

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

Meeting Date: June 14, 2022

Department:

Submitted by: Community Services

Advisory Board: Palm Beach County HIV CARE Council

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to approve: the appointments of two (2) new members to the Palm Beach County HIV Comprehensive AIDS Resources Emergency (CARE) Council, effective June 14, 2022:

<u>Seat No.</u>	<u>Appointment</u>	<u>Recommended By</u>	<u>Term Expires</u>
16	Lisa Kemp	HIV CARE Council	06/13/2025
24	Denise Brown	HIV CARE Council	06/13/2025

Summary: The Palm Beach County HIV CARE Council (HIV CARE Council) nomination process is an open process with publicized criteria and legislatively defined conflict of interest standards. Per Resolution No. R2018-0015, the total membership for the HIV CARE Council shall be no more than 33 at-large members. All nominees have completed the HIV CARE Council’s nomination process and the HIV CARE Council recommends the appointments. The diversity count for the 23 seats that are currently filled is African-American: 9 (39%), Caucasian: 7 (30%), Hispanic-American: 6 (26%) and Asian-American: 1 (5%). The gender ratio (female: male) is 13:10. Ms. Kemp and Ms. Brown are African-American. Staff conducts targeted outreach in an effort to proffer candidates for appointments that maintain a diverse composition of the board. (Ryan White Program) Countywide (HH)

Background and Justification: In accordance with the Ryan White Comprehensive AIDS Resources Emergency Act of 1990 (P.L.101-381), Palm Beach County was designated an eligible metropolitan area disproportionately affected by the HIV epidemic and having a demand for services exceeding the capacity of local resources to meet that demand. The Federal Government, through the Department of Health and Human Services, has made funds available to Palm Beach County to meet such demand. In order to access these funds, it is legally mandated by Title I (Part A) of the Ryan White Care Act that Palm Beach County designate a Title I (Part A) HIV Services Planning Council. To that end, the Board established the Palm Beach County HIV CARE Council, per Resolution No. R2011-1560 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

Recommended By: James Grean 5/6/2022
DocuSigned by: James Grean
9F34CF22BDF0462...
 Department Director Date

Legal Sufficiency: Robert A. ... 5-10-22
 Assistant County Attorney Date

II. REVIEW COMMENTS

A. Other Department Review:

Department Director

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
BOARDS/COMMITTEES APPLICATION

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

Section I (Department): (Please Print)

Board Name: Palm Beach County HIV CARE COUNCIL Advisory Not Advisory

At Large Appointment or District Appointment /District #: _____

Term of Appointment: 3 Years. From: 6/14/22 To: 6/13/25

Seat Requirement: _____ Seat #: 16

*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: Kemp Lisa
Last First Middle

Occupation/Affiliation: _____

Owner Employee Officer

Business Name: City of West Palm Beach

Business Address: 811 Palm Beach Lakes Blvd

City & State: WPB, FL Zip Code: 33401

Residence Address: 957 W. 10th St.

City & State: Riviera Beach, FL Zip Code: 33404

Home Phone: 561 881-9860 Business Phone: 866 8044971 Ext.

Cell Phone: 861 644-4849 Fax: () 561-835-7150

Email Address: IKemp@wpb.org

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 & Recreation</u>	<u>General Maintenance</u>	<u>10/01/00-09/30/2100</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.palmbeachcountylethics.com/training.htm>. Ethics training is on-going, and pursuant to PPM CW-P-79 is required before appointment, and upon reappointment.

