

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
BOARD APPOINTMENT SUMMARY

Meeting Date: November 2, 2021

Department
Submitted By: Community Services
Advisory Board: Homeless Advisory Board

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to approve the reappointments of four (4) current members and appointment of one (1) new member to the Homeless Advisory Board (HAB), effective November 2, 2021:

<u>Seat No.</u>	<u>Reappointment</u>	<u>Seat Requirement</u>	<u>Recommended By</u>	<u>Term Expires</u>
2	Javaro Sims	PBC Law Enforcement official	Palm Beach County Law Enforcement Planning Council	09/30/2024
3	Erica Whitfield	PBC School District Board Member	School District of Palm Beach County	09/30/2024
9	Katrina Long-Robinson	Business Executive	Economic Development Council	09/30/2024
14	Linda Kane	Southeast Florida Behavioral Health Network, Inc.	Community Service Department	09/30/2024
<u>Seat No.</u>	<u>Appointment</u>	<u>Seat Requirement</u>	<u>Recommended By</u>	<u>Term Expires</u>
13	Ezra Krieg	Faith Based Community Senior Manager	Community Service Department	09/30/2024

Summary: On May 1, 2007, the Board of County Commissioners (BCC) established the HAB. The total membership for the HAB shall be no more than 14 at-large members, per Resolution No. R2016-0038, comprised of members representing government, business providers, law enforcement, advocates, education, faith-based and the formerly homeless. Members representing Palm Beach County's Continuum of Care and the homeless community are essential to the work of this board. Ms. Kane is the Director of Behavioral Health Services of Southeast Florida Behavioral Health Network, Inc. This agency contracts with the County for services. The HAB 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 County Code of Ethics. The diversity count for the 7 seats that are currently filled is Caucasian: 4 (57%) and African-American: 3 (43%). The gender ratio (female: male) is 5:2. Mr. Sims and Ms. Long-Robinson are African-American. Ms. Whitfield, Ms. Kane and Mr. Krieg are Caucasian. Staff conducts targeted outreach in an effort to proffer candidates for appointments that maintain a diverse composition of the board. (Division of Human and Community Services) Countywide (HH)

Background and Justification: The BCC formally adopted the Leading the Way Home plan to end and prevent homelessness on January 7, 2020. The HAB's focus is directed toward implementing the new Leading the Way Home plan. The Division of Human Services provide staff support. Resolution Number R2016-0038 provides the authority for the HAB

- Attachments:**
- 1. Boards/Committees Applications (5)
 - 2. Proposed HAB Member Category and Seat Number
 - 3. Resolution No. R2016-0038

Recommended By: James Green 10/8/2021
Department Director Date

Legal Sufficiency: [Signature] for AH 10/13/2021
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: Homeless Advisory Board Advisory ☒ Not Advisory ☐

☒ At Large Appointment or ☐ District Appointment /District #: _____

Term of Appointment: 2.10 Years. From: 11/02/21 To: 09/30/2024

Seat Requirement: Palm Beach County Law Enforcement Official Seat #: 2

☒ *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: Sims Javaro Armon
Last First Middle

Occupation/Affiliation: Law Enforcement
Owner ☐ Employee ☐ Officer ☒

Business Name: Delray Beach Police Department

Business Address: 300 West Atlantic Ave.

City & State: Delray Beach, FL Zip Code: 33444

Residence Address: 8561 Windfall Drive

City & State: Boynton Beach, FL Zip Code: 33472

Home Phone: (561) 732-8630 Business Phone: () Ext. _____

Cell Phone: (561) 441-0254 Fax: (561) 243-7816

Email Address: Sims@mydelraybeach.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

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

(Attach Additional Sheet(s), if necessary)

OR

NONE

X

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.palmbeachcountylethics.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 10/01 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: [Signature] Printed Name: Javaro A. Sims Date: 08/12/2021

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

CHIEF JAVARO SIMS CAREER BIOGRAPHY

Chief Sims joined the Delray Beach Police Department in September of 1992. He has held positions in Patrol Division, Community Policing, Resource Officer, and Walking Beat as an officer. Chief Sims served as a Sergeant in the Patrol Division and Tactical Team prior to being promoted to Lieutenant. As a Lieutenant, he held positions of Watch Commander in the Patrol Division and Commander in the Community Response Task Force. Once promoted to Captain, he was assigned as Commander of the Community Response Division, Investigative Division and Community Patrol Division. He was promoted to Assistant Chief Sims in 2014 and oversaw the Special Services Division. On November 17th I became Interim Police Chief and on April 6, 2019 he was appointed as the first African American Police Chief in the City of Delray Beach Florida.

Chief Sims earned a Bachelor of Science Degree from the Florida A and M University, Tallahassee, Florida and a master's degree in Criminal Justice Administration from Lynn University in Boca Raton, Florida. Chief Sims is a graduate of the Senior Management Institute for Police at the JFK School of Government/Harvard University, Southern Police Institute through Broward Community College and the University of Louisville and the Institute of Public Safety at Broward Community College. He graduated from Florida Executive Development Seminar, Future Law Enforcement Executive Seminar, Leadership for the Law Enforcement Executive, New Police Chief Seminar and the National FBI Academy, session #255. He has completed over 4,000 hours of specialized law enforcement and management training.

Chief Sims professional affiliations include the National Organization of Black Law Enforcement Executives (NOBLE), The Palm Beach County Police Chiefs Association, Florida Police Chief's Association, National Chief's Association, Police Executive Research Forum and FBI National Academy Association.

Chief Sims also serves on the Palm Beach County Homeless Board, Substance Awareness Coalition, Healthier Delray Board, Criminal Justice Commission, Community Engagement Committee, Heron Task Force and the Stop the Violence Initiative, Hot Spot Card Initiative, Community Conversations, Pop Up PD, Community Forum and Chief's Talk. Chief Sims is a member of St. John Missionary Baptist and serve on the trustee board.

Chief Sims is married to Karen Broadnax Sims, daughter Kisten Hilton, Son-in-law Justin Hilton and grandson Kace Sims Hilton.

JAVARO SIMS

8561 Windfall Drive, Boynton Beach, Florida

(561) 704-0463
J.vo4492@gmail.com

Summary of Qualifications:

I possess approximately 29 years of progressive urban policing knowledge, which involves a variety of operational specialties, staff assignments and leadership roles, encompassing a variety of responsibilities that include broad supervisory and command experience, technological directives, fiscal and budgetary planning, and partnership building.

Employment History

April 2019 to Present: Chief of Police, Delray Beach Police Department:

I am responsible for the testing, training, and evaluating officers, assigning promotions, delegating casework, and conducting administrative duties. I assess the overall success of the department in keeping the community safe and make necessary changes to maximize efficiency. I function as a tactical leader, people manager, and public liaison for the department. I have several years of experience in operations and support divisions, that have made me a well-rounded leader. Currently, I oversee a budget of approximately forty million dollars.

Key Accomplishments:

- Organized two COVID-19 vaccination sites (approx. 1000 vaccinations).
- Implemented Community Outreach Response Team to address the Homelessness, addiction, and mental health crisis.
- Implemented Community Policing Unit.
- Implemented Street Level Narcotics Unit.
- Quarterly Community Conversations with the community.
- Pop-Up PD, Command Staff worked from mobile command center operating in the different neighborhoods.
- Officer Intervention training and implementation of an Officer Intervention policy.
- Chief's Talk's highlighted internal and external initiatives and employees.
- Organized a unity march during the death of Mr. George Floyd (approx. 1000 people).
- Community Training Day.
- Teen Driver Safety (teaching teen how to drive safely).
- Purchased Ice Cream Truck to enhance community engagement.
- Adopted the 8 Can't Wait principals.
- Participated in approximately 40 virtual platforms regarding social justice.
- Made over 80 policy revisions.
- Youth Citizen Police Academy
- Created Public School Student of the Month Award.
- Implemented an Officer Wellness Program
- Delivered food to the Senior Citizens during the pandemic
- Organized a Shower truck and pantry for the homeless

Javaro Sims

8561 Windfall Drive, Boynton Beach, Florida

September 2014 to 2019: Assistant Chief of Police - Special Services Bureau:

This position is responsible for the oversight, management, and operations of an entire Support Services Division, which involves a variety of operational specialties, staff assignments, and leadership roles. Administrative duties included planning, personnel, and day-to-day operations of various divisions of the Bureau. In addition to long-term strategic planning, fiscal and budgetary planning, and oversight, the budget is approximately \$12,121,320.00 yearly. The Support Services Division is composed of a Communications Center, Information Technology Section, Facility Maintenance, Training Unit, Accreditation Section, an extensive Volunteer Program; and the Community Response Division, which is composed of Special Events, Community Service Officers, Traffic Unit/Motors, Dive Team, Clean and Safe Unit (Downtown Patrol), Atlantic High School Criminal Justice Program, Fleet and SWAT Team. This position oversees 100 employees, both sworn and non-sworn and 400 plus volunteers.

