

**PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
SITTING AS THE
CHILD CARE FACILITIES BOARD**

BOARD APPOINTMENT SUMMARY

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Meeting Date: **January 7, 2020**

Department: **Florida Department of Health, Palm Beach County**

Submitted by: **Division of Environmental Public Health**

Advisory Board Name: **Child Care Advisory Council**

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I. EXECUTIVE BRIEF

Motion and Title: staff recommends motion to approve: the appointment of one (1) member to the Child Care Advisory Council for a term of three (3) years beginning January 8, 2020 to January 7, 2023.

<u>NOMINEE:</u>	<u>SEAT #:</u>	<u>REQUIREMENT:</u>	<u>NOMINATED BY:</u>
Sandra M. Medicott	7	Represents the Department of Children and Families	Staff Melissa McKinlay

Summary: The Child Care Advisory Council, nominated by staff and confirmed by the BCC, is comprised of seven members who serve at the pleasure of the Board of County Commissioners. The Palm Beach County Health Department shall serve as staff to the Council. The Board must consist of two members who represent and operate private child care facilities in Palm Beach County, one of whom operates a family day care home or large family child care home; one member who represents and operates a parochial child care facility in Palm Beach County; one consumer protection enforcement official; one member for fire protection, engineering or technology; one member who, at the time of appointment, was the parent of a child attending a child care facility in Palm Beach County; and one representative from the Florida Department of Children and Families (FDCF). A memo requesting support was sent to all BCC members on November 25, 2019 and no additional nomination recommendations were received.

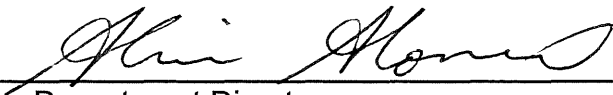
The applicant for Seat 7, Sandra Medicott, is a Contract Manager Specialist with the FDCF. She has more than 21 years of work experience in the areas of Human Services, Criminal Justice, and Substance Abuse and Mental Health. She holds a Masters of Justice Policy and Management degree, and a Bachelor of Arts in Criminal Justice. With this approval, the Council will consist of seven members: two African-American (28.6%) and five Caucasian (71.4%). The gender ratio (female: male) is 6:1. Countywide (HH)


Background and Justification: Chapter 2010-249, Laws of Florida, provides for the organization of the Child Care Advisory Council. This local law and Palm Beach County Rules and Regulations Governing Family Child Care Homes and Large Family Child Care Homes, Article IV.B.2. set forth the required composition of the Child Care Advisory Council.

Attachments:

1. Board/Committee Application – Sandra Medicott
2. Current membership list from directory
3. Statute/ordinance/resolution

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Recommended by:  12/4/19
 Department Director Date

Legal Sufficiency:  12-5-19
 Assistant County Attorney Date

**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: CHILD CARE ADVISORY COUNCIL Advisory Not Advisory

At Large Appointment or District Appointment /District #: _____

Term of Appointment: N/A Years. From: _____ To: _____

Seat Requirement: Represents the Department of Children & Families. Seat #: 7

*Reappointment or New Appointment

or to complete the term of Patty Tilford Due to: resignation other

Completion of term to expire on: Not Applicable

*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: N/A

Section II (Applicant): (Please Print)

APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT

Name: MEDLICOTT SANDRA
Last First Middle

Occupation/Affiliation: Department of Children and Families – Contract Manager Specialist
Owner Employee Officer

Business Name: Florida Department of Children and Families

Business Address: 111 South Sapodilla Avenue, Rm 317-J

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

Residence Address: 634 NE 3rd Ave

City & State: Boca Raton, FL Zip Code: 33432

Home Phone: (561) 441-4319 Business Phone: (561) 227-6838 Ext. _____

Cell Phone: (561) 815-3030 Fax: ()

Email Address: Sandra.Medlicott@myflfamilies.com

Mailing Address Preference: Business Residence

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

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

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

Section II Continued:

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

<u>Contract/Transaction No.</u>	<u>Department/Division</u>	<u>Description of Services</u>	<u>Term</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

