

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

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**Meeting Date: April 12, 2022**

**Department**  
**Submitted By: Community Services**  
**Advisory Board: Homeless Advisory Board**  
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**I. EXECUTIVE BRIEF**

**Motion and Title: Staff recommends motion to approve:** the reappointment of one (1) current member and appointment of one (1) new member to the Homeless Advisory Board (HAB), effective April 12, 2022:

<u>Seat No.</u>	<u>Reappointment</u>	<u>Seat Requirement</u>	<u>Recommended By</u>	<u>Term Expires</u>
11	Joshua Butler	Formerly Homeless Individual or Family	Homeless and Housing Alliance	09/30/2024
<u>Seat No.</u>	<u>Appointment</u>	<u>Seat Requirement</u>	<u>Recommended By</u>	<u>Term Expires</u>
6	Mason Youell	VA Medical Center Director	Veterans Administration Medical Center	09/30/2024

**Summary:** On May 1, 2007, the Board of County Commissioners (BCC) established the HAB. Per Resolution No. R2016-0038, the total membership for the HAB shall be no more than 14 at-large members, 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. Mr. Butler is an employee of Gulfstream Goodwill Industries, 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 11 seats that are currently filled is African-American: 6 (55%) and Caucasian: 5 (45%). The gender ratio (female: male) is 7:4. Mr. Butler is African-American and Mr. Youell is 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 provides staff support. Resolution Number R2016-0038 provides the authority for the HAB.

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

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**Recommended By:** James Green DocuSigned by: 3/15/2022  
**Department Director** **Date**  
**Legal Sufficiency:** Debra C. Hargis 3-21-22  
**Assistant County Attorney** **Date**

## II. REVIEW COMMENTS

A. Other Department Review:

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Department Director

PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS  
BOARDS/COMMITTEES APPLICATION

The information provided on this form will be used in considering your nomination. Please COMPLETE SECTION II IN FULL. Answer "none" or "not applicable" where appropriate. Please attach a biography or resumé to this form.

Section I (Department): (Please Print)

Board Name: Joshua Butler Advisory  Not Advisory

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

Term of Appointment: 2.5 Years. From: 04/12/22 To: 9/30/2024

Seat Requirement: Formerly Homeless Individual Seat #: 11

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: Butler Joshua James

Last First Middle

Occupation/Affiliation: Gulfstream Goodwill Industries

Owner  Employee  Officer

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

City & State \_\_\_\_\_ Zip Code: \_\_\_\_\_

Residence Address: 525 Revere Road

City & State West Palm Beach, FL Zip Code: 33405

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

Cell Phone: ( ) Fax: ( ) \_\_\_\_\_

Email Address: joshuabutler4056@gmail.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: \_\_\_\_\_

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 &amp; Recreation</u>	<u>General Maintenance</u>	<u>10/01/00-09/30/2100</u>
<u>R2022-0099</u>	<u>CSD</u>	<u>Client Svs.</u>	<u>10/01/21 - 9/30/24</u>

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

NONE

NOT APPLICABLE/  
(Governmental Entity)

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

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

- By watching the training program on the Web, DVD or VHS on October 19 2021
- By attending a live presentation given on \_\_\_\_\_, 20\_\_\_\_

**AND**

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

\*Applicant's Signature: Joshua Butler Printed Name: Joshua Butler Date: 10/19/2021

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

## JOSHUA BUTLER

West Palm Beach, FL

(561) 346-3840

joshuabutler4056@gmail.com

### Human Services Professional

Resourceful, dedicated, and self-motivated leader with experience managing within the public and private business sectors. Exceeds expectations, meets deadlines, and ensures excellent customer service. Provides a quality and unparalleled experience to diverse populations and organizations within the human services, retail, housing, and safety and security industries. Areas of expertise include...

Case Management

Counseling

Team Building

Communications

Coaching

Resolution/

Client Relations

Mentoring

Time Management

### Employment History

Gulfstream Goodwill Industries, West Palm Beach, FL

06/2012 - Current

#### Lead Engagement Technician

- Manages up to 20 staff a week in warehouse distribution center for new cohort operation
- Observes employee's skills and abilities for potential internal growth opportunities
- Runs day to day operations at homeless resource center on Sundays

#### Engagement Technician

- Answers all incoming calls for The Lewis Center and Adopt-a-Family Homeless Resource Center's
- Provides intake procedures and processes paperwork uploading into client tracker system
- Issues bus passes to guests needing transportation assistance
- Assists guests with forms and applications for employment and public assistance such as SNAP
- Transports clients to appointments with doctors and important meetings
- Coaches clients on how to budget their finances
- Monitor's participants in dormitories to ensure a safe and healthy environment

JB Estates LLC, West Palm Beach, FL

02/2017 - Current

#### Property Management

- Collects rent payments and other property fees from tenants and individual owners
- Manages property expenses and payments including taxes, mortgages, payroll, insurance premiums and maintenance costs
- Reports property's financial status, occupancy, and expiring leases to property owners
- Meets potential tenants and conducts properties showings
- Assesses applications in accordance with anti-discrimination laws
- Advertises vacant properties and hires leasing agents to find tenants when needed
- Inspects properties and arranges necessary repairs and new materials
- Arranges contracts for maintenance, trash removal, landscaping, security, and other services
- Handles disputes, investigates, and resolves property complaints and rental violations