Key Accomplishments:

- Implementation of Body Worn Cameras
- Implementation of Naloxone (NARCAN)
- Implementation of Residence Awareness Classes
- Organized National Night Out, which was awarded first place in 2015.
- Organized National Night Out, with over 4,000 participants 2016.
- Implementation of the Youth Citizens Police Academy 2016
- Policy development, review, and revision.
- Hot Spot Campaign
- Community Walk Against Violence
- Implementation of Multicultural Festival

Jan 2014 to September 2014: Captain (Commander) of the Community Patrol Division

As the largest division in the DBPD, my primary responsibility as the division's commander was to ensure that calls for service and quality of life issues were addressed in a timely manner. To accomplish this, the division was staffed with four lieutenants, 10 sergeants, 60 police officers, three K9 officers, and one administrative assistant. I was responsible for overseeing the daily operations of the division, which included preparing and managing a budget of approximately \$11,260,010. My duties also entailed overseeing divisional personnel matters, discipline and the review of Internal Affairs cases, preparation of internal and external communications, short-term and long-term strategic planning, and the preparation of monthly, quarterly, and annual reports. I was also responsible for organizing and establishing community partnerships to improve the quality of life, for both the citizens and the business owners in the City of Delray Beach.

May 2012 – Jan 2014: Captain (Commander) of the Support Services Division

I supervised approximately 40 personnel, both sworn and civilian, to include, the Communications Center (911/dispatch), Police Information Services (Records, Front Desk, and UCR Coordinator), Information Technology Section, Facility Maintenance, Training Unit, Accreditation Section, and the extensive Volunteer Program (approx. 400 members). I also participated in the preparation of the Support Services Budget and managed a budget of over \$4,500,000.00 each year.

Key Accomplishments:

- Formulated a weekly meeting with the Delray Beach Fire Department to discuss procedures in the DBPD Communication Center...
- Was involved in Capital Project Planning

Javaro Sims

8561 Windfall Drive, Boynton Beach, Florida

- Was responsible for presentations to the City's Commission for Request for Proposals (RFP) selections and contractual issues with DBPD vendors...
- Was involved in the indexing and name Candidating of over 100,000 files involving SunGard OSSI.

2010 – 2012: Captain (Commander) of the Criminal Investigative Division

I oversaw and managed approximately 22 personnel, both sworn and civilian in several sections within the division to include Crimes against Persons, Crimes Against Property, White Collar Crimes, Juvenile Unit, Crime Suppression Unit, Crime Scene Unit, and the Evidence Section.

Key Accomplishments:

- Initiated and directed the reorganization of the Investigative Division for the purpose of better efficiency and productivity to include redefined job descriptions.
- Initiated a paperless operation in the Evidence Section.

July 2008 – 2010: Captain (Commander) of the Community Response Division

I commanded and managed the various units within the division, which included the Clean and Safe Unit, (a Downtown Entertainment District Enforcement Initiative), Problem Oriented Policing Unit, Traffic/Motors Unit, and the Dive Team. I also managed the Special Operations Unit to include, the SWAT Team, Traffic Enforcement Special Events deployment, WEED and SEED, the Atlantic High School Criminal Justice Program, and prepared and managed a budget of approximately \$4,700, 000.00 each year.

Key Accomplishments:

- Assisted with the Youth Teen Summit, which yielded over 1,000 participants, Back to School Back- Pack Give Away Initiative, and a Youth Sport, and Tutorial Program.

Aug 2005-July 2008: Lieutenant (Watch Commander) of the Community Patrol Division

I was the Watch Commander responsible for the oversight of the proper delivery of all police services to the citizens of Delray Beach. I supervised approximately 20 personnel in these efforts. My duties included management of calls for service, traffic assignments, proactive crime initiatives, citizen complaints, and community involvement. As the watch commander, I was assigned the responsibility of ensuring that officers assigned to the Community Patrol Division responded appropriately to the situations they were called to investigate, while ensuring the continual development of the sergeants and officers assigned under my command.

Aug 2003 – 2005: Lieutenant (Commander) of the West Atlantic Avenue Task Force

I commanded and managed several functions within the unit to include investigations (Narcotics, Person, Property) within assigned area, traffic concerns and quality of life issues. I was involved in community and youth outreach, community programs and partnership building. This section was supported by 10 officers and two sergeants.

2001 – Aug 2003: Sergeant of the Community Patrol Division

I was responsible for the direct supervision of approximately six Road Patrol officers assigned to my shift during their tours of duty. Responsibilities included calls for service, traffic assignments, community involvement, and

Javaro Sims

8561 Windfall Drive, Boynton Beach, Florida

proactive crime initiatives. I was also responsible for the constant review of officers' paperwork, quarterly and yearly evaluation processes, citizen reviews and complaints, and for the professional development of the officers under my command.

1999 – 2001: Sergeant of the Street Level Narcotics Unit

I was responsible for the direct supervision of five police officer's responsibilities, to include eradicating street level narcotic sales, prostitution and gambling, supervising search warrants, and street level operations and investigations.

1997 – Jan 1999: Sergeant of the Community Policing Unit

I was responsible for the direct supervision of six police officer's responsibilities, to include establishing partnership and building rapport within the community. This was an all-encompassing unit involved in narcotics, persons and property investigations, community outreach and events and quality of life concerns.

1995 – Jan 1997: Police Officer in the Community Policing Unit

I established partnerships within the community, conducted investigations, addressed quality of life issues, and established and worked with internal and external entities on addressing and/or solving problems within the community.

Sept 1992 – 1993: Police Officer in Road Patrol

This position was my first assignment as a police officer with the Delray Beach Police Department upon being hired on September 28, 1992. In this position, I handled routine calls for service and other related community patrol functions, while being assigned to a specific geographic area.

Education and Professional Development

- August 2017 – The Southern Police Institute, Leadership for the Law Enforcement Executive - Miami, Florida
- April 2014 – June 2014 – FBI National Academy, 255th Session - University of Virginia – Quantico, Virginia
- April 2014 – June 2014 – Certificate of Achievement - University of Virginia
- September 2012 – Future Law Enforcement Executives Seminar – Tampa, Florida
- September 2010 – Future Police Chief Seminar – Orlando, Florida
- April 2009 – Florida Executive Development Seminar – Palm Beach Gardens, Florida
- July 2005 – Senior Management Institute for Police, Police Executive Research Forum, Boston Massachusetts in conjunction with Harvard University's John F. Kennedy School of Government
- July 2004 – The Southern Police Institute, Command Officer Develop Course, University of Louisville
- May 2003 – Lynn University – Master's Degree in Criminal Justice Administration – Boca Raton, Florida
- April 1983 – Florida A & M University – Bachelor of Science Degree – Physical Education and Parks and Recreation – Tallahassee, Florida
- June 1978 – Lake Worth High School – High School Diploma – Lake Worth, Florida

