

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

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**Meeting Date: March 22, 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 reappointment of one (1) current member and the appointment of one (1) new member to the Palm Beach County HIV Comprehensive AIDS Resources Emergency (CARE) Council, effective March 22, 2022:

<u>Seat No.</u>	<u>Reappointment</u>	<u>Recommended By</u>	<u>Term Expires</u>
5	Kristina Rowe	HIV CARE Council	03/21/2025

<u>Seat No.</u>	<u>Appointment</u>	<u>Recommended By</u>	<u>Term Expires</u>
6	Nancy McConnell	HIV CARE Council	10/18/2024

**Summary:** The Palm Beach County HIV CARE Council (HIV CARE Council) nomination process is an open process with publicized criteria and legislatively defined conflict of interest standards. Ms. Rowe and Ms. McConnell have successfully completed the HIV CARE Council's nomination process and the HIV CARE Council recommends the appointments. The total membership for the HIV CARE Council shall be no more than 33 at-large members, per Resolution No. 2011-1560. Ms. McConnell will complete the unexpired term of Ms. Skyler King. Ms. Rowe has disclosed that she is employed with Legal Aid Society of Palm Beach County Inc. and Ms. McConnell has disclosed that she is employed with Rebel Recovery Florida, Inc.; both agencies' contract with the County for services. The HIV CARE Council provides no regulation, oversight, management, or policy setting recommendations regarding the subject contract or transactions. Disclosure of these contractual relationships 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 22 seats that are currently filled is African-American: 11 (50%), Caucasian: 6 (27%), Hispanic-American: 4 (18%) and Asian-American: 1 (5%). The gender ratio (female: male) is 11:11. Ms. Rowe and Ms. McConnell are Caucasian. Staff conducts targeted outreach in an effort to proffer candidates for appointments that maintain a diverse composition of the board. (Ryan White Program) Countywide (HH)

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

**Attachments:**

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

<b>Recommended By:</b>	<div style="border: 1px solid black; padding: 2px; display: inline-block;">DocuSigned by: <i>James Green</i></div>	2/22/2022
	_____ Department Director	Date
<b>Legal Sufficiency:</b>	<div style="border: 1px solid black; padding: 2px; display: inline-block;">HE36EF22BFDFA92... <i>Helene C. Swartz</i></div>	2-24-22
	_____ Assistant County Attorney	Date

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: 3/22/22 To: 3/21/25

Seat Requirement: \_\_\_\_\_ Seat #: 5

[ X ]\*Reappointment or [ ] New Appointment

or [ ] to complete the term of \_\_\_\_\_ Due to: [ ] resignation [ ] other

Completion of term to expire on: \_\_\_\_\_

\*When a person is being considered for reappointment, the number of previous disclosed voting conflicts during the previous term shall be considered by the Board of County Commissioners: 0

Section II (Applicant): (Please Print)

APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT

Name: Rowe Kristina Rose Ellen
Last First Middle

Occupation/Affiliation: Staff Attorney for the Ryan White Project

Owner [ ] Employee [ X ] Officer [ ]

Business Name: The Legal Aid Society of Palm Beach County

Business Address: 423 Fern St.

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

Residence Address: 250 NE 3rd Avenue

City & State Delray Beach, FL Zip Code: 33444

Home Phone: 0 Business Phone: (561) 655-8944 Ext. 103

Cell Phone: ( ) Fax: ( 561) 655-5269

Email Address: krowe@legalaidpbc.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 [ X ] 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 &amp; Recreation</u>	<u>General Maintenance</u>	<u>10/01/00-09/30/2100</u>
R2021-1418	CSD	Client Services	10/01/21 – 09/30/24
R2021-1906	CSD	Client Services	01/01/22 – 12/31/24
R2021-0998	CSD	Client Services	03/01/21 – 09/30/22
R2021-0308	CSD	Client Services	03/01/21 – 02/29/24

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

NONE

NOT APPLICABLE/  
(Governmental Entity)

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

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

By watching the training program on the Web, DVD or VHS on August 2, 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: Kristina Rowe Printed Name: Kristina Rowe Date: 10/25/21

Any questions and/or concerns regarding Article XIII, the Palm Beach County Code of Ethics, please visit the Commission on Ethics website [www.palmbeachcountyethics.com](http://www.palmbeachcountyethics.com) or contact us via email at [ethics@palmbeachcountyethics.com](mailto:ethics@palmbeachcountyethics.com) or (561) 355-1915.

