

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

Meeting Date: August 20, 2019

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

**I. EXECUTIVE BRIEF**

**Motion and Title:** Staff recommends motion to approve: the reappointment of one (1) current member and two (2) new appointments to the Palm Beach County HIV Comprehensive AIDS Resources Emergency (CARE) Council:

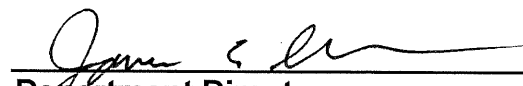
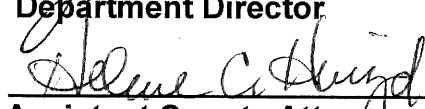
<u>Seat No.</u>	<u>Reappointment</u>	<u>Term Expires</u>
2	Kristen L Harrington	10/06/2020

<u>Seat No.</u>	<u>Appointment</u>	<u>Term Expires</u>
7	Hector A. Bernardino	08/19/2022
9	Paul H. Lisker	12/04/2020

**Summary:** The Palm Beach County HIV CARE Council (HIV CARE Council) nomination process is an open process with publicized criteria and legislatively defined conflict of interest standards. All members have successfully completed the HIV CARE Council's nomination process and the HIV CARE Council recommends the appointments. The total membership for the HIV CARE Council shall be no more than 33 at-large members, per Resolution No. 2011-1560. Mr. Lisker will complete the term for Mr. Robert Scott, who resigned from the HIV CARE Council. Ms. Harrington is completing her unexpired term and has also disclosed that she is employed with AIDS Healthcare Foundation, Inc. (AHF). AHF contracts with the County for services. The HIV CARE Council provides no regulation, oversight, management, or policy setting recommendations regarding contracts. Disclosure of this contractual relationship is being provided in accordance with the provisions of Section 2-443, of the Palm Beach Code of Ethics. The diversity count for the 21 seats that are currently filled is: African-American: 9 (42%), Caucasian: 8 (38%), Hispanic-American: 3 (15%) and Asian-American: 1 (5%). The gender ratio (female: male) is 13:8. Mr. Bernardino is Hispanic-American, Mr. Lisker and Ms. Harrington are Caucasian. Staff conducts targeted outreach in an effort to proffer candidates for appointments that maintain a diverse composition of the Board. (Ryan White Program) Countywide (HH)

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

- Attachments:**
1. Boards/Committees Applications
  2. HIV CARE Council Nominations Policy No. 10

Recommended By:		7/24/19
	Department Director	Date
Legal Sufficiency:		7-25-19
	Assistant County Attorney	Date

**II. REVIEW COMMENTS**

**A. Other Department Review:**

---

**Department Director**

Attachment 1

PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS  
BOARDS/COMMITTEES APPLICATION

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

**Section I (Department):** (Please Print)

Board Name: PBC HIV CARE Council Advisory  Not Advisory

At Large Appointment or  District Appointment /District #: \_\_\_\_\_

Term of Appointment: 1.2 Years. From: 08/20/2019 To: 10/06/2020

Seat Requirement: \_\_\_\_\_ Seat #: 2

\*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: 0**

**Section II (Applicant):** (Please Print)

**APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT**

Name: Harrington Kristen L  
Last First Middle

Occupation/Affiliation: Regional Director- AIDS Healthcare Foundation

Owner  Employee  Officer

**Business Name:** AIDS Healthcare Foundation

**Business Address:** 700 SE 3<sup>rd</sup> Ave, 4<sup>th</sup> Floor

City & State Ft Lauderdale, Fl Zip Code: 33316

**Residence Address:** 10414 Lake Vista Circle

City & State Boca Raton, Fl Zip Code: 33498

Home Phone: ( ) Business Phone: (561 ) 350-2196 Ext. \_\_\_\_\_

Cell Phone: (561 ) 350-2196 Fax: ( )

Email Address: Kristen.harrington@aidshhealth.org

Mailing Address Preference:  Business  Residence

Have you ever been convicted of a felony: Yes \_\_\_\_\_ No x \_\_\_\_\_

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

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

**Section II Continued:**

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

<u>Contract/Transaction No.</u>	<u>Department/Division</u>	<u>Description of Services</u>	<u>Term</u>
<u>Example: (R#XX-XX/PO XX)</u>	<u>Parks &amp; Recreation</u>	<u>General Maintenance</u>	<u>10/01/00-09/30/2100</u>
<u>_R2019-0200</u>	Community Services	Ryan White Services	3/1/2018-02/28/2021