Javaro Sims

8561 Windfall Drive, Boynton Beach, Florida

Professional Affiliation

- FBI National Academy Associations, Inc.
- Internal Association of Chiefs of Police (IACP)
- Florida Police Chiefs Association, District 13 Director
- Palm Beach County Association of Chiefs of Police (vice-president)
- National Organization of Black Law Enforcement Executives (NOBLE)
- Rotary Club
- Community Involvement
- Lamplighters Mentoring
- Healthy Delray Beach
- Knights of Pythagoras Mentoring
- Chamber of Commerce
- Police Executive Research Forum
- Palm Beach County Homeless Coalition
- Palm Beach County Heroin Task Force
- Palm Beach County Substance Awareness Coalition

References

Clay County Sheriff Darryl Daniels

901 N. Orange Ave.
Green Cove Springs, Fl. 33043
Phone: (904) 333-5320

Retired Chief Frank Nichols

Starkville Police Department Starkville, Mississippi
Email1: r.nichols@cityofstarkvill.org
Email2: fnichols69@yahoo.com Phone
(662) 769-4401

Retired Assistant Chief Tina Heysler

Delray Beach Police Department
11219 Narragansett Bay Ct.
Wellington, Florida, 33414
Email: a.cth333@yahoo.com
Phone: (561) 436-2054

Mr. C. Ron Allen

Executive Director KOP Mentoring Network
401 West Atlantic Avenue, Suite 9
Delray Beach, Florida 33444
Email: rallen2803@aol.com
Phone: (561) 665-0151

Chief Jeffrey Goldman

Delray Beach Police Department
300 West Atlantic Avenue Delray Beach Florida
Email: Goldman@mydelraybeach.com
Phone: (561) 243-7872

Chief Sarah Mooney

West Palm Beach Police Department
600 Banyan Blvd.
West Palm Beach Fl. 33401
Email: smooney@wpb.org
Phone: (561) 822-1753

**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: Homeless Advisory Board Advisory ☒ Not Advisory ☐

☒ At Large Appointment or ☐ District Appointment /District #: _____

Term of Appointment: 2.10 Years. From: 11/2/2021 To: 09/30/2024

Seat Requirement: Palm Beach County School District Board Member Seat #: 3

☒ *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: Whitfield Erica Zingone
Last First Middle

Occupation/Affiliation: School Board of PBC
Owner ☐ Employee ☐ Officer ☒

Business Name: School District of PBC

Business Address: 3300 Forest Hill Blvd

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

Residence Address: 133 Duke Drive

City & State: Lake Worth Beach, FL Zip Code: 33460

Home Phone: (561) 3290310 Business Phone: () Ext. _____

Cell Phone: () Fax: ()

Email Address: erica.whitfield@palmbeachschools.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

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/xx ☐ xxxxxx
(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 Dec 24, 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: Erica Whitfield Printed Name: Erica Whitfield Date: 5/26/2021

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: _____

Erica Zingone Whitfield, MPH

EDUCATION:

♦ Master in Public Health • Received May 2003

Department of Behavioral Science and Health Education • Rollins School of Public Health • Emory University • Atlanta, GA

♦ Bachelor of Science in Health Science Education • Received August 2000

Department of Health Science Education • University of Florida • Gainesville, FL
Specialization: Community Health

♦ Emergency Medical Technician • Received October 1999

Emergency Medical Services • Broward Community College • Ft. Lauderdale, FL

♦ Graduate of Leadership Florida • Education Class II

♦ Graduate of Leadership Palm Beach County • 2014

♦ Graduate of Non-Profits First Rising Leaders • 2005

♦ Graduate of inaugural class Lake Worth Municipal Institute • 2004

COMMUNITY INVOLVEMENT:

American Heart Association Board Member

Criminal Justice Commission Member

Juvenile Justice Advisory Board Member

United Way's Hunger Plan, Chair of Childhood Hunger Group

PBC Homeless Advisory Board member

Historic Society of PBC

Leadership Florida

Leadership Palm Beach County

Forum Club of the Palm Beaches

Families First of PBC Board Member 2015-2017

Children Services Council Early Childhood Coalition Member

Cultural Council of PBC Board Member 2014-2016

School Health Advisory Council, School Board Representative

Coordinator, Healthy Kids, Healthy Communities Coalition – 2010 - 2013

Kiwanis Club of Lake Worth, President – 2011-2013, Member since 2009

Member, Palm Beach County Safe Kids Coalition – since 2003

Bikes, Greenways, Pedestrian Advisory Council Vice Chair, – 2012-2013, Member 2003-2013

Coordinator of Pollution Prevention Coalition – 2005 – 2007

Safe Routes to School Coalition Founder – 2010 - 2013

Wellness Promotion Taskforce - since 2007

ACHIEVE initiative coach– 2008 - 2010

Lake Worth Recreation Advisory Board Chairperson– 2006 - 2012

President, College Park Homeowners Association – 2005, Treasurer - 2004

133 Duke Drive ♦ Lake Worth, FL 33460 ♦ 561-329-0310 ♦
ericazwhitfield@gmail.com

Erica Zingone Whitfield, MPH

WORK EXPERIENCE:

School District of Palm Beach County • West Palm Beach, FL

School Board Member – Elected • November 2014 - Present

- ◆ Serves on a 7-member School Board
- ◆ Responsible for the hiring of the Superintendent of Schools
- ◆ Works to develop and implement the strategic plan
- ◆ Approved the budget of 3.8 Billion
- ◆ Manages legal counsel and inspector general

School District of Palm Beach County • Riviera Beach, FL

Wellness Coordinator, School Food Service Department • December 2013 – November 2014

- ◆ Coordinates application of wellness awards
- ◆ Development coordinator for wellness activity funding
- ◆ School Food Service garden lead

School District of Palm Beach County • West Palm Beach, FL

Project Coordinator of the RWJ Healthy Kids, Healthy Communities Grant • July 2010 – December 2013

- ◆ Coordinated the development of 30 school and community gardens
- ◆ Developed joint use recreational agreement at Berkshire Elementary
- ◆ Worked to develop policies around vending at PBC Parks and Recreation
- ◆ Increased recreational opportunities by developing 5th ave S. Greenway and Tropical Ridge Fitness Zone
- ◆ Developed Safe Routes to School Coalition and Policy and Lake Worth
- ◆ Ensured dispersal of grant funds and appropriate reporting of actions
- ◆ Brought in 1.3 million in funds for schools and communities
- ◆ Developed partnerships to ensure sustainability of projects

Palm Beach County Health Department • West Palm Beach, FL

Executive Director; Governor's Council for Community Health Partnerships • September 2008 – June 2010

- ◆ Coordinated the day to day activities for the 501 (c)3 organization
- ◆ Introduced and developed initiatives for the organization
- ◆ Oversaw the budget of 2 million and ensure dispersal of funds.
- ◆ Grant Manager and Coach for the ACHIEVE initiative

133 Duke Drive ♦ Lake Worth, FL 33460 ♦ 561-329-0310 ♦
ericazwhitfield@gmail.com

Erica Zingone Whitfield, MPH

Palm Beach County Health Department • West Palm Beach, FL

Healthy Communities, Healthy People Coordinator • April 2007 – June 2010

- ♦ Chronic Disease Community Educator
- ♦ Coordinated Walk To School Day
- ♦ Partnered with School Board to develop implementation plan for physical activity requirement
- ♦ Partnered with Safe Kids Coalition to develop Swim Safety Camp
- ♦ Developed health related policies and worked to implement in the community
- ♦ Coordinated the development of two school gardens

Palm Beach County Health Department • West Palm Beach, FL

Environmental Specialist II • October 2005 – April 2007

- ♦ Outreach Coordinator for the air pollution program
- ♦ Compiled annual Emissions Inventory report, Ozone Emissions report, annual Air Quality report, and Pollution Prevention Coalition report
- ♦ Coordinated South Florida Fair Booth
- ♦ Coordinated speakers for Storm Expo 2006
- ♦ Taught Open Airways program
- ♦ Coordinated Annual Walk to School Day
- ♦ Coordinated Car Care month and Clean Air month
- ♦ Program Chair of Annual Employee meeting
- ♦ Coordinator of Pollution Prevention committee

