

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

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**Meeting Date: July 12, 2022**

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

**Motion and Title: Staff recommends motion to approve:** the appointments of three (3) new members and the reappointment of one (1) current member to the Community Action Advisory Board (CAAB), effective July 12, 2022:

<u>Seat No.</u>	<u>Appointment</u>	<u>Seat Requirement</u>	<u>Term Ending</u>	<u>Nominated By</u>
7	Linda Williams	Private Sector Representative	07/11/2025	CAAB
8	Alesia Keller	Private Sector Representative	07/11/2025	CAAB
11	Xzavious Wiley	Representative of the Low-Income Sector	07/11/2025	Democratically selected in Belle Glade
<u>Seat No.</u>	<u>Reappointment</u>	<u>Seat Requirement</u>	<u>Term Ending</u>	<u>Nominated By</u>
9	Carol Jones-Gilbert	Private Sector Representative	07/11/2025	CAAB

**Summary:** Per Resolution No. R-2018-0372, adopted April 10, 2018, amending Resolution R-2014-0588, the total membership for CAAB shall be no more than 15 at-large members, comprised of one-third elected public officials or their representatives, one-third private sector members recommended by the CAAB and one-third low-income representatives selected by a democratic process in the target neighborhoods served or recommended by an agency that serves low-income populations. Members will fully participate in the planning, implementation, and evaluation of the Community Services Block Grant (CSBG) program to serve low-income communities. The appointments meet all applicable guidelines and requirements outlined in the resolution. The diversity count for the 10 seats that are currently filled is African-American: 7 (70%); Caucasian: 2 (20%); and Hispanic American: 1 (10%). The gender ratio (female: male) is 6:4. Ms. Williams, Ms. Jones-Gilbert and Mr. Wiley are African-American. Ms. Keller is Caucasian. Staff conducts targeted outreach in an effort to proffer candidates for appointments that maintain a diverse composition of the board. (Community Action Program) County Wide (HH)

**Background and Justification:** The BCC first created a Community Action Council Advisory Board in 1974. This was done to qualify Palm Beach County to receive CSBG funds. The CSBG agreement requires the establishment of a Community Action Advisory Board and the CAAB participates in the planning, implementation, and evaluation of the CSBG program to serve low-income communities.

- Attachments:**
1. Boards/Committees Applications
  2. Inventory of Seats List
  3. Resolution No. R-2018-0372

=====  
**Recommended By:** James Green DocuSigned by: 6/13/2022  
**Department Director** **Date**  
**Legal Sufficiency:** Selene C. Hoizel 6-17-22  
**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 résumé to this form.

Section I (Department): (Please Print)

Board Name: Community Action Advisory Board Advisory  Not Advisory

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

Term of Appointment: 3 Years. From: 7/12/22 To: 7/11/25

Seat Requirement: Private Sector Rep. Seat #: 7

\*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: Williams Linda C  
Last First Middle

Occupation/Affiliation: \_\_\_\_\_  
Owner  Employee  Officer

Business Name: Palm Beach State College

Business Address: 4200 Congress Avenue MS# 28

City & State: Lake Worth Zip Code: 33461

Residence Address: 270 Bent Oak

City & State: Royal Palm Beach Zip Code: 33411

Home Phone: ( ) Business Phone: 561868-4050 Ext.

Cell Phone: 850 212-7985 Fax: ( )

Email Address: willialc@palmbeachstate.edu

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>
_____	_____	_____	_____
_____	_____	_____	_____

(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 2/15 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 Linda C. Williams Printed Name: Linda C. Williams Date: 2/15/2022

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: \_\_\_\_\_

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

Revised 02/01/2016

## LINDA C. WILLIAMS

Royal Palm Beach, FL 33411  
lcwms12@gmail.com  
(850) 212-7985

### EDUCATION

Florida Agricultural & Mechanical University  
Tallahassee, Florida  
M.S. - Counselor Education, December 1995  
B. A. - English Education, December 1993  
Magna Cum Laude

### EXPERIENCE

May 2019 -  
Present

#### **Program Director**

Palm Beach State College, TRIO Educational Opportunity Center  
Lake Worth, FL 33461

*Duties:* Supervise team of 4 to 7 staff; Develop training material for new EOC employees. Forecast and execute ~\$272K yearly grant budget on 5-year \$1.3 million dollar grant. Counsel prospective and current college students on admissions, financial aid, career exploration. Prepare monthly reports on grant progress for West Palm Beach and Belle Glade offices. Complete Annual Performance Report (APR) for Department of Education. Conducted performance appraisals/goal setting biannually for grant staff. Serve as liaison for college services with outside agencies. Establish and maintain community partnerships with >30 community organizations and high schools on north end of Palm Beach County and Western Communities. Create and presented workshops to parents, students, and potential participants; Guide staff in social media development: Twitter, Instagram, facebook, Eventbrite. Attend local, regional and national training events and conferences

October 2018 -  
May 2019

#### **Post-Secondary Advisor**

Palm Beach State College, TRIO Educational Opportunity Center  
Lake Worth, FL 33461

*Duties:* Responsible for student advisement and organizing activities in the *Educational Opportunity Center*. Assist with the operational functions, identification and selection of program participants; provide educational, vocational, and personal counseling to low-income, potential first-generation college students. Provide student guidance, testing and referrals to help students reach their academic goals. Assist adults in completing applications for admissions and financial aid. Conduct progressive program outreach efforts, and coordinate and present academic and professional workshops.

August 2011 -  
Present

#### **Adjunct Instructor**

Palm Beach State College  
Lake Worth, FL 33461

*Duties:* Teach SLS 1501 – Strategies for College Success, and SLS 1301 – Career Development, and SLS 1303 – Job Search. Plan lessons for each class that include: instruction from instructor, group and individual student presentations from students, guest presenters, and lab orientations.