Return this FORM to:  
 {Insert Liaison Name Here}, {Insert Department/Division Here}  
 {Insert Address Here}

**Section III (Commissioner, if applicable):**

Appointment to be made at BCC Meeting on: \_\_\_\_\_

Commissioner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**KRISTINA R. ROWE, ESQ.**  
**499 Evernia St., Unit 613**  
**West Palm Beach, FL.33401**

## **INTRODUCTION**

I am passionate about empowering the under-represented in society through the use of law, representation, advocacy, government, education, community building and outreach. I believe that everybody should have equal access to the legal system, government and society as is provided by law. My past work experience includes the following: providing representation to children under the Individuals with Disabilities Education Act; lobbying efforts, at the state and national level, to secure labor protections for farmworkers; full representation to multiple farmworker plaintiffs against multiple defendants in federal court actions, including: case development and investigation; research; writing complaints, production requests, interrogatories and motions; negotiating settlement; developing discovery plans and taking dispositions. I have assisted low-income families and individuals by providing advocacy, community outreach and representation in the following areas: public benefits; landlord tenant law; social security disability; domestic violence and health care. In 2017, I spearheaded and fully developed a housing project for the Guatemalan Maya Center designed to address the rights of low-income, primarily undocumented tenants in Palm Beach County.

## **EDUCATION**

**University of California at Hastings College of the Law**, San Francisco, CA, Juris Doctor, Public Interest Focus, May 2000

- Awarded Equal Justice America Grant for Public Interest Work 1998-1999

**University of California at Berkeley**, Berkeley, CA, College of Letters and Science, Bachelor of Arts, Honors, Major Legal Studies, Minor Dramatic Art, May 1997

## **EXPERIENCE**

**Legal Aid Society of Palm Beach County, Inc., Ryan White Project**, 423 Fern Street, Suite 200, West Palm Beach, FL 33401.

- Represents clients (diagnosed HIV +) before administrative and judicial tribunals in a full range of civil legal matters.
- Counsels and advises clients in legal matters.
- Investigates and develops cases, including conducting necessary interviews and consulting appropriate agencies and resources.
- Negotiates on behalf of clients.
- Performs legal research.
- Drafts letters, memos, pleadings, briefs and other legal documents and written materials.
- Elected county official for CARE Council; put a Panel together of people who provide services to house less and MC'd the Panel at the event.

**Integrity Billing**, Palm Springs, Florida, In House Counsel, March 2017-ongoing

- Counseled and advised C Level Executives on multi million dollar business litigation and transactions, including Commercial Real Estate, Employment, and Landlord/Tenant Law.
- Drafted business agreements, research pertinent law and potential clients.
- Settled and/or Litigated breach of contract claims.
- Managed national client database.

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**West Palm Beach, FL. 33401**

- Communicated with and managed external relations in all aspects of business.
- Fully responsible for legal and transactional arena of corporate relations with Integrity's office relocation and build out.
- Traveled and Attended marketing conferences.
- Successful client development.

**NAMI**, Palm Beach County, Volunteer SSI/SSDI Attorney, March 2017-July 2018

- Successfully advocated for clients before the SSA at all claim levels.
- Provided holistic services such as acquiring health care, food stamps, housing, treatment and any other areas to assist the individual whilst in the claim process.

**The Guatemalan Maya Center**, Lake Worth, Florida, Pro Bono Attorney, February 2016-ongoing consultation

- Spearheaded GMC's new Housing Project designed to assist primarily undocumented refugee/immigrants.
- Researched Florida housing law and its practical application in landlord tenant disputes; developed research into training materials for GMC to use where clients have housing issues (seeking rentals; in eviction, with violations of the Public Health Code and/or the County Code; and for small claims court); trained GMC Staff on Landlord/Tenant law and client advocacy; developed outreach materials for distribution in community; provided outreach to relevant demographic; developed a competent referral list/made appropriate referrals; and instructed clients on how to represent themselves *pro se* in landlord tenant evictions.
- In collaboration with GMC staff, prepared for the possible implementation of President Obama's immigration relief program (DAPA and DACA+) and its implications if the Supreme Court were to rule favorably in *Texas v. United States*. We devised a plan to assist immigrants in obtaining legal status at low cost with effective legal representation and to provide community outreach in order to inform them of their rights, timeliness of application and not to enlist in fraudulent notario services.

**The Cornerstone Mission, Inc.**, Rockland, ME, Staff Advocate, September 2013-December 2014

- Assisted low-income families and individuals in achieving socio economic stability by providing advocacy, in the following areas: public benefits; landlord/tenant law; social security disability; domestic violence; and health care. Provided full legal representation in disability law cases; provided referrals to outside resources; was community liaison between clients and other parties; provided food and temporary shelter; developed contacts with community leaders/organizations seeking to further similar purposes; executed research, writing and development.