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

By watching the training program on the Web, DVD or VHS on 5/9 20 22
 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: Lisa Kemp Printed Name: Lisa Kemp Date: 5/9/22

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

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

Section III (Commissioner, if applicable):

Appointment to be made at BCC Meeting on: _____

Commissioner's Signature: _____ Date: _____

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

Revised 02/01/2016

LISA KEMP

957 WEST 10TH STREET, RIVIERA BEACH, FL 33404
PHONE: 561-881-9860 – CELL: 561-644-4849
E-MAIL: LKEMP5825@GMAIL.COM

QUALIFICATIONS AND SKILLS

- *Computer literate: utilize Windows, Microsoft Office, Word, Excel, SAMIS, CMIS, Internet, Power Point, EFS*
- *Trained in First Aid, CPR, Business Safety Procedures, Triple P and Solution Focused methodology; Train the Trainer Homebuyer Workshop;*
- *Real Estate Agent; Notary; Level 2 CCR&R certified*
- *Crisis intervention, active listening training and skills with strong research, observation and follow through skills*
- *Creative problem solver relying on theories of philosophy and artistic expression*
- *Hardworking and ambitious with a proven ability to learn quickly and effectively train/supervise others*

EDUCATION

<u>LEAN Six Sigma Yellow Belt</u> , Harrington Institute	December 2014
<u>Rising Leaders Graduate</u> , Nonprofit Firsts	June 2010
<u>Florida Atlantic University</u> , Masters in Nonprofit Management	December 2003
<u>Palm Beach Atlantic College</u> , Bachelor of Science in Psychology	May 1999

EXPERIENCE

City of West Palm Beach *April 2015-Current*

Community Resource Manager (Vickers House)

Develop partnership relationships between schools, churches, community, neighborhood, county government, and advocacy groups, non-profit organizations and health care providers to provide proper and efficient distribution of community resources; Promote public awareness of community resources; Develop resources on behalf of the community through fundraising and grant writing; Act as an advocate for children, families, the elderly, disabled, homeless, immigrants and other special members of the community; Oversee social service programs and public service contracts for City; Analyze programs to measure success, eliminate duplication, and identify partnership opportunities. Counsel families and individuals in crisis; and facilitate training sessions.

Family Central Inc. *July 2008-February 2015*

C.A.R.E. Manager

Responsible for the day to day programmatic management of subsidized childcare placement, provision of childcare education and referral, and monitoring of counselor caseloads; coordinates daily activities to ensure the efficient delivery of services and the meeting of contractual obligations; reviews client files and programmatic reports, observes client intake interviews, facilitate meetings/outreach events and open enrollments for new clients; oversee timely responses to referrals; responsible for

coordinating and serving as point person for new employees; monitor programs i.e. working poor and DCF referrals; conduct quarterly audits ensuring grant compliance (i.e. Children's Service Council/ELC) and generate reports as needed. Examine customer files to check for any fraudulent or erroneous information and submit to FDLE when/if necessary.

Life Improvement for Tomorrow

February 2008-July 2008

Housing Advocate (part time)

Assisted low income, working poor families with real estate transactions; furnish credit repair assistance and facilitate first time home buyers classes and support services; linkage for families with SHIP/HOME subsidies, banks, lenders and other financial resources; aid families with their long term goals of economic self-sufficiency and homeownership; teach families about their fair housing rights and consumer protection laws; educate families about techniques to increase their money management skills and to resolve debt issues.

Adopt-A-Family of the Palm Beaches, Inc.

Service Enriched Housing Manager

December 2006- December 2007

Oversees operations of the Serviced Enriched Housing Program, assisting low income, working poor families who wish to move into homeownership within two years; furnish credit repair assistance and facilitate first time homebuyer's classes and support services; link clients to SHIP/HOME subsidies; monitor programs outcomes and generate reports for funding source; foster relationships within community and participate in educational forums to prevent unethical real estate practices; provide accurate and timely documentation of case records, statistical and other administrative data in accordance with all agency requirements, procedures and guidelines; ensure all programs are in grant compliance.

