

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

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Meeting Date: May 18, 2021

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 appointments of three (3) new members to the Palm Beach County HIV Comprehensive AIDS Resources Emergency (CARE) Council:

<u>Seat No.</u>	<u>Appointment</u>	<u>Term Expires</u>
6	Syler King	10/15/2021
11	Ashaki Sypher	08/13/2021
13	Miguel Vazquez	05/16/2022

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 nominees meet the applicable guidelines and requirements outlined in the resolution and have successfully completed the HIV CARE Council's nomination process. 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. King will complete the unexpired term of Ms. Kathleen Belizaire, Ms. Sypher will complete the unexpired term for Ms. Keisha Jackson and Mr. Vazquez will complete the unexpired term for Mr. Mark White. Ms. Sypher is an employee of Families First of Palm Beach County. This agency contracts with the County for services. The HIV CARE Council provides no regulation, oversight, management, or policy setting recommendations regarding the subject contracts or transactions. Disclosure of this contractual relationship at a duly noticed public meeting is being provided in accordance with the provisions of Section 2-443, of the Palm Beach Code of Ethics. The diversity count for the 21 seats that are currently filled is: African-American: 10 (48%), Caucasian: 7 (33%), Hispanic-American: 3 (14%) and Asian-American: 1 (5%). The gender ratio (female: male) is 11:10. Ms. King and Ms. Sypher are African-American. Mr. Vazquez is Hispanic-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

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Recommended By: James Green DocuSigned by: 4/21/2021
Department Director **Date**
Legal Sufficiency: Paula Green for HH 2d 4/30/21
Assistant County Attorney **Date**

II. REVIEW COMMENTS

A. Other Department Review:

Department Director

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
BOARDS/COMMITTEES APPLICATION

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

Section I (Department): (Please Print)

Board Name: HIV CARE COUNCIL Advisory Not Advisory

At Large Appointment or District Appointment /District #: _____

Term of Appointment: .5 Years. From: 5/18/21 To: 10/15/21

Seat Requirement: _____ Seat #: 6

*Reappointment or New Appointment

or to complete the term of Kathleen Belzair Due to: resignation other

Completion of term to expire on: 10/15/21

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

Section II (Applicant): (Please Print)

APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT

Name: King Last Skyler First _____ Middle _____

Occupation/Affiliation: _____
Owner Employee Officer

Business Name: Palm Beach County Behavioral Health Coalition

Business Address: 2300 High Ridge Rd,

City & State Boynton Beach FL Zip Code: 33426

Residence Address: 1189 Janice Dr Lot #119

City & State West Palm Beach, FL Zip Code: 33409

Home Phone: () Business Phone: (561)726-7627 Ext. 5

Cell Phone: () 770 557-2683 Fax: ()

Email Address: SkylerKing@pbcchc.org

Mailing Address Preference: Business Residence

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

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

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

Section II Continued:

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

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

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

NONE

NOT APPLICABLE/
(Governmental Entity)

ETHICS TRAINING: All board members are required to read and complete training on Article XIII, the Palm Beach County Code of Ethics, and read the State Guide to the Sunshine Amendment, **Article XIII, and the training requirement can be found on the web at: <http://www.palmbeachcountyethics.com/training.htm>.** Ethics training is on-going, and pursuant to PPM CW-P-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 1/13 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: Skylar King Printed Name: Skyler King Date: 1/13/2020

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 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: _____

Skyler King
1189 Janice Dr,
West Palm Beach, FL 33409
Skyler.king.edu@gmail.com | 7705572683

Interested in contributing productive and organized energy to an organization in the community. A career goal is to assist with the integration of healthy relationships in and around my community.

Work Experience

Program Manager

Palm Beach County Behavioral Health Coalition | Boynton Beach, FL

40 Hours wkly

May 2017 to Present

As the Program Manager coordinator for the coalition, I am responsible for;

- Drafting progress reports required by the funding agencies on a rolling basis
- Education, Testing and counseling at-risk youth for HIV and linking clients to proper services.
- Collecting and entering data related to the HIV & Opioid Epidemic
- Recruit, Train and Retain incoming volunteers & advocates
- Assist with Coordination of requested events (e.g. Summits and Meetings)
- Community Based Outreach planning and implementation
- Evidence-Based programming development and implementation
- Create and Market Campaigns through Social Media and Community Outreach