Motivated Security Services, Somerville NJ

03/2011 - 05/2012

**Security Guard**

- Displayed courtesy, respect, and exceptional customer service to visitor and customers
- Managed tenant and guest access to client properties
- Provided first line response to emergencies and carried out the policies and procedures
- Observed and reported security issues and safety concerns
- Controlled access to facilities and admittance processes
- Monitored entrances and exits, and acted to prevent unapproved or unauthorized entry
- Prepared logs or reports and other documents as required and requested
- Maintained a constant level of alertness and attention while working

**Education**

Bachelor's Degree, Supervision and Management - Palm Beach State College, Lake Worth, FL

**Honors and Activities**

Volunteer and Donate to the Homeless Coalition of Palm Beach County to feed the homeless community  
Member of the Homeless Advisory Board for Palm Beach County



**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: 3 Years. From: 4/12/22 To: 09/30/2024

Seat Requirement: VA Medical center Director Seat #: 6

\*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: Youell Mason A  
Last First Middle

Occupation/Affiliation: WPB VA Medical Center, Social Work Section Chief Homeless Programs

Owner  Employee  Officer

Business Name: West Palm Beach VA Medical Center

Business Address: 7305 North Military Trail

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

Residence Address: 1518 18<sup>th</sup> Ave N

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

Home Phone: ( ) Business Phone: ( 561 ) 788-0184 Ext. \_\_\_\_\_

Cell Phone: ( 561 ) 517-4081 Fax: ( )

Email Address: Mason.youell@va.gov

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

NONE

NOT APPLIC

(Governmental Entity)

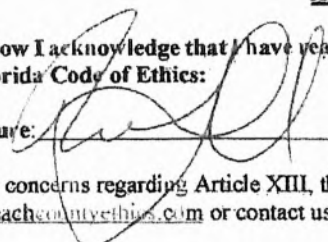
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By signing below I acknowledge that I have read, understand, and agree to abide by Article XIII, the Palm Beach County Code of Ethics, and I have received the required Ethics training (in the manner checked below):

X By watching the training program on the Web, DVD or VHS on February 10, 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:  Printed Name: Mason Youell Date: 02/10/2022

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: \_\_\_\_\_



### **Mason Youell, LCSW**

Mr. Mason Youell graduated from Barry University with his Master's Degree in Social Work in 2007. After completing his MSW program Mr. Youell relocated to NC where he specialized in supporting individuals with substance use disorders and severe and persistent mental illness. During this time he worked on an Assertive Community Treatment Team (as both a clinician and Program Coordinator). This service is a community based treatment program that provides psychiatric and substance use services in the community with the purpose of assisting individuals re-assimilate back into their communities. In 2012 Mr. Youell began working at the Charles George VA Medical Center in Asheville, NC. During his tenure at that medical center Mr. Youell worked in Home Based Primary Care, Medical Foster Home, Mental Health Clinic, HUD-VASH, and the Grant and Per Diem programs.

In June of 2015 Mr. Youell moved back to south Florida and began working for the West Palm Beach VA Medical Center as the Homeless Outreach Social Worker. As the Outreach Social Worker the majority of the time was spent in the community working directly with Veterans experiencing homelessness as well as establishing partnership with various external stakeholders to assure Veterans in the community were connected to needed resources. In May 2016 he was given the opportunity to serve as the Veterans Justice Outreach Specialist for the 15<sup>th</sup> Judicial Circuit. The 15<sup>th</sup> Judicial Circuit Veterans Court was the first fully functioning Veterans Court in the state of Florida and the first Veterans Court in the country to accept violent felony charges. It has been considered a best practice court and has hosted a number of judges and administrative in various Judicial Circuits throughout Florida wanting to start their own Veterans Court program.

Mr. Youell also serves as a contract therapist for residential substance use and mental health treatment facility in the community where he facilitates therapeutic groups, as well as meets with individuals for psychotherapy. He provides clinical supervision for both VA employees and community based clinical pursuing state licensure.

**MASON YUELL, MSW, LCSW**

1518 18<sup>th</sup> Ave N

Lake Worth, FL 33460

(561) 517-4081

[masonyouell@gmail.com](mailto:masonyouell@gmail.com)

[mason.youell@va.gov](mailto:mason.youell@va.gov)

**EDUCATION**

**Barry University School of Social Work, 11300 NE Second Ave, Miami Shores, FL 33161**  
M.S.W. 2006 - 2007

**Antioch College, 795 Livermore Street, Yellow Springs, OH 45387**  
B.A. Cultural and Interdisciplinary Studies, 1997- 1999

**Palm Beach State College, 4200 Congress Avenue, Lake Worth, FL 33461**  
Psychology, 1996-1997, Transferred  
Phi Theta Kappa