January 1998 -  
June 2011

#### **Director**

FAMU TRIO Student Support Services  
Tallahassee, Florida.

*Duties:* Responsible for all program activities. Hired, trained, evaluated, and supervised staff. Wrote year 4-year and 5-year grants to fund the program. Planned, negotiated, implemented, monitored, and revised grant budgets. Monitored all requisition requests, initiated requisitions, and supervised the completion of all fiscal reports. Communicated the goals and objectives to the university and the community at large. Taught SLS 1501 – College Survival, SLS 1301 – Educational and Career Planning, and SLS 1531 – Orientation for Returning Students, counseled and advised students, selected program participants.

August 1996 -  
January 1998

#### **Coordinator/Counselor and Assistant Professor**

FAMU TRIO Student Support Services  
Tallahassee, Florida.

*Duties:* Coordinated overall program activities. Shared with the TRIO Director the supervision of all program operations, including program planning, personnel selection and supervision, public relations, program evaluations and grant writing. Assessed the needs of program participants and developed educational goals. Interpreted degree audits generated by the University's SASS operation. Taught SLS 1501 – College Survival, SLS 1301 – Educational and Career Planning, and SLS 1531 – Orientation for Returning Students, counseled and advised students. Selected program participants. Supervised counselor, graduate assistants, and tutors.

December 1995 -  
August 1996

#### **Counselor/Advisor and Assistant Professor**

FAMU TRIO Student Support Services  
Tallahassee, Florida.

*Duties:* Assisted coordinator with all aspects of the program's operations; assessed participants' needs; provided academic advisement as well as personal and career counseling; taught SLS 1501 – College

Survival, SLS 1301 – Educational and Career Planning; edited the SSS Bulletin; planned weekly and semester lessons; supervised tutorial support.

**VOLUNTEER EXPERIENCE**

Girl Scout Troop Leader, Girl Scout Cookie Sales Manager, PBSC Civility Committee, SAC Chair, Secretary, and member; PTO Treasurer, Secretary, and Volunteer Coordinator; FAMU Faculty Senator, Academic Appeals Committee Co-Chair, Alternate Admissions Committee Chair, and Curriculum Committee member; FAEOPP (TRIO's state professional association) President, FAEOPP Vice President, FAEOPP Secretary, FAEOPP and SAEOPP (TRIO's regional professional association) Emerging Leader

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**Section II (Applicant):** (Please Print)

**APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT**

Name: Keller Alesia  
Last First Middle

Occupation/Affiliation: Bank Manager  
Owner  Employee  Officer

Business Name: Fifth Third Bank

Business Address: 11364 US Highway One

City & State: North Palm Beach, Florida Zip Code: 33408

Residence Address: 7751 Olympia Dr

City & State: West Palm Beach, Florida Zip Code: 33411

Home Phone: ( ) Business Phone: (561) 352-2060 Ext. \_\_\_\_\_

Cell Phone: (561) 373-1992 Fax: ( )

Email Address: Alesia.Keller@53.com

Mailing Address Preference:  Business  Residence

Have you ever been convicted of a felony: Yes \_\_\_\_\_ No X

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

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

**Section II Continued:**

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_____	_____	_____	_____

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(Governmental Entity)

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 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: *Alesia Keller* Printed Name: Alesia Keller Date: 01/27/22

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 {Insert Address Here}

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

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

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



**Alesia (Lisa) Keller**  
7751 Olympia Drive  
West Palm Beach, Florida 33411  
Cell 561-373-1992  
Email: ritchylisa@yahoo.com

**QUALIFICATIONS:**

- Managed banking center with generally more than \$45 million in deposits.
- Managed compliance and implement risk management procedures to ensure security and internal control procedures in accordance with company policy.
- Supervised personnel to include: coaching, counseling, training, career development, performance evaluations, recruiting and hiring.
- Responsible for achieving branch goals: deposit and loan growth through implementing a robust outside calling plan, generating fee income, minimizing expenses, and maintaining existing customer relationships.
- Facilitate sales meetings, implement and monitor production campaigns, motivate and reward personnel for production achievements.
- Achieve and manage customer service standards set by company.
- Promote the bank in a positive and profitable manner through community involvement activities and outside calling disciplines.
- Originate and process small business loans up to 500K
- Treasury Management – Responsible for new business development of cash management services, grow and retain existing portfolio generate revenue from sales of cash management services, responsible for larger and more complicated relationships. Implement and support cash management services.

**PROFESSIONAL EXPERIENCE/HIGHLIGHTS:**

**06/10/2015 – Present**  
**Fifth Third Bank**  
**Financial Center Manager**

**10/15/12 – 02/2015**  
**TD Bank**  
**Lake Worth, FL**  
**Assistant Store Manager**

- In-store sales manager – Finished fiscal 2014 in tier 1 percentile
- Drive Revenue – Met and exceeded fee income, managed expenses to budget

**06/01/2010 – 10/10/12**  
**Regions Bank West Palm Beach, FL**  
**Branch Manager, Vice President**

**09/10/01 – 05/2010**  
**Riverside National Bank**  
**West Palm Beach, FL**

**02/2007 – 05/2010**

***Assistant Vice President/ Treasury Management Officer***

- Achieved fee income increase of 52.6% on average during my 3 year tenure as a treasury management officer.
- Achieved a DDA balance increase of 46.82% on average during my 3 year tenure as a treasury management officer.

**09/2001-02/2007**

***Assistant Vice President/Retail Banking Center Manager***

**Responsibilities/Accomplishments:**

- Increased total deposits on average of 47% during my 5 year tenure as branch manager.
- Increased loan growth on average of 35% during my 5 year tenure as branch manager.

