

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
BOARD APPOINTMENT SUMMARY

Meeting Date: November 19, 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 two (2) current members and one (1) new appointment to the Palm Beach County HIV Comprehensive AIDS Resources Emergency (CARE) Council:

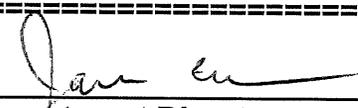
<u>Seat No.</u>	<u>Reappointment</u>	<u>Term Expires</u>
4	Kimberly Rommel-Enright	11/18/2022
18	Thomas E. Mckissack	11/18/2022
<u>Seat No.</u>	<u>Appointment</u>	<u>Term Expires</u>
3	Damion Baker	07/21/2020

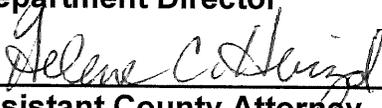
Summary: The Palm Beach County HIV CARE Council (HIV CARE Council) nomination process is an open process with publicized criteria and legislatively defined conflict of interest standards. All members have successfully completed the HIV CARE Council's nomination process and the HIV CARE Council recommends the appointments. The total membership for the HIV CARE Council shall be no more than 33 at-large members, per Resolution No. 2011-1560. Ms. Rommel-Enright has disclosed that she is employed by the Legal Aid Society of Palm Beach County, Inc., which has contracts with the County for services. Mr. Baker will complete the term for Olga Sierra, who resigned from the HIV CARE Council. 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 24 seats that are currently filled is: African-American: 10 (42%), Caucasian: 9 (38%), Hispanic-American: 4 (16%) and Asian-American: 1 (4%). The gender ratio (female: male) is 14:10. Ms. Rommel-Enright is Caucasian, Mr. Mckissack and Mr. Baker are African-American. 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:  10/25/19
Department Director Date

Legal Sufficiency:  11-12-19
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: Palm Beach County HIV Care Council Advisory Not Advisory

At Large Appointment or District Appointment / District #: _____

Term of Appointment: 3 Years. From: 11/19/2019 To: 11/18/2022

Seat Requirement: _____ Seat #: 4

Reappointment or New Appointment

or to complete the term of _____ Due to: resignation other
Completion of term to expire on: _____

*When a person is being considered for reappointment, the number of previous disclosed voting conflicts during the previous term shall be considered by the Board of County Commissioners: 0

Section II (Applicant): (Please Print)

APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT

Name: Rommel-Enright Kimberly
Last First Middle

Occupation/Affiliation: Attorney

Owner Employee Officer

Business Name: Legal Aid Society of PBC

Business Address: 423 Fern St., Ste. 200

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

Residence Address: 7101 182nd Rd N

City & State: Jupiter, FL Zip Code: 33458

Home Phone: () N/A Business Phone: (561) 655-8944 Ext. 265

Cell Phone: (561) 352-5671 Fax: (561) 655-5269

Email Address: Kenright@legalaidpbc.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>
<u>R-2018-0221</u>	<u>Community Services / Ryan</u>	<u>Legal Services</u>	<u>03/01/2018 - 02/28/2020</u>
<u>R-2018-0224</u>	<u>Community Services / Ryan</u> <i>Waste Program</i>	<u>Legal Services</u>	<u>03/01/2018 - 02/28/2020</u>
(Attach Additional Sheet(s), if necessary) <i>PROGRAM</i>			
NONE <input type="checkbox"/>		NOT APPLICABLE/ (Governmental Entity) <input type="checkbox"/>	

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

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

- By watching the training program on the Web, DVD or VHS on 8/22 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: *Kimberly Rommel-Enright* Printed Name: Kimberly Rommel-Enright Date: _____

Any questions and/or concerns regarding Article XIII, the Palm Beach County Code of Ethics, please visit the Commission on Ethics website www.palmbeachcountyethics.com or contact us via email at ethics@palmbeachcountyethics.com or (561) 355-1915.

