

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
BOARD APPOINTMENT SUMMARY

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Meeting Date: February 8, 2022

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

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

<u>Seat No.</u>	<u>Appointment</u>	<u>Recommended By</u>	<u>Term Expires</u>
14	Rosaline B. Jocurin	HIV CARE Council	02/07/2025

Summary: The Palm Beach County HIV CARE Council (HIV CARE Council) nomination process is an open process with publicized criteria and legislatively defined conflict of interest standards. Ms. Jocurin 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. Ms. Jocurin has disclosed that she is employed with FoundCare, Inc. The agency contracts with the County for services. The HIV CARE Council provides no regulation, oversight, management, or policy setting recommendations regarding the subject contract 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 21 seats that are currently filled is African-American: 11 (52%), Caucasian: 5(24%), Hispanic-American: 4 (19%) and Asian-American: 1 (5%). The gender ratio (female:male) is 11:10. Ms. Jocurin is African- American. Staff conducts targeted outreach in an effort to proffer candidates for appointments that maintain a diverse composition of the board. (Ryan White Program) Countywide (HH)

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

Attachments:

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

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 DocuSigned by: Taruna Malhotra 1/13/2022
 Recommended By: _____
 Department Director Date
 Legal Sufficiency: Debra L. King 1/19/2022
 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: Palm Beach County HIV CARE COUNCIL Advisory [X] Not Advisory []

[X] At Large Appointment or [] District Appointment /District #: _____

Term of Appointment: 3 Years. From: 2/8/2022 To: 2/7/2025

Seat Requirement: _____ Seat #: 14

[] *Reappointment or [X] 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: JOCURIN ROSALINE BLAISE
Last First Middle

Occupation/Affiliation: PREVENTION SUPERVISOR
Owner [] Employee [X] Officer []

Business Name: FOUND CARE, INC.

Business Address: 2330 S CONGRESS AVE

City & State: WEST PALM Zip Code: 33406

Residence Address: 825 BRANDON PRESCOTT LANE # 301

City & State: WEST PALM BEACH, FL Zip Code: 33401

Home Phone: () N/A Business Phone: (561) 472-2466 Ext. 103

Cell Phone: (561) 818-1683 Fax: (561) 304-0472

Email Address: RJOCURIN@FOUNDCARE.ORG

Mailing Address Preference: [X] Business [] Residence

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

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

Minority Identification Code: [] Male [X] Female
[] Native-American [] Hispanic-American [] Asian-American [] African-American [] Caucasian
[X] Haitian-American

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>R2021-1009</u>	<u>Community Services</u>	<u>Client Svs.</u>	<u>03/01/2021 - 02/29/2024</u>
(Attach Additional Sheet(s), if necessary) OR			
NONE <input type="checkbox"/>	NOT APPLICABLE/ (Governmental Entity) <input type="checkbox"/>		

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

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

- By watching the training program on the Web, DVD or VHS on December 1 2001
 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: Rosaline Jocurin Printed Name: Rosaline B. Jocurin Date: 12/01/2021

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: _____

ROSALINE B. JOCURIN

825 Brandon Prescott Ln West Palm Beach, FL 33401 rjocurin07@yahoo.com
Cell: (561)818.1683

OBJECTIVE

A general position which I can enhance the opportunity to develop and implement customer service within the company's growth. A highly- fast-paced individual that is skilled in multiple-tasked work. Customer and goal-oriented, a fast-learning individual who seek to work in a field where I can implement my skills and knowledge.

EDUCATION

BACHELORS OF SCIENCE, BUSINESS ADMINISTRATION: SPECIALIZATION: HUMAN SERVICES
(CURRENT ONLINE/IN-PERSON)
PALM BEACH STATE COLLEGE, West Palm Beach, Florida

EXPERIENCE

FoundCare, Inc

October 2015-Current

Prevention Supervisor

- Supervise Grant Activities
 - Assure Deliverables
 - Complete written intakes
 - Assist staff in recruiting
 - Document all services provided
 - Maintaining a relationship with community partners
 - Perform administrative function for the department
 - Complete Reports and Contract Monitoring
 - Recruiting and Enrolling clients
 - Maintain charts for compliance
 - Monitoring Grant Deliverables
 - Coordinating a monthly meeting with staff
 - Payroll