Vocational Rehabilitation Specialist

APro Advocate | Houston, TX | June 2014 to July 2018

Assist with:

- Attainment & Maintenance of employment
- Consumer On-the-job training
- Goal setting and intervention planning.
- Act as liaison between employer and client
- Facilitate groups/workshops with clients.
- Benchmark Completion & Verification
- Familial Resource Referrals

Pharmacy Technician

Walgreens Pharmacy - Jupiter, FL October 2016 to March 2017

Responsible for assisting the Pharmacist in filling, compounding, and dispensing physician orders. As well as contacting physicians, resolving issues with third- party companies and more while maintaining a safe and comfortable environment for customers to enjoy.

Education

Bachelor's of Science in Psychology

Palm Beach Atlantic University - West Palm Beach, FL

August 2016 to December 2018

Associate in Health Science

Houston Community College - Houston, TX

May 2013 to August 2016

Certifications: HIV 500/501, CPR,

**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: HIV CARE Council Board Advisory Not Advisory

At Large Appointment or District Appointment /District #: _____

Term of Appointment: 03 Years. From: 5/18/21 To: 8/13/21

Seat Requirement: _____ Seat #: 11

*Reappointment or New Appointment

or to complete the term of Keisha Jackson Due to: resignation other
Completion of term to expire on: 8/13/21

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

Section II (Applicant): (Please Print)

APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT

Name: Sypher Ashaki
Last First Middle

Occupation/Affiliation: TOPWA Program Supervisor

Owner Employee Officer

Business Name: Families First of Palm Beach County

Business Address: 3333 Forest Hill Blvd

City & State: West Palm Beach, FL Zip Code: 33406

Residence Address: 118 Parkway ct

City & State: West Palm Beach, FL Zip Code: 33415

Home Phone: () Business Phone: (561) 319-4394 Ext. _____

Cell Phone: (561) 268-7046 Fax: ()

Email Address: asypher@familiesfirstpbc.org

Mailing Address Preference: Business Residence

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

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

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

Section II Continued:

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

<u>Contract/Transaction No.</u>	<u>Department/Division</u>	<u>Description of Services</u>	<u>Term</u>
<u>Example: (R#XX-XX/PO XX)</u>	<u>Parks & Recreation</u>	<u>General Maintenance</u>	<u>10/01/00-09/30/2100</u>
<u>R 2018-1544</u>	<u>CSD</u>	<u>Client Services</u>	<u>10/01/18-09/30/21</u>
<u>R2019-1607</u>	<u>CSD</u>	<u>Client Services</u>	<u>10/01/19-09/30/22</u>

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

NONE

 NOT APPLICABLE/
 (Governmental Entity)

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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 1/19/2021
- 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: Ashaki Sypher, MSW Printed Name: Ashaki Sypher Date: 12/20/2021

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: _____

Ashaki Sypher, MSW

(561) 319-4394 West Palm Beach, FL asypher@familiesfirstpbc.org

Individual/Family Service Program Professional

Qualifications

- Overseeing Social Service Programs
- Program Development & Planning
- Evaluating Programs
- Grant Writing and Procurement
- Supervision of Employees
- HUD funded Housing Program Requirements
- Facilitation of Individual and family Therapy
- Treatment Plans/ Reviews
- Psychosocial Assessments
- Case Management
- Medicaid Requirements and Eligibility
- Facilitating and Co-Facilitating Group
- Proficiency MS Office
- ASAM/ CBT/ Trauma Informed Care

Professional Experiences

3/2020- Present **Families First of Palm Beach, *TOPWA Program Supervisor***

- Provide feedback to the Chief Executive Officer, Deputy Director and/or Program Director regarding client, program and agency challenges and needs.
- Teach, coach, direct, supervise and evaluate direct service staff consistently documenting individual and clinical work
- Determine when it is appropriate to utilize client distribution monies as service for clients
- Respond to client, program and employee related crisis following Agency policy, procedure and utilizing professional judgment
- Work on interagency collaborations when appropriate for resource development
- Complete manual and electronic chart reviews for all program staff at the minimum rate required by funders
- Participate in program staff meetings, participate in program planning and development of policy and procedure, Oversee data reporting requirements for program staff and ensure that data is submitted accurately and on time

04/18-3/2020 **Adopt-A-Family, *Permanent Supportive Housing Program Manager***

- Provide Clinical and administrative supervision to SAFE staff
- Provide case consultation to staff working with families impacted by substance abuse and mental health. Rental lease agreements, Rent Calculations, Income Certifications and Terminations
- Collaborate with the mental health treatment providers servicing the families.
- Review and approve Family Action Plans. Review case files and provide feedback to staff
- Assure ongoing QA/QI in Project SAFE.
- Review and update Policy and Procedures and Client Handbook as needed.