Return this FORM to:
{Insert Liaison Name Here}, {Insert Department/Division Here}
{Insert Address Here}

Section III (Commissioner, if applicable):

Appointment to be made at BCC Meeting on: _____

Commissioner's Signature: _____ Date: _____

Kimberly Rommel-Enright

7101 182nd Rd North

Jupiter, Florida 33458

561-352-5671

kenright@legalaidpbc.org

EDUCATION:

NOVA UNIVERSITY LAW CENTER Ft. Lauderdale, FL
Juris Doctorate Degree, Cum Laude, May 1992
Nova Law Review Staff 1990-1992

FLORIDA ATLANTIC UNIVERSITY Boca Raton, FL
Bachelor of Arts, With Honors, Social Science, April 1989

LEGAL EMPLOYMENT:

LEGAL AID SOCIETY OF PALM BEACH COUNTY

West Palm Beach, FL

Supervising Attorney: May 1998- Present

Staff Attorney: September 1992- April 1998

Practiced Juvenile Law in the Juvenile Advocacy Project of Legal Aid. Cases included representation of minors in juvenile dependency, delinquency, and family law cases. Supervised the Legal Aid Society HIV/AIDS Legal Project and Project Permanent Placement. Supervisory duties included overseeing staff of two attorneys and four paralegals; conducting case reviews with staff and representing clients in the Ryan White Project of Legal Aid and Project Permanent Placement. Case handling involved issues of employment and insurance discrimination, confidentiality, dissolution of marriage, paternity, child support modification and various civil matters. Current caseload concentration is in adoption, guardianship, and third party custody. Currently supervising the Pro Bono Project. Primary responsibility is managing pro bono legal services for the 15th Judicial Circuit. Administrative duties include assigning cases to attorneys(approximately 400 per year), reporting pro bono participation (yearly reports to Florida Bar), recruiting attorneys, providing support for ongoing cases (approximately 1200), managing the information about the 1700 attorneys who participate in the pro bono program, and supervising all aspects of the Pro Bono Program.

THOMAS KINGCADE, P.A. West Palm Beach, FL

Clerk: Summer 1991 & August 1992

Researched and drafted memorandums of law and pleadings for personal injury, insurance, employment, defamation, and Worker's Compensation cases.

OFFICE OF THE STATE ATTORNEY

FIFTEENTH JUDICIAL CIRCUIT

Internship: January 1992-April 1992

Worked in County Court as a Certified Legal Intern. Responsible for case load. Duties included preparing discovery, conducting plea negotiations, case dispositions, and trials.

PROFESSOR MICHAEL BURNS Ft. Lauderdale, FL

Research Assistant: January 1991-January 1992

Researched and drafted memorandums on Constitutional issues. Also researched and edited an article for publication.

TEACHING EXPERIENCE: COOPER CAREER INSTITUTE, Paralegal Studies Program
West Palm Beach, Florida
Instructor, Intermittently 1997 to 1999
Instructed paralegal students in the following courses: Criminal Law;
Property Law; Torts; Probate; Legal Research and Legal Terminology.

SOUTH COLLEGE, Bachelor of Legal Studies Program
West Palm Beach, Florida
Instructor, Fall 1999
Instructed students in Domestic Law course

LECTURING EXPERIENCE:

In-service programs conducted for: Connor's Nursery; Jupiter Farms Elementary; Grove Park Elementary; Washington Elementary; United Way; Comprehensive AIDS Program; Palm Beach County Home, Palm Beach County School Board Nurses, Florida Atlantic University, Staff Builders (Home Health Care), Foster Parents Association of Palm Beach County, and Hope House.

Presenter at "Care of the HIV Child and Young Adult" Second Annual Conference, October 1994

Presenter at the Sixth and Seventh Annual Florida HIV Conferences, June 1997 and April 1998

Panelist at the First Annual Pediatric HIV/AIDS Conference, October 1997

Panelist/Presenter at the First and Second Annual Women's Studies Institute Conferences "Solidarity for Our Survival", March 1998 and May 1999

Presenter at the Florida Legal Services Family Law Training, September 1999

Presenter at the Annual HIV/AIDS Statewide Conference (Pediatric), October 2000

Presenter at FCAN Conference, October 2002

Presenter at Guardian Ad Litem Accelerated Adoption Pro Bono Attorney Training, May 2003

