

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS

BOARD APPOINTMENT SUMMARY

Meeting Date: October 8, 2019

Department

Submitted By: Community Services

Advisory Board: Citizens Advisory Committee on Health and Human Services

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to approve: one (1) reappointment and two (2) new appointments to the Citizens Advisory Committee on Health and Human Services (CAC/HHS), effective October 8, 2019:

<u>Seat No.</u>	<u>Reappointment</u>	<u>Seat Requirement</u>	<u>Term Expires</u>	<u>Nominated By</u>
3	Thomas Cleare	A Component of the Health & Human Services System of Care	09/30/2022	Mayor Bernard Comm. Valeche Comm. McKinlay CAC/HHS
<u>Seat No.</u>	<u>Appointment</u>	<u>Seat Requirement</u>	<u>Term Expires</u>	<u>Nominated By</u>
2	Merlene Ramnon	Florida Department of Health Representative	09/30/2022	Mayor Bernard Comm. Valeche Comm. McKinlay CAC/HHS
7	Constance Siskowski	A Component of the Health & Human Services System of Care	09/30/2021	Mayor Bernard Comm. Valeche Comm. Weinroth Comm. McKinlay CAC/HHS

Summary: The CAC/HHS consists of 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 CAC/HHS solicit and recommend member nominations for transmittal to the Board of County Commissioners (BCC). The BCC was notified by memos dated April 23, 2019 and July 22, 2019 and requested to provide nominations for appointment. The CAC/HHS, at their regular committee meeting on July 11, 2019, recommended that all applications mentioned above be forwarded to the BCC. Nominees meet all applicable guidelines and requirements outlined in the resolution. Ms. Siskowski will complete an unexpired term. Ms. Siskowski has disclosed that she is employed with the American Association of Caregiving Youth, Inc. (AACY). The AACY contracts with the County for services. The CAC/HHS 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 6 seats that are currently filled is: Caucasian: 5 (83%), and African-American: 1 (17%). The gender ratio (female: male) is 3:3. Dr. Ramnon is African-American and Dr. Cleare and Ms. Siskowski are Caucasian. The CAC/HHS's ex-officio membership consists of a diversity count of one (1) African-American male (25%), one (1) African- American female, (25%), one (1) Caucasian female (25%) and one (1) Caucasian male (25%). Staff conducts targeted outreach in an effort to proffer candidates for appointments that maintain a diverse composition of the committee. (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 G. Lee Date: 9/20/19
Department Director

Legal Sufficiency: Helene C. Heitz Date: 9-23-19
Assistant County Attorney

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 (CAC/HHS) Advisory ☒ Not Advisory ☐
☒ At Large Appointment or ☐ District Appointment / District #: _____
Term of Appointment: 3 Years. From: October 8, 2019 To: September 30, 2022
Seat Requirement: Knowledge of Health & Human Services System of Care Seat #: 3
☒ *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: Cleare, Thomas William
Last First Middle
Occupation/Affiliation: Health Care Administration
Owner ☐ Employee ☐ Officer ☒
Business Name: Health Care District of Palm Beach County
Business Address: 1515 N. Flagler Drive, Suite 101
City & State: West Palm Beach, Florida Zip Code: 33401
Residence Address: 4413 Fuschia Circle South
City & State: Palm Beach Gardens, Florida Zip Code: 33410
Home Phone: _____ Business Phone: (561) 804-5865 Ext. _____
Cell Phone: () Fax: ()
Email Address: tcleare@hcdpbc.org

Mailing Address Preference: ☒ Business ☐ Residence

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

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

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

Section II Continued:

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

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

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

NONE

☐

NOT APPLICABLE:
(Governmental Entity)

☒

ETHICS TRAINING: All board members are required to read and complete training on Article XIII, the Palm Beach County Code of Ethics, and read the State Guide to the Sunshine Amendment, Article XIII, and the training requirement can be found on the web at: <http://www.palmbeachcountyethics.com/training.htm>. Ethics training is on-going, and pursuant to PPM CW-P-80 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 July 5 2016
☐ 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: Thomas W. Cleare Printed Name: THOMAS W. CLEARE Date: 5/3/2019

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) 233-0724.