**PROFESSIONAL Achievements:**

- 2017 – Presidents Circle Winner
- 2019 – Presidents Circle Winner
- 2021 – Summit Award Recipient

**PROFESSIONAL AFFILIATIONS:**

- **2021 – Present**, Member, Palm Beach Chamber North
- **2015 - 2019**, Treasurer, Networking Professionals Inc.
- **2015 – 2021**, Ambassador Chamber of Commerce of the Palm Beaches
- **2001 – 2007**, Board Member and Past President 2005 of The Greater Lake Worth Chamber of Commerce Inc, Voted “Florida Chamber of the Year 2006”

**Community Service:**

- **2021 – Present**, Volunteer Riviera Beach CRA
- **2021 - Present**, Member – Palm Beach County Community Action Board – Securing our Future
- **2021 – Present**, Co-Chair - Employer Council – Reduce Poverty , Plm Beach County

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BOARD OF COUNTY COMMISSIONERS  
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 Term of Appointment: 3 Years. From: 7/12/22 To: 7/11/25  
 Seat Requirement: Rep. of the Low-Income Sector Seat #: 11  
Belle Glade  
 \*Reappointment or  New Appointment

or  to complete the term of \_\_\_\_\_ Due to:  resignation  other  
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Name: Xzavious Wiley  
 Last First Middle  
 Occupation/Affiliation: Associate Minister / Teacher's Aide (PBCSCD) /  
 Owner  ZAY's Ribs & Barbecue Employee  Officer  Entrepreneur  
 Business Name: \_\_\_\_\_  
 Business Address: 754 Waddell Way (Mobile)  
 City & State: Pahokee, FL Zip Code: 33476  
 Residence Address: 754 Waddell Way  
 City & State: Pahokee Zip Code: FL 33476  
 Home Phone: (561) 985-0186 Business Phone: ( ) JAME Ext.  
 Cell Phone: (561) 985-0186 Fax: ( )  
 Email Address: Cartaviouswiley@yahoo.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:**

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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: *Sandra Wiley* Printed Name: Sandra Wiley Date: 4/4/22

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.

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

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Revised 02/01/2016

**Xzavious Wiley**  
754 Waddell Way  
Pahokee, FL 33476  
CartaviousWiley@yaqhoo.com

**Objective:** Looking for an opportunity where I can utilize my skills and lived experience to add value to Regional Initiatives supporting residents residing in the Glades Region, to include Pahokee, Belle Glade, Canal Point and South Bay.

## **Work Experience**

2015 – Present

### **Entrepreneur - Zay's Barbecue**

*Duties:* Prepping, Grilling and Serving Customers the best barbecue in the Southern Region.

2016 – 2020

### **Palm Beach County Food Service Division**

*Duties:* Prep and serve meals to students at the various schools. Also, assisted with the data entry of meal counts, and other functions assigned by the Supervisor.

2020 – Present

### **Associate Minister - New Macedonia Baptist Church**

*Duties:* Assist with all ministerial functions assigned by the Leadership, and the Executive Committee of the church.

## **Education**

Colorado Christian University | Associate of Science – Criminal Justice | May 8, 2021

Pahokee Middle-Senior High School

Everglades Preparatory Academy, H.S. Diploma | August 23, 2018

**Community Service:** Advisory Board Member – Pahokee Housing Authority (2018 – Present); Head of the Culinary Department at New Macedonia Baptist Church (2019-Present) and Youth Mentoring (2020 – Present).

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**APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT**

Name: Jones - Gilbert Carol Anne  
Last First Middle

Occupation/Affiliation: Chief Executive Officer / Executive Director  
Owner  Employee  Officer

Business Name: Palm Beach County Housing Authority (PBCHA)

Business Address: 3432 45th Street

City & State: West Palm Beach Zip Code: 33407

Residence Address: 6450 Emerald Dunes Dr. #103

City & State: West Palm Beach Zip Code: 33411

Home Phone: ( ) N/A Business Phone: (609) 468-2160 Ext. 104

Cell Phone: (609) 836-8300 Fax: (609) 455-9965

Email Address: cjones-gilbert@pbchafl.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 &amp; Recreation</u>	<u>General Maintenance</u>	<u>10/01/00-09/30/2100</u>
<u>K20021-1904</u>	<u>Comm. Services</u>	<u>Client Svs.</u>	<u>1/1/22-12/31/24</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 April 16 2019  
 By attending a live presentation given on \_\_\_\_\_, 20\_\_\_\_

**AND**

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

\*Applicant's Signature: Carol Jones Gilbert Printed Name: Carol Jones Gilbert Date: 2/23/22

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

## **CAROL ANNE JONES-GILBERT**

6450 Emerald Dunes Drive, #103

West Palm Beach, FL 33411

(804) 836-8300 cell

SSN xxx-xx-1082

[caroljonesgilbert@msn.com](mailto:caroljonesgilbert@msn.com)

### **Professional Experience**

Palm Beach County Housing Authority (PBCHA), West Palm Beach, FL  
12/2018 – Present  
Executive Director/CEO

#### **Responsibilities**

- Accountable for the overall administration of all Housing Authority programs and projects. Ensure that all programs are operated in compliance with all applicable regulations and within contractual budget parameters. The work involves budget development and monitoring; accounting and finance activities and reports; grant proposals, housing management programs compliance; oversight of tenant and social services; approval and administration of contracting and procurement policies and actions; agency policy development and administration; facilities management; resolution of technical and/or administrative problems; and staff supervision, training, and professional development.
- Prepare, or oversee the preparation of all ongoing PHA management audits and specialized reports for HUD regarding the Housing Authority's activities, programs, and services.
- Oversee the development of future projects, possible RAD and other redevelopments as requested by the Board of Commissioners.
- Collaborate with the Board on the strategic planning goals and initiatives that will be critical in accomplishing the PBCHA vision and mission. Formulate the action plans that will provide the benchmarks, tasks, resources, accountabilities, and deliverables that will be critical to the fulfillment of PBCHA strategic goals.
- Ensure that the agency is in full compliance with all local, state, and federal laws, regulations, policies, and procedures that apply to its portfolio of housing programs and services.
- Coordinate the staffing and other resources in key business management units that are critical to producing and managing quality affordable housing that meets the needs and wants of residents. The key business management units include, but are not limited to, human resources, finance, asset management, and property management.
- Build a quality management and cross-functional teams that are empowered to be key contributors to organizational decision-making and problem-solving. Provide teams and individuals the opportunity to learn more about the broader organizational system and its functional units.