(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.palmbeachcountvethics.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 November 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:

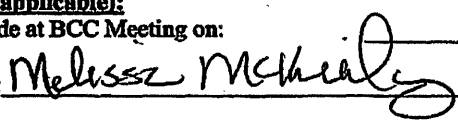
*Applicant's Signature:  Printed Name: Sandra Medicott Date: November 13, 2019

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

Return this FORM to:
Courtney Shippey, Florida Department of Health in Palm Beach County
800 Clematis Street, West Palm Beach, FL 33401

Section III (Commissioner, if applicable):

Appointment to be made at BCC Meeting on: _____

Commissioner's Signature:  Date: 12/2/19

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

Revised 02/01/2016

Sandra M. Medlicott

634 NE 3rd Avenue, Boca Raton, Florida 33432
Phone: 561-441-4319 E-Mail: medlics@bellsouth.net

Experience

Department of Children and Families – Substance Abuse and Mental Health 06/2019-present
Contract Manager Specialist

Provide oversight and monitoring of provider and contracts to assure compliance and adherence with terms and conditions of the contract documents. Responsible for the preparation, processing and execution of contracts and contract amendments. Act as the primary liaison to contract administration, program office and providers regarding the terms and conditions of the contract and amendments. Complete payment and reconciliation of provider invoices, completion of monthly Invoice Payment Tracking Ledger and Invoice Tracking Log. Monitor and track allocations, encumbrances and expenditures, and reconcile with FLAIR/IDS to validate fiscal contract integrity. Complete the day-to-day monitoring, evaluation and tracking the of performance outcomes I coordination with program staff to ensure compliance with performance measures. Develop special reports to assist the contract management unit supervisor, program office and the contract administrator in making management decisions. Identify provider performance shortcomings and make recommendations for corrective action. Provide technical assistance and consultation to program staff and providers regarding budget, financial rule and interpretation and contract management. Notify providers of specific contract concerns or departmental requests, including corrective action plans. Evaluate provider budgets, financial audits and capacity reports and other contract required agency submissions. Attend provider meetings and functions to understand workflow, performance delivery and management processes.

Department of Children and Families – Substance Abuse and Mental Health 01/2017-06/2019
Senior Human Service Program Specialist

The primary responsibility for this position is the designation and re-designation of Baker Act receiving facilities in the Southeast Region. The duties include completing a desk review of the previous designation report, of the policy and procedure manuals, training manuals and training plans to assess compliance with Chapter 394. F.S. and Chapters 65E-5 F.A.C. for each facility; requesting and reviewing information from community members; AHCA, DCF- Protective Investigations, law enforcement, court systems and emergency departments that relate to the facility's adherence to statutes and rule; conducting unannounced on-site inspections of the facility, reviewing personnel files, and clinical records to determine compliance with Florida Statutes and Florida Administrative Codes; conducting face-to-face interviews with clients and employees to substantiate findings of written records; preparing and disseminating technical site visit reports detailing the findings of the compliance audit; requesting any needed corrective action plans and monitoring the implementation of all corrective actions; providing technical assistance to facilities regarding re-designation and designation of Baker Act receiving facilities; investigating receiving facilities in response to complaints filed by community members via the "tracker system," or other means; preparing technical reports detailing findings with requests for corrective action plans when deficiencies are identified; and providing consultation to staff with AHCA regarding complaints received by the agency involving violation of individuals rights while at a designated Baker Act receiving facility.

Special Assignments outside these core responsibilities:

- Participated in the Child Welfare Behavioral Health Integration Project
- Participated in the Broward Youth Re-entry Collaborative Project

- Prepare presentations for the Quarterly Behavioral Health Directors Meetings
- Participate in bi-monthly Baker Act Task Force Meetings

Pinnacle Construction Associates

02/2016-present

Co-owner and Lead Agent

The duties for this part-time role include locating properties for improvement and negotiating the purchase of properties; designing and coordinating improvements of properties identified within an established budget; submitting necessary documentation to respective entities to obtain permission and permits to commence and complete work; arranging for and attending required inspections; managing property improvements; market properties for rental or sale and coordinating with prospective buyers and their representatives to maximize investment.