Palm Beach County Health Department • Lake Worth, FL

Senior Health Educator • May 2003 – October 2005

- ♦ Developed and Implemented Worksite Wellness Program
- ♦ Company Picnic Chairperson
- ♦ Chronic disease community educator
- ♦ Received grant to install Heart Trail at Mace Park in Belle Glade, FL
- ♦ Event Coordinator for "Step Up Florida" Bike Ride from Boca to Jupiter Island
- ♦ Coordinated National Walk to School Day at Lantana Elementary and Pleasant City Elementary 2003 and Gove Elementary 2004
- ♦ Developed Step Up Lake Worth, a physical activity promotion program for the residents and employees in the city of Lake Worth.
- ♦ Committee Member working on the Sterling application for Palm Beach County Health Department
- ♦ Member of the annual meeting committee, Program Chairperson
- ♦ Member of the Employee Council, developed to address concerns of employees
- ♦ Member of the Employee Recognitions Committee

133 Duke Drive ♦ Lake Worth, FL 33460 ♦ 561-329-0310 ♦
ericazwhitfield@gmail.com

Erica Zingone Whitfield, MPH

Women's and Children's Center at Emory University ♦ Atlanta, GA

Research Assistant ♦ September 2002 – May 2003

- ♦ Social Marketing Advisor
- ♦ Piloted campus interventions
- ♦ Collaborated with other researchers in developing folic acid campaign
- ♦ Conducted on site folic acid education seminars with students and health care professionals
- ♦ Assisted in development of campaign protocol
- ♦ Created new campaign materials

Department of Health, Physical Education and Dance at Emory University ♦ Atlanta, GA

Teaching Assistant PE 101 Health Class ♦ August 2001 – May 2003

- ♦ Responsibilities included facilitating a once a week discussion related to that week's lecture
- ♦ Taught 2 classes a semester of more than 30 students each
- ♦ Graded papers, proctored exams, and created lesson plans

Department of Public Health and Human Services ♦ Helena, MT

Internship ♦ May 2002 – August 2002

- ♦ Created the first annual birth defect registry report for the state
- ♦ Responsible for collecting and inputting data into the Montana Birth Outcomes Monitoring System
- ♦ Participated in the development of Montana Birth Outcomes Monitoring System

Planned Parenthood of North Central Florida ♦ Gainesville, FL

Internship ♦ May 2000 – August 2000

- ♦ Responsibilities included educating Middle and High School students on contraceptives and Sexually Transmitted Infections.
- ♦ Became certified in and performed pre and post HIV testing, as well as pregnancy testing and counseling.
- ♦ Created brochures for both the Education and Clinical Departments.

OTHER QUALIFICATIONS:

Strong Ability to foster community partnerships, manage projects, present to community groups, develop and implement work plans. Expert level knowledge with Microsoft Office products. Working level knowledge with Adobe products (Photoshop, Illustrator), SPSS, Access, QuickBooks and developing web based applications.

133 Duke Drive ♦ Lake Worth, FL 33460 ♦ 561-329-0310 ♦
ericazwhitfield@gmail.com

**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: Homeless Advisory Board Advisory ☒ Not Advisory ☐

☒ At Large Appointment or ☐ District Appointment /District #: _____

Term of Appointment: 3 Years. From: 11/2/2021 To: 09/30/2024

Seat Requirement: Business Executive 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: Long Robinson Katrina Lynette
Last First Middle

Occupation/Affiliation: Elected Official/Independent Education Consultant

Owner ☒ Employee ☐ Officer ☐

Business Name: City of Westlake

Business Address: 4001 Seminole Pratt Whitney Road

City & State: Westlake, FL Zip Code: 33470

Residence Address: 4212 Heath Circle

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

Home Phone: (561) 584-1124 Business Phone: () Ext. _____

Cell Phone: (561) 584-1124 Fax: ()

Email Address: KatrinaLong1308@yahoo.com or klongrobison@westlakegov.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

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	<input checked="" 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.palmbeachcountyetics.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 10/14_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: Katrina Long Robinson Date: 08/16/2021

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

**Katrina Long-Robinson- Government/Community
Development Strategist**



Florida Agricultural & Mechanical University- B.S.
Elementary Education/ Palm Beach Atlantic- Urban Youth
Ministry Certificate/Charter Schools USA, Leading Edge
Certificate

Experience:

Katrina brings experience in local government operations, educational strategy and public policy matters to the Prestige Mentors for Education and Students team. Well-respected in the Palm Beach County community, she currently serves as CEO of KLR Consultants, a multifaceted consulting business that specializes in governmental affairs, business development, strategic communications and public relations.

As a result of Katrina's forward thinking and innovative - growth mindset, she has been at the forefront of securing public incentives and promoting economic growth. Katrina has the skillset to advocate, collaborate and connect bipartisan local, state, and federal government relationships using her influence to give you a voice in the process to get your business and company in front of decision-makers to succeed.

Before transitioning to the private sector, Katrina was responsible for assisting school administrators and teachers in understanding curricular programs, Florida Content Standards and accredited best classroom practices to enhance classroom instruction for all students. In addition, she analyzed and disseminated data on current instructional trends to support pedagogy decisions specific to various student populations and research related to curriculum and student-learning, the use of current technology to enhance classrooms for both students and teachers, and related areas such as: assisting school personnel in the collection and analysis of data for assessment, evaluation, and decision-making.

Appointed to the innovative City of Westlake City Council in 2016, Katrina became the city's first African- American female Vice Mayor. Katrina has been serving as Vice Mayor since 2016 until now. Proudly serving as the Vice Mayor for the City of Westlake, Florida, she has worked with Minto Development to facilitate the development of an affordable housing assistance program (HAPPY) for future home owners in the community. Katrina has also been the driving force on getting ordinances implemented which involves diversity, collaboration and inclusion.

Katrina has been nominated and honored with numerous awards and recognition for her leadership in Palm Beach County.

Katrina Long-Robinson

4212 Heath Circle South
West Palm Beach, Florida 33407
Katrinalong1308@yahoo.com
(561) 584-1124

Objectives

Seeking opportunity to contribute to the growth and achievement of a dynamic organization by bringing exceptional organizational skills, educational background and successful experience as manager and leader

Summary of Qualifications

- Excellent follow through skills working within time constraints
- Adept at working independently and in a group setting
- Manage effectively with all levels of the organization
- Highly effective written and verbal communication skills
- Handles sensitive and confidential data
- Exceptional trainer, mentor and motivator; highly sought-after public speaker
- Demonstrated competence working with diverse teams
- Experienced presenter in small and large group settings
- Ability to multi-task and work well under pressure

Education

2016	Leading Edge Program, Charter Schools USA
2010	Palm Beach Atlantic University, West Palm Beach Course Work: Urban Youth Ministry
1994-1999	Florida Agricultural & Mechanical University Major: Elementary Education

Educational Experience

LOCAL GOVERNMENT

July 2016 to Present- City of Westlake, FL, Seat 4, Vice Mayor- Responsible for the day to day operations for the City of Westlake in Palm Beach County such as but are not limited to the following:

- **Planning & Monitoring-** Working hard to provide a high-quality of leadership in both the public and private sector involves creating and articulating a strategic vision, and then ensuring that it is achieved. Local governments set the overall direction for their cities and counties through short and long-term planning. Examples include developing city council plans, financial plans, municipal strategic statements and other strategic plans.

CONSULTANT

November 2019 to Present- KLR Consultants- Strategist, Engagement Leader, Public Relations and Public Speaker

PALM BEACH COUNTY SCHOOL DISTRICT (1999 - 2020)

3300 Forest Hill Boulevard West Palm Beach, FL 33406

September 2014 to Present- Charter Schools USA, Renaissance Charter School at Summit,
Curriculum Resource Teacher

Assist school administrators and teachers in understanding curricular programs and implications for classroom practices. Disseminate and interpret current trends and research

related to curriculum, instruction, technology, and related areas; assist school personnel in the collection and analysis of data for assessment, evaluation, and decision-making. Assist teachers in implementing effective instructional strategies.