Return this FORM to:
David Rafaidus, Community Service Department (Administration)
810 Datura Street
West Palm Beach, Florida 33401
(561) 355-4705 drafaidu@pbcgov.org

Section III (Commissioner, if applicable):

Appointment to be made at BCC Meeting on:

Commissioner's Signature: Mackenna Be... Date: 5/14/19

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

Revised 01-14/2014

Section II Continued:

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

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Section III (Commissioner, if applicable):

Appointment to be made at BCC Meeting on:

Commissioner's Signature: John R. Valverde

Date: 5/14/19

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Revised 01/14/2014

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(Governmental Entity)

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Section III (Commissioner, if applicable):

Appointment to be made at BCC Meeting on: _____

Commissioner's Signature: Melissa McKinley Date: 7/30/19

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Revised 01-14/2014



Bio

Thomas Cleare, PhD, MBA

Vice President of Strategy

Thomas Cleare is the Health Care District of Palm Beach County's Vice President of Strategy. He is responsible for system-wide strategic planning, facilities management, provider claims reimbursement, patient access, and case management for the District Cares program, sponsored programs funding initiatives, and support for the Good Health Foundation.

Previously, Dr. Cleare served as the Health Care District's Chief Program Officer, where he was responsible for directing the operational functions of the District's former health coverage programs: the Personal Health Plan Medicaid HMO, Coordinated Care (renamed District Cares), and Vita Health, as well as the District's ongoing Maternity Care Program. His areas of oversight included: enrollment, customer and member services, provider services, utilization and quality management, reimbursement, business analytics, communications, and marketing and outreach.

Prior to being appointed Chief Program Officer, Dr. Cleare served as the District's Administrator of Health Services and Outreach. He was promoted to that position in 2008 after serving as the District's Director of Planning and Research. Prior to joining the Health Care District, Dr. Cleare served in a variety of leadership roles with a national managed care specialty provider network. Dr. Cleare has also served as an Adjunct Faculty member at Florida Atlantic University.

Currently, Dr. Cleare serves on the Citizens Advisory Committee on Health and Human Services and is the Vice Chair of the Healthy Start Healthy Beginnings Coalition of Palm Beach County.

Dr. Cleare has over 20 years of experience in health planning and policy analysis, health care administration, and managed care. Dr. Cleare has authored three books: Two non-fiction books, *Establishing a Healthcare Emergency Response Coalition* (2010) and *An Analysis of Accountability in Public – Private Health Care Programs Serving Vulnerable Populations* (2011) and one fiction book, *Treasure in Paradise* (2015), along with several articles and conference papers related to health care, emergency preparedness, and local government policy. Dr. Cleare received a Doctor of Philosophy and Master of Business Administration from Florida Atlantic University. He also holds a Bachelor of Science from the University of Florida.

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☒ At Large Appointment or ☐ District Appointment /District #: _____

Term of Appointment: 3 Years. From: October 8, 2019 To: September 30, 2022

Seat Requirement: Health Department Representative
Knowledge of Health & Human Services System of Care Seat #: 2

☐ *Reappointment or ☒ New Appointment

or ☐ to complete the term of _____ Due to: ☐ resignation ☐ other

Completion of term to expire on: _____

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Section II (Applicant): (Please Print)

APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT

Name: Ramnon Merlene Lenora
Last First Middle

Occupation/Affiliation: Department of Health
Owner ☐ Employee ☒ Officer ☐

Business Name: Department of Health ,Palm Beach

Business Address: 800 Clematis Street

City & State West Palm Beach, FL 33401

Residence Address: 12107 Sunset Point Circle

City & State Wellington FL Zip Code: 33414

Home Phone: (561) 247-7632 Business Phone: (561) 514-5303 Ext. _____

Cell Phone: (561) 662-6329 Fax: ()

Email Address: Merlene.Ramnon@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:

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<u>Example: (R#XX-XX/PO XX)</u>	<u>Parks & Recreation</u>	<u>General Maintenance</u>	<u>10/01/00-09/30/2100</u>
_____	_____	_____	_____
_____	_____	_____	_____
(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.palmbeachcountylethics.com/training.htm>.** Ethics training is on-going, and pursuant to PPM CW-P-80 is required before appointment, and upon reappointment.

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 x By watching the training program on the Web, DVD or VHS on May 6, _____ 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: Merlene Ramnon Printed Name: Merlene Ramnon Date: 5/6/2019

Any questions and/or concerns regarding Article XIII, the Palm Beach County Code of Ethics, please visit the Commission on Ethics website www.palmbeachcountylethics.com or contact us via email at ethics@palmbeachcountylethics.com or (561) 233-0724.