10/16- 06/2018 **Chrysalis Health, *Redirection Therapist***

- Responsible for providing mental health/substance abuse services with CBT/MI Modalities To youth who are on probation/ conditional release, referred by Department of Juvenile Justice.
- Collaborates with the Department of Juvenile Justice to formulate the individualized treatment plan and discharge planning.
- Provides individual and family therapy services in least restrictive setting, therapeutic support and 24 hour crisis support when needed.

01/15-7/16 **Children's Home Society. *Program Manager for Safe Harbor***

- Liaison to community agencies such as Dept. Of Children and Families, Department of Juvenile Justice, etc. and attend closure or conference staffing.
- Supervise program and Supervisory staff including regular individual and group staff meetings and case consultation; oversee proper client to staff ratio
- Approve admission of clients into the program; assign cases to program staff and oversee service delivery
- Review and monitor case files for both internal and external quality assurance standards
- Assists the Program Director in developing core competencies, coaching plans, and orientation of program staff

07/15-12/15 Mental **Health Association. *Peer Place Programs Associate***

- Provide support to Peer Place by facilitating groups, and providing support to the daily functions
- Assure compliance with contractual requirements and good program practices
- Assist with compiling, tracking, and monitoring program data as required by funders
- Provide referrals to community providers for integrated behavioral and primary care
- Supervise volunteers, interns and Peer Place staff

01/14-Present **Barry University. *Field Advisor/ Adjunct Instructor***

- Attend and actively participate in all Field Advisor Orientations and seminars.
- Meet with Field students twice a semester as well as through written and telecommunication.
- Review student process recordings, learning plans, and Field Assessments
- Build a supportive relationship with the MSW field students.
- Instructor of Intro to Social Work; Compile, administer, and grade instruments that evaluate student progress.

10/10- 02/15 **The Salvation Army. Center Of Hope Campus, Program Manager/Compliance Mgr**

- Provide direct supervision for Program Staff, Including interviewing, training, technical assistance, and Employee consultations related to job performance.
- Review and revise Program Manuals and materials at least annually and train staff on new protocols.
- Coordinate Substance Abuse and mental health Treatment Programs.
- Completes all Clinical intake Assessments for homeless Veterans in the Grant Per Diem and Contract Residential Treatment Program
- Chair and coordinate interdisciplinary team meetings, participate on committees, and meet with outside community organizations.
- Makes Eligibility determination, planning, and problem solving for all Veterans in the Grant Per Diem and Contract Residential program.

Education

04/06 Florida Agricultural and Mechanical University

Master of Social Work - Emphasis in Community Development and Administration

08/01 Bachelor of Science in Social Work

Training and Certifications

- Advanced Family Assessment Training
- HIPPA – SOAR – IRB Certified
- Parent Child Interaction Training
- Family Mental Health Training
- Suicide & Boundaries Training
- Child Abuse/Neglect Training
- Cultural competency Training
- PREA Training
- CBT/Motivational Interviewing
- Trauma Informed Care
- SPDAT
- Cultural Sensativity

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

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At Large Appointment or District Appointment /District #: _____

Term of Appointment: 1 Years. From: 5/18/21 To: 5/16/22

Seat Requirement: _____ Seat #: 13

*Reappointment or New Appointment

or to complete the term of Mark White Due to: resignation other
Completion of term to expire on: 5/16/22

*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: Vazquez Miguel Angel
Last First Middle

Occupation/Affiliation: Case manager-HOPWA Program

Owner Employee Officer

Business Name: PBC Housing Authority

Business Address: 3432 W 45th St

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

Residence Address: 11957 Donlin Dr.