August 2013 to September 2014 – Dr. Mary McLeod Bethune Elementary, Team Leader

Lead Classroom Teacher: plan and instruct reading, math, science, writing and social studies strategies using a wide variety of teaching aids, motivational and implementation methods to engage students in active learning.

2009- 2013 Afterschool Programming Site Director, Westward Elementary International Magnet

Provided day-to-day leadership for the fastest growing afterschool site in the District; developed and managed program budget, payroll and all fiscal reports and decisions; managed staff of 10 with responsibility for recruiting/hiring, training, mentoring, evaluating employees and terminating; and curriculum/lesson plans for counselors to implement for school age students.

Key Accomplishments:

- Implemented strategy resulting in increase in student enrollment of 63%
- Implemented learning curriculum an on-going fine arts program specific including ballet, modern dance, hip hop and reading theater to improve students' physical and mental health outcomes through artistic movement resulting in increased awareness and physical fitness activities
- Conducted programs, parent surveys, student surveys, created monthly newsletters, attended on-going trainings, provided monthly reports, made recommendations for staff
- Implemented on going tutorial programs geared towards student's specific needs

Roosevelt Elementary, Roosevelt Middle, Kennedy Middle Schools

1999 – 2009 Reading and Language Arts Teacher,

Served as Lead Classroom Teacher: plan and instruct reading strategies using a wide variety of teaching aids, motivational and implementation methods to engage students in active learning.

Key Accomplishments

- Effectively increased below grade level students reading to an "at or above" grade level within one school year
- Successfully increasing classroom reading scores also contributed to Roosevelt Middle School maintaining its "A" letter Grade for the State Assignment of Grades
- Implemented cutting-edge technological approach to teach subject material; researched educational resources on the Internet
- Incorporated learning principles into classroom and individual instruction

Volunteer Experience

Community Involvement/Professional Affiliation

- Mayor's Ball 2020 Host Committee Member 2020
- Leadership Palm Beach County, Class of 2020
- Leadership Florida, Education Class 6
- Police Athletic League, West Palm Beach, Board Chair, 2020 to Present
- Suits for Seniors, Inc. Board Member-2019-Present
- PBC Caucus of Black Elected Officials, Inc., Board Member, 2019 to Present
- Seagull Services, Board Member, 2020 to Present
- Women's Foundation of Florida, Elected Official Advisory Board, 2020 to Present
- Healthy Mothers, Healthy Babies, Board Member, 2020 to Present
- Inner City Youth "Getting There" Inc., Board Member, 2020 to Present
- Chamber of Commerce, West Palm Beach Leadership Class of 2018
- Palm Beach County Homeless Advisory Board, Vice Chair- 2018-Present
- National Coalition of 100 Black Women, Inc. - West Palm Beach Chapter
- The Florida Bar Grievance Committee, Fifteenth Circuit, Public Member 2020-2023

Key Accomplishments

- **Founder and CEO of The Douglas G. Robinson Perseverance Pancreatic Cancer & Empowerment Foundation-** Purpose of the mentoring component is to provide African American male students at the high school level with one on one and group mentoring support for a successful transition into adulthood. This program also provides high school males scholarship opportunities for higher education in the honor and name of my late husband.
- Responsible for implementing an Affordable Housing Assistance program for future homeowners in Westlake for Teachers, Fire Rescue, Assistant State Attorneys and Police officers. (**HAPPY- Housing Assistance Purchase Program Yearly**)
- **BLEND PBC-** BLEND Palm Beach County is a program designed to create opportunities for minority-owned business enterprise (MBE)* in the food space by creating connections within our local community. BLEND is currently has a partnership with the Palm Beach County Convention Center.
- Instituted "Hype Night" development and outreach event targeting Palm Beach County community youth.
- Implemented and created Westlake's Educational Advisory Board while serving as Vice Mayor for the City of Westlake.
- **2016 to present-** Toy Drive(s) benefiting students living with Sickle Cell and receiving services from Vita Nova, Inc.
- **2018 to present-** Vice Mayor K. Long Robinson "Book Bag Pop Up" Back to School Initiative, over 800 students impacted throughout PBC
- **2019 to present-** Vice Mayor K. Long Robinson "Games for Academic Gains" Initiative for school age students, over 80 students impacted throughout PBC
- *2019 Most Influential and Powerful Black Business Leader, Legacy Magazine*
- Sickle Cell of Palm Beach County & Treasure Coast Inc., "2019 Unsung Hero Award"
- *2019 Shero of Community Service, The Shepard's Heart AME Church*
- *2019 Inaugural Phoenix Awards Nominee, Banwo Foundation*

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

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Section I (Department): (Please Print)

Board Name: Homeless Advisory Board Advisory ☒ Not Advisory ☐

☒ At Large Appointment or ☐ District Appointment /District #: _____

Term of Appointment: 2.10 Years. From: 11/02/2021 To: 09/30/2024

Seat Requirement: Southeast Florida Behavioral Health Network, Inc. Seat #: 14

☒ *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: Kane Linda J
Last First Middle

Occupation/Affiliation: Director, Behavioral Health services

Owner ☐ Employee ☒ Officer ☐

Business Name: Southeast Behavioral Health Network

Business Address: 1070 NE Indiantown Road Suite 408

City & State: Jupiter, FL Zip Code: 33477

Residence Address: 106 Bonaire Lane

City & State: Jupiter, FL Zip Code: 33458

Home Phone: () Business Phone: () Ext. _____

Cell Phone: (561) 308-5819 Fax: ()

Email Address: Linda.Kane@sefbhn.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>ESG-CV</u>	<u>Community Services</u>	<u>Housing Assist-Covid</u>	<u>8/20/20 – 8/31/2022</u>
<u>Opioid Response</u>	<u>Community Services</u>	<u>Treatment , Prevention</u>	<u>10/1/2020 – 9/30/2021</u>
<u>Wraparound</u>	<u>Community Services</u>	<u>Wraparound Training, Q</u>	<u>10/1/2020 – 9/30/2021</u>
OR			
NONE <input type="checkbox"/>		NOT APPLICABLE/ (Governmental Entity) <input type="checkbox"/>	


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☒ By watching the training program on the Web, DVD or VHS on June 14, 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: Linda Kane Date: 6/14/21

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: _____

SENIOR MANAGEMENT AND OPERATIONS EXECUTIVE

An accomplished Executive with leadership experience in management, operations and financial oversight in non-profit behavioral health organizations. Expertise in building organizational processes, measurement systems, and infrastructure to improve productivity and outcomes. Excels in dynamic, demanding environments while remaining pragmatic and focused.

AREAS OF EXPERTISE

- | | |
|---|---|
| <ul style="list-style-type: none">• Executive Leadership & Supervision• Financial Oversight• P&L Management• Program Development & Implementation• Licensing & Regulatory Agency Compliance• Contract Negotiations | <ul style="list-style-type: none">• Grant Writing• Outcomes-Based Performance• Community Development & Relationship Building• Strategic Planning• Quality Assurance & Customer Service• Staff Development & Training |
|---|---|

PROFESSIONAL EXPERIENCE

Southeast Florida Behavioral Health Network, Jupiter, FL

As the Managing Entity for behavioral health services, Southeast Florida Behavioral Health Network contracts over \$60 million annually with community-based substance use disorder and mental health providers in Indian River, Martin, Okeechobee, Palm Beach, and St. Lucie counties.