Return this FORM to:
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(561) 355-4705 drafaidu@pbcgov.org

Section III (Commissioner, if applicable):

Appointment to be made at BCC Meeting on: _____

Commissioner's Signature: Michael B... Date: 8/14/19

Section II Continued:

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_____	_____	_____	_____
_____	_____	_____	_____
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810 Datura Street
West Palm Beach, Florida 33401
(561) 355-4705 drafaidu@pbcgov.org

Section III (Commissioner, if applicable):

Appointment to be made at BCC Meeting on:

Commissioner's Signature: Hal R. Valeche Date: 3/14/19

Section II Continued:

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Section III (Commissioner, if applicable):

Appointment to be made at BCC Meeting on: _____

Commissioner's Signature: Melissa McKeel Date: 7/30/19

Merlene L. Ramnon, PhD

Curriculum Vitae'

12107 Sunset Point Circle
Wellington Fl 33414
Tel: (561)371-7456
Email: MRamnon@yahoo.com

Brief Biography

Merlene Ramnon presently works with the Florida Department of Health (DOH) Palm Beach County, as a Community Health Nursing Consultant, overseeing one of the largest health centers in Palm Beach, along with overseeing two other satellite health centers. She worked as an epidemiologist with the Palm Beach DOH, Epidemiology Division, from 2014 to 2016 conducting disease investigation and disease surveillance, report writings, posting on epidemiological forums, presenting on biweekly epidemiology conferences and many other epidemiological duties. Merlene served at the Palm Beach Care Hope College of Nursing School as the school's Academic Dean and Director of Student Services, 2011 to 2014. She has been teaching for approximately ten (10) years. She has taught at several colleges including Florida Atlantic University; teaching nursing and clinical courses in the Bachelor of Science Traditional and Accelerated Nursing program and the RN-BSN program for three years. She has also taught at Kaplan University School of Nursing for four (4) years. She presently teaches as an adjunct faculty at the Palm Beach State College. Her previous jobs include working with the Palm Beach County Health Department supervising various departments, which include Maternity, Family planning, and immunization.

She earned her doctoral degree (PhD) program specializing in epidemiology and Masters in Public Health at the Walden University in December 2016, earned a Masters in Nursing Education at Florida Atlantic University in 2006 and a Baccalaureate Degree in Nursing in 1984. Merlene is experienced in clinical research, experienced in conducting peer review articles and has conducted many research presentations in oral and posters format. She possesses supervisory, management and budgetary skills. She is highly computer knowledgeable of the various soft ware programs; excel, power points and other Microsoft Office programs. She takes pleasure in analyzing data and is knowledgeable on statistical software and processes. She communicates effectively and enjoys working with people.

Qualifications Profile:

- Extensive healthcare supervisory, leadership and management experience for more than twenty years
- Over 10 years of teaching in various nursing and allied health programs, teaching various

modalities and courses

- Extensive knowledge of communicable diseases, control and prevention
- Knowledge and experience in program policy, procedures and budget management, research writings and peer reviews articles
- Possess numerous experiences in hospital and clinic settings.
- Demonstrate analytical problem solving ability
- Competent in usage of statistical software
- Strong leadership, time management, and interpersonal skills
- Proficient w/Microsoft Office (PowerPoint, Word, Excel, Access, Outlook)

Education:

2016 PhD (Epidemiology): Walden University

2014 Masters in Public Health: Walden University

2006 Master of Science in Nursing: Florida Atlantic University

1984 Bachelor of Science in Nursing: Northern Caribbean University

Work Experience:

2016-Present- DOH-Palm Beach- Community Health Nursing Consultant

2014- 2016- DOH-Palm Beach- Epidemiology Division

2011- 2014 - Dean- Palm Beach Vocational Institute Inc.

2014- Present Adjunct Instructor, Palm Beach State College

2009- 2011 Nursing Supervisor: Palm Beach County Health Department

2008- 2009 Agency for Health Care Administration/Adjunct Nursing Faculty.

2006- 2009 Nursing Instructor Florida Atlantic University: Christine E. Lynn College of Nursing

2003-2006 Nursing Program Specialist, Maternal and Child Health, Palm Beach County Health Department

License/Certification:

- Registered Nurse Florida Board of Nursing
- Registered Nurse, New York State Education Department

Teaching Experience:

FAU: Undergraduate Clinical Courses: BSN

FAU: RN- BSN Didactic and Online Courses

Palm Beach Vocational Institute: Associate Degree in Nursing
Microbiology
Nursing Courses

Kaplan University: Associate Degree, Nursing Courses

Palm Beach State College: Adjunct Instructor: Obstetrics/Pediatrics

ITT: Adjunct Instructor: Microbiology/Anatomy and Physiology

Awards:

Honor Roll (Northern Caribbean University)
2nd Place Community Assessment Project (Public Health Course)
Public Relations Officer (Public Health Nurses Ass)
Preceptor of Excellence (Palm Health Care Foundation)
Outstanding Leadership (Palm Beach Vocational Institute)

Organization/ Committee Served:

- Nursing Undergraduate Programs
- Undergraduate Clinical Faculty Development
- Writing Across the Curriculum (WAC)
- RN-BSN Task Force Committee
- Florida Nurses Association
- American Public Health Association Member
- Palm Beach Vocational Institute Advisor Board: Organizer and Chair Leader
- American Public Health Association Abstract Reviewer since 2014
- Palm Beach County Electoral Office
- Refugee Task Force Committee
- South University Advisory Board