- Build and maintain a positive collaborative relationship with key Palm Beach County governmental agencies, Palm Beach housing authorities, nonprofits, and quasi-governmental agencies that are involved with affordable housing, homelessness, community development, economic development, fair housing, and social services.
- Ensure that the PBCHA is making positive progress in moving in the direction outlined in the vision statement.

Richmond Redevelopment and Housing Authority (RRHA), Richmond, VA  
 12/2015 – 12/2018  
 Chief Operating Officer

Responsibilities

- Responsible for the oversight and direction for all aspects concerning the operations of RRHA's Low Income Public Housing (LIPH) program, Central Maintenance, HCVP and the Resident Services Departments for a total of 156 employees, 3,979 public housing units, 3,495 vouchers and Capital Fund Grants in excess of 6 million dollars for a combined annual budget of approximately \$68 million dollars.
- Stays abreast of legislation, regulations and issues that may impact housing management operations; interfaces with government regulatory agencies as management agent and ensures regulatory compliance. Assures that all audit information requested is supplied in an accurate and timely fashion.
- Works with Real Estate and Development staff on issues related to acquisition, project design, CHOICE applications, HOPE VI grants, RAD and Section 18 applications and unit conversions throughout pre-development, construction, conversion and lease-up. Works with Real Estate Development department and other appropriate parties to assure effective operations planning for new developments, including budget formulation, systems for managing the transition from development to property management and oversight and documentation of ongoing compliance requirements.
- Developed and revised operational business plans including operating policies, standard operating procedures, and schedules. Coordinated the updating of key agency operational plans, documents, certifications, policies, and procedures such as the annual Agency Plan, the Admissions and Continued Occupancy Policy (ACOP), the HCVP Administrative Plan, the PHAS and SEMAP certifications, Dwelling Lease and Addendums, etc. Administered and managed the deployment of operational practices into the business units supported.

Richmond Redevelopment and Housing Authority (RRHA), Richmond, VA  
 10/2012 – 12/2015  
 Deputy Chief Operating Officer

Responsibilities

- Provides direction and supervision to the Public Housing, Maintenance, Section 8, and the Resident Services Departments which account for approximately three-fourths of the agencies 300 employees for approximately 4,000 public housing units and 3200 vouchers.
- Stays abreast of legislation, regulations and issues that may impact housing management operations; interfaces with government regulatory agencies as management agent and ensures regulatory compliance. Assures that all audit information requested is supplied in an accurate and timely fashion.

- Maintains effective working relationships with representatives of city, state and federal agencies, industry peers and others involved with government. Attends all Board of Commissioners, city, and HUD industry meetings as required and appropriate.
- Under the direct supervision of the Chief Operating Officer, developed and executed plans and strategies through the interpretation of HUD policies and procedures to improve and enhance housing services.
- Actively assisted and supported the Chief Operating Officer in developing and implementing agency rules, policies, procedures, and guidelines as well as annual operating and capital budget preparation to improve operating efficiency. Provides leadership in the development of property goals related to the fiscal and physical health of the properties.
- Consults with Real Estate and Development staff on issues related to acquisition, project design, CHOICE applications, HOPE VI grants and property management that can be identified in pre-development and construction, as requested. Works with Real Estate Development department and other appropriate parties to assure effective operations planning for new developments, including budget formulation, systems for managing the transition from development to property management and oversight and documentation of ongoing compliance requirements.
- Assists in the revision and/or development of forms, reports and manuals relating to housing management issues and operations. Reviews/audits housing administrative, accounting and maintenance activities to ensure compliance with established policies and procedures.
- Establishes and coordinates a communication system involving transactions and activities between onsite staff and the Central Office to ensure appropriate monitoring and control of property issues and operations. Takes a leadership role in the resolution of communication issues with staff, residents, and other key stakeholders.
- Successfully coordinated the opening of the HCVP waitlist through the receipt of online applications which accepted 27,000 applications and generation of a 10,000-applicant waitlist which allowed the agency to increase utilization and avoid further recapture of more than 2 million dollars in HAP funds.

Richmond Redevelopment and Housing Authority (RRHA), Richmond, VA  
 03/2011- 10/2012  
 Business Operations Officer

Responsibilities

- Developed and revised operational business plans including operating policies, standard operating procedures, and schedules. Coordinated the updating of key agency operational plans, documents, certifications, policies, and procedures such as the annual Agency Plan, the Admissions and Continued Occupancy Policy (ACOP), the HCVP Administrative Plan, the PHAS and SEMAP certifications, Dwelling Lease and Addendums, etc. Administered and managed the deployment of operational practices into the business units supported.
- Acted as business system (Yardi) subject matter expert and serves as Business Lead for all matters regarding system updates, testing, administration, and setup for LIPH. Provided business units with technical /operational assistance, training, and support. Identified business system enhancements for Yardi and Visual Homes software to assist staff in efficient and effective performance.
- Assisted executive management with the identification of operational issues and opportunities as related to implementation of the agency's strategic plan and developed action plans to eliminate operational obstacles and barriers. Assisted Executives, AMPs, and internal departments in identifying issues and determining resolutions. Served as the primary point of contact within the agency for property management issues by providing information regarding

regulations, policies, and procedures to assist the CEO, COO, Board of Commissioners and Resident Leadership. Utilized comprehensive knowledge of property management processes and procedures from experience gained while working in LIPH, LIHTC, multifamily, assisted housing and private sector management to formulate and administer agency policies, develop, and implement innovative goals and initiatives and deliver quality customer service and problem resolution.