Director of Network Integrity

August 2017 to Present

- Responsible for coordinating, monitoring and reporting on substance use disorder services, activities and outcomes for adults and their families within the SEFBHN Network of providers.
- Utilize service delivery narratives, continuous data surveillance, performance improvement plans to ensure compliance with contracts, identify high utilizers, care coordination and training opportunities.
- Develop strategies and procedures to improve outcomes for the identified Priority populations
- Recommend system changes as needed to improve processes.
- Implemented and expanded Medication Assisted Treatment services throughout the SEFBHN network
- Collaborate with community stakeholders and systems to ensure effective, timely, and integrated care for consumers needing services and care implementation.
- Research, recommend and develop initiatives to incorporate best practice and evidence-based practices for effective and integrated coordination of care into existing agency policies and standards of care within our network
- Supervise three staff members with responsibilities that include housing coordination, peer services, prevention and care coordination.

Housing Coordination Manager

September 2015 – August 2017

- Develop a strategic plan to increase collaboration and coordination between Southeast Florida Behavioral Health Network, Local Homeless Coalitions, Designated Lead Agencies of Continuum of Care Plans, Florida Housing Finance Corporation (FHFC) and other key state and local agencies as they relate to housing-related services in Palm Beach, Martin, St. Lucie, Indian River and Okeechobee counties.
 - Develop guidance and standards for Network Service Providers to prioritize housing-related services to individuals with mental health, substance abuse or co-occurring diagnoses who are homeless or at imminent risk of homelessness.
 - Palm Beach County Heroin Task Force: Development and coordination of the Strategic Action Plan in response to the countywide Opioid overdose crisis, involving participation from PBC Fire Rescue, law enforcement, hospitals, substance abuse treatment providers, county officials and all other relevant stakeholders.
-

Gratitude House, West Palm Beach, FL

Executive Director

May 2010 – June 2015

Recruited to formulate and execute strategic plan to turn around poor financial and operational performance of a 49 bed residential and outpatient nonprofit treatment center.

- Managed all of the organization's core functions including: Finance, Administration, Clinical and Client Services, Property Maintenance, Marketing and Development.
- Managed a workforce of 29 staff members
- Oversight of all licensing requirements and regulatory compliance for all local, state and federal contracts.
- Negotiated and maintained all contracts with local, state and federal funding sources.
- Performed strategic planning and annual forecasting related to financial targets, programmatic planning, fundraising and capital campaigns.
- Implemented new initiatives that included co-occurring, best practices and evidence-based programs to enhance program performance, effectiveness and outcomes.
- Collaborated with government agencies, community stakeholders, local foundations and business community to build relationships and provide linkage to other services to improve outcomes.
- Built relationships with new donors while maintaining existing donor relationships and increased fundraising revenue over 200%.
- Successfully increased the annual budget from \$1.4M to \$2.2M while increasing government reimbursement rates by 20%.
- Successfully raised over \$1M in funding in one year to implement a new transitional housing program.

Adare Manor Hotel & Golf Resort, Ireland

1988 - 2009

US Office – Juno Beach, Florida

Director of Sales & Marketing

- Senior Director of all international marketing and sales efforts for a Five Star luxury hotel and golf resort.
- Developed marketing initiatives, sales programs and marketing collateral including print and online brochures, Internet technology, advertising, public relations and special events.
- Led a team of associates in successfully marketing the hotel worldwide, with emphasis placed on room revenue, group sales, client satisfaction and achieving budgetary goals.
- Analyzed, reported and forecasted trends and strategies to create and maximize overall hotel revenue.
- Spearheaded successful product launches, with a strong emphasis on luxury market clientele, which resulted in added annual revenue of more than US \$5M.
- Increased occupancy rates to their highest levels for year-round room sales while also garnering the coveted Award of **Number One European Resort** by *Conde Nast Traveler Magazine* on multiple occasions.

U.S. Sales Manager

- Responsible for the creation of the U.S. sales and reservations office and systems (Adare Manor opened 1988).
- Established client-base of travel organizations, associations, social and corporate businesses through direct outside and inside sales effort to ensure that predetermined sales expectations were met and exceeded.
- Senior Marketing Coordinator for the **1996 Navy-Notre Dame** football game – the largest tourism event in Irish history with \$45M in business generated.

EDUCATION

Master of Business Administration, Louisiana State University, Shreveport, LA, December 2020

Bachelor of Science, Skidmore College, Saratoga Springs, NY, May 1985

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

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Board Name: Homeless Advisory Board Advisory ☒ Not Advisory ☐

☒ At Large Appointment or ☐ District Appointment /District #: _____

Term of Appointment: 2.10 Years. From: 11/2/2021 To: 09/30/2024

Seat Requirement: Faith-Based Community Senior Manger Seat #: 13

☐ *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:** _____

Section II (Applicant): (Please Print)

APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT

Name: Krieg Ezra M
Last First Middle

Occupation/Affiliation: Retired/Interfaith Committee for Social Services
Owner ☐ Employee ☐ Officer ☒

Business Name: Interfaith Committee for Social Services

Business Address: 942 Southwest 34th Court

City & State: Boynton Beach, FL Zip Code: 33435

Residence Address: 2984 Needham Court

City & State: Delray Beach, FL Zip Code: 33445

Home Phone: () Business Phone: () Ext. _____

Cell Phone: (954) 260-8838 Fax: ()

Email Address: Ezra202055@outlook.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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Contract/Transaction No.	Department/Division	Description of Services	Term
Example: (R#XX-XX/PO XX)	Parks & Recreation	General Maintenance	10/01/00-09/30/2100

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

NONE

☒

NOT APPLICABLE/
(Governmental Entity)

☐

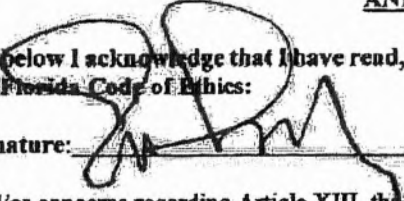
ETHICS TRAINING: All board members are required to read and complete training on Article XIII, the Palm Beach County Code of Ethics, and read the State Guide to the Sunshine Amendment, Article XIII, and the training requirement can be found on the web at: <http://www.palmbeachcountylethics.com/training.htm>. 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 9/16 2021
☒ By attending a live presentation given on June 2019

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: Ezra M Krieg Date: 7/7/2021

Any questions and/or concerns regarding Article XIII, the Palm Beach County Code of Ethics, please visit the Commission on Ethics website www.palmbeachcountylethics.com or contact us via email at ethics@palmbeachcountylethics.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: _____

Ezra M. Krieg
2984 Needham Court
Delray Beach, FL 33445
954-260-8838 ezrakrieg@yahoo.com

Objective: An opportunity to use my expertise and experience to make a difference in my community

Pertinent Highlighted Experience:

September 2016 **Gulfstream Goodwill Industries West Palm Beach, FL**
to December 2020 *Director of Housing Initiatives*

Established the Housing Initiatives Department in Goodwill with a goal to have the organization be involved in community efforts to increase affordable housing opportunities for people in need, in particular those living below 30% of the area median income. Managed the construction of Home at Tamarind in West Palm Beach, funded by state, county, city and private sources. Served as organization's advocate.

May 2012 **Senator Philip D. Lewis Center West Palm Beach, FL**
to September 2016 *Program Director*

Founding operating manager of a private-public collaborative to establish the front door for services to homeless people in Palm Beach County. Responsible for 65 "guests", 60 staff and a \$5 million operating budget.

December 1998 **Broward Partnership for the Homeless Ft Lauderdale, FL**
to June 2003 *Resource Development Officer*

Responsible for fund-raising, public relations, organizational communications and volunteer recruitment and training for a 5.1-million-dollar residential social service charitable organization. Management responsibilities for five direct reports and a staff of fifty. Implemented fund-raising utilizing a variety of approaches and tactics. Successfully coordinated the completion of four-million-dollar capital campaign. Contributed to the building and opening of Homeless Assistance Center. Organized development department with annual financial and in-kind goal of over two million dollars from grants and other strategies. Conceptualized Cornerstone Council as auxiliary support organization.