JAE'S YOUTH BASKETBALL ASSOCIATION - (NON PROFIT ORGANIZATION)
SEPTEMBER 2008 – OCTOBER 2015

SPORTS COORDINATOR & ACCOUNTING ASSISTANT

- Accounting Assistant
 - Administration duties
 - A/P, A/R and Clerical Duties
 - Bookkeeping
 - Payroll/Benefits/Sponsor Grants
 - Sports Coordinator
- Organizing Events
 - Tournaments, Games, Volunteer and etc.
- Practice Schedules

COLLIER COUNTY HOUSING AUTHORITY, Immokalee, FL
SEPTEMBER 2008

JULY 2001 --

ACCOUNT RECEIVABLE AND OCCUPANCY SPECIALIST

- Intake of rent
- Translator (Creole)
- Inspections of Move-Ins/Move-Outs
- Tenants – Customer Service
- Social Services Specialist
- Clerical/Secretarial Duties, Data Entry, General Office Work
- Present apartments, houses or other properties to prospective clients in a persuasive manner
- Assist residential landlords in discovering suitable tenants
- Promote unoccupied properties through various media and advertising techniques
- Evaluate clients' requirements and financial prosperity to make personalized presentations
- Provide accurate information on the different features of properties
- Validate application information and references
- Negotiate leasing terms and complete agreements
- Keep abreast of the property market status
- Ensure proper maintenance and inspect properties periodically

RCMA – REDLAND CHRISTIAN MIGRANT, Immokalee, FL
– MAY 2001

MARCH 2001-

TUTOR/MENTOR

- Supervising children grades K-5th
- Assisting Teacher
- Scheduling programs for students
- Supervise inside/outdoor activities

JOB SERVICE, Immokalee, FL
FEBRUARY 2001

FEBRUARY 2001-

OPS – TEMPORARILY

- Prepare Application
- Input Application in System
- Receptionist, Clerical/Secretarial Duties Filing
- Data Entry

ECKERD DRUG PHARMACY, Immokalee, FL
JANUARY 2001

JUNE 2000-

PHARMACY TECH

- Data entry
- Preparation of all daily medication
- Insurance Verification
- Doctor Verification and Follow-up
- Counter/ Drive-thru Tech
- Data Entry (Prescription and Personal Information)
- Customer Service Specialist

Skills & Capabilities

- Microsoft Word, Excel, PowerPoint, and Access. Also AS400. Able to bi-lingual and write two Languages – English/ Creole. Keyboard 35+ wpm
- Hard working and well organized; able to work independently with little or no supervision
- Ability to learn, and comprehend new company programs and applications quickly with much attention to detail
- Leadership Building
- Motivational Interviewing/Ryan White Case Management
- Ability to communicate
- Ability to communicate effectively with others
- Ability to review, understand, and apply concepts presented in the program
- Strong customer services

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

I. Legislative Background

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

II. Expectations

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

Nominations to the CARE Council shall be sought from a wide spectrum of potential members. Recruitment shall be made through existing CARE Council committees and

through ongoing solicitation through existing CARE Council members, service providers, outreach through advertising, and staff working with consumers of HIV/AIDS services. Particular consideration shall be given to disproportionately affected and historically underserved groups and sub-populations.

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

III. Steps in the Nominations Process:

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

candidates for membership the committee will consider the following factors: attendance at CARE Council meetings, involvement at Membership Development Sessions and involvement on committees. The Membership Committee may also consider activities as involvement in Membership Development Sessions. In addition, seat availability, the demographics of the board and candidate qualification will be taken into consideration. The final committee recommendations will be forwarded to the Executive Committee and if approved to the CARE Council. If the recommendation is accepted by the CARE Council, the individual's name will then be forwarded to the Palm Beach County Board of County Commissioners for appointment. The candidate must document completion of the Palm Beach County ethics training prior to submission of their name to the Palm Beach County Board of County Commissioners. In the event a recommended candidate is not acceptable to the Palm Beach County Board of County Commissioners, a request for a replacement candidate, if available, will be forwarded to the Membership Committee and the Membership Committee will provide the name of another candidate to the CARE Council. If the recommendation is accepted by the CARE Council, the individual's name will then be forwarded to the Palm Beach County Board of County Commissioners for appointment.

1. **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.
2. 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.