- Developed and managed an agency training calendar that was accessible on SharePoint for the coordination of high priority training for Property Management and HCVP staff. Oversaw planning continuing education and personal development sessions for employees by coordinating with department managers on topics for training. Created and/or provided training manuals, materials, visual aids, resources, etc. for workshops and seminars after determining the best and most cost-efficient avenue for offering training to employees using film, internet video, webinars, classroom learning, computer modules, instructional guides, etc. from industry providers such as HUD, HTVN, NAHRO, Nan McKay, and Quadel. Evaluated training to ensure that it aligned with government regulations, agency expectations, and usefulness and that it fell within budget.
- Based on the highest priorities, created action plans to include regulatory, policy and process research, problem resolution, implementation plan, post implementation audit/assessment and operational procedures. Interpreted regulatory and other changes into the operating environment to ensure compliance. Coordinated/conducted business unit audits and operational reviews and processes to address any audit findings and procedural/policy changes necessary to correct. Responsible for the dissemination of PIH Notices and other critical program information for LIPH and HCVP.

Richmond Redevelopment and Housing Authority (RRHA), Richmond, VA  
08/2009- 03/2011

Assistant Vice President of Property Management

#### Responsibilities

- Supervised, directed, organized, and planned the work of five AMP managers while retaining the managerial responsibilities of the Gilpin AMP until AVP for Region 1 was hired in February 2010. Then assumed management of Region 2 which consisted of 1,954 public housing units while retaining managerial responsibility of the Gilpin AMP (783 units) until a property manager was hired in September 2010.
- Served as the business lead and subject matter expert for LIPH, tenant selections, the central warehouse and maintenance for the Enterprise Business System (EBS) Yardi software conversion and continued use. Completed property and resident set up for the agency's entire resident population. Researched, resolved, and revised agency practices and policies to align with Yardi functionality. Drafted more than 25 training templates for key business functions for use in training all LIPH management staff. Coordinated and conducted training of all AH staff for successful go live and continued Yardi processing.
- Developed policies and procedures surrounding EBS and other regulatory requirements for staff development. Identified new federal requirements and shared information regarding housing trends, initiatives, and best practices to improve management operations, maintain compliance and to develop strategies to move the program forward.
- Provided positive representation and forged working relationships with RRHA employees, residents, consultants, vendors, local, state, and federal officials, law enforcement, social service providers, resident leadership, community groups, businesses, civic organizations and

the public at internal meetings, public hearings and agency and governmental events. Represented the agency at meetings with resident leadership, city, and other external partners about initiatives impacting public housing such as the Choice Neighborhood Initiative and East End Charette to provide insight, technical advice, and recommendations in the development of future plans for the revitalization and transformation of public housing.

- Served as the lead for property management in making decisions regarding the use of RRHA's American Recovery and Reinvestment Act (ARRA) stimulus funds, capital funds and competitive grants for modernization and uniform federal accessibility standards (UFAS) improvements within family and elderly developments. Coordinated relocation strategies for all projects to include the use of public housing, privately owned dwellings, onsite "hotel" units and other resources for the relocation of nearly 800 families.
- Provided information in the development of the agency plan and continuously led the revision and implementation of the Admissions and Continued Occupancy Policy (ACOP), dwelling lease and addendums. Coordinated literature and presented information for public and community hearings involving these documents. Took the lead on several key tasks that affected the operational and financial efficiency of the agency such as utility billing, PIC inventory removal, Yardi, etc. Served as the primary point of contact within the agency for property management issues who provided information regarding regulations, policies, and procedures to assist the CEO, COO, Board of Commissioners and Resident Leadership. Utilized comprehensive knowledge of property management processes and procedures from experience gained while working in LIPH, LIHTC, multifamily, assisted housing and private sector management to formulate and administer agency policies, develop, and implement innovative goals and initiatives and deliver quality customer service and problem resolution.
- Provided technical expertise, information, and assistance to the Sr. Vice President of Housing, other RRHA departments and AMP managers by staying abreast of current industry best practices and updated regulations as they related to the Code of Federal Regulations (CFR), PIH alerts and through training on the updated PHAS, EIV, asset management, fair housing, Virginia residential Landlord and Tenant Act (VRLTA), PIC and essential business functions. Provided reports and information to the Sr. Vice President about departmental operations and major shifts in policies or procedures and recommendations for future development. Attended meetings in the Sr. Vice President's absence and was given authority to make decisions on his behalf.

Richmond Redevelopment and Housing Authority (RRHA), Richmond, VA  
01/15/09- 08/06/09  
Senior Property Manager

**Responsibilities:**

- Responsible for managing the day-to-day operation of 783 public housing units.
- Instrumental in the development of the Rent Collection policy and procedures adopted for agency-wide use. Trained all management staff on these new procedures and coordinated the rent collection initiative in February 2009 which resulted in increased overall collections from the 70<sup>th</sup> percentile to 90 percent at the current time. Increased rent collection for the Gilpin AMP from 66% in 1/09 to 80% for 2/09 to 85% for 3/09 and 90% by 7/09. The highest percentage collected by this AMP since the agency began recording stats for rent collection in 2007.
- Key member of the ACOP committee which revised the agencies LIPH Admissions and Continuing Occupancy Policy, Dwelling Lease, Rules and Regulations and Mold Addendum. Solely tasked with revising key chapters concerning rent, inspection of dwelling units, pet policy, and income and adjusted income. Provided substantial input in recommending new policies,

procedures and guidelines that would advance the LIPH program and improve operations.