Publication: Maternal Characteristics and Childhood Immunization
Series Completion Rates among Children 2- Years-Old

Other Research: Factors Predicting Retention in Care and Health Outcomes
Among HIV Patients

Presentations:

- Research Presentation, American Public Health Association 2017 Annual Meeting
- Research Poster Presentation at the National Foundation of Infectious Diseases Annual Conference on Vaccine Research, April 2018
- Research Presentation to Department of Health State Health Officers May 2018
- Abstract Selection Presentation November 10 to November 14 in San Diego American Public Health Association.
- Abstract Selection Presentation for International Society for Disease Surveillance January 30- February 1, 2019

**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 resume to this form.

Section I (Department): (Please Print)

Board Name: CAC/HHS Advisory ☒ Not Advisory ☐
☒ At Large Appointment or ☐ District Appointment / District #: _____
Term of Appointment: 3 Years From: 10/8/19 To: 9/30/21
Seat Requirement: KNOWLEDGE OF HEALTH/HUMAN SERVICE SYSTEMS CARE Seat #: 7
☐ Reappointment or ☒ New Appointment
or ☒ to complete the term of Barbara Jacobowitz Due to: ☐ resignation ☒ other
Completion of term to expire on: 09/30/21

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

Section II (Applicant): (Please Print)

APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT

Name: SISKOWSKI CONSTANCE T
Last First Middle
Occupation/Affiliation: President + Founder
Owner ☐ Employee ☒ Officer ☐
Business Name: AMERICAN ASSOCIATION of CARBONING YOUTH
Business Address: 825 N. FEDERAL HWY #218
City & State: BOCA RATON, FL Zip Code: 33432
Residence Address: 3021 NW 53RD ST.
City & State: BOCA RATON, FL Zip Code: 33496
Home Phone: 660 997-2335 Business Phone: 660 391-2401 Ext 100
Cell Phone: (561) 715-6531 Fax: (561) 416-7213
Email Address: conale@aacny.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.

Contract/Transaction No.	Department/Division	Description of Services	Term
<u>Example: (R#XX-XX/PO XX)</u>	<u>Parks & Recreation</u>	<u>General Maintenance</u>	<u>10/01/00-09/30/2100</u>
<u>R 2017-1507</u>	<u>YOUTH SERVICES</u>	<u>EXPANDED YOUTH PROJECT</u>	<u>10/01/17-9/30/20</u>
<u>R 2017-1627</u>	<u>COMMUNITY SERVICES</u>	<u>CARE MANAGEMENT & BEHAVIORAL HEALTH</u>	<u>10/01/17-9/30/20</u>

(Attach Additional Sheet(s), if necessary)

OR

NONE ☐ NOT APPLICABLE/ (Governmental Entity) ☐

ETHICS TRAINING: All board members are required to read and complete training on Article XIII, the Palm Beach County Code of Ethics, and read the State Guide to the Sunshine Amendment, Article XIII, and the training requirement can be found on the web at: <http://www.palmbeachcountyetics.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 4/5 20 19
☐ By attending a live presentation given on _____, 20 _____

AND

By signing below I acknowledge that I have read, understand and agree to abide by the Guide to the Sunshine Amendment & State of Florida Code of Ethics:

*Applicant's Signature: Constance Siskowski Printed Name: Constance Siskowski Date: 4/5/2019

Any questions and/or concerns regarding Article XIII, the Palm Beach County Code of Ethics, please visit the Commission on Ethics website www.palmbeachcountyetics.com or contact us via email at ethics@palmbeachcountyetics.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: Maureen Date: 8/14/19

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

Revised 02/01/2016

Section II Continued:

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

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<u>Example: (R#XX-XX/PO XX)</u>	<u>Parks & Recreation</u>	<u>General Maintenance</u>	<u>10/01/00-09/30/100</u>
<u>R 2017-1507</u>	<u>YOUTH SERVICES</u>	<u>COLLEQUIN YOUTH PROJECT</u>	<u>10/01/17-9/30/20</u>
<u>R 2017-1627</u>	<u>COMMUNITY SERVICES</u>	<u>ESPANOL YOUTH PROJECT CARE MANAGEMENT AND BEHAVIORAL HEALTH</u>	<u>10/01/17-9/30/20</u>
(Attach Additional Sheet(s), if necessary)			
OR			
NONE <input type="checkbox"/>		NOT APPLICABLE/ (Governmental Entity) <input type="checkbox"/>	

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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: [Signature] Date: 8/14/19

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

Revised 02/01/2016

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.