Department of Children and Families – Substance Abuse and Mental Health

01/2014-01/2016

Government Operations Consultant II

The duties for this role included: processing applications requesting a license to provide substance abuse services and applications requesting designation or re-designation as a Baker Act receiving facility; preparing and reviewing incoming and outgoing correspondence related to the licensing and re-designation of providers; monitoring providers through direct on-site inspections within required timeframe to ensure compliance with Florida State Statutes and Florida Administrative Codes; preparing and disseminating technical site visit reports detailing findings of compliance audits; ensuring that any corrective actions required of a provider are submitted and verifying the corrective actions are implemented; providing technical assistance to facilities regarding licensing and re-designation; responding to and resolving complaints received by community members via the “tracker system” and made directly to the AHCA regional office; and providing consultation to AHCA staff regarding complaints received by the Agency involving violation of individuals rights while at a designated Baker Act receiving facility.

Special Assignments outside these core responsibilities:

- Participated in bi-monthly Baker Act Task Force Meetings
- Critical Incident Rapid Response Team Member

Goodwill Industries of South Florida

09/2013-12/2013

Lead Adult Day Training Counselor

This position was responsible for the consistent and accurate development of the documentation required by the contractual requirements for the Adult Day Training (ADT) programs established by funding and referral sources; ensured the consistent development and delivery of documentation from Counselors and Participant Supervisors documenting the progress of program participants; developed APD and Med-waiver quarterly and annual assessments; monitored the paperwork procedures, schedules and tracking lists to document the success of program participants, and organized monthly meetings with Participant Supervisors and Counselors to identify opportunities to improve the program to better serve program clients and enhance participant outcomes.

Keiser University – Pembroke Pines and Ft. Lauderdale Campuses

02/2009-09/2013

Criminal Justice Adjunct Professor

Provided instruction to adult learners in criminal justice subject matter; created class syllabi to document learning objectives and testing instruments to assess the students’ comprehension of concepts being taught; assessed and documented student progress toward learning objectives; and provided individual guidance and tutoring to ensure student success.

Department of Education – Vocational Rehabilitation

Vocational Rehabilitation Counselor

12/2003-02/2006

Identified impediments to employment due to varying disabilities inclusive of mental illness, substance misuse disorder, physical disabilities, and intellectual disabilities; created Individual Plans for Employment (IEP) and implemented services that address the identified needs in order to realize a meaningful employment goal; and provided case management, guidance and counseling to the client in order to obtain the goals identified in the IEP.

Department of Children and Families

Family Services Counselor

08/2001-12/2003

Responsible for case management services to children and families referred to the Adoption, Foster Care Licensing or Protective Services departments; completed all necessary investigations, reports and assessments for the safe placement of children into foster or adoptive homes; provided counseling and supportive services following the placement of the child into the home to allow the family to successfully integrate the child into their lives; monitored foster homes for compliance with statutes and regulations; responded to concerns regarding the quality of care the children were receiving in their respective placements; compiled documents that addressed the appropriateness of the home for the child; completed detailed written reports summarizing the findings of the investigation and interactions between the child and the family members in the placement; and attended court hearings and provide testimony as needed.

Department of Corrections

Correctional Probation Officer

03/2000-08/2001

Provided surveillance, supervision and control of offenders committed to the Department of Corrections Probation and Parole; established payment schedules for offenders to meet their court ordered payments; assessed the needs of the offenders and developed plans of supervision with the offender; recorded all contacts made with the offender and other pertinent information in the MIS computer system; completed Violation of Probation (VOP) upon gaining knowledge of the offender's violation of supervision agreement; and conducted Pre-Sentence Investigations as required by the criminal court.