(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 June 27 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: Kristen Harrington Date: 6/27/19

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](http://www.palmbeachcountyethics.com) or contact us via email at [ethics@palmbeachcountyethics.com](mailto: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: \_\_\_\_\_

## **Kristen Harrington, R.N.,C.C.M.**

10414 Lake Vista Circle  
Boca Raton FL, 33498  
Ph. (561) 350-2196  
Email: Kristenlh@bellsouth.net

### **Objective**

Seeking membership with the Palm Beach County HIV Care Council

### **Qualifications**

- 15 years professional nursing experience including 13 years in the Disease Management of patients with HIV/AIDS
- Certified Case Manager
- Experience in project management, NCQA accreditation, and policy & procedure development
- Experience with Utilization Review
- Skilled with computer applications including MS Word, Excel, Access, and PowerPoint
- Extensive knowledge of Project AIDS Care Waiver Program requirements and services
- Flexible professional with excellent verbal and written communication skills
- Proficient at working with members of a multi-disciplinary team, prioritization of responsibilities, and encouraging collaboration

### **Work Experience**

**AIDS Healthcare Foundation**

**Ft Lauderdale, FL**

***Regional Director-Palm Beach County***

***9/2016-Present***

***Case Management/Utilization Management Quality Review Director***

- Conduct regular medical chart compliance audits for Ryan White programs to assure clinical compliance, which may include clinical, billing and level of service audits as well as other audits related to performance measures for all categories of Ryan White services.
- Perform comprehensive chart reviews on all program types, including but not limited to outpatient medical services, disease management services, case management services, etc. Analyze data, developing and presenting appropriate reports for program compliance and organizational leadership to Southern Bureau leadership on a routine basis and in advance of any outside audit.
- Monitor corrective action plans to ensure that proper steps were taken to resolve any compliance issues and necessary adjustments have occurred. Identify opportunities to improve processes to sustain accurate and compliant outcomes.

- Engage with program and organizational leadership to review processes and results of audits on a routine basis.
- Educate on new requirements and expectations of payers and regulatory bodies
- Track impact of audit results. Help to develop performance improvement strategies to support compliance, clinical and organizational outcomes
- Works with the Southern Bureau Chief to develop and/or maintain physical sites for healthcare center, pharmacy, Out of the Closet thrift store, HIV testing center, and regional offices; hire staff and develop programs and services; and advocate and do outreach for these programs and services.
- Represents AHF on a local and statewide basis to discuss the specific program operations and overall programs; researches and responds to regulatory, legal, and clinical requirements for development of programs throughout the area; creates and maintains collaborations with other AIDS service organizations, federal, state and local governmental entities, and medical institutions.
- Monitors and communicates on local funding opportunities for services and programs.
- Monitors all contract deliverables. Assures contract compliance.
- Reviews all monthly reports, statistical breakdowns of the Region's census and case studies for accuracy and appropriateness of reporting. Identifies significant problems and opportunities.
- Manages the Region's departmental budgets to maximize revenue and minimize expenses
- Participates in provider relations and contracting activities as necessary to maintain and develop AHF Provider Networks. Responds to Federal, State, and Local audits and implements corrective action plans as necessary; supports regional managers to ensure compliance to state and federal guidelines in Medicare and Medicaid operations, monitoring and communicating all changes in Medicare/Medicaid regulations across the organization.
- Serves as a committee member on all appropriate administrative committees.
- Coordinates necessary trainings for the area for AHF staff and volunteers, and community members, as directed by Southern Bureau Chief.

**Humana**  
***Health Services Market Manager***

**Miramar, FL**  
**11/2014-9/2016**

- 5 Direct reports including 3 RN Supervisors, 1 LPN non-clinical Supervisor and 1 reporting specialist.
- 40 indirect reports consisting of Registered Nurse, Licensed Practical Nurses and non-clinical specialist.
- Responsible for managing Case Management operations , developing policy and procedures, monitoring and reviewing productivity, work

volume, enhancing efficiency, adjusting work distribution and auditing quality.