**Café Miranda, Inc.**, Rockland, ME, Partner In Ownership, July 2009-2012 and Business Consultant through December 2014

- Developed and implemented a master business plan through analysis of Miranda's operations, management and finances of corporation with the mission to maximize profit while developing Miranda into a premier, Farm to Table Restaurant alongside its civic commitment to the surrounding community.

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**West Palm Beach, FL 33401**

- Engineered changes and developments in Miranda, included: using new and expansive marketing techniques, some in social media; design of Miranda's interior décor and menu; editing/expanding menu to reflect the evolving, health conscious consumer; retail product development and marketing; creating a new image and branding; implementing un sourced avenues of advertising and promotion; and expanding the business.
- Shared in achievement of Café's highest return in profit in 2013.

**SSI/SSDI Sole Practitioner,,** South Thomaston, ME, Attorney, May 2004-2012

- Successfully provided full representation to clients in Social Security Disability claims at all levels, including the Administrative Law Judge, Appeals Council and federal court level.

**Arnold and Porter, Inc.,** Washington DC, Attorney, February 2003-May 2004

- Corporate Document Review.

**Florida Rural Legal Services, Inc., Farmworker Unit,** Immokalee, FL, Staff Attorney, July 2000-January 2003

- Litigated multiple claim actions in federal court under the following statutes: AWP, FLSA, Title VII and 42 U.S.C. § 1981 and contract claims in federal court through supplemental jurisdiction.
- Successfully provided full representation to multiple farmworker plaintiffs against multiple defendants in federal court actions, including: case development and investigation; research; writing complaints, production requests, interrogatories and motions; negotiating settlement; developing discovery plans; and taking depositions.
- In accordance with the Administrative Procedure Act, successfully advocated for 41 clients under the Federal Uniform Relocation Act. Reached settlement with agency for administration of benefits to multiple displaced claimants under the URA.
- Effectively co counseled cases with outside attorneys. In example, travelled to Mexico with co counsel and deposed twenty-five clients in ten days.
- Worked closely and effectively with paralegals and interpreters.
- Established press relations.

**California Rural Legal Assistance Foundation, Inc.,** Labor and Employment Law Project, San Francisco, CA, Legislative Assistant, June 1997-May 2000

- At the state and national level, assisted CRLAF's labor and employment lobbyist in efforts to secure labor protections for farmworkers. This included: co authoring a series of white papers in support of labor protections for farmworkers; gathering and analyzing data and statistics from federal and state agencies; researching and analyzing federal law and state law pertaining to farmworkers and others similarly employed; and developing new strategies to assist farmworkers in securing safer working conditions.

**Bay Area Legal Aid, Inc.,** San Francisco, CA, Legal Intern, June 1997-May 2000

- Provided full representation to clients in Social Security Disability cases at the Administrative Law Judge, Appeals Council and federal court level and successfully obtained fully favorable decisions in drug abuse, alcohol and child disability cases at federal court and administrative law level; attended statewide public interest policy

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meetings and advocated on BALA's behalf; and researched and edited materials, for the Director of Training and Advocacy, intended for distribution to advocates.

**Lindesmith Center and Hastings Civil Justice Clinic**, San Francisco, CA, Legal Extern, Spring 2000

- Developed project with goal to lessen the number of deaths attributable to heroin overdose and coalition built with city agencies and officials in effort to develop and implement most effective plan of action.

**Street Law Project**, University of San Francisco, CA, Teacher, Fall 1999

- Identified and taught areas of law most relevant to inner-city youth. This included developing and implementing daily lesson plans; staging two, mock trials and holding organized class discussions on law and legal theory.

**Civil Justice Clinic, Hastings College of the Law**, San Francisco, CA, Legal Intern, Fall 1999

- Lead responsibility in representing the parents of two, autistic children against their school district under the Individuals With Disabilities Education Act and was successful in settling with the school district to place children in parents' first choice of private school.

**Professor David Faigman, University of California at Hastings College of the Law**, San Francisco, CA, Research Assistant, Summer 1998

- Researched case law in preparation for the release of upcoming publications; researched subjects of new projects; and edited future publications.

**Americorps, University of California at Berkeley**, Berkeley, CA, Teacher, Spring 1997

- Ran after-school program at inner-city middle school and taught special needs children.

**CalPIRG**, Berkeley, CA, Political Activist, Fall 1997

- Successful in placing campaign finance reform on the ballot through strategic, grass roots organizing; canvassing, advocating and registering voters.