City & State: Wellington, FL Zip Code: 33414

Home Phone: () Business Phone: (561) 684-2160 Ext. 257

Cell Phone: (561)309-1599 Fax: ()

Email Address: Miguelvazquez1025@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

Section II Continued:

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_____	_____	_____	_____
_____	_____	_____	_____

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

NONE

NOT APPLICABLE/
(Governmental Entity)

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X By watching the training program on the Web, DVD or VHS on January 13, 2021.
 _____ 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: Miguel A. Vazquez Date: 1-13-2021

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: _____

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

Revised 02/01/2016

Miguel Vazquez

Greenacres, FL

miguelvazquez1025@gmail.com - (561)309-1599

WORK EXPERIENCE

Support Service Coordinator

The SPECTRA Organization, Inc/ PBCHA - West Palm Beach, FL - July 2016 to Present

Complete housing plan with client based on individuals goals; make home visits to client's home every quarter to complete follow up assessment; assist client with any issues or concerns related to their housing needs; make referrals to other social service agencies depending on their needs; maintain open communication with clients and clients' medical case manager; input case notes into TenMast; maintain and update file for each client; maintain confidentiality.

Pastor

Iglesia Cristiana Lugar de Transformacion, Inc - West Palm Beach, FL - February 2012 to Present

Responsibilities

Teach principals pertaining to christian faith, spiritual counselling/guidance, community outreach.

Accomplishments

Assist families and individuals with daily living issues such financial assistance, referral to other organizations in the community, moral support, provide spiritual guidance.

Skills Used

Able to teach, bilingual Spanish-English, small groups discussions.

Case Manager II

PBC Division of Human Services - Delray Beach, FL - February 2010 to October 2015

Responsibilities

Meet face to face with families and individuals to complete socioeconomic assessment to determine financial assistance qualifications based on state/ federal guidelines. Ability to communicate orally and in writing with clients, vendors, supervisors. Enter notes in a timely manner according to programs guidelines. Complete follow ups with client to ensure successful completion of care plan and provide case management service and referral to other community partner agencies in the county.

Accomplishments

Able to assist families and individuals with financial difficulties by providing financial support with rent and utilities to prevent homelessness.

Skills Used

Bilingual English- Spanish; work well with people; basic knowledge of microsoft; ability to communicate effectively; willing to learn and take new tasks.

Case Manager II

Comprehensive AIDS Program of PBC - 2006 to 2010

Responsibilities

Complete socioeconomic and financial assessment with HIV positive clients and families. Develop a care plan to ensure client's adherence to medical care and medications intake. Ensure that clients receive HIV medications/ medical care through various program such AICP, ADAP, PAC-MEDICAID, MEDICARE and others. Enter note as stated by programs guidelines, conduct outreach and assist clients with referral to other community agencies and provide case management.

Accomplishments

Assisted HIV/AIDS clients and families with case management services to obtain medical care needed to manage medical conditions and improve quality of life.

Skills Used

Bilingual Spanish- English; client oriented, PAC certified; maintained confidentiality, knowledge of Microsoft; work well with people .

Case Manager I

Comprehensive AIDS Program of PBC - Palm Springs, FL - December 2002 to June 2006

Responsibilities

Complete socio economic and financial assessment with HIV/AIDS clients and their families to determine eligibility to various state, local and federal program to ensure their adherence to their medical care and medications intake. Complete follow ups by performing home visit and office visits as well as phone call contacts. Refer clients to other community partner organizations.

Accomplishments

Assisted client and families to maintain quality of life by providing access to medications to various programs and providing assistance in obtaining financial support from other agencies as well.

Skills Used

Bilingual Spanish-English; knowledge of Microsoft; work well with people; client oriented.

Flexible Material Handler

Motorola, Inc - Boynton Beach, FL - 1988 to 2002

Responsibilities

Receive, store and distribute material to production floor. Maintain inventory control; drive forklift; basic math knowledge and participate in meetings with management and participate in team group presentation.

Accomplishments

Provided support to production floor.

Skills Used

Bilingual Spanish-English; use of computer; forklift certification; general knowledge of material handling; team player.

EDUCATION

BA Interamerican Studies in Inter-American Studies

Borica College, NY, NY - New York, NY

1985 to 1987

1979 to 1983

SKILLS

Bilingual Spanish-English (10+ years), Work well with people (10+ years), Microsoft (10+ years)

Palm Beach County HIV CARE Council

CARE Council Policy

Policy Number: 10
Amended: June 24, 2019

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". 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 CARE Council. If the