Contract/Transaction No.	Department/Division	Description of Services	Term
Example: (R#XX-XXPG XX)	Parks & Recreation	General Maintenance	10/01/00-09/30/100
R 2017-1507	YOUTH SERVICES	EXPANSION	10/01/17-9/30/20
R 2017-1627	COMMUNITY SERVICES	CARE MANAGEMENT	10/01/17-9/30/20
		EXP BEHAVIORAL HEALTH	
		(Attach Additional Sheet(s), if necessary)	
		OR	
NONE	<input type="checkbox"/>	NOT APPLICABLE/ (Governmental Entity)	<input type="checkbox"/>

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☒ By watching the training program on the Web, DVD or VHS on 4/5 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: Constance Siskowski Printed Name: Constance Siskowski Date: 4/5/2019

Any questions and/or concerns regarding Article XIII, the Palm Beach County Code of Ethics, please visit the Commission on Ethics website www.palmbeachcountyetethics.com or contact us via email at ethics@palmbeachcountyetethics.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: R. W. Warrick Date: 8/20/19

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

Revised 02/01/2016

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 exceptions 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.

Contract/Transaction No.	Department/Division	Description of Services	Term
Example: (R#XX-XX/PQ XX)	Parks & Recreation	General Maintenance	10/01/00-09/30/100
R 2017-1507	YOUTH SERVICES	Expanding Youth Project	10/01/17-9/30/20
R 2017-1627	COMMUNITY SERVICES	Care Management	10/01/17-9/30/20
		EXP. BEHAVIORAL HEALTH	
(Attach Additional Sheet(s), if necessary)			
OR			
NONE	<input type="checkbox"/>	NOT APPLICABLE/ (Governmental Entity)	<input type="checkbox"/>

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

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☒ By watching the training program on the Web, DVD or VHS on 4/5/19
☐ By attending a live presentation given on _____, 20__

AND

By signing below I acknowledge that I have read, understand and agree to abide by the Guide to the Sunshine Amendment & State of Florida Code of Ethics:

*Applicant's Signature: Christine Eckowski Printed Name: Christine Eckowski Date: 4/5/2019

Any questions and/or concerns regarding Article XIII, the Palm Beach County Code of Ethics, please visit the Commission on Ethics website www.palmbeachcountylethics.com or contact us via email at ethics@palmbeachcountylethics.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: Melissa McKelvey Date: 7/30/19

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

Revised 02/01/2016

CONSTANCE T. SISKOWSKI, RN, MPA, PhD

2021 NW 53RD Street
Boca Raton, FL 33496

561-997-2335
csiskowski@gmail.com

EDUCATION

Doctor of Philosophy , Graduate Honors, Lynn University, Boca Raton, FL	2004
Master of Public Administration , New York University, New York, NY	1983
Bachelor of Science , Montclair State College now University, Magna Cum Laude, Montclair, NJ	1980
Registered Nurse , Johns Hopkins Hospital School of Nursing now University, Baltimore, MD	1968

PROFESSIONAL EXPERIENCE

Founder and President	1997 – Present
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American Association of Caregiving Youth, formerly Volunteers for the Homebound & Family Caregivers and formerly Boca Raton Interfaith in Action, is a non-profit 501(c) 3 corporation that is the national resource for the support of children who provide care for family members who are ill, injured, elderly or disabled. In this role children sacrifice their education, health, well-being and childhood.

- Established first US Caregiving Youth Project (CYP) with significant local and national funding and collaborative partners that utilizes healthcare, education and community so that student caregivers are recognized and supported in school out of school and at home, so they can remain in school and be successful in life. Professional oversight through the multidisciplinary CYP Advisory Council
- Over 1,450 middle and high school students have been enrolled in the CYP with progression to the next grade and high school graduation rates >97%
- Utilized collaborative relationships and resources for families to improve their safety and home environment such as clean water, grab bars, ramps to allow for accessibility, a rat wall, an oxygen concentrator and others
- End of the Year Feedback Forms that evaluate outcomes from CYP participants continue to score high with students reporting that the CYP helped them: a) Be more knowledgeable about caregiving and have new skills for both at home and in school; b) Feel good about themselves out of school; c) Make new friends; d) Manage stress better; e) Improve their health; f) Have closer with family relationships; and g) Achieve better grades
- Developing a national expansion through national partnerships including workforce development and a formal affiliate network along with a national AACY Advisory Council
- Established the Caregiving Youth Institute (2014) to C.A.R.E – Connect, Advocate, Research and Educate and through it the Caregiving Youth Research Collaborative (CYRC) that includes professionals from eight universities; the second conference to be held April 2017

- Expanded research to include students and faculty from Brandeis University, Florida Atlantic University, University of South Florida, University of Miami Miller School of Medicine and Lynn University
- Began M.A.C.Y. (Mentor A Caregiving Youth) program and became a member of the United Way Mentor Network
- Initially funded by \$25K seed grant of Robert Wood Johnson Foundation's Faith in Action programs, City of Boca Raton and Quantum Foundation – now budget over \$970K
- Contributed editing and Forward of *I'm a Teen Caregiver. Now What?* published by Rosen Publishing of NY, 2016.

