

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

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Meeting Date: December 15, 2020

Department:  
Submitted by: Community Services  
Advisory Board: Palm Beach County HIV CARE Council  
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**I. EXECUTIVE BRIEF**

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

<u>Seat No.</u> 24	<u>Appointment</u> Karen Creary-Gipson	<u>Term Expires</u> 10/15/2021
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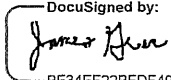
<u>Seat No.</u> 9	<u>Reappointment</u> Christopher H. Bish	<u>Term Expires</u> 12/14/2023
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**Summary:** The Palm Beach County HIV CARE Council (HIV CARE Council) nomination process is an open process with publicized criteria and legislatively defined conflict of interest standards. Ms. Gipson and Mr. Bish have successfully completed the HIV CARE Council’s nomination process and the HIV CARE Council recommends the new appointment and reappointment. The total membership for the HIV CARE Council shall be no more than 33 at-large members, per Resolution No. 2011-1560. Ms. Gipson will complete the unexpired term for Ms. Vicky Rossy-Woodley. The diversity count for the 21 seats that are currently filled is: African-American: 8 (38%), Caucasian: 8 (38%), Hispanic-American: 4 (19%) and Asian-American: 1 (5%). The gender ratio (female: male) is 10:11. Ms. Gipson is African–American and Mr. Bish is Caucasian. Staff conducts targeted outreach in an effort to proffer candidates for appointments that maintain a diverse composition of the board. (Ryan White Program) Countywide (HH)

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

**Attachments:**

1. Boards/Committees Applications
  2. HIV CARE Council Nominations Policy No. 10
- =====

Recommended By:	 <small>BE34EE22BEDE492</small>	11/30/2020
	<b>Department Director</b>	<b>Date</b>

Legal Sufficiency:		12/4/2020
	<b>Assistant County Attorney</b>	<b>Date</b>

## II. REVIEW COMMENTS

A. Other Department Review:

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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: Palm Beach County HIV CARE Council Advisory  Not Advisory

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

Term of Appointment: 10 months Years. From: 12/15/2020 To: 10/15/2021

Seat Requirement: \_\_\_\_\_ Seat #: 24

\*Reappointment or  New Appointment

or  to complete the term of Vicky Rossey-Woodley Due to:  resignation  other

Completion of term to expire on: 10/15/2021

\*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: Creary-Gipson Karen  
Last First Middle

Occupation/Affiliation: \_\_\_\_\_  
Owner  Employee  Officer

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

City & State \_\_\_\_\_ Zip Code: \_\_\_\_\_

Residence Address: 417 Piedmont I

City & State Delray Beach, FL Zip Code: 33484

Home Phone: ( ) Business Phone: ( ) Ext. \_\_\_\_\_

Cell Phone: (786)333-0276 Fax: ( )

Email Address: krngipson@gmail.com

Mailing Address Preference:  Business  Residence

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

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

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

regarding the subject contract or transaction and the contract or transaction is \_\_\_\_\_  
 Commissioners. **To determine compliance with this provision, it is necessary that you, as a board member applicant, identify all contractual relationships between Palm Beach County government and you as an individual, directly or indirectly, or your employer or business.** This information should be provided in the space below. If there are no contracts or transactions to report, please verify that none exist. Staff will review this information and determine if you are eligible to serve or if you may be eligible for an exception or waiver pursuant to the code.

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

\_\_\_\_\_  
 \_\_\_\_\_

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

NONE

NOT APPLICABLE/  
 (Governmental Entity)

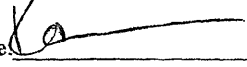
**ETHICS TRAINING:** All board members are required to read and complete training on Article XIII, the Palm Beach County Code of Ethics, and read the State Guide to the Sunshine Amendment. **Article XIII, and the training requirement can be found on the web at: <http://www.palmbeachcountyethics.com/training.htm>.**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

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

By watching the training program on the Web, DVD or VHS on 10/22 2020  
 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: Karen Creary-Gipson Date: 10/22/2020

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

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

**Section III (Commissioner, if applicable):**

Appointment to be made at BCC Meeting on: \_\_\_\_\_

Commissioner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Karen Creary Gipson  
417 Piedmont I  
Delray Beach Fl  
Phone : 786-333-0276  
Email : [krngipson@gmail.com](mailto:krngipson@gmail.com)

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Hello to whom it concerns:

I would like to join the CC as I will bring below special skills or areas of my expertise to the CARE Council

- Advocacy Awareness, Health Planning
- Public Health Administration
- Substance Use/Abuse Services
- Needs, PLWH Nutritional Services
- Needs, Women's HIV Issues
- Needs, Community Organizing, Evaluation of HIV
- Health Services, Homelessness/Housing Services
- Needs, Mental Health Services
- Needs, PLWH Legal and Financial Services
- Needs, Children/Youth HIV Issues and Needs, Ex-offender HIV Issues and Needs

**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 <sup>HIV</sup>CARE Council Advisory  Not Advisory

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

Term of Appointment: 3 Years. From: 12/15/2020 To: 12/14/2021

Seat Requirement: \_\_\_\_\_ Seat #: 9

\*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: Bish Christopher "Heath"  
Last First Middle

Occupation/Affiliation: HIV/AIDS Program Patient Services Supervisor

Owner  Employee  Officer

Business Name: Pam Beach County Dept of Health

Business Address: 1150 45<sup>th</sup> Street

City & State West Palm Beach, Florida Zip Code: 33407

Residence Address: 1440 Lake Crystal Drive, Unit E

City & State West Palm Beach, Florida Zip Code: 33411

Home Phone: ( ) Business Phone: ( 561) 514-5445 Ext. \_\_\_\_\_

Cell Phone: ( 561) 446-5645 Fax: ( )

