

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

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Meeting Date: August 17, 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 reappointments of two (2) members to the Palm Beach County HIV Comprehensive AIDS Resources Emergency (CARE) Council:

<u>Seat No.</u>	<u>Appointment</u>	<u>Term Expires</u>
11	Ashaki Sypher	08/16/2024
12	Lysette Perez	08/16/2024

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. Ashaki Sypher and Ms. Lysette Perez have successfully completed the HIV CARE Council’s nomination process and the HIV CARE Council recommends the appointments. The total membership for the HIV CARE Council shall be no more than 33 at-large members, per Resolution No. 2011-1560. Ms. Sypher is an employee of Families First of Palm Beach County and Ms. Perez is an employee of Compass, Inc. Both agencies contract 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 23 seats that are currently filled is African-American: 11 (48%), Caucasian: 7 (30%), Hispanic-American: 4 (17%), and Asian-American: 1 (5%). The gender ratio (female: male) is 14:9. Ms. Sypher is African-American and Ms. Perez 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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 DocuSigned by: James Green 7/15/2021
Recommended By: _____
 Department Director Date
 Legal Sufficiency: Debra C. Hoyle 7-27-21
 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 résumé to this form.

Section I (Department): (Please Print)

Board Name: CARE Council Board Advisory [x] Not Advisory []
[X] At Large Appointment or [] District Appointment /District #:
Term of Appointment: 3 Years. From: 8/17/2021 To: 8/16/2024
Seat Requirement: Seat #: 11
[X] *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: Sypher Ashaki
Last First Middle
Occupation/Affiliation: TOPWA Program Supervisor
Owner [] Employee [x] 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@familiesfirstpbcc.org

Mailing Address Preference: [x] 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 [X] Female
[] Native-American [] Hispanic-American [] Asian-American [x] 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>R 2019 - 1607</u>	<u>CSD</u>	<u>client services</u>	<u>10/01/19 - 9/30/22</u>
(Attach Additional Sheet(s), if necessary)			
OR			
NONE	<input type="checkbox"/>	X	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):

X 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 Printed Name: Ashaki Sypher Date: 6/28/2021

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 HIV CARE Council
CARE Council Policy

Policy Number: 10
Amended: June 25, 2018

Issue: **Nominations Process for CARE Council Membership**

This policy is adopted by the CARE Council (CARE Council), for the purpose of ensuring there is an open and fair nomination process which will provide for a CARE Council membership which is reflective of the AIDS epidemic in Palm Beach County, Florida. In addition, it is the intention of the CARE Council to maintain a nomination policy which complies with directives of the Division of HIV Services (DHS) and HRSA as those directives relate to the Ryan White Act.

I. Legislative Background

Section 2602(b) of the reauthorized Ryan White Act states: "Nominations to the planning council (CARE Council) shall be identified through an open process and candidates shall be selected based upon locally delineated and published criteria. Such criteria shall include a conflict of interest standard for each nominee."

II. Expectations

An open nominations process, in combination with other legislative requirements and existing DHS policy on PLWH participation, shall result in broad and diverse community inclusion and culturally competent deliberations in CARE Council processes. The CARE Council will only approve and/or appoint members who have gone through the nominations process and shall appoint members on a timely basis to ensure minimum disruption to CARE Council activities.

Nominations to the CARE Council shall be sought from a wide spectrum of potential members. Recruitment shall be made through existing CARE Council committees and through ongoing solicitation through existing CARE Council members, service providers, outreach through advertising, and staff working with consumers of HIV/AIDS services. Particular consideration shall be given to disproportionately affected and historically underserved groups and sub-populations.

Every member of the CARE Council is encouraged to actively recruit members to fill gaps in CARE Council membership. Recruitment is not just the Membership Committee's responsibility. CARE Council members should use their own network and seek key contacts in other communities to help identify potential members to fill gaps and to provide individuals to participate in CARE Council committee activities.

III. Steps in the Nominations Process:

1. When necessary advertising may be placed in various publications countywide notifying the public of the need for participation through membership on the CARE Council. Included in the advertising shall be notification of the need to fill membership positions based upon the demographics of the epidemic in Palm Beach County, and to ensure legislatively mandated positions are filled. A time limit for return of applications shall be included in the notification.
2. Potential applicants shall be invited to attend membership orientation offered quarterly and provided a nominations packet containing a letter describing roles and responsibilities of the CARE Council, duties of membership, time expectations, gaps in representations, conflict of interest standards, HIV disclosure requirements, and an overview of the selection process and timeline; within three (3) business days of request. There shall also be an application form used to gather information about: relevant experience, expertise, skills, the person's interest in serving, the perspective he or she might bring to the CARE Council, how his or her peer group might relate to groups affected by HIV, and other related information.
3. Each returned application will be issued a document number, and receipt shall be logged in for tracking purposes.
4. CARE Council staff will review all application forms and will recommend a list of persons for the Membership Committee to interview per "Procedure for Applicant Interviews". When two or more persons apply for the same slot, the committee will interview at least two applicants for the slot. Interviews shall be conducted by at least two committee members-one of which must be the Chair or Vice Chair and a staff member, according to a structured interview format. Open ended questions about past experience on boards, ideas about significant HIV/AIDS issues and professional or affected community linkages shall be incorporated into the interview.
5. After the interviews are completed, the results of each interview are discussed at the next regularly scheduled Membership Committee meeting. When reviewing candidates for membership the committee will consider the following factors: attendance at CARE Council meetings, involvement at Membership Development Sessions and involvement on committees. The Membership Committee may also consider activities as involvement in Membership Development Sessions. In addition, seat availability, the demographics of the