Academic Appointments

2007 – 2015

- Courtesy Associate Professor Appointment, Department of Aging and Mental Health Disparities, College of Behavioral and Community Sciences, University of South Florida, Tampa
- Advisory Board, School of Sociology, Fort Hayes State University, Hayes, KS

Consultant

1999 – 2009

- Palms of Largo Intergenerational Community Foundation, now Caregivers Support Network, Largo, FL
- Research Review Committee, National Patient Safety Foundation, N. Adams, MA
- Coordinator for Communicating Effectively with Healthcare Professionals Program, National Family Caregivers Association, Kensington, MD
- Business Development – Nurse Practitioner HouseCalls, MedVisits, LLC, Memphis, TN
- Grant Reviewer, National Family Caregiver Support Program, Administration on Aging, Washington DC
- Information and resource collection, Florida Respite Coalition, Orlando, FL
- Panel Relations Leader, Advisory Board Member, Editor, *Panelist Press* & Reviewer of *Caregiving in the US 2001 Edition*; The Caregivers Advisory Panel, Charleston, RI
- Writer, *The Comfort of Home – Caregiver Assistance News* and special presentations, CareTrust Publications, Portland, OR
- Web content, tool and site development – ElderIssues.com, Delray Beach, FL
- Project partner, Sharp HealthCare Foundation/Secure Horizons initial Frail Elderly Study with funding from California HealthCare Foundation, San Diego, CA
- Development of Caregiver Planner, American Custom Publishing Co., Libertyville, IL
- Report Co-Author – National Family Caregivers Association/Bruskin Research – Omnitel Caregiver 2000, Kensington, MD
- Chat Host, CareThere.com, Mountain View, CA

Vice President**1996 – 1999**

AdultCare--a Fortis Company in Deerfield Beach, DL that was specializing in caregiving and elder issues nationally providing information, consultation and referral services.

- Created core programs, policies, products and processes
- Developed relationships with key national and community organizations
- Managed national employee and family caregiving research projects
- Co-authored *Caregiving Across the Life Cycle: National Family Caregivers Association/Fortis Report*
- Presented research and program outcomes at national and international conferences
 - ✓ Testified before the United States Senate Committee on Aging 1998
 - ✓ Invitee National Health Council Consensus Conference on Caregiving 1998
 - ✓ American Society on Aging 1998 and 1999
 - ✓ National Council on the Aging 1998 and 1999
 - ✓ First International Conference for Carers (London) 1998

Founder and President**1995 – 1996**

MD to YOU – a Boca Raton based company supplying physician care including diagnostic testing and treatment to the home

- Created concept, developed business plan and obtained investors
- Equipped van, hired physicians, fulfilled licensing requirements
- Developed market opportunities, product and service materials
- Established core policies, procedures and systems
- Initiated services in Palm Beach and Broward Counties

Director of Nursing**1993 – 1995**

Staff Builders Health Services – a company providing Medicare, Medicaid and private home care services

- Increased growth in Delray Beach, FL branch office by more than 175%; low absenteeism; high morale
- Experienced deficiency free regulatory survey

Project Director**1991 – 1992**

Management Prescriptives – a Tampa, FL consulting firm contracting with the North Broward Hospital District

- Audited records and produced financial improvement and legal vulnerability reports
- Developed five multi-hospital, multidisciplinary Process Improvement Teams

Healthcare Consultant**1987 – 1990**

- Prepared operational and marketing management for Ambulatory Care Network
- Developed joint venture, revised policies and procedures for Ultra Care
- Provided physicians' billing services

Licensed Nursing Home Administrator

1986 – 1988

- New Community Extended Care Facility, Newark NJ
- Executed start up for 180 beds and 60 slot medical day care unit
 - Created revenue through WIN Program, space rental and food service expansion
 - Experienced excellent licensure surveys with 99% occupancy and no agency staff

Assistant Vice President

1980 – 1985

- United Hospitals Medical Center, Newark NJ
- Established urban satellite centers to increase admissions, services and care access
 - Increased clinic and Emergency Department revenue and visit volume by 18.3%
 - Improved productivity with space re-allocation, decentralization and cross training
 - Created and implemented “Extra Step”, a hospital-wide guest relations program