Email Address: Christopher.Bish@FLHealth.gov

Mailing Address Preference:  Business  Residence

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

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

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

**Section II Continued:**

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

<u>Contract/Transaction No.</u>	<u>Department/Division</u>	<u>Description of Services</u>	<u>Term</u>
<u>Example: (R#XX-XX/PO XX)</u>	<u>Parks &amp; Recreation</u>	<u>General Maintenance</u>	<u>10/01/00-09/30/2100</u>
_____	_____	_____	_____
_____	_____	_____	_____
(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.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 10/08 2020  
 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: C. Heath Bishop Printed Name: C. Heath Bishop Date: 10/8/2020

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

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

**Section III (Commissioner, if applicable):**

Appointment to be made at BCC Meeting on: \_\_\_\_\_

Commissioner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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# C. HEATH BISH

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1440 Lake Crystal Drive, West Palm Beach, FL 33411 ♦ 401-440-9285 ♦ CheathB@gmail.com ♦  
www.linkedin.com/in/CheathB

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## PROFESSIONAL SUMMARY

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Strong analytical thinker with the ability to conceptualize an electronic health record in terms of data/object model, application flows, and reporting. Strengths in management, fundraising, information technology, problem-solving, training, and planning/implementing procedures and systems. Powerful voice in the LGBTQ community to promote acceptance and equality. Excels in an agile environment through a collaborative approach with people and processes.

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## SKILLS

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- Business Operations
- Conflict resolution
- HIPAA
- Leadership and Development
- Meaningful Use
- Medical Billing
- Process Implementations
- Project Management / Relationships

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## WORK HISTORY

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**Patient Services Supervisor**, 11/2019 to Present

**Palm Beach County Department of Health** – West Palm Beach, FL

- Improve quality in the HIV/AIDS program by finding the gaps in processes and creating workflows to maintain smooth clinical workflow
- Advocate for those people living with HIV so they can receive the services needed in order to reach an undetectable viral load
- Offer regular training and evaluation allowing case managers and peer mentors to achieve excellence

**Operations Manager**, 06/2016 to 09/2019

**Dublin Hospitality Group** – Providence, RI

- Anticipated the needs of customers and strengthened existing relationships which increased revenue and customer retention
- Provided training to team members allowing them to achieve excellent reviews from customers
- Supervised and reviewed team's performance regularly while offering praise and disciplinary action as needed
- Facilitated budget planning by analyzing and interpreting POS reports
- Responded to all customer calls, voicemails, and emails within 24 hours
- Assisted in recruiting, interviewing, and hiring staff



**EHR Consultant, 12/2010 to 06/2016**

**Sound Services – New London, CT**

- Exceeded clients' expectations by writing and implementing best practices, standards, and IT processes
- Provided business and technical leadership in project activities and decision-making processes
- Established new processes for employee evaluations which resulted in marked performance improvements
- Designed, developed, and tested EHR software applications (including medical and billing) while verifying data integrity and accuracy
- Wrote and maintained clear and understandable training curriculum, SOPS, and policies that were presented through multiple formats for enhanced understanding
- Produced ad hoc reports and proactive stats on key performance indicators to all levels of business leaders on a weekly basis and upon request

**Software Customer Support, 04/2006 to 02/2011**

**Qualifacts Systems Inc – Nashville, TN**

- Provided outstanding service to EHR customers via email or phone within 24 hours for each ticket submitted
- Spearheaded client upgrades on time and under budget
- Led cross-functional teams of developers, quality assurance engineers, and designers in product development and resolution of product defects

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#### EDUCATION

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**Bachelor of Science: Human Development (Minors in Psychology and Religion)**

**Lee University - Cleveland, TN**

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#### VOLUNTEER SUMMARY

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- PBC CARE Council (West Palm Beach, FL)
- Hands On Nashville (Nashville, TN)
- Habitat for Humanity (Nashville, TN)
- Nashville CARES (Nashville, TN)
- AIDS Care Ocean State (Providence, RI)

## Palm Beach County HIV CARE Council

# Council Policy

Policy Number: **10**  
 Approved: **April 30, 2001**  
 Amended: **January 26, 2004**  
 Amended: **November 16, 2009**  
 Amended: **November 22, 2010**  
 Amended: **June 27, 2011**  
 Amended: **June 25, 2012**  
**Issue: Nominations Process for CARE Council Membership**

This policy is adopted by the Palm Beach County HIV CARE Council (CARE Council), for the purpose of ensuring there is an open and fair nominations 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 nominations policy which complies with directives of the Division of HIV Services (DHS) and the Health Resources Services Administration (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 Council shall be sought from a wide spectrum of potential members. Recruitment shall be made through existing Council committees and through ongoing solicitation through existing 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 Council membership. Recruitment is not just the Membership Committee's responsibility. 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 provided a nominations packet containing a letter describing roles and responsibilities of the 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, and involvement on committees. The Membership Committee may also consider activities such 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 Palm Beach County HIV 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 Palm Beach County HIV CARE Council If the recommendation is accepted by the CARE Council, the individuals name will then be forwarded to the Palm Beach County Board of County Commissioners for appointment.

**Candidates must fulfill the following requirements prior to being forwarded for CARE Council Membership:**

**Candidates must join one (1) committee and attend at least three (3) meetings, one (1) of which must be either a CARE Council meeting or CARE Council sponsored training (inclusive of annual retreat), within a one (1) year period.**

**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.**