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

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**Section I (Department):** (Please Print)

Board Name: Palm Beach County HIV CARE Council      **Advisory**       **Not Advisory**

At Large Appointment      **or**       District Appointment /District #: \_\_\_\_\_

Term of Appointment: 3 Years.      From: 03/22/2022      To: 10/18/2024

Seat Requirement: \_\_\_\_\_      Seat #: 6

\*Reappointment      **or**       New Appointment

or  to complete the term of Skyler King      Due to:  resignation       other

Completion of term to expire on: 10/18/2024

**\*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: McConnell      Nancy      Lyn

Last      First      Middle

Occupation/Affiliation: CEO Rebel RecoveryFl

Owner       Employee       Officer

**Business Name:** Rebel Recovery FL

**Business Address:** 400 N. Congress Ave Suite 130

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

**Residence Address:** 212 Charter Way

City & State: WPB FL      Zip Code: 33407

Home Phone: ( )      Business Phone: ( 561 ) 508-8388      Ext. \_\_\_\_\_

Cell Phone: ( 561 ) 252-3532      Fax: ( )

Email Address: nancy@rebelrecoveryfl.com

Mailing Address Preference:  Business       Residence

Have you ever been convicted of a felony: Yes  No

**If Yes, state the court, nature of offense, disposition of case and date:** Substance abuse and related offenses ending in 2009, Currently hold Level 2 DCF and AHCA Exemption, authorized to work with all vulnerable populations.

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



**Section II Continued:**

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<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 &amp; Recreation</u>	<u>General Maintenance</u>	<u>10/01/00-09/30/2100</u>
ESG/CV2.	Human Services	Peer Support Annex	10/01/21-09/30/22
(Going Before BCC on 3/8/22)			
R2020-1305	CSD/Ryan White	Needle Exchange Prog.	09/01/2020-08/31/2025

(Attach Additional Sheet(s), if necessary)

OR

NONE

NOT APPLICABLE/

(Governmental Entity)

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By watching the training program on the Web, DVD or VHS on 02/15 2022  
 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: *Nancy McConnell* Printed Name: Nancy McConnell Date: 02/15/22

Any questions and/or concerns regarding Article XIII, the Palm Beach County Code of Ethics, please visit the Commission on Ethics website [www.palmbeachcountyethics.com](http://www.palmbeachcountyethics.com) or contact us via email at [ethics@palmbeachcountyethics.com](mailto:ethics@palmbeachcountyethics.com) or (561) 355-1915.

Return this FORM to:

{Insert Liaison Name Here}, {Insert Department/Division Here}  
 {Insert Address Here}

**Section III (Commissioner, if applicable):**

Appointment to be made at BCC Meeting on: \_\_\_\_\_

Commissioner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

Revised 02/01/2016

# NANCY MCCONNELL, MSW, MCAP, CRPS-A

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Telephone: 561-252-3532 | Email: nancy@rebelrecoveryfl.com

Recovery support and harm reduction service professional and executive. Leader and educator for non-clinical, recovery supportive service implementation in diverse and resource-limited community settings. Adept at setting, managing, and achieving high standards for quality compassionate care.

*Major achievement includes the founding, continuous growth, fiscal sustainability, and CAPRSS accreditation of a recovery community organization in under 4 years.*

- Systems and Operations Oversight
- Policy and Procedure Development
- Strategic Partnerships
- Executive-Level Negotiator
- Ethics and Performance Standards
- Quality Control and Compliance
- Staff Development / Employee Relations
- Finance Management, Expense Control
- Time Management
- Multi-Program Management

## CERTIFICATIONS

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Master Level Addiction Professional, MCAP# 100510

Certified Recovery Peer Specialist, CRPS# 100130

Certified Education Provider, Florida Certification Board

Training Facilitator: WRAP (Advanced Level III), Helping Others Heal, Motivational Interviewing, Mental Health First Aid, Harm Reduction, Overdose Response and Prevention

## EDUCATION

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- |               |  |
|---------------|--|
| May 2018      | <b>Master of Social Work</b> , Boca Raton, FL, <i>Florida Atlantic University</i>  |
| May 2017      | <b>Bachelor of Social Work</b> , Boca Raton, FL, <i>Florida Atlantic University</i><br><i>Magna Cum Laude, Phi Alpha Honor Society</i> |
| December 2014 | <b>Associate of Arts</b> , Lake Worth, FL, <i>Palm Beach State College</i><br><i>Phi Theta Kappa Honor Society</i>                     |
| May 2014      | <b>Associate of Science</b> , Lake Worth, FL, <i>Palm Beach State College</i>  |

**EXPERIENCE**

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January 2020 - Present **Chief Executive Officer/ Co-Founder, *Rebel Recovery Florida***

- Direct strategic planning, development, and administration of peer recovery support programs and services.
- Develop programs using combination of needs analysis and participatory analysis and implementation.
- Negotiate and execute contracts, including joint agency agreements, and promote networking capabilities for collaborative programs.
- Continue development and enhancement of the employee professionalism; provide continuing education opportunities to promote maximum professional growth and increase morale and productivity.
- Review short-term and long-range strategies, goals, and mission achievements.