Department of Children and Families

Child Abuse Protective Investigator

09/1998-03/2000

Prepared for and commenced investigations pertaining to allegations of child abuse or neglect according to the assigned response priority; conducted on-site and home visits, obtained required documentation, and interviewed collateral contacts to assess the risk to the child and respond to the needs of the child; conducted interviews with the subject of the report, family members and reporter of the allegation to determine the validity of the alleged child maltreatment; provided services identified as a result of the investigation needed by family members to ensure the safety of the child; maintained and regularly documented all aspects of the investigation; and attended court hearings, judicial staffing and mediation as needed.

Education

Masters of Justice Policy and Management: August 11, 2006

Florida Atlantic University

Bachelor of Arts, Criminal Justice: August 8, 1997

Florida Atlantic University

Awards

2006 Prudential Financial- Davis Productivity Award; Certificate of Commendation for training program initiated for Developmentally Disabled and clients on the Autism Spectrum.

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

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Section I (Department): (Please Print)

Board Name: CHILD CARE ADVISORY COUNCIL Advisory Not Advisory

At Large Appointment or District Appointment /District #: _____

Term of Appointment: N/A Years. From: _____ To: _____

Seat Requirement: Represents the Department of Children & Families. Seat #: 7

*Reappointment or New Appointment

or to complete the term of Patty Tilford Due to: resignation other

Completion of term to expire on: Not Applicable

***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: N/A**

Section II (Applicant): (Please Print)

APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT

Name: MEDLICOTT SANDRA
Last First Middle

Occupation/Affiliation: Department of Children and Families – Contract Manager Specialist
Owner Employee Officer

Business Name: Florida Department of Children and Families

Business Address: 111 South Sapodilla Avenue, Rm 317-J

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

Residence Address: 634 NE 3rd Ave

City & State Boca Raton, FL Zip Code: 33432

Home Phone: (561) 441-4319 Business Phone: (561) 227-6838 Ext. _____

Cell Phone: (561) 815-3030 Fax: _____

Email Address: Sandra.Medlicott@mvlffamilies.com

Mailing Address Preference: Business Residence

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

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

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

Section II Continued:

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

<u>Contract/Transaction No.</u>	<u>Department/Division</u>	<u>Description of Services</u>	<u>Term</u>

(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 November 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: Sandra Medlicott Printed Name: Sandra Medlicott Date: November 13, 2019

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

Return this FORM to:
Courtney Shippey, Florida Department of Health in Palm Beach County
800 Clematis Street, West Palm Beach, FL 33401

Section III (Commissioner, if applicable):

Appointment to be made at BCC Meeting on:

Commissioner's Signature:

Jae R Valocchi Date: 12/3/19

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

Revised 02/01/2016



**PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
CHILD CARE ADVISORY COUNCIL**

I. AUTHORITY :

Chapter 59-1698, Special Acts Laws of Florida, as amended by Chapters 77-620 and 2010-249, Special Act Laws of Florida; as amended by ORD. 2016-1421, adopted September 27, 2016.

II. APPOINTING BODY :

Board of County Commissioners

III. COMPOSITION, QUALIFICATIONS, TERMS & REMOVAL :

This Council shall be comprised of seven members consisting of: two members who represent and operate as a private enterprise a facility regulated under the Act, one of whom operates a family child care home or a large family child care home; one member who represents and operates a parochial facility regulated under the Act; one member who represents a consumer protection enforcement official; one member for fire protection, engineering, or technology; one member, who at the time of appointment is a parent of a child in a facility regulated under the Act; and one member who represents the Department of Children & Families. Council members appointed by the Board of County Commissioners serve three-year terms, with a limit of three consecutive terms with the exception of the Department of Children & Families' representative. Members' terms shall begin October 1 and end on September 30. Any vacancy occurring during a term shall be filled for the unexpired portion of the term and shall not count toward the member's term limits. Council members must reside in the County at the time of appointment and while serving on the Council.

EXTENDED COMPOSITION :

IV. MEETINGS :

Currently meets at 9:00 a.m. the 2nd Wednesday of every month at 800 Clematis Street, West Palm Beach, FL.

V. FUNCTIONS :

The Council shall advise the BCC and make recommendations as to the issuance and revocation of license and as to rules and regulations necessary to protect the health and safety of persons in child care facilities, child care homes and a family day care facilities.

