rep.)	Yes	Yes	Yes	Yes	Yes	Meeting Canceled						
(Vacant) (Seat 9 / Glades Rep.)	Seat Vacant	Seat Vacant	Seat Vacant	Seat Vacant	Seat Vacant	Meeting Canceled						
TATE-BOLDT, Heather (Seat 10)	Yes	Yes	Yes	Absent	Yes	Meeting Canceled						
(Vacant) (Seat 11)	Seat Vacant	Seat Vacant	Seat Vacant	Seat Vacant	Seat Vacant	Meeting Canceled						

CAC/HHS EX- Officio COMMITTEE MEMBERS
ATTENDANCE COMPLIANCE TRACKING FORM – TALLIED January, 2019 to December, 201
Citizens Advisory Committee on Health and Human Services

EX-OFFICIO MEMBERS	JAN Regular 1/8/19	FEB Regular 2/5/19	MARCH Regular 3/5/19	APRIL Regular 4/9/19	MAY Regular 5/7/19	JUNE Regular 6/13/19	JULY Regular 7/11/19	AUG Regular 8/1/19	SEPT Regular 9/17/19	OCT Regular 10/10/19	NOV Regular 11/14/19	DEC Regular 12/12/19
COX GERLOCK, Dr. Barbara	Absent	Absent	Absent	Absent	Absent	Meeting Canceled						
TATE, Houston	Yes	Yes	Yes	Yes	Absent	Meeting Canceled						
STEPHENSON, Andrea	Absent	Absent	Absent	Absent	Absent	Meeting Canceled						
KANNEL, Scot	n/a	Yes	Yes	Yes	Yes	Meeting Canceled						

Updated on 5/13/2019 by DMR at 2:25 pm