Clinical Experiences

1968 – 1980

- Director Cardiac Rehabilitation – programs in Newark, Union and Springfield, NJ
- Nursing and leadership positions – Hospice by the Sea, Boca Raton, FL; Baptist Hospital, Nashville, TN; Clara Maass Memorial Hospital, Belleville, NJ; Johns Hopkins Hospital, Baltimore, MD

AWARDS

Sapphire Award Finalist (AACY) – Florida Blue Foundation	2018
George Long Award (AACY) – Rotary Club of Downtown Boca Raton	2015
Executive Women of the Palm Beaches – WILA Award Nominee	2015
Walk of Recognition Star – Boca Raton Historical Society	2014
Listen, Learn Care Award – Office Depot Foundation	2014
CNN Top Ten Hero – Turner Broadcasting Systems	2012
Community Fearless Caregiver Award – Caregiver Media Group	2012
Women of Grace – Bethesda Hospital Foundation	2011
Blue Dove Award Finalist - Hospice of Palm Beach County	2011
Heroes in Medicine – Community Outreach (AACY) – Palm Beach County Medical Society	2011

ICON Finalist – Florida Assisted Living Coalition	2011
Distinguished Alumna Award – The Johns Hopkins University	2010
Commitment to Community Award – Palm Healthcare Foundation, West Palm Beach, FL	2009
Purpose Prize Winner – Civic Ventures, CA	2009
Ashoka Lifetime Fellowship – Ashoka, Arlington, VA	2009
The Families First Award Finalist – Families First of Palm Beach County	2008
Outstanding Dissertation of the Year Nominee – National Council of Professors of Educational Administration	2005
Volunteer of the Year Nominee – Junior League of Boca Raton	2004
Sigma Beta Delta – International Honor Society in Business, Management & Administration	2003
Kappa Delta Pi – International Honor Society in Education	2003
Soroptimist Women of Distinction Award – Boca Raton-Deerfield Beach, FL	1999
Eckerd University Honoree – Boca Raton, FL	1999

NATIONAL AND STATE RESPONSIBILITIES

Boards & Committees	1994 – Present
<ul style="list-style-type: none"> • Bookend Caregiving Strategic Advisory Board, Chapel Hill, NC (2016 – Present) • Caregiving Youth Research Collaborative (2015 – Present) • Healthier Boynton Beach Steering Committee (2015 – Present) • ARCH Lifespan Respite Technical Assistance Center Advisory Committee (2015 – Present) • Florida Lifespan Respite Alliance (2014) then Board (2015 – Present) • National Advisory Council, American Association of Caregiving Youth (2013- Present) 	

- Palm Beach County Family Caregiver Coalition Wellness Promotion Task Force – The School District of Palm Beach County (2009 – Present)
- School Health Advisory Council (2009 – Present)
- Advisory Board, Mollie Wilmot Center of Palm Healthcare Foundation (2008 – 2011)
- Advisory Council, Caregiving Youth Project (2007 – Present)
- Board President, American Association of Caregiving Youth, Inc., formerly Volunteers for the Homebound & Family Caregivers (1998 – Present)
- Statewide Steering Committee – Faith in Action programs of FL (2007 – 2008)
- Advisor – National Alliance for Caregiving/United Hospital Fund Research Project on Young Caregivers; (2003 – 2005)
- Director then Honorary - Florida Respite Coalition (2002 – 2008)
- Director - Soroptimist International of Boca Raton/Deerfield Beach (2001 – Present)
- Director - NE Focal Point C.A.S.A. – Deerfield Beach, FL (1994 – 2001)

AmeriCorps Volunteer , Area Agency on Aging – West Palm Beach, FL	2004 – 2006
Florida State Representative , National Family Caregivers Association	1999 – 2012

SELECTED PUBLIC PRESENTATIONS

Presentations	2000 – 2010
<ul style="list-style-type: none"> • APA – “Experiences of Child Caregivers: What Do We Know Now” – San Diego, CA • Update on National Caregiving Issues – Caregiver Summit, Lakeland, FL • Communication Counts! Managing Your Doctor’s Visit – Alzheimer’s Foundation Conference, Orlando, FL • Hospice Foundation of America Teleconference, “Caregiving & Loss” – local panelist; Alzheimer’s Community Care Association, W. Palm Beach, FL • Well Spouse Caregivers Event, Detroit Michigan – “Becoming a Visible Caregiver” 	