board and candidate qualification will be taken into consideration. The final committee recommendations will be forwarded to the Executive Committee and if approved to the CARE Council. If the recommendation is accepted by the CARE Council, the individual's name will then be forwarded to the Palm Beach County Board of County Commissioners for appointment. The candidate must document completion of the Palm Beach County ethics training prior to submission of their name to the Palm Beach County Board of County Commissioners. In the event a recommended candidate is not acceptable to the Palm Beach County Board of County Commissioners, a request for a replacement candidate, if available, will be forwarded to the Membership Committee and the Membership Committee will provide the name of another candidate to the CARE Council. If the recommendation is accepted by the CARE Council, the individual's name will then be forwarded to the Palm Beach County Board of County Commissioners for appointment.

- A. Candidates must fulfill the following requirements prior to being forwarded for CARE Council Membership. Candidates must join one (1) committee and attend a CARE Council meeting or CARE Council sponsored training inclusive of annual retreat.
- B. Documented exceptions to these requirements may be made, based upon the need of the CARE Council or in an extenuating circumstance, at the discretion of the Membership Committee Chair with the approval of the Executive Committee.

**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 Advisory Not Advisory
 At Large Appointment or District Appointment / District #: _____
 Term of Appointment: 3 Years. From: 8/17/21 To: 8/16/24
 Seat Requirement: _____ Seat #: 12
 *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: Perez Lyselle
Last First Middle
 Occupation/Affiliation: Health Services Coordinator / Compass Inc.
 Owner Employee Officer
 Business Name: Compass Inc.
 Business Address: 201 N. Dixie Hwy
 City & State: Lake Worth, FL Zip Code: 33460
 Residence Address: 909 Sumter Rd.
 City & State: West Palm Bch, FL Zip Code: 33460
 Home Phone: 201 573-8130 Business Phone: () Ext. _____
 Cell Phone: 201 573-8130 Fax: ()
 Email Address: Lyselle@CompassLLC.com
 Mailing Address Preference: Business Residence
 Have you ever been convicted of a felony: Yes _____ No 0
 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>
Example: (R#XX-XX/PO XX)	Parks & Recreation	General Maintenance	10/01/00-09/30/2100
R2021-0307	Community Services	Client Services	03/01/21 - 02/29/24

(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 3/01/2019
- By attending a live presentation given on _____, 20____

AND

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

*Applicant's Signature: Lysette Perez Printed Name: Lysette Perez Date: 6/25/21

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: _____

Lysette Perez

Lysette@CompassGLCC.com

561-533-9699

June 2016-Present

Compass Inc.

Lake Worth

Health Services Coordinator

- Linking clients to Ryan White services via Early Intervention Services and Eligibility requirements. Collaboration with other Ryan White partners in order to provide optimum care for all Eligible clients. Assisting Health Services Director in management of Health Services Team. Vice Chair of Care Council Planning Committee. Attending and participating in various Ryan White Workgroups.

December 2015-May 2016

Spotlight Billing

West Palm Beach

Billing/Collections Specialist

- Claim submission, Verification of insurance, Contact insurance for clarification of denials, Enter patient information into clearinghouse system

February 2014-Dec. 2015

The Counseling Center

Palm Beach Gardens

Receptionist/Part-time

- Check in/out patients, Answer phones, Scheduling, Collect Co-pays, Clerical duties as assigned, Billing/Collections, Weekly deposits, General accounting

June 2008-July 2013

Florida Atlantic University

Boca Raton

House Manager

- Managing Ushers, Assuring audience comfort, Deliver curtain speech prior to each performance, Working in conjunction with Stage Manager and Box Office to insure prompt start times, Provide a house management report

October 2007- Feb. 2013

The Center for Family Services

Lake Worth

Family Resource Specialist

- Initial visitor to new clients, attend all community (FCP) meetings, assist in data collection for measures and outcome requirements, planning and executing yearly community events for program participants, logging all contact with program participants in web based system.

Education:

BA-Theatre General-Florida Atlantic University

MA-Liberal Arts Florida Atlantic University

Languages:

English/Spanish

Skills: Provide Enterprise, Collaborate MD, Office Ally/Practice Mate, Availity, Multi-line phones, Microsoft Excel, Microsoft Word, Microsoft, PowerPoint, 10-Key Sight

References:

Neka MacKay neka@ComapssGLCC.com 561-533-9699

Palm Beach County HIV CARE Council

CARE Council Policy

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Amended: June 25, 2018

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