PUBLICATION:

"Someone to Watch Over Me: A Parent's Planning Guide"
Co-Editor

PROFESSIONAL ASSOCIATIONS/COMMUNITY AFFILIATIONS:

Florida Bar Association - Admitted 1992
Palm Beach County Bar Association 1992- Present - Law Week Committee 2000-2013 (Chair 2003, 2005, 2006, 2007, 2009)
Florida Association of Women Lawyers- Palm Beach County Chapter 2003-Present (Secretary 06-07; President Elect 07-08; President 08-09)
Palm Beach County HIV CARE Council 1994- Present - (Secretary 1997; 2002-2005; 2007-2009; 2011-2013; 2015; Chair 2017; Co-Chair 2018, 2019)
Florida Legal Services Statewide AIDS Taskforce - Co-Chair
Florida Pro Bono Coordinators Association 2002-Present (President 2005)
Family Law Section of the Florida Bar 2003-Present (Executive Council 2012-2013; 2017-2018; 2019)

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

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Section I (Department): (Please Print)

Board Name: Palm Beach County Cave Council Advisory Not Advisory

At Large Appointment or District Appointment /District #: _____

Term of Appointment: 3 Years. From: 11/19/2019 To: 11/18/2022

Seat Requirement: _____ Seat #: 18

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: McKissack Thomas Edward
Last First Middle

Occupation/Affiliation: _____
Owner Employee Officer

Business Name: _____

Business Address: _____

City & State: _____ Zip Code: _____

Residence Address: 1045 35TH Street

City & State: West Palm Beach FL Zip Code: 33407

Home Phone: (561) 848-9594 Business Phone: () Ext. _____

Cell Phone: (561) 225-6660 Fax: ()

Email Address: _____

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)

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By watching the training program on the Web, DVD or VHS on 8/21 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: Thomas E. Makissak Printed Name: Thomas E. Makissak Date: 8-21-19

Any questions and/or concerns regarding Article XIII, the Palm Beach County Code of Ethics, please visit the Commission on Ethics website www.palmbeachcountyethics.com or contact us via email at ethics@palmbeachcountyethics.com or (561) 355-1915.

Return this FORM to:
 {Insert Liaison Name Here}, {Insert Department/Division Here}
 {Insert Address Here}

Section III (Commissioner, if applicable):

Appointment to be made at BCC Meeting on: _____

Commissioner's Signature: _____ Date: _____

Thomas Edward Mckissack
1045 35th Street West Palm Beach, Florida
tussyme@acninc.net

Work Status _____ Retired (1987- 2016) – Jerome Golden Center

Education _____ Atlanta University of Social worker (1982-1984)

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

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Section I (Department): (Please Print)

Board Name: PBCHIV CARE COUNCIL Advisory Not Advisory

At Large Appointment or District Appointment /District #: _____

Term of Appointment: 3 Years. From: 11/19/2019 To: 07/21/2020

Seat Requirement: _____ Seat #: 3

*Reappointment or New Appointment

or to complete the term of Olga Sierra 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: BAKER DAMION
Last First Middle

Occupation/Affiliation: EXECUTIVE DIRECTOR
Owner Employee Officer

Business Name: MONARCH HEALTH SERVICES, INC

Business Address: 2580 METROCENTRE BLVD STE 3

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

Residence Address: 9935 PINEAPPLE TREE DR

City & State: BOYNTON BEACH, FL Zip Code: 33436

Home Phone: () Business Phone: (561) 523-4589 Ext.

Cell Phone: (561) 374-2984 Fax: ()

Email Address: _____

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.

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_____	_____	_____	_____
_____	_____	_____	_____

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

NONE



NOT APPLICABLE/
(Governmental Entity)



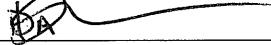
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- By watching the training program on the Web, DVD or VHS on 8/22 2019
 By attending a live presentation given on _____, 20____

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: DAMION BAKER Date: 8/22/2019

Any questions and/or concerns regarding Article XIII, the Palm Beach County Code of Ethics, please visit the Commission on Ethics website www.palmbeachcountyethics.com or contact us via email at ethics@palmbeachcountyethics.com or (561) 355-1915.