- Reorganized management and maintenance responsibilities and addressed personnel issues of misconduct through education, progressive disciplinary action, termination, recruitment, and performance management to maximize occupancy, provide good customer service, increase efficiency in work processes and improve work order completion rate. Implemented new citation program that set curb appeal standards and improved the overall appearance of the property.
- Provided technical expertise, information, and assistance to the Assistant Director of Housing and other AMP managers by staying abreast of current and updated regulations as they related to the CFR, PIH alerts and through training on the updated PHAS, EIV, asset management, fair housing, VRLTA, PIC and essential business functions.

Richmond Redevelopment and Housing Authority (RRHA), Richmond, VA  
03/2006 – 01/2009  
Property Manager

Responsibilities:

- Responsible for managing the day-to day operation of 500 public housing units.
- Provided vision, oversight and supervision of subordinate management and maintenance staff. Supervised staff development including recruiting/selection, training, employee counseling, performance reviews, organizational development, employee relations and discipline.
- Effectively organized and planned work according to organizational needs by determining objectives and anticipating needs and priorities. Developed clear policies to comply with program requirements. Updated and created procedures to effectively implement policies. Developed unit and exterior inspection forms for agency use in routine and preventive maintenance inspections.
- Developed, managed, and monitored operating budgets for the development. Conducted ongoing budget monitoring of monthly financial reports to ensure budget compliance. Increased rent collection from the 60 percentile to 90 percentile resulting in a substantial net budget profit for FY2008.
- Participated in top management team functions such as staff meetings and special projects in support of overall organizational goals. Served as the LIPH representative during the "best practices" tour of the Cincinnati and Knoxville Housing Authorities and at various meetings as needed.
- Supervised staff in performing property management functions such as lease readings, inspections, file maintenance, reexaminations, rent collection and resident services. Implemented mass recertification process to correct regulatory noncompliance finding in which it was discovered that annual recertifications had not been conducted for 100% of the development's residents. Success of mass recertification process led to its implementation by other AMPs and the HCVP program.
- Ensured that data was maintained efficiently and accurately within various software programs such as MLS and PIC. Effectively utilized general office equipment such as computers and related software, computer printers, photocopier, calculators, and telephones (land line and cell).
- Successfully led AMP to become the first AMP to reach the Mission Possible performance standards of 85% for rent collection, 98% for occupancy and 98% for work order completion and receive the bonus award. Coordinated the inspection and repair of all major repair units in Whitcomb and 10 units within the Randolph property that had been vacant for a period of more than three years.

## Education

Texas A&M University, College Station, TX  
Bachelor of Arts, Speech Communications  
Minor in Journalism  
1992

### **Certifications:**

Leadership Metro Richmond – Class of 2017  
Certified Public Housing Manager – NAHRO (1996)  
Family Self Sufficiency Certification – NAHRO (2017)  
Certified Occupancy Specialist – NCHM (2005)  
Certified Tax Credit Specialist – NCHM (2006)  
HCVP/PH Rent Calculation - Nan McKay (2010)  
HCV Executive Management Certification – Nan McKay (2011)  
Certified Housing Quality Standards Inspector – Nan McKay (2015)  
HCV Financial Management Specialist - Nan McKay (2017)  
PBV Specialist - Nan McKay (2017)  
Accredited Residential Manager (ARM) – IREM (2011)  
Public Housing Occupancy Specialist – Quadel (2016)  
HCVP Occupancy Specialist – Quadel (2016)

**COMMUNITY ACTION ADVISORY BOARD  
INVENTORY OF SEATS LIST**

Attachment 2

<b>Seat</b>	<b>NAME</b>	<b>SECTOR</b>	<b>App. Date</b>	<b>Exp. Date</b>
1	Raynold Sam	PUBLIC SECTOR	12/7/2021	09/30/2024
2	Kevin L. Jones	PUBLIC SECTOR	12/06/2016	09/30/2023
3	Guillermo Carrasco	PUBLIC SECTOR	12/7/2021	09/30/2024
4	Steve West	PUBLIC SECTOR	12/7/2021	09/30/2024
5	Mary R. Wilkerson	PUBLIC SECTOR	02/06/2018	09/30/2023
6	Sandra Wright	PRIVATE SECTOR	02/04/2020	09/30/2022
7	Vacant	PRIVATE SECTOR - Education		
8	Vacant*	PRIVATE SECTOR - Finance		
9	Vacant	PRIVATE SECTOR - Housing		
10	Denise Brown	PRIVATE SECTOR - Health	05/05/2020	09/30/2022
11	Vacant	LOW-INCOME – Glades Tri-city		
12	Georgia Gilbert	LOW-INCOME – West Palm Beach	10/08/2019	09/30/2022
13	Cynthia Ridley	LOW-INCOME – Delray Beach	10/01/2021	09/30/2024
14	Vacant	LOW-INCOME – Lake Worth		
15	Michaella Kay	LOW-INCOME – Riviera Beach	12/7/2021	09/30/2024

\* indicates a member having an action pending

Revised: 5.2.22

RESOLUTION NO. R-2018-0372

**RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF PALM BEACH COUNTY, FLORIDA, AMENDING R-2014-0588, PROVIDING FOR QUARTERLY MEETINGS OF THE COMMUNITY ACTION ADVISORY BOARD, PROVIDING FOR AMENDED ATTENDANCE POLICY, AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Palm Beach County Board of County Commissioners established the Community Action Council Advisory Board (Board) in 1974 to qualify Palm Beach County to receive Community Service Block Grant Funds; and

**WHEREAS**, the Board's membership was reconstituted pursuant to Ordinance No. 04-042, and on September 15, 2009, Ordinance No. 04-042 was replaced by Resolution 2009-1549, which established the Community Action Advisory Board (CAAB) and reduced CAAB's membership from 23 to 15; and

**WHEREAS**, on May 6, 2014, Resolution 2009-1549 was repealed and replaced with Resolution 2014-0588, which clarified the process for nominating and selecting members to serve on the CAAB, and updated various standard provisions to comply with County advisory board policy; and

**WHEREAS**, Resolution 2014-0588 provides that the CAAB shall meet "a minimum of ten (10) times a year"; and

**WHEREAS**, other Counties within Florida have adopted a model of quarterly meetings for Community Action Program advisory boards such as CAAB, which has proven effective to allow greater focus on board members' responsibilities to participate in implementation of programs designed to serve the poor or low income citizens of the County, while still allowing an opportunity to make recommendations concerning program plans, priorities, and budgets.