- Holding weekly team meetings to communicate information, changes, and updates to my reports, which is subsequently disseminated to their teams.
- Collaborating with other departments to enhance program services.
- Collaboration with operations committees and external partners.
- Reviewing and adjusting invoices for billing accuracy and reimbursement.
- Hiring, firing, reviewing career development, mentoring and coaching associates.
- Monthly monitoring of program metric goals and adjusting processes as needed to meet the goals.

**AIDS Healthcare Foundation**

**Ft Lauderdale, FL**

***RN Utilization and Case Management Manager***

**2001-2014**

- Managing Utilization staff and the Care Teams responsible for Disease Managing HIV positive members in Medicaid and Medicare special needs plans. Duties include monitoring the daily inpatient hospitalizations, creating assignments, monitoring productivity, assessing quality, monitoring contract compliance, developing protocol, employee interviewing, orientation, recognition, discipline and creating corrective action plans.
- Holding weekly rounds with Utilization and Care Team staff along with the Program Director and Medical Director. The purpose of rounds is to review all hospitalizations, members transitioning between healthcare settings and those members at risk for transitioning.
- Establishing and maintain quality indicators in accordance with standards of care and industry benchmarks.
- Serving on a committee that tests and recommends changes to the charting database, and lead in the development of the care plans used by the organization.
- Coordinating and holding face to face Interdisciplinary Care Team Meetings with Members, Care Team staff, the program Medical Director, and the member's involved providers to collaborate and coordinate care.
- Provider networking with local Physicians, AIDS Service Organizations, Hospitals and other CBO's

***RN District Manager & Lead RN Care Manager***

**2003-2013**

- Assisted the Regional Manager with the implementation of disease management of patients living with HIV/AIDS in the assigned region
- Maintained community and provider relationships
- Provided disease management to challenging patients on an as need basis

- Supervised RN Care Managers by conducting monthly evaluations of productivity, completing productivity reports and preparing invoices for the Medicaid waiver program.
- Managed Registered Nursing staff completing medical needs assessments for a Medicaid Waiver Program. In addition to monitoring contract compliance and preparing monthly invoices for payment.

***RN Care Manager***

**2001-2003**

- Maintained a Client roster providing comprehensive Disease Management services to the HIV positive Medipass population.
- Assessed patients, develop, implement and review plans of care, work in collaboration with other members of the team (ie: Physicians, Pharmacy staff, Case Managers, patients, family members, etc)
- Maintained patient records in accordance with departmental and state guidelines
- Provided on-call coverage for the state to ensure proper after-hours care for all existing and potential patients
- Developed and lead the committee to review and enhance the care plans used by the organization

**Bay Medical Center/Sacred Heart  
*Registered Nurse***

**Panama City, FL  
1999-2001**

- Performed all Charge Nurse and patient care duties on 21 bed pulmonary step-down unit
- Developed, implemented and documented a plan of care specific to each patient
- Followed guidelines in accordance with hospital policy and JCAHO regulations

**Education**

**Associate of Science in Nursing  
*Miami-Dade College***

**5/1999**



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

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

**Section I (Department):** (Please Print)

Board Name: PBC HIV CARE COUNCIL Advisory  Not Advisory

At Large Appointment or  District Appointment /District #: \_\_\_\_\_

Term of Appointment: 3 Years. From: 08/20/2019 To: 08/19/2022

Seat Requirement: \_\_\_\_\_ Seat #: 7

\*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: Bernardino, Hector A  
Last First Middle

Occupation/Affiliation: Florida Department of Health  
Owner  Employee  Officer

Business Name: FDOHPBC

Business Address: 115045 St

City & State: WPB, FL Zip Code: 33407

Residence Address: 12255 Forestgreen dr

City & State: Boynton Beach, FL Zip Code: 33437

Home Phone: ( ) Business Phone: (561) 514537 Ext.