Program Manager/Family Advocate

September 2005 – November 2006

Oversee operations of the North County satellite office of Adopt-A-Family; supervise all programs at the satellite including the Homeless Intervention Program (HIP), Project UpLift, Family Empowerment, Food Pantry, Clothing Closet, and FEMA/ESGP/United Way funds distribution; monitor programs; grants compliances and generate reports for the corporate office; provide case management for Family Empowerment/Project UpLift clients; attend appropriate training courses; ensure grant compliance i.e. CDBG/United Way/CSC/FAA; act as community liaison and participate in community education and advocacy activities; plan, coordinate work assignments and maintain working relationships within agency and community.

Family Advocate

April 2000 – September 2005

Interview and facilitate homeless families into transitional housing program; provide case management, individual/family counseling, and support system analysis; school advocate, coordinate family planning and budgeting as well as properly document data. Conducts a self sufficiency plan with the family, identifies budgeting, housing subsidies and increasing familial financial resources as paramount to preventing future episodes of homelessness. Assist families with benefits i.e. employment, Medicaid/food stamps, permanent housing etc; facilitate behavioral and mental health services for clients and guaranteeing program grant compliance.

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or to complete the term of _____ Due to: resignation other

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Section II (Applicant): (Please Print)

APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT

Name: Brown Denise Angele
Last First Middle

Occupation/Affiliation: _____

Owner Employee Officer

Business Name: _____

Business Address: _____

City & State _____ Zip Code: _____

Residence Address: 8585 Pluto Terrace

City & State west Palm Beach FL Zip Code: 33403

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

Cell Phone: (61) 729-5967 Fax: ()

Email Address: D.Brown@chadvocates.org

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:

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OR

NONE



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(Governmental Entity)



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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: Denise Printed Name: Denise Brown Date: _____

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

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Revised 02/01/2016

Denise Brown

**| (561) 729- 5967 | Address 8585 Pluto Terrace, west Palm Beach Florida
33403**

Denisebrown1066@aol.com

OBJECTIVE

To use my skills and abilities learn to obtain a job within your organization. If chosen in this field with years of experience will bring to your organization wealth of knowledge, information, and experience.

Qualification Summary

A reliable and compassionate support worker with over 10 years' experience working in Public Health; Performs technical and administrative work providing assessment, case management and linkage to federal, state and other programs administered in the Department of Community Services for persons with Human Immunodeficiency Viruses (HIV). Develops case plans with clients; provides comprehensive case management and supportive counseling; coordinates outside agency referrals for services; determines eligibility for assistance. Provides follow-up services; conducts home visits if required and maintains case documentation. Participation in emergency operations is required and assigned where needed. Case management is performed under the general supervision of a Case Work Supervisor who reviews work through the observation of the employee's skill in performing the necessary functions, review of casework and the analysis of reports indicating results and outcomes.

Skills in facilitating workshop for at risk youth adult and families with the community; experience in community relations and outreach; knowledge of community needs related to public resources; knowledge in HIV Prevention and Patient Care within the Community-based Organizations, and Florida Department of Health, by providing knowledge, creativity and innovative ideas to support and care for various populations as an Early Intervention Specialist, Patient Care Specialist, and Human Services Program Specialist to identify, locate and link individuals living with HIV in Palm Beach County

Proficient in the delivery of Assistance and Care to consumers to adapt a better quality of life. Referral services to improve HIV Care and Treatment services at a key point of entry. Access and linkage to HIV Care and Treatment services such as, HIV Outpatient/Ambulatory Health Services. Medical Care Management and Substance Abuse Care. Outreach Services, and Health Education/Risk Reduction related HIV diagnosis

Skilled in creating Health Care plans based on individual needs. Experienced in coordinating with both community and local authorities for entitlement benefits and programs for consumers in compliance with policies and procedures to inspire the delivery of effective support. Making contact the clients. Review EIS program and identify needs of client. Link clients to appropriate services based on client needs and agencies guideline. Document an episode of care from initial period of contact through closure for each client

Core Skills

- Health, Safety and Social Care
- Community Liaison
- Ability to function with minimal supervision
- Support Worker
- Team Leadership
- HIV/AIDS Educator
- Medical Administration
- Computer Competency
- Knowledge of medical terminology