**PROFESSIONAL EXPERIENCE**

**West Palm Beach VA Medical Center**  
**7305 N. Military Trail, WPB, FL 33410**

Kerri Boyd, LCSW (561) 422-1376

Chief of Social Work

**Homeless Program Section Chief, GS-13, July 13<sup>th</sup> 2021 - Present**

- Responsible for program planning, developing, analysis and monitoring of data in addition to supervising social workers, and administrative staff aligned under the Homeless Program Section, which includes the following programs: Veterans Justice Outreach, Health Care for Re-entry Veterans, Grant Per Diem/Transitional Housing, Coordinated Entry, Outreach Social worker, Veterans Resources Center (walk-in clinic for homeless Veterans), and the Compensated Work Therapy program.
- Function as a Supervisor and team player contributing to team initiatives and improve the effectiveness of the programs and teams supervised.
- Incorporated the core competencies of leadership as outlined in the VHA's High Performance Development Model: Interpersonal Effectiveness, Personal Mastery, Systems Thinking, Organizational Stewardship, Creative Thinking, Technical Skills, Customer Service, and Flexibility.
- Responsible for Action Items, Congressionals and resolving informal and formal complaints and grievances.
- Administered information and analytical systems to evaluate and enhance the quality of service provided to patients.
- Developed and implemented information systems to track service activities including visits, referrals, patient demographics, equipment utilization, and patient satisfaction in concern with the Healthcare for Homeless Veterans (HCHV) programs and Social Work Leadership.

- Supervised 14 employees performing work at various GS levels, i.e. program support assistants and social workers providing administrative, technical and clinical supervision necessary for accomplishing the work of the unit/service including monitoring outreach efforts.
- Administered the management, coordination, planning, and development of key administrative activities in Social Work Service for the Homeless Programs.
- Adhered to all current directives of Veterans Healthcare Association (VHA) and meet current Joint Commission (TJC) and CARF standards and accreditation in a timely and efficient manner.
- Supervised, coordinated and provided guidance to staff to meet or exceed all TJC and CARF standards.
- Updated and maintained all necessary TJC/CARF required documents to maintain the programs 3-year CARF accreditation.
- Performed the administrative and personnel management function relative to staff supervised.
- Established guidelines and performance expectations for staff which are clearly communicated through the formal employee performance management system.
- Provided informal feedback and periodically evaluates employee performance and resolves informal complaints and grievances.
- Developed work improvement plans, recommending personnel actions as necessary.
- Responsible for integration of the Homeless Programs in Social Work Service operations.
- Oversaw the development and implementation of a financial management system, which includes cost and budget analysis, forecasting and control of any funds which may be assigned to the program.
- Reviewed, monitored, analyzed, planned and assessed various programs and is responsible for key project activities related to the planning, development and implementation of the project component.
- Developed and implemented the annual project CHALENG and VA Homeless Stand Down Activities with the assistance of Homeless Program Staff.
- Collaborated with other departments and other healthcare professionals in the hospital, i.e. Outpatient Mental Health Clinic, Post Traumatic Stress Disorder (PTSD) Clinical team, Psychosocial Rehabilitation and Recovery Clinic (PRRC), Mental Health Intensive Case Management (MHICM) team, Substance Abuse Treatment Program (SATP), Inpatient Psychiatric Team, Mental Health and Substance Abuse Case Managers, Primary Care Behavioral Health (PCBH) team, Primary Care and Acute Medical teams.
- Field instructor to students from affiliated graduate schools of social work and provides clinical supervision for Florida State licensure.
- Served on various community committees, i.e. Homeless and Housing Alliance Executive Committee, Homeless and Housing Alliance General Membership, Veteran Engagement Council, Suicide Prevention Committee, and Social Work Executive Board.

**West Palm Beach VA Medical Center**  
**7305 N. Military Trail, WPB, FL 33410**  
 Steven Tillman, LCSW (561) 422-1376  
 Homeless Programs Supervisor

**Veterans Justice Outreach Specialist, GS-12** (June 6, 2016 – Present, Currently detailed as the Acting Homeless Program Section Chief, GS-13)