Cell Phone: (561) 870.7111 Fax: ( )

Email Address: livinglauida.social@gmail.com

Mailing Address Preference:  Business  Residence

Have you ever been convicted of a felony: Yes \_\_\_\_\_ No \_\_\_\_\_

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

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

**Section II Continued:**

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

<u>Contract/Transaction No.</u>	<u>Department/Division</u>	<u>Description of Services</u>	<u>Term</u>
<u>Example: (R#XX-XX/PO XX)</u>	<u>Parks &amp; 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 05/02 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: H.A.B. Printed Name: H.A. Bernardino Date: 5-2-19

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](http://www.palmbeachcountyethics.com) or contact us via email at [ethics@palmbeachcountyethics.com](mailto: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

## Hector Bernardino

12255 Forestgreen Dr Boynton

Beach, FL 33437

(561) 870-7111

HecBernadino@yahoo.com

### OBJECTIVE

To obtain a position with the **FDOHPBC** as a Human Services Program Consultant III providing opportunities for growth & advancement while allowing me to fully utilize my interpersonal skills & life/work experience.

### SKILLS & STRENGTHS

- Pleasant personal presentation with the ability to establish rapport and trust with clients at first meeting,
- Adept at problem solving and analysis, and excellent communication/interpersonal/team skills.
- Bilingual/Bicultural in English and Spanish (Written and Spoken)
- Very Comfortable working with diverse Aged, Blind, Disabled, and HIV+/ AIDS populations.
- Broad knowledge of area community resources/agencies and establish and maintain liaison with other agencies.
- Maintain confidentiality and comply with Health Insurance Portability and Accountability Act (HIPAA).
- Able to establish, maintain positive and effective work relationships with coworkers, clients, members, providers & customers.
- Knowledge of HIV services, service organizations in Palm Beach County and Ryan White Part A and Part B.
- Knowledge of HIV disease and medication regimens, communicable diseases and current related issue.

### WORK EXPERIENCE

Palm Beach County Health Department, DB, BG, & WPB, FL

#### Human Services Counselor

10/2013 - present

- Coordinating and managing the medical and social services/needs of clients seen at the Center's HIV/AIDS clinics.
- Participate in scheduled case management and HIV/AIDS Program Meetings and other general staff meetings, and in-services.
- Working with confidential data sets such as Clinical information, HIV/AIDS Case Reporting and Administrative.
- Entering client information in progress notes, Insurances, scheduling appointments and viewing all other clinical data systems (HMS HER, Provide, Careware, Etc.) including but not limited to medications, labs and provider assessments.
- Linking clients to needed health care and psychological services.
- Ensuring the coordination and follow up of medical treatments.
- Coordinating access to medically appropriate levels of health and support services
- Conducting ongoing assessment of the client's disease progression and reinforcing treatment adherence behaviors.
- Collaborating with physicians and nursing staff at local area hospitals to identify HIV/AIDS patients with discharge planning needs.
- Working with HIV/AIDS Clinic Treatment Adherence Coordinators, Ryan White Notice of Eligibility Workers, Therapists, Nurse Case Managers, Public Health Administrators, Hospital Discharge Planers to ensure clients are directly linked to care and stay in care.
- Collaborating with Community based organizations, Community Partners, HIV testing agencies and case managers.
- Assisting with the case manager and participating in the clinical services team, Interagency, Coordination Meetings with the Clinical Team and support agency staff.
- Assisting with Ryan White Part A, Part B, Network, and Patient Care eligibility coverage/insurances.
- Confirming client eligibility in Florida Medicaid Management Information System (FMMIS), Health Care District (HCD), Medicare, Private Insurance and Ryan White Part A and B (Consolidated Services Network and Notice of Eligibility);

- Monitoring documentation in HMS, CAREWare and Provide Enterprise that client's eligibility is current, and utilizes the online Access to Florida System to assist potentially eligible Medicaid clients.
- Providing advocacy and review of utilization of services. Works directly with the Peer Mentor; monitors client adherence to medical care by reminder calls, follow up calls, and assists with scheduling of appointments.
- Coordinating Interdisciplinary Care Team meetings with community agencies, team meetings with clinical staff, and Monthly Series of Educational Lectures/Luncheons for clients & staff.
- Attending and participates in Community Partners and Clinical Staff Meeting, Quality Improvement Meetings and other trainings as needed.
- Conducting Initial client assessment of service needs; development of a comprehensive, individualized service plan; coordination of services required to implement the plan; client monitoring to assess the efficacy of the plan; and periodic reevaluation and adaptation of the home visits to assess client needs and/or initiate required services.
- Attending and participating in Community Partners and Clinical Staff Meeting, Quality Improvement Meetings and other trainings as needed. Performs other related duties as assigned.
- Care Council Commitntee Member and Co Chair of the Palm Beach County Retreat for the HIV/AIDS Affected & Infected Residents.