February 1990 **Daily Bread Food Bank Miami, FL**
to November 1998 *Associate Director*

Administered the public relations, fundraising, and volunteer recruitment and training activities of a 2.2-million-dollar organization providing over 15 million pounds of otherwise wasted food to nearly 1,000 charitable organizations in four South Florida counties. Management responsibilities for staff of 45 in three counties. Organized volunteer auxiliary organizations and created numerous special fundraising activities. Established grant writing program. Organization's budget quadrupled and food distribution tripled during tenure. Organized Food Bank's participation in Taste of the NFL at two South Florida Super Bowls. Organized and served as first chairperson on Second Harvest National Development Coalition. Coordinated the Food Bank's early response to Hurricane Andrew resulting in 10 million pounds of food distributed in devastation area in September of 1992.

October 1984 **Arthritis Foundation** **Ft Lauderdale, FL**
to February 1990 *Executive Director - Southeast Branch/Florida Chapter*
Responsible for fundraising, patient service and educational programs for area with population of over 3.3 million people. Reorganized volunteer structure and activities. Initiated telethon, doubling net income each year. Implemented annual golf tournament. Introduced PACE program to area. Income increased over \$100,000 annually. Served as coordinator of statewide Loyal Order of Moose campaign; exceeded \$44,000 in 1988, a 30% increase over previous year. Coordinated two-year Florida "Up, Up and Away with Arthritis" program.

June 1980 to **Arthritis Foundation** **Sarasota, FL**
October 1984 *Branch Manager -Southwest Branch/Florida Chapter*
Responsible for all fundraising, patient service and educational programs for ten-county area. Managed six annual door to door campaigns, numerous educational forums and media relations. Instituted six annual special fundraising events and established Speakers Bureau with engagements for over 450 clubs & organizations. Introduced and coordinated Aquacize and Self-Management Programs. Met fundraising goals each year, achieving 227% of goal in 1983. Formed auxiliary volunteer organizations to supplement branch activities. Managed volunteer office located 150 miles from Branch office. Southwest Branch named Branch of the Year in May of 1982.

July 1978 to **Pi Lambda Phi Fraternity** **Norwalk, CT**
June 1980 *Assistant Executive Director (National Headquarters)*
Liaison between chapters/national organization. Administration of national convention, new chapter organization. Consultant to over 40 chapters for Leadership and Program Development, Financial Development, Financial Management, Scholarship, Fundraising and Membership Recruitment. Contributed to overall pledging increase of 20% and improved chapter evaluation procedures.

Honors and Awards: Floridian on the Move, Bradenton Herald, June 1981
 Council Key, Pi Lambda Phi Fraternity, August 1987
 Hurricane Hero, South Florida Magazine, October 1992
 Organizer of the Year, Share Our Strength, August 2001
 Men with Caring Hearts, Florence Fuller Child Development, 2005

Community Activities: Board Member, InterFaith Committee for Social Services
 Past Chairman, Impact 100 Men
 Active Alumnus, Leadership Palm Beach
 Past President, Foxe Chase Property Owners Association
 Past Chairman, Share Our Strength's Taste of the Nation, Ft Lauderdale
 Chairperson, Delray Beach Homeless Initiative
 Board Member, Delray Beach Housing Authority

Education:
May 1978 University of Pittsburgh, Pittsburgh, PA
 Speech: Rhetoric and Communications
 Additional special training in volunteer/staff management, financial development/management and public relations.

Personal: Born August 22, 1955. Excellent health. Married/two children.

PROPOSED Homless Advisory Board Member Category and Seat Number

Seat Number	Seat Requirement	Name of Member	email address	Application Status	Term of Appointment
1	Palm Beach County Commissioner	<i>Mack Bernard</i> <i>PBC Commissioner</i>	mbernard@pbcgov.org	Confirmed	
2	Palm Beach County Law Enforcement Official (recommended by LEPC)	<i>Javaro Sims</i> <i>Assistant Chief Delray</i>	sims@mydelraybeach.com	Pending	12/18/18 - 9/30/21
3	Palm Beach County School District Board Member or Senior Staff	<i>Erica Whitfield</i> <i>School Board Member</i>	erica.whitfield@palmbeachschools.org	Pending	12/18/18 - 9/30/21
4	Florida Department of Children and Families Administrator	<i>Elisa Cramer</i> <i>Community Development Administrator</i>	elisa.cramer@myflfamilies.com	Confirmed	05/07/19 - 9/30/22
5	League of Cities recommended member	<i>Anne Gerwig</i> <i>Administrative Support</i>	agerwig@wellingtonfl.gov	Confirmed	4/06/21 - 9/30/23
6	VA Medical Center Director	<i>Steven Tillman</i>	Steven.Tillman@va.gov	Confirmed	4/06/21 - 9/30/23
7	Homeless Coalition Board President	<i>Sophia Eccleston</i> <i>FPL External Affairs Manager</i>	Sophia.Eccleston@fpl.com	Confirmed	4/06/21 - 9/30/23
8	Homeless and Housing Alliance Executive Committee Officer	<i>Uwe K. Naujak</i> <i>HHA Chair Person</i>	uwenaujak@outlook.com	Confirmed	4/06/21 - 9/30/23
9	Business Executive (recommended by Economic Development Council)	<i>Katrina Long-Robinson</i> <i>Business Representative</i>	klong@recssummit.org	Pending	12/18/18 - 9/30/21
10	Business Executive (recommended by Economic Development Council)	<i>Vancent</i>			
11	Formerly Homeless Individual or Family Representative (recommended by HHA)	<i>Vancent</i>			
12	Housing Authority Director (recommended by Community Service)	<i>Carol Jones-Gilbert</i> <i>PBC Housing Authority Exective Director</i>	CJones-Gilbert@PBCHAFL.org	Confirmed	4/07/20 - 9/30/23
13	Faith-Based Community Senior Manager (recommended by Community Service)	<i>Ezra Krieg</i> <i>Interfaith Committee for Social Services</i>	Ezra202055@outlook.com	Pending	12/18/18 - 9/30/21
14	Southeast Florida Behavioral Health Network, Inc. (recommended by Community Service)	<i>Linda Kane</i>	linda.kane@sefbhn.org	Pending	8/16/16 - 9/30/19

14 seats
2 vacant

RESOLUTION NO. R2016 - 0038

**RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF
PALM BEACH COUNTY, FLORIDA, REPEALING AND REPLACING
RESOLUTION R2014-1638; PROVIDING FOR THE ESTABLISHMENT
OF THE HOMELESS ADVISORY BOARD; PROVIDING FOR
COMPOSITION; AND PROVIDING FOR AN EFFECTIVE DATE.**

WHEREAS, the U.S. Department of Housing and Urban Development (HUD) recommends that recipients of Continuum of Care funds comply with the The Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH Act), and with 24 CFR Part 578; and

WHEREAS, the Continuum of Care Program provides funds for the operation and maintenance of Safe Havens, transitional housing, permanent supportive housing and permanent housing; and

WHEREAS, Palm Beach County, through the Department of Community Services, Division of Human Services wishes to comply with HUD recommendations regarding the Homeless Advisory Board; and

WHEREAS, HUD has adopted a Continuum of Care Program that allocates HUD homeless assistance grants to organizations that participate in local homeless assistance program planning networks, and each of these networks is called a Continuum of Care; and

WHEREAS, the Board of County Commissioners of Palm Beach County, Florida, established a Homeless Advisory Board on May 1, 2007 to create a Ten-Year Plan to End Homelessness In Palm Beach County pursuant to Resolution R2007-0720, and such Resolution was amended by Resolution R2007-1693, on October 2, 2007 and such Resolution was repealed and replaced by Resolution R2011-1233, on August 23, 2011; and such Resolution R2014-1638 was repealed and replaced on October 21, 2014 and

WHEREAS, since the Ten-Year Plan to End Homelessness has now been adopted, there exists a need for the Homeless Advisory Board to work in conjunction with the Continuum of Care to assist the County in achieving the objectives of the Ten-Year Plan to End Homelessness.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF PALM BEACH COUNTY, FLORIDA, as follows:

REPEAL AND REPLACEMENT

Resolution R2014-1638 is hereby repealed in its entirety and replaced with the following:

SECTION 1: ESTABLISHMENT OF THE HOMELESS ADVISORY BOARD

There is hereby established an advisory board to be known as the "Homeless Advisory Board," herein referred to as the "Advisory Board."