*Management/Supervisory:*

- Utilizing the recovery model of treatment delivery, clinically supervise LCSW Interns for state licensure that includes clinical supervision and written evaluations.
- Clinically and administratively supervise MSW student interns to include written evaluations, clinical supervision, and establish guidelines and expectations for internship. Provide ongoing performance critics and feedback and assure adherence to NASW Code of Ethics. Provide training, guidance, and mentorship for new social workers entering the practice setting.
- Serve on the Social Work Service Executive Advisory Board, assist with making recommendations and participate in oversight of the Scope of Practice for all social workers as needed, review licensure and/or certification for all Social Work Service (SWS) employees, review and recommend compliance with the Standards of Practice, ensure the Joint Commission and Commission on Accreditation of Rehabilitations Facilities are met, review policies/procedures related to Social Work Service practices including MCM, SOP, and SWS policies prior to the expiration date, develop/monitor compliance with SWS practice standards and guidelines on documentation, workload, data entry, ethical practice, and service delivery including orientation of new employees or reassigned social work staff, and ensure registered clinical social work interns have access to clinical supervision for licensure.
- Serve on the Student Program Committee, review intern applications, conduct interviews of interns and collaborate with interview panel to choose the best candidates for our internship program. Actively participate in interview panel for social work positions at the WPBVAMC.
- Administratively and clinically responsible for the VJO program that includes clinical programming, daily operation as well as the management of program data, preparing reports and maintaining statistical data for the VJO program for facility (Performance Improvement Board), VISN, and national use.
- Assure adherence to all program specific VHA directives, current CARF accreditation, and VA-OIG expectations. Manage, review, and appraise the use of data related to these programs regarding day to day functioning, outcome data for performance improvement, and program evaluation to ensure accomplishment of objectives and adherence to standards set by governing rules.
- In conjunction with judges, officers of the court, correctional administrators and staff, designed and/or maintained appropriate policies and procedures required for each institution; serve as a liaison between Veterans Treatment Court/community partners and the WPB VAMC.
- Develop and implement information systems to track services including visits, referrals, patient demographics, patient satisfaction, and treatment outcomes.
- Actively assists Social Work Department develop and maintain professional legal, ethical and professional standard of treatment.
- Co-facilitate Crisis Intervention Training (CIT): provide training and education to local law enforcement agencies about working with Veterans that are homeless, justice involved and struggle with mental health and substance use challenges.

- Actively resolve any complaints or grievances Veterans and/or stake holders may voice about services.
- Developed, implemented, and administratively manage the free Legal Clinic (partnered with The Legal Aid Society, Inc.) at the WPB VAMC. The Legal Clinic provides local pro bono legal service to eligible Veterans who are homeless, at risk of homelessness, or otherwise vulnerable Veterans.

*Direct Practice:*

- Coordinate outreach events and training to promote and educate community partners about the VJO program.
- Provide psychosocial assessments, solution-focused short-term supportive therapy, case management services, utilize harm reductions strategies, continuous quality improvement activities, evaluation/consultation, placement services and referral and linkage to various community agencies for clinically complex Veterans who are justice involved.
- Developed treatment plan(s), provide clinical assessment/identification, assist with referrals to medical and psychiatric services, and facilitated Moral Reconnection Therapeutic groups to assist with decreasing recidivism rates.
- Provide cross-coverage for direct practice responsibilities in the VRC.
- Co-developed clinic in MH to support Veterans and their spouses; and provide clinical care to said couples utilizing the Gottman Model of couples therapy.

**Futures Recovery Health**

**701 Old Dixie Highway**

**Tequesta, FL 33469**

Jamie Clybourn, MCAP, CAADC, ICAADC (561) 475-1804

Clinical Supervisor

**PRN Therapist** (November 2018 – Present, part-time/as needed)

*Direct Practice:*

- Provide recovery-oriented, stage-wise addiction and mental health treatment services for both residential and intensive outpatient programs. Facilitate psychotherapy process groups and individual therapy by utilizing various clinical interventions which include Motivational Interviewing, psychoeducation, psychotherapy, social skill development, assertiveness training, CBT, Somatic Experiencing, Narrative Therapy, and elements of Seeking Safety.

**West Palm Beach VA Medical Center**

**7305 N. Military Trail, WPB, FL 33410**

Karen Collins, LCSW (561) 422-8262 ext. 1376

Homeless Programs Supervisor

**HCHV Outreach Social Worker, GS-11** (June 28, 2015 – June 5, 2016)

*Management/Supervisory:*



- Clinically and administratively supervised MSW student interns to include written evaluations, clinical supervision, and establish guidelines and expectations for internship. Provide ongoing performance critics and feedback and assure adherence to NASW Code of Ethics.
- Provide guidance and mentorship for new social workers entering the practice setting. Serve on the Student Program Committee, review intern applications, conduct interviews of interns and collaborate with interview panel to choose the best candidates for our internship program.
- Actively participate in interview panel for social work positions at the WPBVAMC. Develop progress note templates for VRC.
- Assisted with preparation and organization of policies and procedures for 2016 CARF Accreditation for Homeless Programs. Served on the Homeless Summit CHALENG and Stand Down Event Committees; assisted organize, plan and coordinate the above events.
- Developed spreadsheet to track statistics for Homeless outreach efforts for monthly program reporting.

*Direct Practice:*

- Perform homeless outreach activities that include meeting with homeless Veterans in the community and developing relationships/partnerships with community providers.
- Provide initial intake assessment and referral of all individuals entering the Veterans Resource Center (VRC).
- Actively participate in and support team approach to providing care to homeless Veterans. Assist with facilitating all internal/external appointments to various providers within the hospital and in the community.
- Provide case management to assist in securing financial assistance, housing resources, and substance use and mental health services to assist Veterans actively assimilate to the surrounding community and to prevent current/future homelessness.
- Implement and develop initial care plan, provide information to the patient about potential resources, and clarify agency policies and procedures that impact Veterans health care.
- Assist with stocking food pantry, transport patients to various internal/external resources, complete referral packets to community facilities, and provide short-term solution focused therapeutic interventions to support Veteran's overall wellness.