**TECH SKILLS:**

- Knowledge of MS Word, Excel, Outlook, Access, PRISM, HMS EHR, CAREWare, Provide Enterprise, EARS, protocol and Internet products, configuration and networking.
- Experience with PC platforms: Windows 2003/08/11 Server, XP and Vista, Win 7/8/10 Software: 95/98/NT/XP/Vista/Win7/8/10, MS Office/Proj.Suite 97/98/2003/07/10

**CERTIFICATIONS**

- Certified Peer Mentor Navigator
- FDOH HIV/AIDS 500 The Basics of HIV/AIDS Counseling, Testing and Linkage
- FDOH HIV/AIDS 501 HIV Prevention Counseling, Testing and Linkage
- Cultural Awareness, HIPAA and DOH among others.

**References furnished upon request**

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

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

**Section I (Department):** (Please Print)

Board Name: PALM BEACH COUNTY CARE COUNCIL <sup>HIV</sup> Advisory  Not Advisory

At Large Appointment or  District Appointment / District #: \_\_\_\_\_

Term of Appointment: 1.4 Years. From: 08/20/2019 To: 12/04/2020

Seat Requirement: 1 Seat #: 9

\*Reappointment or  New Appointment

or  to complete the term of Mr. Rob Scott. Due to:  resignation  other

Completion of term to expire on: 12/04/2020

\*When a person is being considered for reappointment, the number of previous disclosed voting conflicts during the previous term shall be considered by the Board of County Commissioners: \_\_\_\_\_

**Section II (Applicant):** (Please Print)

**APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT**

Name: LISKER PAUL H.  
Last First Middle

Occupation/Affiliation: OPERATION & MANAGEMENT CONSULTANT II  
Owner  Employee  Officer

Business Name: FLORIDA DEPARTMENT OF HEALTH

Business Address: 1150 45TH ST.

City & State: WEST PALM BEACH, FL Zip Code: 33407

Residence Address: 108 SW 12TH AVE

City & State: BOYNTON BEACH, FL Zip Code: 33435

Home Phone: (609) 704-9703 Business Phone: (609) 514-5445 Ext. —

Cell Phone: ( ) Fax: (609) 840-4850

Email Address: PAUL.LISKER@FLHEALTH.GOV

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 &amp; 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)

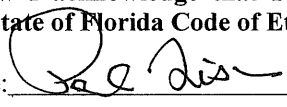
**ETHICS TRAINING:** All board members are required to read and complete training on Article XIII, the Palm Beach County Code of Ethics, and read the State Guide to the Sunshine Amendment. **Article XIII, and the training requirement can be found on the web at: <http://www.palmbeachcountyethics.com/training.htm>.** 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 05/01 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: PAUL LISKER Date: 5/2/19

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](http://www.palmbeachcountyethics.com) or contact us via email at [ethics@palmbeachcountyethics.com](mailto: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: \_\_\_\_\_

108 SW 12<sup>th</sup> Ave.  
Boynton Beach, FL 33435

561-704-9703

# Paul H. Lisker

## Objective

The provision of solution focused Case Management and the empowerment of persons in need.

## Experience

2018-Present                      Palm Beach County Health Department

### Case management/Peer Supervisor

- Daily supervision of 3 case managers and 5 Peer Mentors.
- Responsible for annual HRSA reporting, Monthly peer reports, staff timesheets.
- Responsible for approving timesheets, travel reimbursements and leave requests. Responsible for all aspects of hiring.
- Attends regular IDC management meetings as well as regularly scheduled team meetings with staff.
- Organizes ongoing staff education opportunities both within the IDC department and throughout the agency.
- Initiates quality improvement activities within my department.
- Helps to resolve complaints when they occur.

