

PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS  
BOARD APPOINTMENT SUMMARY

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Meeting Date: September 14, 2021

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

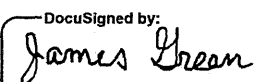
**Motion and Title: Staff recommends motion to approve:** the reappointment of one (1) member to the Palm Beach County HIV Comprehensive AIDS Resources Emergency (CARE) Council, effective October 2, 2024:

<u>Seat No.</u>	<u>Reappointment</u>	<u>Term Expires</u>
17	Christopher Dowden	10/01/2024

**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. Mr. Dowden has successfully completed the HIV CARE Council’s nomination process and the HIV CARE Council recommends the appointment. The total membership for the HIV CARE Council shall be no more than 33 at-large members, per Resolution No. 2011-1560, as amended by R2018-0015. Mr. Dowden has disclosed that he is an employee of Midway Specialty Care Center Inc. (Midway). Midway 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 22 seats that are currently filled is African-American: 10 (45%), Caucasian: 7 (32%), Hispanic-American: 4 (18%) and Asian- American: 1 (5%). The gender ratio (female: male) is 13:9. Mr. Dowden is a 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

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DocuSigned by:  
 8/18/2021  
Recommended By: \_\_\_\_\_  
Department Director Date

Legal Sufficiency:  8-24-21  
Assistant County Attorney Date

**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: 3 Years. From: 10|2|21 To: 10|1|24

Seat Requirement: \_\_\_\_\_ Seat #: 17

\*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: Dowden Christopher James  
Last First Middle

Occupation/Affiliation: Pharmacist at Midway Specialty Care Center, Inc

Owner  Employee  Officer

Business Name: Midway Specialty Care Center

Business Address: 1515 N. Flagler Dr. Suite 200

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

Residence Address: 223 Fortuna Dr

City & State Palm Beach Gardens, FL Zip Code: 33410

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

Cell Phone: ( 561 ) 578-9397 Fax: ( )

Email Address: cdowden@midwaycare.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>R2021-0310</u>	<u>Ryan White Part A</u>	<u>Laboratory/Diagnostic Testing</u>	<u>3/1/2021 – 2/28/2022</u>
<u>R2021-0310</u>	<u>Ryan White Part A</u>	<u>Outpatient Ambulatory Health Services</u>	<u>3/1/2021 – 2/28/2022</u>
<u>R2021-0310</u>	<u>Ryan White Part A</u>	<u>Nonmedical Case Management</u>	<u>3/1/2021 – 2/28/2022</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 8/16 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: Chris Dowden Date: 8/16/21

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](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: \_\_\_\_\_

# Chris Dowden

Pharmacist

## Contact

### Address

Palm Beach Gardens, FL,  
33418

### Phone

(561) 578-9397

### E-mail

chrisdowden@gmail.com

### LinkedIn

<https://www.linkedin.com/in/Chris-Dowden-PharmD/>

## Skills

Performance monitoring

Excellent

Policy and procedure  
improvements

Very Good

Patient education and  
counseling

Excellent

Customer Service and  
Communication Skills

Very Good

## Software

PioneerRx

Very Good

Experienced community pharmacist with 10+ years of working with the HIV community primarily in Palm Beach County. Credentialed as a Board-Certified Pharmacotherapy Specialist and as a HIV Practicing Pharmacist through AAHIVM. Believes in patient education and empowerment as tools to improve health outcomes and in giving back to the community.

## Work History

2020-10 -  
Current

### 340B Program Manager

*Midway Specialty Care Center, West Palm Beach, FL*

- Responsible for the day-to-day management, compliance review, and operations for the 340B program of an STD and Ryan White covered entity with 8 locations in Florida.
- Developed and implemented a Combined Purchasing Distribution Model to simplify purchasing across multiple OPAIS IDs in compliance with current HRSA guidance.
- Developed and implemented an internal inventory replenishment system for a new injectable medication to treat HIV to ensure 340B compliance requirements are met and inventory carrying costs are minimized.
- Oversaw development and maintenance of data exports to Third Part Administrators and ensured STD and Ryan White 340B medication purchases were kept distinct.
- Reviewed and adapted 340B Policies and Procedures to changes in company goals and HRSA expectations.
- Restructured purchasing of 340B medications and negotiated lower wholesaler pricing which reduced comparable medication costs by ~2% compared to the previous year.