**Charles George VA Medical Center  
1100 Tunnel Road, Asheville, NC 28805**

Allison Bond, LCSW, (336) 681-1775

Homeless Program Coordinator

**Grant and Per Diem Coordinator, GS-12 (June 1, 2015 – June 28, 2015)**

*Management/Supervisory:*

- Provided clinical and administrative supervision for 14 social workers pursuing various state licensure (NC LCSW and LCAS: Licenses Clinical Addiction Specialist), and 3 MSW social work interns pursuing clinical substance use credential at the CGVAMC.
- Administratively responsible for the profession management of the Grant and Per Diem Program.



- Provide independent management of daily operation of the program, developing and implementing policies and procedures for program operation, and preparing reports and statistics for facility, VISN, and national use.
- Assure adherence to all program specific VHA directives, current accreditation, and VA-OIG expectations.
- Complete appropriate expenditure of the allocated budget of each of the community contracts in the SFVAMC Grant and Per Diem Program. Accurately submit and transmit the program's vouchers to Austin VA General Finance for payment to the community programs.
- Manage, review, and appraise the use of data related to these programs regarding day to day functioning and program evaluation to ensure accomplishment of objectives and adherence to standards set by governing rules.
- In conjunction with the Service Chief, plans, organizes and directs administrative, operational, patient and personnel activities for the service.

*Direct Practice:*

- Provide in depth screening and Veteran-centered psychosocial assessments for individuals entering community contracted programs that support Veterans with substance abuse, medical, mental health, and/or homelessness.
- Provide training for community providers in all aspects psychosocial care for Veterans while they are housed in the community program.

**Charles George VA Medical Center**

**1100 Tunnel Road, Asheville, NC 28805**

Richard Adams, LCSW, MBA (828) 298-7911 ext. 2559

Chief of Social Work and Chaplain Services

**Medical Foster Home Coordinator, GS-12 (May 15, 2013 – June 1, 2015)**

*Management/Supervisory:*

- Administratively responsible for the profession management of the Medical Foster Home Program.
- Provide independent management of daily operation of the program as well as direct clinical patient care services in the program area. Responsibilities include the daily operation of the program, developing and implementing policies and procedures for program operation, and preparing reports and statistics for facility, VISN, and national use.
- Assure adherence to all program specific VHA directives, current accreditation, and VA-OIG expectations.
- Manage, review, and appraise the use of data related to these programs regarding day to day functioning and program evaluation to ensure accomplishment of objectives and adherence to standards set by governing rules.
- In conjunction with the Service Chief, plans, organizes and directs administrative, operational, patient and personnel activities for the service. Medical Foster Home
- National Mentor (January 2014 – June 2015); mentor newly hired MFH Coordinators to assist with establishing a MFH Coordinator/Program. Assists newly hired staff develop

their MFH Program in accordance with all national policies and procedures that dictate operations.

*Direct Practice:*

- Provide assessment, treatment, and planning for a complex population of Veterans which reflect the age-specific, psychosocial, and functional needs of the patient.
- Provide crisis management and problem solving skills to assist the veteran, family and interdisciplinary staff.
- Monitor homes with unannounced monthly visits. Provide individual treatment for Veterans with various mental wellness challenges, which includes evidenced-based clinical interventions, psychosocial assessments, and Veteran-centered treatment planning.

**Balance Point Collaborative**

**263 Haywood Street, Suite #100, Asheville, NC 28801**

Kendra Gaffney, RD (828) 782-7200

Co-founder & Nutrition Director

Michelle Mendez-Youell (561) 517-4082

Founder & Executive Director

**Director of Addiction Services, Crisis Coordinator and Quality Assurance (part-time, PRN; October 1, 2013 – January 30, 2015)**

*Management/Supervisory:*

- Provide administrative and clinical supervision and consultation for 6 staff working with individuals with severe and persistent mental illness (SPMI) and substance use disorders (SUD).
- Assist with treatment planning for SPMI and SUD clients, and developing stage-base intervention, specific goals and objectives for individuals and groups.
- Provide training to staff around substance use specific challenges, ASAM placement criteria, 12 core functions of substance abuse counselors, crisis intervention and coordination of care for clients who are in crisis and/or need a higher level of care.

*Administrative:*

- Provide case/document reviews to assure appropriate clinical interventions are being utilized and clinical documentation meet state and insurance standards.

**Charles George VA Medical Center**

**1100 Tunnel Road, Asheville, NC 28805**

Barbara StHilaire, LCSW (828) 337-5157

Director of Home Based Primary Care

**Home-Based Primary Care Social Worker: Team Lead, GS-11**

(July 16, 2012 – May 15, 2013)

*Management/Supervisory:*

- Assist team problem-solve around Veteran and team challenges, set team and individual professional goals, provide clinical supervision for LCSW supervisees.