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

1. The foregoing recitals are true and correct and are expressly incorporated herein by reference and made a part hereof.
2. Section 12: Meetings, paragraph A., of R-2014-0588 is amended to read in its entirety: The Advisory Board shall meet a minimum of four (4) times per program year; however, members may be required to



attend additional meetings.

a. The second sentence of Section 14: Removal for Lack of Attendance, of R-2014-0588 is amended to read:

Lack of attendance is defined as failure to attend three (3) consecutive meetings or failure to attend one-half of the meetings scheduled during a program year.

3. This resolution shall become effective upon adoption.

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

Commissioner Melissa McKinlay, Mayor -	Aye
Commissioner Mack Bernard, Vice Mayor-	Aye
Commissioner Hal R. Valeche -	Aye
Commissioner Paulette Burdick -	Aye
Commissioner Dave Kerner -	Aye
Commissioner Steven L. Abrams -	Aye
Commissioner Mary Lou Berger -	Aye

The Mayor thereupon declared the Resolution duly passed and adopted this

10th day of April, 2018

PALM BEACH COUNTY, FLORIDA, BY ITS BOARD OF COUNTY COMMISSIONERS  
SHARON R. BOCK, CLERK & COMPTROLLER

By: [Signature]  
Deputy Clerk



APPROVED AS TO FORM AND LEGAL SUFFICIENCY

By: [Signature]  
County Attorney

**A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF PALM BEACH COUNTY, FLORIDA, DESIGNATING THE BOARD OF COUNTY COMMISSIONERS AS THE COMMUNITY ACTION COUNCIL. ESTABLISHING THE COMMUNITY ACTION ADVISORY BOARD; DESIGNATING THE COMMUNITY ACTION ADVISORY BOARD AS THE COMMUNITY SERVICES BLOCK GRANT ADVISORY COMMITTEE. PROVIDING FOR ROLES AND RESPONSIBILITIES; PROVIDING FOR AN EFFECTIVE DATE.**

WHEREAS, the U.S. Department of Health and Human Services (HHS) requires that recipients of Community Services Block Grant (CSBG) funds comply with the Community Opportunities, Accountability, and Training and Educational Services Act of 1998, as amended; and

WHEREAS, Section 676B, (b)(1) of that Act requires that a public entity administer the program through a tripartite board composed of members representing the public, private, and low income sectors of the community; and

WHEREAS, the Community Services Block Grant provides funds for the reduction of poverty, the revitalization of low-income communities, and the empowerment of low-income families and individuals to become fully self-sufficient; and

WHEREAS, Palm Beach County through the Department of Community Services wishes to comply with HHS requirements regarding the Community Action Advisory Board; and

WHEREAS, the Board of County Commissioners was previously designated as the Community Action Council and the grantee for the CSBG program through ordinances 74-20 and 04-042, which have been repealed; and

WHEREAS, pursuant to ordinances 74-20 and 04-042, a Community Action Council Administering Board was established.

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

**SECTION 1: DESIGNATION OF THE BOARD OF COUNTY COMMISSIONERS AS THE COMMUNITY ACTION COUNCIL AND CSBG GRANTEE**

The Board of County Commissioners is hereby designated as the Community Action Council and the grantee of CSBG funding received by Palm Beach County.

**SECTION 2: ESTABLISHMENT OF THE COMMUNITY ACTION ADVISORY BOARD AND DESIGNATION AS THE CSBG ADVISORY COMMITTEE**

There is hereby established an advisory board to be known as the Community Action Advisory Board, herein referred to as the "Advisory Board." Said Advisory Board is also designated as the Community Services Block Grant Advisory Committee pursuant to the CSBG guidelines of the State of Florida Department of Economic Opportunity.

**SECTION 3: COMPOSITION**

A. The Advisory Board shall be comprised of fifteen (15) members, as follows:

- 1) One-third (1/3) of the members of the Advisory Board shall be elected public officials holding office on the date of selection, or their representatives. A letter reaffirming agreement to serve as an Advisory Board member or delegation to a representative, signed by the elected official, shall be required each year until the official's elective term ends.
- 2) Not fewer than one-third (1/3) of the members of the Advisory Board shall be persons chosen in accordance with democratic selection procedures adequate to assure that they are representatives of low income individuals and families in the target neighborhood served. Each representative of the low-income sector selected to represent a specific target neighborhood within the community must reside in the neighborhood served. The county will define what constitutes a target neighborhood.
- 3) The remainder of the members of the Advisory Board shall be persons who can bring pertinent and significant resources from the private sector to the Community Action mission of assisting low income persons to acquire greater control over their lives and to increase their degree of self-sufficiency.