2019-04 -  
Current

### Clinical Informatics Pharmacist

*Midway Specialty Care Center, West Palm Beach, FL*

- Streamlined financial reporting for medication purchasing and pharmacy revenue across multiple health centers and pharmacies.
- Created and implemented financial, patient population, and health outcomes reports using Tableau and Power BI.
- Created templates for medication administration in eClinicalWorks which improved treatment documentation and billing accuracy.
- Transitioned pharmacy from Abacus to PioneerRx dispensing software, configured workflow, and oversaw integration with FedEx shipping software and Verity 340B

Microsoft Office (Excel, Word, Powerpoint)

Very Good

Tableau

Good

Power BI

Good

eClinicalWorks

Good

solutions split billing software.

2016-09 -

### **Pharmacy Manager**

2019-04

*Walgreens Boots Alliance, Stuart, FL*

- Grew prescription volume by 13.2% over previous year.
- Vaccinated patients to provide immunity against influenza, pneumonia and other diseases.

2015-11 -

### **Director of Pharmacy**

2016-09

*Skyemed Pharmacy and Infusion Services, West Palm Beach, FL*

- Opened new pharmacy inside a FQHC.
- Contributed to development of health center screening guidelines for Hepatitis C.
- Advised medical staff on medication dosing and HIV and Hepatitis C regimen selection.

2011-03 -

### **Registered Store Manager, Local Specialty**

2015-11

*Walgreens Boots Alliance, West Palm Beach, FL*

- Grew a small local specialty pharmacy from new opening to ~\$1.5 million in monthly prescription revenue over 4 years.
- Managed specialty pharmacy clinical programs in HIV, Hepatitis C, and oral chemotherapy.
- Precepted pharmacy students and pharmacy residents of Palm Beach Atlantic University's PGY1 residency program (HIV and Viral Hepatitis rotation).
- Ensured availability of high value specialty medications while maintaining an average 5 days of inventory supply.
- Oversaw merger of a local specialty pharmacy buyout.

2009-05 -

### **Pharmacy Manager**

2011-03

*Walgreens Boots Alliance, Lake Worth, FL*

- Implemented influenza vaccine program.
- Improved staff pharmacist comfort level with administering vaccines when pharmacist vaccination was legalized in Florida.
- Precepted pharmacy students from local universities.
- Ensured staff was well trained and engaged during major company wide workflow change.

2009-02 -

### **Staff Pharmacist, Local Specialty**

2009-05

*Walgreens Boots Alliance, Palm Beach Gardens, FL*

- Assisted with buyout of local independent pharmacy and its transition to Walgreens. Trained staff. Maintained and grew business relationships during merger.



2008-07 - **Staff Pharmacist**  
2009-02 *Walgreens Boots Alliance, Stuart, FL*

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## Education

2004-08 - **Doctor of Pharmacy**  
2008-05 *Palm Beach Atlantic University - West Palm Beach - West Palm Beach, FL*

2002-09 - **Biology and Chemistry**  
2004-05 *Sussex County Community College - Newton, NJ*

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## Affiliations

2015 - **Palm Beach County HIV CARE Council**  
Current *Current Chair of Quality Management and Evaluation Committee, Past Chair of CARE Council, Executive Committee, Priorities and Allocations Committee, and Local Pharmaceutical Assistance Program Committee.*

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## Certifications

2008-01 Florida Registered Pharmacist - License PS43620

2015-01 Board of Pharmacy Specialties - Board Certified Pharmacotherapy Specialist - License 3140350F

2012-01 American Academy of HIV Medicine - Practicing HIV Pharmacist

2009-01 APhA Pharmacy Based Immunization Delivery Certificate

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## Awards

- 2018 - CARE Award - Palm Beach County HIV CARE Council
- 2015 - Walgreens Champion of Champions - Area Winner - Community Service Award
- 2008 - Palm Beach Atlantic University - Pharmacy Practice Award

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.**