Return this FORM to:
{Insert Liaison Name Here}, {Insert Department/Division Here}
{Insert Address Here}

Section III (Commissioner, if applicable):

Appointment to be made at BCC Meeting on: _____

Commissioner's Signature: _____ Date: _____

DAMION S. BAKER
Boynton Beach, FL 33436
(561) 374-2984, d.sbakker@yahoo.com

FINANCIAL SERVICES PROFESSIONAL, offering 6+ years' experience serving as a catalyst and making a positive impact in economic growth through the use of extensive knowledge, while upholding the principles of the organization's regulatory authority.

ABILITY SUMMARY

Business Development	Planning & Execution	Training & Leadership
Sales & Marketing	Organizational Relationship	Event Management
Computer Literacy	Strategic Planning	Resourceful
Excellent Communication	Interpersonal skills	
Self-Motivated	Efficient Multitasker	Circumnavigating

EMPLOYMENT HISTORY

Executive Director Monarch Health Services, West Palm Beach, FL 2018 - Present
Developed and implemented MOU with private and public sector for STI/STD (including HIV) testing and treatment.
Generated revenue streams to establish and maintain a STI/STD testing and treatment center and testing sites.
Coordinated volunteer efforts and partnerships to increase sexual awareness within households and communities.
Achieved 501c 3 designation.

Financial Advisor Navarch Life, Health Retirement Planning LLC, Boca Raton, FL 2017 - Present
Coordinated portfolio reviews with clients to regularly evaluate an investment's performance toward achieving documented long-term financial goals.
Presented investment and financial planning seminars to clients and prospective clients.
Generated new clients using a personal, face-to-face approach that built trust and emphasized personal service to the individual investor.
Identified clients and prospective clients in need of investment guidance and then recommended investment solutions appropriate for each individual.
Managed an office environment by collaborating with an assistant to ensure a functioning office.

Financial Representative Penn Mutual Insurance, Boca Raton, FL 2017-2017
Developed marketing strategies and promoted new insurance contracts; suggested changes to existing contracts as needed
Fostered relationships to identify prospective clients from various sources by networking, cold calling and using referrals
Evaluated business or individual customer needs and financial status to proposing protection plans that meet criteria

Wealth Management Associate LDA Wealth Management, Inc., Plantation, FL 2015-2017
Obtained new business contacts and conducted prospecting activities to develop new accounts to expand clientele base
Developed strategies and achieved performance targets; maintained satisfactory customer and public relations

Financial Services Representative Massmutual, Fort Lauderdale, FL 2014-2015
Created marketing strategies to promote new insurance plans and suggested changes or additions
Assisted individuals and families develop retirement plans using various sources, networking, cold calling and referrals

Marketing Director LA Nurse Home Health Care, Delray Beach, FL 2014-2014
Generated referrals for home health care by building relationships with physicians, hospitals, long-term care, living facilities, retirement homes and other community resources
Developed marketing/sales strategies and goals; executed plans and programs to expand businesses
Analyzed referral sources that provide the most potential for achieving business referrals

Independent Agent Insurance Agent, Boynton Beach, FL 2013-2014
Provided and presented information on Florida Blue, AFLAC products/services, and the Affordable Care Act
Addressed clients' queries and concerns; sold Florida Blue and AFLAC products/services

Financial Service Specialist Victoria Mutual Building Society, Kingston, Jamaica 2012-2013
Provided information on banks' products and services; gained new business and investment averaging \$3.5million each month for the bank
Addressed customer/clients queries and concerns daily; created portfolios for investors

EDUCATION AND TRAINING

Bachelor's Degree, Business Administration, University of Technology, Kingston, Jamaica
Associate's Degree, Management Studies, Management Institute for National Development, Kingston, Jamaica

OCCUPATIONAL LICENSES & CERTIFICATES

215, Florida Resident Insurance License, Florida Department of Finance
Series 6 Securities License, Registered Representative, Finra
Series 65 Securities License, Investment Advisor, Finra

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.