- Broward Association of Rehabilitation Nurses – “Recognizing the Family Caregiver in the Rehab Setting
- Partnership on Aging – “Impact of Caregiving” Boynton Beach, FL
- “In the Midst of Moyers” Boca Raton Community Hospital, Boca Raton, FL
- State of FL Caregiver Forum – Safety Harbor, FL
- Caring for the Caring Forum – JFK Hospital, Lantana, FL
- Current Issues of Family Caregiving, Catholic Charities – Maitland, FL & Polk County Caregivers Association – Lakeland, FL
- “Five Wishes & Beyond” – Boca Raton, FL
- “Trends & Issues in Family Caregiving” Leadership Institute in Active Aging (12 classes) – Area Agency on Aging of Palm Beach & Treasure Coast, West Palm Beach, FL
- “Young Caregivers – A US Frontier” – United Hospital Fund, NY; “Caregiving Youth Project of Pinellas”, Largo, FL
- “Youth Caregiver Project for School Nurses”, Boca Raton, FL; “Children as Caregivers”, West Palm Beach, FL
- “Invisible Family Heroes”, Miami, FL; “Unrecognized Voices”, Ft. Lauderdale, FL; “Behind Boca’s Doors”, Boca Raton, FL

SELECTED INTERVIEWS THROUGH 2010

“Teen Talk” – Broward County Education Network	2010
Huffington Post	2010
Bedclose.com	2010
Florida Psychiatric Society	2010
Seniors & Family Advisory Services	2010
The Education Network (T.E.N.)	2010

Forum for Nonprofits	2010
WPTV – Making a Difference	2009
NPR Behind Closed Doors	2009
Voice of America	2009
CBS National Radio	2009
New York Times	2008
Nonprofit Forum	2008
Studio 10 in Tampa	2008
MSN.com	2007
NPR Morning Edition with Joe Shapiro Interview	2006
Dollars and Sense Talk Show Guest	2006
Senior Lifestyles Talk Show Guest	2005
Good Work Radio Talk Show Guest	2004
Rose Lee Archer Cable Talk Show Guest	2003
Jewel Littenberg Radio Talk Show Guest	2003
WashingtonPost.com Health Talk Guest	1999

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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:

- I. **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-F-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: [Signature]
County Attorney

By: [Signature]
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.	Vacant	Immediately		September 30, 2022
7.	Vacant	Immediately		September 30, 2022
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 1-10-19	FEB. Regular 2-14-19	MARCH Regular 3-14-19	APRIL Regular 4-11-19	MAY Regular 5-9-19	JUNE Regular 6-13-19	JULY Regular 7-11-19	AUG. Regular 8-8-19	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	Yes					
GREENE, Sharon – Seat Vacant (Seat 2 & Health Department Rep.)	Yes	Yes	Yes	Seat Vacant	Seat Vacant	Meeting Canceled	Seat Vacant					
HERNANDEZ CAYSON, Elizabeth (Seat 3) – Seat Vacant	Yes	Absent	Yes	Yes	Absent	Meeting Canceled	Seat Vacant					
KOEHN, Dr. Christine (Seat 4)	Yes	Absent	Yes	Yes	Yes	Meeting Canceled	Yes					
POVEDA, Carlos (Seat 5)	Absent	Yes	Absent	Yes	Yes	Meeting Canceled	Absent					
CLEARE, Dr. Thomas (Seat 6)	Yes	Yes	Yes	Absent	Yes	Meeting Canceled	Yes					
JACOBOWITZ, Barbara (Seat 7) – Seat Vacant	Yes	Yes	Absent	Yes	Absent	Meeting Canceled	Seat Vacant					
GERWIG, Anne (Seat 8 & League of Cities Rep)	Yes	Yes	Yes	Yes	Yes	Meeting Canceled	Yes					
Sandra Chamblee (Seat Vacant) (Seat 9 / Glades Rep.)	Seat Vacant	Seat Vacant	Seat Vacant	Seat Vacant	Seat Vacant	Meeting Canceled	Seat Vacant					
TATE-BOLDT, Heather (Seat 10)	Yes	Yes	Yes	Absent	Yes	Meeting Canceled	Yes					
(Seat Vacant) (Seat 11)	Seat Vacant	Seat Vacant	Seat Vacant	Seat Vacant	Seat Vacant	Meeting Canceled	Seat Vacant					

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 1-10-19	FEB. Regular 2-14-19	MARCH Regular 3-14-19	APRIL Regular 4-11-19	MAY Regular 5-9-19	JUNE Regular 6-13-19	JULY Regular 7-11-19	AUG. Regular 8-8-19	SEPT. Regular 9-12-19	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	Absent					
TATE, Houston	Yes	Yes	Yes	Yes	Absent	Meeting Canceled	Yes					
STEPHENSON, Andrea	Absent	Absent	Absent	Absent	Absent	Meeting Canceled	Absent					
KANNEL, Scot	n/a	Yes	Yes	Yes	Yes	Meeting Canceled	Yes					

Updated on 9/7/2019 by DMR at 10:19 am