2012-Present                      Palm Beach County Health Department

### Lead Medical Case Manager

- Organized case management trainings
- Apply for medications through patient assistance programs.
- Complete referrals for patients in need of housing and utility assistance.
- Assist clients with disability and unemployment applications.
- Assess patients for appropriate payer sources and assist client in applying for benefits.

2006-2012                      Compass, Inc.

WPB, FL

**Clinic Case Manager**

- Completed patient assistance applications for medications from the pharmaceutical companies.
- Directed clients to appropriate payer sources.
- Referrals to housing, substance abuse and mental health programs.
- Assured that consents were up to date and in compliance.
- Completed Medicaid/Food Stamp applications.
- Assisted clients with ADAP enrollment.
- Assisted clients with Health Care District applications.
- Completed Ryan White Part B Eligibility Assessments.
- Helped client to overcome barriers to care.

2004-2006

Compass, Inc.

WPB, FL

**Senior Case Manager**

- Trained and provided ongoing support to Case Management staff.
- Completed scheduled performance reviews.
- Employee counseling sessions to address concerns when applicable.
- Performed regular quality assurance reviews on client files.

2000-2004

Compass, Inc.

WPB, FL

**Case Manager**

- Assisted clients in navigating the HIV care system.
- Directed and assisted clients in obtaining health coverage.
- Responsible for all AIDS Insurance Continuation Program clients.
- Completed agencies monthly billing and quarterly reports.
- Supervised volunteers.
- Maintained close relationships with community partners.
- Assisted clients with rent, mortgage and utility payments.
- Participated in the agencies fundraising events.
- Developed care plans with clients to ensure medical/medication adherence.
- Ongoing follow-up with clients to monitor client progress.

1993-2000

Catholic Charities

WPB, FL

**Caregiver**

- Provided medical and social support services.
- Managed day to day activities of Assisted Living Facility.
- Coordinated volunteer activities.
- Planned resident outings.
- Communicated effectively with outside community partners.



- Responsible for the monitoring of medication adherence.
- Maintained progress notes for all residents.
- Worked directly with registered nutritionist in meal planning.
- Ensured that licensure requirements were up to date.

### **Education**

1976-1981 Pratt Institute of Technology  
Brooklyn , NY

- B.F.A., Film

### **Affiliations**

National Minority AIDS Council, International AIDS Society

US Delegate, International Conference on AIDS 2004

Victims Services, Sexual Assault Unit

## Palm Beach County HIV CARE Council BOARD ROSTER

Updated 06/28/2019

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

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

**Commented [NM1]:** Kristen Harrington had to apply again. She was removed due to missing three consecutive meetings

**Commented [NM2]:** Nydia Sabugo -Marrou from Adopt - A - Family applied. Will take to membership on April 18<sup>th</sup> 2019. Membership Committee put it on hold for more commitment

**Commented [NM3]:** Hector Bernardino from Health Department got approval from CC May 20 2019

## Palm Beach County HIV CARE Council BOARD ROSTER

<u>SEAT</u>	<u>OCCUPANT</u>	<u>NON-ELECTED COMMUNITY LEADERS - SEATS 8-18</u>	<u>ORGANIZATION</u>	<u>ORIGINAL APPOINT DATE</u>	<u>RE- APPOINT DATE</u>	<u>CURRENT TERM EXPIRES</u>	<u>TERM LEFT AFTER CURRENT TERM EXPIRES</u>	<u>DEMOGRA PHIC INFO.</u>
8	Eileen Perry	State Medicaid Agency	Health Care District	05/07/2019		05/06/2022	2	WF
9		Local Public Health Agencies	Florida Department of Health	12/05/2017		12/4/2020	2	WM
10	Ashnika Ali	Hospital Planning Agencies or other health care planning agencies	Health Council of South East Florida	10/02/2018		10/01/2021	2	APIF
11	Keisha Jackson	Part D, or if none present, representatives of organizations addressing the needs of children, youth, and families with HIV	TOPWA	08/14/2018		08/13/2021	2	BF
12	Lysette Perez	Other federal HIV Programs: HIV Prevention Program	Compass	05/05/2019		07/09/2021	3	HF
13	Mark White	Other federal HIV Programs: HOPWA	City of West Palm Beach	05/17/2016	05/17/2019	05/16/2022	1	WM
14	Qunton Dames	Other federal HIV Programs: Other	FoundCare (SAMHSA Grant)	09/22/2015	10/02/2018	10/01/2021	1	BM
15	Whitney Davis	Representative of/ or formerly incarcerated People Living with HIV/AIDS	The Lords Place	05/07/2019		05/06/2019		BF
16	Glenn Krabec	Non-Elected Community Leader	Community Member	01/13/2004	04/16/2019	04/15/2022	0	WM
17	Chris Dowden	Non-Elected Community Leader	Walgreens Pharmacy	02/22/2015	10/02/2018	09/21/2021	1	WM
18	Thomas McKissack	Non-Elected Community Leader	Ret. Jerome Golden	03/22/2016		11/14/19	2	BM