Career Summary

Florida Department of Health-Palm Beach County - West Palm Beach, FL 2017 – Present
Human Services Program Specialist/Early Intervention Specialist /Patient Care Specialist

- Provide vital support to Case Managers to ensure linkage to care for clients
- Coordinate Community and Health Resources to meet immediate needs for clients.
- Educate clients about their health status and medication management.
- Engage, Educate and Encourage individuals and their families to connect with support services, community resources and advocacy assistance.
- Planned, coordinate, and participate with community-based organizations in outreach programs

Nursing Services of Palm Beach – West Palm Beach, FL 2006 - 2016
Home Health Aide

- Perform personal care tasks, including assistance with basic personal hygiene and grooming, feeding, ambulation, medical monitoring, medication and health care related tasks.
- Provide homemaker tasks to clients such as meal preparation, and light home management
- Build meaningful relationships with client and their families while facilitating with client daily living activities.

Education and Training

Palm Beach State College – Lake Worth, FL 2016 – 2017
Pursuing: Community and Human Services Courses

Int'l Institute for Business Technical & Medical Careers, West Palm Beach, FL 2006
Nursing Assistant Program (150 hours)

PROFESSIONAL DEVELOPMENT and CERTIFICATIONS

Ongoing professional development includes trainings in Social Work; HIV/AIDS Education and Outreach; Domestic Violence; Homelessness; HIPAA; CPR; Addressing Health Equity; A Public Health Essential; FDOH HIV/AIDS Section HIV Prevention Program 501: HIV Prevention Counseling, Testing and Linkage Course; Routine HIV Testing and Screening; HIV Self-Management: Opportunities to Coach and be Coached; Billing & Coding for HIV Care; HIV and Mental Health Stigma in the Caribbean Culture; STD CT Medical Management of Syphilis; Strategies to Increase Retention in Care Among Diverse Patient Populations; Sustainable Partners Strategies for RWHAP-Funded AIDS Services Organizations (ASOs) and Community Based Organizations (CBOs); Transgender Health; Motivational Speaking; U=U; Community Health and Development; Identifying Community Health Needs and Assets; Assuring Engagement in Community Health Improvement Efforts; Adapting Evidence-Based Interventions for New Populations and Settings; Marketing Strategies for Sustainable Client Recruitment and HIV Services; The Basic of Medicare for Ryan White HIV/AIDS Program for

clients: Access, Care and Engagement; FDOH Defensive Driving; FDOH Rapid Test Procedure and Interpretation of the Result of the INSTI HIV-1/2 Antibody Test Kit; Introduction to Organizational Cultural Competence; Project Connect: Evidence-Informed Linkage to HIV Care; PrEP for Prevention; Improving Outcome for PLHIV Post-Incarceration: Linkage-Retention & Viral Suppression; Improving Care Continuum Through Practice Transforming: Addressing Issues Impacting Linkage and Engagement within the Minority Communities; Structural Competency: Framing Mental Health Engagement and HIV Intervention; Enhancing Care through a Statewide Collaborative: lesson learned from Alabama; Passport to Partner Services; and Resident Education to Action Program (REAP).

COMMUNITY LEADERSHIP & VOLUNTEER SERVICES:

- Palm Beach County Community Action Advisory Board Member
- Palm Beach County HIV Care Council Community Awareness Committee Member
- Palm Beach County HIV Care Council Bylaws Committee Member
- Florida Statewide Community HIV Advisory Group (CHAG) Representative Palm Beach County & (CAB) Member
- Florida Sunshine Award 2020
- HHA Racial Equity Committee Member
- FDOH U=U Campaign Workgroup
- Founder of the Community Building Advocates (CBA) Palm Beach County
Previous member of the United Sport & Social Club- Benevolent Chair 2017-2019
- Palm Beach County Drama Theater (Usher)

References available upon request.

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