SECTION 2: COMPOSITION

The Advisory Board shall be comprised of fourteen members as follows:

- a. One (1) member shall be a Palm Beach County Commissioner;
- b. One (1) member shall be recommended by the Palm Beach County Law Enforcement Planning Council;
- c. One (1) member shall be recommended by the School District of Palm Beach County;
- d. One (1) member shall be recommended by the Florida Department of Children and Families;
- e. One (1) member shall be recommended by the League of Cities;
- f. One (1) member shall be recommended by the Veterans Administration Medical Center;
- g. One (1) member shall be recommended by the Homeless Coalition of Palm Beach County;
- h. One (1) member representing homeless services providers shall be recommended by the Executive Committee of the Homeless and Housing Alliance;
- i. Two (2) members representing business shall be recommended by the Economic Development Council;
- j. One (1) member representing Formerly Homeless individuals or families shall be recommended by the Homeless and Housing Alliance;
- k. One (1) member representing a Housing Authority shall be recommended by the Community Services Department;
- l. One (1) member representing the Faith-Based Community shall be recommended by the Community Services Department;
- m. One (1) member representing the Southeast Florida Behavioral Health Network, Inc. shall be recommended by the Community Services Department.

SECTION 3: APPOINTMENTS, TERMS, AND VACANCIES

- A. The maximum number of Boards and Commissions that an individual appointed by the Board of County Commissioners may serve on at one time shall be three.
- B. Terms of office for the Advisory Board members shall be three years and shall begin on October 1st and end on September 30th.
- C. There shall be a limit of three consecutive three year terms, unless dictated otherwise by statute or other binding rule.
- D. Appointments shall be made by the Board of County Commissioners. The Homeless Advisory Board may provide recommendations for appointments.

- E. A vacancy occurring during a term shall be filled for the unexpired term and in the manner prescribed above.
- F. Upon adoption of this resolution, those members with unexpired terms that were serving on the previous Homeless Advisory Board will have their terms adjusted to expire on September 30th of the year in which their term expires.
- G. Members shall be subject to the rules and to the overall authority of the Board of County Commissioners of Palm Beach County, Florida.
- H. Advisory Board members shall not be prohibited from qualifying as a candidate for elected office.

SECTION 4: ROLES AND RESPONSIBILITIES

The roles and responsibilities of the Homeless Advisory Board shall be to assist the County in reaching its Ten-Year Plan to End Homelessness goals and they shall have the authority and power to accomplish this through the following:

- A. Gather community input on homelessness.
- B. Oversee Implementation of the Ten-Year Plan to End Homelessness by:
 - 1. Fostering and promoting cooperation among governmental agencies, community-based agencies, non-profit organizations and business interests in order to ensure the efficient and timely implementation of the Ten-Year Plan to End Homelessness;
 - 2. Review progress made in the County towards achieving the objectives identified in the Ten-Year Plan to End Homelessness and make recommendations to the Board of County Commissioners. The primary recommendations may include systematic changes, policy changes, and funding recommendations;
 - 3. Provide Information regarding the needs and other factors affecting the smooth implementation of the Ten-Year Plan to End Homelessness within Palm Beach County; and
 - 4. Determine roadblocks affecting program implementation and recommend corrective measures to the Board of County Commissioners.
- C. Recruit private and public sector representatives to the membership of Advisory Board committees.

SECTION 5: MEETINGS

- A. The Advisory Board shall meet on a regular basis. The Chair or County staff shall have the authority to call emergency meetings, as is needed and appropriate.

SECTION 6: OFFICERS

- A. The Chair shall be a County Commissioner appointed by the Palm Beach County Board of County Commissioners.
 - 1. Duties of the Chair:
 - a. Call and set the agenda for Advisory Board meetings;

- b. Preside at Advisory Board meetings;
 - c. Establish committees, appoint committee chairs and charge committees with specific tasks; and
 - d. Perform other functions as the Advisory Board may assign by rule or order.
2. If a vacancy occurs in the office of the Chair, the Palm Beach County Board of County Commissioners shall appoint a replacement.
- B. The Vice Chair shall be elected by a majority vote of the Advisory Board and shall serve for a term of one year.
- 1. The Vice Chair shall perform the duties of the Chair in the Chair's absence, and such other duties as the Chair may assign.
 - 2. If a vacancy occurs in the office of the Vice Chair, the Advisory Board will elect another member to fill the unexpired term.

SECTION 7: REMOVAL FOR LACK OF ATTENDANCE

Members of the Advisory Board shall be automatically removed for lack of attendance. Lack of attendance is defined as failure to attend three consecutive meetings or failure to attend more than one-half of the meetings scheduled during a calendar year. Participation for less than three-fourths of a meeting shall constitute lack of attendance. Members removed under this paragraph shall not continue to serve until a new appointment is made and removal shall create a vacancy.

SECTION 8: RESIDENCY REQUIREMENTS

All board members must be residents of Palm Beach County at the time of appointment and while serving on the board.

SECTION 9: ANNUAL NARRATIVE REPORT

The Advisory Board shall submit an annual narrative report to the Agenda Coordinator. The form, substance, and submittal dates for annual narrative reports are established by PPM CW-O-060.

SECTION 10: SUNSHINE LAW AND STATE CODE OF ETHICS

Members of the Advisory Board are to comply with the Sunshine Law and State Code of Ethics. Reasonable public notice of all Advisory Board meetings shall be provided. All meetings of the Advisory Board shall be open to the public at all times and minutes shall be taken at each meeting.

SECTION 11: PALM BEACH COUNTY CODE OF ETHICS

Advisory Board members are to comply with the applicable provisions of the Palm Beach County Code of Ethics as codified in Section 2-254 through 2-260 of the Palm Beach County Code.

**SECTION 12: TRAVEL EXPENSES, REIMBURSEMENT
AND APPROVAL AUTHORITY**

Travel reimbursement is limited to expenses incurred only for travel outside Palm Beach County necessary to fulfill board member responsibilities when sufficient funds have been budgeted and are available as set forth in PPM CW-O-038. No other expenses are reimbursable except documented long distance phone calls to the liaison County department. Approval authority for pre-authorized board member travel is designated to the County Administrator and Deputy Administrator and shall be in accordance with Countywide Policy and Procedures Memoranda (PPM) CW-F-009.

SECTION 13: CONDUCT OF MEETING

A quorum must be present for the conduct of all board meetings. A majority of the members appointed shall constitute a quorum. All meetings shall be governed by Robert's Rules of Order.

**SECTION 14: CONFLICT WITH FEDERAL OR STATE LAW OR COUNTY
CHARTER**

Any statutory Federal or State or County Charter provisions in conflict with this Resolution shall prevail.

SECTION 15: EFFECTIVE DATE

This Resolution shall become effective upon approval by a majority vote of the Board of County Commissioners, Palm Beach County, Florida.

The foregoing Resolution was offered by Commissioner Vana, who moved its adoption. The motion was seconded by Commissioner Valeche, and upon being put to a vote, the vote was as follows:

Commissioner Mary Lou Berger, Mayor	— <u>Aye</u>
Commissioner Hal R. Valeche, Vice Mayor	— <u>Aye</u>
Commissioner Paulette Burdick	— <u>Aye</u>
Commissioner Shelley Vana	— <u>Aye</u>
Commissioner Steven L. Abrams	— <u>Aye</u>
Commissioner Melissa McKinlay	— <u>Aye</u>
Commissioner Priscilla A. Taylor	— <u>Aye</u>

The Mayor thereupon declared the Resolution duly passed and adopted this 26th day of January, 2018.

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY

BY: Helena C. Hvizd
Helena C. Hvizd
Assistant County Attorney

ATTEST:
SHARON R. BOCK
CLERK & COMPTROLLER
BY: Sharon R. Bock
Deputy Clerk