**Commented [NM4]:** Paul Lisker from Health Department got approval from CC May 20 2019

**Commented [NM5]:** Get the blue application filled and signed and resume and code of ethics form from him.

## Palm Beach County HIV CARE Council BOARD ROSTER

<u>CSEAT</u>	<u>OCCUPANT</u>	<u>AFFECTED COMMUNITIES, INCLUDING PLWH AND HISTORICALLY UNDER-SERVED SUBPOPULATIONS AND/OR INDIVIDUALS CO-INFECTED WITH HEPATITIS B/C – SEATS 19-27</u>	<u>POSITION/ ORGANIZATION</u>	<u>ORIGINAL APPOINT DATE</u>	<u>RE- APPOINT DATE</u>	<u>CURRENT TERM EXPIRES</u>	<u>TERM LEFT AFTER CURRENT TERM EXPIRES</u>	<u>DEMOGRA PHIC INFO.</u>
19	Mary Jane Reynolds	Affected Communities, including People Living with HIV/AIDS and historically under-served subpopulations and/or individuals co-infected with Hepatitis B/C	Community Member	09/26/2000	04/16/2019	4/15/2022	0	BF
20	<b>OPEN CHAIR</b>	Affected Communities, including People Living with HIV/AIDS and historically under-served subpopulations and/or individuals co-infected with Hepatitis B/C	Community Member					
21	Cecil Smith	Affected Communities, including People Living with HIV/AIDS and historically under-served subpopulations and/or individuals co-infected with Hepatitis B/C	Community Member	01/08/2000	04/16/2019	04/15/2022	0	BM
22	Dale Smith	<b>Affected Communities, including People Living with HIV/AIDS and historically under-served subpopulations and/or individuals co-infected with Hepatitis B/C</b>	Community Member	07/10/2018		07/9/2021	2	BM
23	<b>OPEN CHAIR</b>	<b>Affected Communities, including People Living with HIV/AIDS and historically under-served subpopulations and/or individuals co-infected with Hepatitis B/C</b>	Community Member					
24	Vicki Rossy Woodley	Affected Communities, including People Living with HIV/AIDS and historically under-served subpopulations and/or individuals co-infected with Hepatitis B/C	Community Member	10/16/2018		10/15/2021	2	HISF
25	Felisha Douglas Bowman	Affected Communities, including People Living with HIV/AIDS and historically under-served subpopulations and/or individuals co-infected with Hepatitis B/C	Community Member	03/12/2019		03/11/2022	2	BF
26	Latonia Cox	Affected Communities, including People Living with HIV/AIDS and historically under-served subpopulations and/or individuals co-infected with Hepatitis B/C	Community Member	5/07/2019		05/06/2022	2	BF
27	David Shamer	Affected Communities, including People Living with HIV/AIDS and historically under-served subpopulations and/or individuals co-infected with Hepatitis B/C	Community Member	5/07/2019		05/06/2022	2	WM

**Commented [NM6]:** Vicki Rossy is not the affected category and needs to be removed from the affected seat. But still active member. Tameka Rolle submitted an application from the Jerome Golden.

## Palm Beach County HIV CARE Council

# CARE Council Policy

Policy Number: 10  
Amended: June 25, 2018

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

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

### **I. Legislative Background**

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

### **II. Expectations**

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

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

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

### **III. Steps in the Nominations Process:**

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

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

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

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