- Develop resource files of VA and community resources for HBPC Team and veterans served.
- Participated in interdisciplinary team meetings and treatment planning, and assist with the management of referrals and intakes.
- Home Based Primary Care Substance Abuse Task Force: (August 2013 – March 2015) provide substance use specific consultation and education to an interdisciplinary team that are supporting individuals with substance use challenges. This includes recommendations for treatment options based of data collected, substance use specific clinical assessments, and consultation around motivational interviewing techniques as well s provide cross training of various clinical modalities in mental health and substance use disorders.

*Direct Practice:*

- Provide in depth clinical biopsychosocial assessments, individual, family and short-term bereavement counseling; psychoeducation about addiction and various mental wellness challenges, individual supportive therapy, and case management to assist with connecting to community resources and entitlement programs within the VA system.

**Meridian Behavioral Health Services**

**154 Medical Park Loop, Sylva, NC 28779**

Dr. Kim Franklin, PhD (828) 226-8339

Clinical Director

**Assertive Community Treatment Team (ACTT) Clinician** (part-time; July 16, 2012 - July 16, 2013)

*Management/Supervisory:*

Provided leadership and consultation to ACTT in relation to keeping within fidelity of the core clinical functions of the ACTT model of treatment.

*Direct Practice:*

- Provided clinical and substance abuse specific assessments, developed, implemented and evaluated Personal Centered Plans, and provided recovery-oriented, stage-wise addiction and mental health treatment services, as well as symptom education, psychotherapy, individual supportive therapy, social skill development, assertiveness training, and case management for individuals with server and persistent mental health symptoms and substance use challenges. Implemented and managed crisis intervention. Provided education for family members and assisted in the development of discharge planning and transition plans to various levels of care.

**Meridian Behavioral Health Services**

**2 Church Street, Canton, NC 28786**

Dr. Ben Haffey, PsyD (828) 545-8570

Assertive Community Treatment Team Service Manager

**Assertive Community Treatment Team (ACTT) Supervisor** (June 1, 2009 – July 16, 2012)

*Management/Supervisory:*

- Responsible for the administrative and clinical implementation, organizing and management of a rural ACTT program for 75 adults with severe and persistent mental illness, developmental disability, and/or substance use disorders.
- Responsible for management, election, and implementation of various psychotherapies for ACTT clients to include evidence based practices and adherence to housing first principles.
- Plan, organize, monitor, critique, observe, coordinate, and provide clinical, technical, and administrative supervision of 10 multidisciplinary ACT Team staff.
- Provide clinical and administrative supervision as well as consultation to staff, including writing and reviewing performance evaluations that include performance critiques, and ongoing feedback.
- Provide administrative oversight, evaluated and enhanced clinical guidelines for the ACTT program.
- Provide cross training of various clinical modalities for multidisciplinary staff in mental health and substance use disorders.
- Train and assure staff understand, comply and adhere to safety regulations and guidelines and nondiscriminatory employment practices.
- Responsible for tracking monthly team/individual productivity, referrals, hospitalizations, effectiveness of evidenced based practices, and maintained fiscal benchmarks for program in relation to the organization.
- Participate in agency quality improvement workgroups. Developed trainings for agency to assist new staff with clinical documentation.
- Actively resolve any complaints or grievances consumers and/or stake holders may voice about ACTT services.
- Served on the North Carolina Assertive Community Treatment Coalition (June 2009 – July 2012) committee that assisted the state of North Carolina shape state policy in relation to ACT services, and assured ACT Teams (state wide) were operating within integrity of best practices and evidence based treatment modalities.

*Direct Practice:*

- Provide in-depth clinical assessment, psychosocial evaluation, screening, referral, case management, and crisis intervention to include placement in community facilities for psychiatric stabilization.
- Develop person-centered treatment planning/assessments; provide individual, group and family therapy.
- Conducted routine visits to homes of ACTT consumers and other community based facilities.
- Coordinate case management to connect and house homeless consumers with community resources.
- Provided clinical and substance abuse specific assessments. Developed, implemented and evaluated Personal Centered Plans/assessments.
- Provided recovery-oriented, stage-wise addiction and mental health treatment services, as well as symptom education, psychotherapy, individual supportive therapy, social skill development, assertiveness training, and case management for homeless individuals.
- Provided education for family members and assisted in the development of discharge planning and transition plans to various levels of care.

**Meridian Behavioral Health Services**

**307 Broadview St., Waynesville, NC 28786**

Amy Wilson, LCSW (828) 400-4551

Assertive Community Treatment Team Service Manager

**Assertive Community Treatment Team Clinician (April 1, 2008 – June 1, 2009)**

**Administrative:**

- Served as a clinical administrative back-up to ACTT Coordinator. Provided leadership and consultation to ACTT in relation to core clinical functions.

**Direct Practice:**

- Provided clinical and substance abuse specific assessments and interventions. Developed, implemented and evaluated Personal Centered Plans.
- Provided recovery-oriented, stage-wise addiction and mental health treatment services, as well as symptom education, psychotherapy, individual supportive therapy, social skill development, assertiveness training, and case management for homeless individuals.
- Implemented and managed crisis intervention. Provided education for family members and assisted in the development of discharge planning and transition plans to various levels of care.