**SECTION 4: APPOINTMENTS, TERMS, VACANCIES AND COMPOSITIONS**

- A. All members of the Advisory Board shall be residents of Palm Beach County, Florida at the time of appointment and while serving on the Advisory Board.
- B. Terms of office for the Advisory Board members shall be three (3) year terms. An individual may serve three (3) consecutive full terms. Terms shall begin on October 1 and end on September 30.
- C. Terms shall be staggered such that one-third (1/3) of the advisory board members shall be selected each year.
- D. Nominations shall be requested by County staff upon adoption of this resolution and generally every year thereafter in a manner that will provide for appointment or reappointment prior to the term expiration. The public sector members are appointed by the Board of County Commissioners, a democratic selection process will be held to fill seats from the low-income sector, the Advisory Board will recommend individuals to fill the seats for the private sector. All nominations shall be approved by the Board of County Commissioners.
- E. A vacancy occurring during a term shall be filled for the unexpired term and in the manner prescribed above.
- F. All Advisory Board members serve at the pleasure of the Board of County Commissioners.
- G. Members appointed pursuant to Section 3.A1 will no longer be eligible to serve on the advisory Board if they, or the elected official they represent, no longer hold elected public office.

**SECTION 5: AUTHORITY**

- A. The Advisory Board shall have the authority and power to advise the Board of County Commissioners on the development, planning, implementation and evaluation of the CSBG program to serve low-income communities.
- B. Members shall be subject to the rules and procedures of the Advisory Board, if rules and procedures are created, and to the overall authority of the Board of County Commissioners of Palm Beach County, Florida.

**SECTION 6: SUNSHINE LAW AND STATE CODE OF ETHICS**

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

**SECTION 7: 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 8: 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 County Administrator and shall be in accordance with PPM CW-F-009.

**SECTION 9: ELIGIBILITY TO SERVE**

County employees, other than Commissioners Aides, are not eligible to serve on the Advisory Board unless the County employee is an elected official within Palm Beach County and is nominated for inclusion on the board by an entity other than the Board of County Commissioners. Employees of other units of local government may not represent their respective governments on boards, unless otherwise provided by statute or other rule of law. Former Board of County Commissioners members may not be appointed to the Advisory Board for at least two (2) years following their last day in office as a County Commissioner.

**SECTION 10: QUALIFICATION AS A CANDIDATE**

Advisory Board members shall not be prohibited from qualifying as a candidate for elected office.

## SECTION 11: RESPONSIBILITIES

The responsibilities of the Community Action Advisory Board shall include the following:

- A. Conduct regular assessments of the circumstances of low income individuals and families and of the resources available and needed in the community to support movement by low income persons toward greater self-sufficiency;
- B. Create a forum for citizen participation that maximizes participation of those served so as to best stimulate and take full advantage of capabilities for self-advancement and assure that programs and projects are meaningful to and widely utilized by their intended beneficiaries;
- C. Participate fully in the development and implementation of programs and projects designed to serve the poor or low income citizens of the county;
- D. Review and recommend programs and projects for the use of the CSBG funds;
- E. Foster and promote cooperation between governmental agencies, community-based non-governmental non-profit organizations and business interests in order to achieve the goals and outcomes of community action plans;
- F. Submit an annual report to the board of county commissioners on activities undertaken and accomplishments made during the preceding year;
- G. Receive reasonable advance notice of, and an opportunity to make recommendations, concerning:
  - 1) Appointment of the program coordinator;
  - 2) Determination of overall program plans and priorities;
  - 3) Approval of program proposals and budgets;
  - 4) Enforcement of compliance with all conditions of federal and state grants;
  - 5) Corrective measures to remove roadblocks affecting program implementation;
  - 6) Determination, subject to federal, state, and local regulations and policies, of rules of procedure for the advisory board;
  - 7) Any changes to this Resolution. In the event that the Advisory Board determines a public meeting is necessary to address any changes to this Resolution, said public meeting will be arranged prior to submission of any such change to the board of county commissioners.
- H. To perform such other duties as may be from time to time assigned by the Board of County Commissioners.

## SECTION 12: MEETINGS

- A. The Advisory Board shall meet a minimum of ten (10) times a year; however, members may be required to attend additional meetings.
- B. A majority of the members appointed shall constitute a quorum for the conduct of the Advisory Board's business.
- C. In the presence of a quorum, Advisory Board business shall be conducted by a vote of a majority present and be governed by Robert's Rules of Order.
- D. The Chair shall have the authority to call emergency meetings, as is needed and appropriate, by informing members at least three days in advance.
- E. Public notice of all Advisory Board meetings shall be provided consistent with the requirements of the Florida Department of Community Affairs and Florida laws, and all such meetings shall be open to the public at all times.

## SECTION 13: OFFICERS

A chair, vice-chair, and secretary shall be elected by a majority vote of the administering board and shall serve for a term of one (1) year, but not to exceed two (2) consecutive terms in any one (1) office.

- A. Duties of the Chair:
  - 1) Call and set the agenda for Advisory Board meetings;
  - 2) Preside at Advisory Board meetings;
  - 3) Establish committees, appoint committee chairs and charge committees with specific tasks;
  - 4) Serve as primary liaison with program staff; and
  - 5) Perform other functions as the Advisory Board may assign by rule or order.

- B. The Vice Chair shall perform the duties of the Chair in the Chair's absence, and such other duties as the Chair may assign.
- C. The Secretary shall be responsible for Board record-keeping and documentation.

Vacancies in any officer position shall be filled for the remainder of the term by the Advisory Board.

**SECTION 14: 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 (3) consecutive meetings or failure to attend more than one-half of the meetings scheduled during a program 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 15: EFFECTIVE DATE**

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

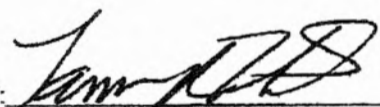
The foregoing Resolution was offered by Commissioner Burdick, who moved its adoption. The motion was seconded by Commissioner Abrams, and upon being put to a vote, the vote was as follows:

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

The Mayor thereupon declared the Resolution duly passed and adopted this 6th day of May, 2014.

APPROVED AS TO FORM AND LEGAL SUFFICIENCY

ATTEST:  
SHARON R. BOCK,  
CLERK & COMPTROLLER

BY:   
Tammy K. Fields  
Sr. Assistant County Attorney

BY:   
Deputy Clerk