VI. LIAISON INFORMATION :

<u>LIAISON DEPARTMENT</u>	<u>CONTACT PERSON</u>	<u>ADDRESS</u>
Florida Dept. of Health - Palm Beach Count	Courtney Shippey MPA REHP	800 Clematis St Fl 4 Palm Beach County Health West Palm Beach FL 33401 Phone # 561-837-5971

* indicates a member having an action pending



CHILD CARE ADVISORY COUNCIL

SEAT ID	CURRENT MEMBER	ROLE TYPE	RACE CODE	GENDER	BUSINESS / HOME PHONE	SEAT REQUIREMENT	APPOINT DATE	REAPPOINT DATE	EXPIRE DATE
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Appointed By : At-Large/Palm Beach County Board of County Commissioners

1	Ruta Varnavicius brightchildacademy@hotmail.com 301 Palmetto St West Palm Beach FL 33405	Member	CA	F	561-685-9847	Private Child Care Facility Representative	05/15/2018		09/30/2021
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NOMINATED BY :

2	* Mary L Morris msmlm57@msn.com 504 Clear Lake Ave West Palm Beach FL 33401	Member	AA	F	561-832-0472	Private Child Care Facility Representative	11/20/2012	03/14/2017	09/30/2019
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NOMINATED BY :

3	Sandra Wilensky psdirector@templebethtorah.com Temple Beth Torah of Palm Beach County, Inc. 900 Big Blue Tr Wellington FL 33414	Member	CA	F	561-793-2649	Represents/Operates Parochial Facility	04/16/2019		09/30/2020
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NOMINATED BY :

4	Terry D. Newton tnewton@pbcgov.org Palm Beach County/Consumer Affairs Division 50 S Military Tr West Palm Beach FL 33415	Member	AA	M	561-712-6600	Consumer Protection Enforcement Official	11/22/2016		09/30/2020
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NOMINATED BY :

* indicates a member having an action pending

Appointed By : At-Large/Palm Beach County Board of County Commissioners

5	Elyse W. Brown ewbrown@pbcgov.org Palm Beach County/Fire Rescue 405 Pike Rd West Palm Beach FL 33411	Member	CA	F	--	Fire Protection, Engineer or Technology Rep	02/01/2014	09/30/2021
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NOMINATED BY :

6	Kendra Barnes kend77@aol.com 4409 Applecrest Dr Palm Beach Gardens FL 33410	Member	CA	F	561-691-1891	Parent of a Child in Day Care	12/27/2006	09/30/2021
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NOMINATED BY :

7	Patricia D. Tilford patty_tilford@dcf.state.fl.us Florida Department of Children & Families 111 S Sapodilla Ave West Palm Beach FL 33401	Member	CA	F	561-837-5840	Florida Department of Children & Families Rep.	12/18/2007	
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NOMINATED BY :

* indicates a member having an action pending

Mission:

To protect, promote & improve the health of all people in Florida through integrated state, county & community efforts.



Ron DeSantis
Governor

Scott A. Rivkees, MD
State Surgeon General

Vision: To be the Healthiest State in the Nation

MEMORANDUM

DATE: November 22, 2019

TO: The Honorable Dave Kerner, Mayor and members of the Palm Beach County Board of County Commissioners

THRU: Alina Alonso, MD, County Health Director
Florida Department of Health, Palm Beach County *[Signature]*

FROM: Courtney Shippey, Environmental Administrator
Florida Department of Health, Palm Beach County *[Signature]*

RE: Notice of Vacant Seat on the Child Care Advisory Council

Pursuant to Chapter 2010-249, Laws of Florida, and Article IV.B.2, Palm Beach County Rules and Regulations Governing Family Child Care Homes and Large Family Child Care Homes, the Child Care Advisory Council (Council) is comprised of seven members who serve at the pleasure of the Board of County Commissioners (BCC). The Florida Department of Health, Palm Beach County serves as staff to the Council.