February 2017 – December 2019 **Chief Operations Officer/ Co-Founder, *Rebel Recovery Florida***

- Ensure workflow between Rebel Recovery Florida, Inc. and other community-based providers; ensure program operations and activities adhere to legal guidelines and internal policies.
- Initiate and set goals for programs according to the strategic objectives of the organization, plan program deadlines, milestones, and processes; develop or approve budgets and operations; evaluate performance and determine strategies for continued improvement and growth.
- Develop all relevant recovery peer support curriculum and implement training for employees to become Certified Recovery Peer Specialist; ensure training compliance for all employees is up to date.
- Provide direct supervision to all staff members including Peer Supportive staff; read reports prepared by managers to determine progress and issues.
- Apply change, risk and resource management principles when needed.

March 2016 – January 2017 **Primary Therapist, West Palm Beach, FL, *The Good Life Treatment Center***

- Serve adult population with substance use and mental health disorders as part of an interdisciplinary team within a for-profit facility.
- Develop overdose prevention and Harm Reduction trainings and implement curriculum; facilitate all trainings.
- Apply clinical skills that include motivational interviewing, supportive counseling, brief solution focused therapy, and holistic approaches to service individual needs.
- Perform bio-psychosocial assessments and gather family collateral information to further understand client histories; perform individual and family clinical interventions; facilitate psycho-educational and process didactic sessions.
- Implement individualized treatment plans and maintain accurate clinical progress notes within the medical records and to meet all agency deadlines and requirement to ensure medical record compliance with all licensing agencies; proficient in all ASAM documentation, Medical Mime, and KIPU.

January 2012 –  
February 2016

**Director of Operations / Program Director, North Palm Beach, FL,  
*Dignity House for Women***

- Oversaw daily operations of eight recovery residences, totaling 56 clients.
- Coordinate referral and family sources to ensure a safe, effective, and structured environment; utilize crisis de-escalation interventions as necessary.
- Assess and recommend emergent and ongoing needs for medical, psychiatric, psycho-social, and substance use treatment care plans; provide direct case management services.
- Act as a direct liaison for clients' legal providers, ensured all obligations were met, and provided necessary paperwork or documentation and maintained a professional and marketing relationship with various community resources to include family drug court, probation officers, lawyers, and numerous treatment providers.

April 2013 –  
June 2015

**D.U.I. Group Facilitator, North Palm Beach, FL, *The Recovery Team***

- Worked as a part of an interdisciplinary team within a for-profit facility servicing the adult substance abuse and mental health populations and effectively performed bio-psychosocial assessment and gathered family collateral information to further understand client histories.
- Provided individual and family clinical interventions as well as facilitating psycho-educational and process didactic sessions and implemented individualized treatment plans, maintained accurate clinical progress notes within the medical records, and met all agency deadlines and requirements to ensured medical record compliance with all licensing agencies.

December 2010 –  
January 2012

**Director of Female Facility, Boynton Beach, FL, *Palm Tree Recovery***

- Oversaw and supervised all staff members to include direct day-to-day practices and scheduling of employees.
- Utilized necessary crisis de-escalation interventions to address situations as they arose and performed necessary assessment and review of all potential admission's records and/or applications.
- Determine clients' requirements and need for medical, psycho-social, and psychiatric interventions and provided direct case management for clients including need any legal, court, probation, food-assistance, or other needs.

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## **PROFESSIONAL AFFILIATIONS**

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- 2021 **Board Member, Floridians For Recovery**
- 2020 **Board President, Florida Harm Reduction Collective**
- 2019 **Adjunct Professor, Palm Beach State College**
- 2019 **Curriculum Developer, Palm Beach State College**
- 2018 **Member, Florida Certification Board Behavioral Health Advisory Board**

**Palm Beach County HIV CARE Council**

# CARE Council Policy

Policy Number: 10  
Amended: June 24, 2019

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

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

## **I. Legislative Background**

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

## **II. Expectations**

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

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

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

### **III. Steps in the Nominations Process:**

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