**Meridian Behavioral Health Services**

**307 Broadview St., Waynesville, NC 28786**

Meg Hudson, LCSW, LCAS, CCS (828) 691-2453

Intensive Outpatient Treatment Service Manager

**Substance Abuse Intensive Outpatient Counselor (part-time; July 1, 2008 – July 1, 2009)**

**Direct Practice:**

- Provided substance abuse and mental health screening and assessments. Developed substance abuse specific treatment plans.
- Provided psychotherapy including individual, couples, group, and family counseling.
- Implemented and managed crisis intervention. Managed the distribution of chemical analyses, including urine and saliva biochemical screens; administered breathalyzers.
- Provided case management and support.
- Facilitated referrals to outside agencies, and educated participants about community resources and services. Completed all documentation of client interactions and group clinical notes.

**DEPARTMENT DETAIL**

**Charles George VA Medical Center**

**1100 Tunnel Road, Asheville, NC 28805**

Richard Adams, LCSW, MBA (828) 298-7911 ext. 2559

Chief of Social Work and Chaplain Services

**HUD-VASH GS-12, March 2015 – May 2015**



- Provide independent consultation and clinical recommendations to interdisciplinary team and clinical psychosocial and intensive case management services for eligible veterans and their family members.
- Coordinate care within VA Health Care System and with various community stakeholders to ensure Veterans have access to appropriate resources and that coordination between these entities is facilitated.
- Provide recovery-oriented, stage-wise addiction and mental health treatment services, as well as symptom education, psychotherapy, individual supportive therapy, social skill development, and assertiveness training.
- Facilitate intake process and complete on necessary paperwork.

**Charles George VA Medical Center**  
**1100 Tunnel Road, Asheville, NC 28805**  
Barbara StHilaire, LCSW (828) 337-5157

Director of Home Based Primary Care

**Community Nursing Home/Adult Day Program, December 2014 – February 2015**

- Provided on site Reviews of patient documentation at contract nursing home to assure adherence to program policies and provided supportive counseling to Veterans residing in contracted facilities.

**Charles George VA Medical Center**  
**1100 Tunnel Road, Asheville, NC 28805**

Richard Adams, LCSW, MBA (828) 298-7911 ext. 2559

Chief of Social Work and Chaplain Services

**Mental Health Clinic, December 2013 – July 2014**

- Provided in-depth clinical assessment, evaluation, screening, referral and crisis intervention.
- Provide recovery-oriented, stage-wise addiction and mental health treatment services.
- Develop person-centered treatment planning; provide individual, and family therapy for Veterans with PTSD, MST, MDD, Anxiety Disorders, Bipolar Disorder, and Substance Use Disorders.

#### **ACHIEVMENTS – COMMITTEES**

VHA Homeless Programs Office Racial Equity and Racial Justice Workgroup (Advisory and Governance Group); October 2020 - The purpose of the workgroup is to transform VHA homeless programs into a racially equitable and just organization through the development and implementation of antiracist policies and practices at the national, regional and local levels. Members review any current/existing HPO practices and workgroup products, and offer feedback /suggestions on ways these existing practices may reinforce racial inequities and/or ways they can be expanded to be more inclusive or explicitly anti-racist.

Social Work Service Executive Advisory Board; July 2017 – Present: Make recommendations and participate in oversight of the Scope of Practice for all social workers as needed, review licensure and/or certification for all Social Work Service (SWS) employees, review and recommend



compliance with the Standards of Practice, ensure the Joint Commission and Commission on Accreditation of Rehabilitation Facilities are met, review policies/procedures related to Social Work Service practices including MCM, SOP, and SWS policies prior to the expiration date, develop/monitor compliance with SWS practice standards and guidelines on documentation, workload, data entry, ethical practice, and service delivery including orientation of new employees or reassigned social work staff, and ensure registered clinical social work interns have access to clinical supervision for licensure.

Graduated VISN 6 Leadership Develop Institute, August 13<sup>th</sup> 2015: LDI is a ten-month-long academic and practical learning program designed to enhance the qualities of the future leaders within the Veterans Health Administration (VHA). 2015 Action Learning Project (ALP) focused on promoting and facilitating effective patient-centered communication within Patient-Aligned Care Teams in the Primary Care setting.

Nationally registered VHA Mentor; July 19<sup>th</sup> 2015 - Present: Mentor and coach VHA employees develop professional skills and work towards achieving their career goals.

Medical Foster Home National Mentor, January 2014 – June 2015: mentor newly hired MFH Coordinators to assist with establishing a MFH Coordinator/Program. Assists newly hired staff develop their MFH Program in accordance with all national policies and procedures that dictate operations. Formally added to the National Mentor Program after being recognized by the MFH Program on a national level.

Recipient of the "Going the Extra Mile" (GEM) award: December 2013; restructured and transitioned the Medical Foster Home program to a paperless system.