Currently, Seat 7 is held by Patty Tilford, who is retiring from the Department of Children and Families. The Department of Children and Families recommends Sandra Medlicott to replace Ms. Tilford contingent upon BCC approval. Staff is pleased to submit for your consideration this recommendation to appoint:

<u>Seat #</u>	<u>Requirement</u>	<u>Nominee</u>
7	Represents the Florida Department of Children and Families	Sandra M. Medlicott

If you wish to support the appointment of Ms. Medlicott, please sign and return the attached Boards Committee Application. If you wish to have another nominee who meets the seat requirement considered for appointment, please provide the nominee's contact information.

Staff intends to agenda Ms. Medlicott's appointment for January 7, 2019, so please return signed forms no later than December 3, 2019. If you have any questions, please contact me at 561-837-5900.

cc: Rafael Reyes, Environmental Public Health Division Director, FDOH Palm Beach County
Andrew Simler, Esq., Senior Attorney, FDOH Palm Beach County

Attachments:

- Board/Committee Application
- Child Care Advisory Council Composition

BOARDS/COMMITTEES APPLICATION CHECKLIST

This form must be completed by Staff and accompany the Board Appointment Item

Proposed BCC Date: January 7, 2020 Dept/Division: Florida Department of Health –Palm Beach County

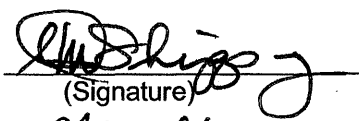
Applicant's Name: Sandra M. Medicott

Board/Committee Name: Child Care Advisory Council

Purely Advisory [] Not Purely Advisory []

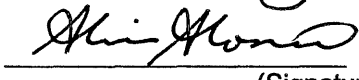
#	Description	Yes	No	N/A																										
1.	Is Part I fully completed and correct?	<input checked="" type="checkbox"/>																												
2.	Is Part II fully completed?	<input checked="" type="checkbox"/>																												
3.	Biography or resume included?	<input checked="" type="checkbox"/>																												
4.	Is Applicant a Palm Beach County resident?	<input checked="" type="checkbox"/>																												
a.	If "No", please explain:			<input checked="" type="checkbox"/>																										
5.	Did Applicant disclose felony conviction?		<input checked="" type="checkbox"/>																											
a.	If "Yes", did staff review information?			<input checked="" type="checkbox"/>																										
b.	Based on review, does staff recommend Applicant for consideration?	<input checked="" type="checkbox"/>																												
c.	Please explain: Candidate meets all requirements for membership: she and will fill the vacancy for representing the Florida Department of Children and Families. Candidate is highly recommended for the membership position.																													
6.	Did Applicant disclose contractual relationship(s)? If "Yes" complete Questions "a" through "c" below: If "No" skip to Question 7:		<input checked="" type="checkbox"/>																											
a.	<table border="1"> <thead> <tr> <th>List Each Contract(s) Identified in Application</th> <th>Board/Committee provides regulation, oversight, management or policy setting recommendations regarding the contract identified (Check if "Yes")</th> <th>Board/Committee provides NO regulation, oversight, management or policy setting recommendations regarding the contract identified (Check if "Yes")</th> <th>Waiver Required (Y or N)</th> <th>Disclosure Required (Y or N)</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>	List Each Contract(s) Identified in Application	Board/Committee provides regulation, oversight, management or policy setting recommendations regarding the contract identified (Check if "Yes")	Board/Committee provides NO regulation, oversight, management or policy setting recommendations regarding the contract identified (Check if "Yes")	Waiver Required (Y or N)	Disclosure Required (Y or N)																								
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b.	Does Department Recommend Waiver and/or Disclosure			<input checked="" type="checkbox"/>																										
7.	Is Part III completed?		<input checked="" type="checkbox"/>																											

Completed by: Courtney Shippey
(Print Name)


(Signature)

Date: 11/22/19

Department Head: Alina Alonso, MD
(Print Name)


(Signature)

Date: 11/25/19

To be completed by Administration if Staff answered "Yes" to Questions 5 or 6:

Administration (Initials): _____

Date: _____