Home Based Primary Care Substance Abuse Task Force: August 2013 – March 2015; provide substance use specific consultation and education to an interdisciplinary team that are supporting individuals with substance use challenges. This includes recommendations for treatment options based on data collected, substance use specific clinical assessments, and consultation around motivational interviewing techniques.

Recognized by the VA National Director of Social Work (June 2013) for completing an eight module VA Social Work Leadership Training entitled The Legacy of Leadership: A Roadmap to Success.

North Carolina Assertive Community Treatment (ACT) Coalition: June 2009 – July 2012, active participant in committee that assisted North Carolina shape state policy in relation to ACT services, and assured ACT Teams (state wide) were operating within integrity of best practices and evidence based treatment modalities.

### **PRESENTATIONS**

2<sup>nd</sup> Annual Recovery Conference (Winston-Salem, Oct 21-22, 2010), "Seeing the Forest and the Trees: How To Maintain Recovery Values in Assertive Community Treatment."

**LICENSURE - CERTIFICATIONS**

Licensed Clinical Social Worker (Qualified Supervisor Designation), FL, Issued 10/30/2015,  
License No: SW13264

**PROPOSED Homeless Advisory Board Member Category and Seat Number**

<b>Seat Number</b>	<b>Seat Requirement</b>	<b>Name of Member</b>	<b>email address</b>	<b>Application Status</b>	<b>Term of Appointment</b>
1	Palm Beach County Commissioner	<i>Mack Bernard</i> PBC Commissioner	<a href="mailto:mbernard@pbcgov.org">mbernard@pbcgov.org</a>	Confirmed	
2	Palm Beach County Law Enforcement Official (recommended by LEPC)	<i>Javaro Sims</i> Assistant Chief Delray	<a href="mailto:sims@mydelraybeach.com">sims@mydelraybeach.com</a>	Confirmed	11/2/2021-09/30/2024
3	Palm Beach County School District Board Member or Senior Staff	<i>Erica Whitfield</i> School Board Member	<a href="mailto:erica.whitfield@palmbeachschools.org">erica.whitfield@palmbeachschools.org</a>	Confirmed	11/2/2021-09/30/2024
4	Florida Department of Children and Families Administrator	<i>Elisa Cramer</i> Community Development Administrator	<a href="mailto:elisa.cramer@myflfamilies.com">elisa.cramer@myflfamilies.com</a>	Confirmed	05/07/19 - 9/30/22
5	League of Cities recommended member	<i>Anne Gerwig</i> Administrative Support	<a href="mailto:agerwig@wellingtonfl.gov">agerwig@wellingtonfl.gov</a>	Confirmed	4/06/21 - 9/30/23
6	VA Medical Center Director	<i>Mason Youell</i>	<a href="mailto:Mason.Youell@va.gov">Mason.Youell@va.gov</a>	Pending	04-12-2022 - 9-30-2024
7	Homeless Coalition Board President	<i>Sophia Eccleston</i> FPL External Affairs Manager	<a href="mailto:Sophia.Eccleston@fpl.com">Sophia.Eccleston@fpl.com</a>	Confirmed	4/06/21 - 9/30/23
8	Homeless and Housing Alliance Executive Committee Officer	<i>Uwe K. Naujak</i> HHA Chair Person	<a href="mailto:uwenaujak@outlook.com">uwenaujak@outlook.com</a>	Confirmed	4/06/21 - 9/30/23
9	Business Executive (recommended by Economic Development Council)	<i>Katrina Long-Robinson</i> Business Representative	<a href="mailto:klong@recssummit.org">klong@recssummit.org</a>	Confirmed	11/2/2021-09/30/2024
10	Business Executive (recommended by Economic Development Council)	<i>Vacant</i>			
11	Formerly Homeless Individual or Family Representative (recommended by HHA)	<i>Josh Bulter</i> Formerly Homeless Individual	<a href="mailto:jbutler@lewiscenterabc.org">jbutler@lewiscenterabc.org</a>	Pending	04/12/2022-09/30/2024
12	Housing Authority Director (recommended by Community Service)	<i>Carol Jones-Gilbert</i> PBC Housing Authority Executive Director	<a href="mailto:CJones-Gilbert@PBCHAFL.org">CJones-Gilbert@PBCHAFL.org</a>	Confirmed	4/07/20 - 9/30/23
13	Faith-Based Community Senior Manager (recommended by Community Service)	<i>Ezra Krieg</i> Interfaith Committee for Social Services	<a href="mailto:Ezra202055@outlook.com">Ezra202055@outlook.com</a>	Confirmed	11/2/2021-09/30/2024
14	Southeast Florida Behavioral Health Network, Inc. (recommended by Community Service)	<i>Linda Kane</i>	<a href="mailto:linda.kane@sefbhn.org">linda.kane@sefbhn.org</a>	Confirmed	11/02/2021-09/30/2024

14 seats

1 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 1<sup>st</sup> and end on September 30<sup>th</sup>.
- 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 30<sup>th</sup> 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-0-060.

**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, 2016.

APPROVED AS TO FORM AND  
LEGAL SUFFICIENCY

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

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

