

**PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS**

BOARD APPOINTMENT SUMMARY

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Meeting Date: August 23, 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 appointment of one (1) new member to the Community Action Advisory Board (CAAB), effective August 23, 2022:

<u>Seat No.</u>	<u>Appointment</u>	<u>Seat Requirement</u>	<u>Term Ending</u>	<u>Nominated By</u>
14	Yves Saint-Hillien	Low-Income Sector Representative	09/30/2024	Democratically selected in Lake Worth

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. Mr. Saint-Hillien will complete the unexpired term of Mr. Aundra Lowe. Mr. Saint-Hillien has disclosed that he is employed with For the Children, Inc., which contracts with the County for services. The CAAB provides no regulation, oversight, management, or policy setting recommendations regarding the subject contract or transactions. Disclosure of this contractual relationship at a duly noticed public meeting is being provided in accordance with the provisions of Section 2-443, of the Palm Beach County Code of Ethics. Mr. Saint-Hillien meets all applicable guidelines and requirements outlined in the resolution. The diversity count for the 14 seats that are currently filled is African-American: 10 (71%); Caucasian: 3 (21%); and Hispanic-American: 1 (8%). The gender ratio (female: male) is 8:6. Mr. Yves Saint-Hillien is African-American. 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. Board/Committee Application
 2. Inventory of Seats List
 3. Resolution No. R-2018-0372

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Recommended By: James Green 7/20/2022
DocuSigned by: James Green
BF34EE22BFDF492...
Department Director **Date**
Legal Sufficiency: Deane C. Skirgall 7/28/22
Assistant County Attorney **Date**

II. REVIEW COMMENTS

A. Other Department Review:

Department Director

BOARD OF COUNTY COMMISSIONERS
BOARDS/COMMITTEES APPLICATION

Attachment 1

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: 2.1 Years. From: 8/23/2022 To: 9/30/2024

Seat Requirement: Low-Income Rep. Seat #: 14

*Reappointment or New Appointment

or to complete the term of Mr. Aundra howe Due to: resignation other
Completion of term to expire on: 9/30/2024

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

Section II (Applicant): (Please Print)

APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT

Name: SAINT-HILLIEN YVES E
Last First Middle

Occupation/Affiliation: _____
Owner Employee Officer

Business Name: FOR THE CHILDREN, INC

Business Address: 1718 S. Douglas St.

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

Residence Address: 8450 Linden Way

City & State: Lake Worth FL Zip Code: 33467

Home Phone: (561) 255-2552 Business Phone: (561) 493 Ext. 1490

Cell Phone: (561) 255-2552 Fax: ()

Email Address: Yves@forthechildrenfirst.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>
Example: (R#XX-XX/PO XX)	Parks & Recreation	General Maintenance	10/01/00-09/30/2100
R2021-0278	CSD	Client Srus.	10/01/21 - 9/30/23

(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 5/13 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: [Signature] Printed Name: Wes E. Saint-Hilary Date: 5/16/2022

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 or contact us via email at ethics@palmbeachcountyethics.com or (561) 355-1915.

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

Section III (Commissioner, if applicable):
Appointment to be made at BCC Meeting on: _____
Commissioner's Signature: _____ Date: _____

Yves E. Saint-Hillien

8450 Linden Way Lake Worth FL 33467 | 561-255-2552 | yesainthillien@hotmail.com

Core competencies include:

***Leadership – Marketing & Retention Expert –
Customer Service – Financial Acumen***

Highly motivated, dynamic, and result-driven professional with 20+ successful years of experience in leadership positions with non-for-profit setting organizations specializing in recruiting, career counseling, job placement and program management, organizational operations currently working as a ***Director of Operations & Programs Development***; experience working in a multi-cultural environment, dedicate to improving the quality of programs delivery; Multi-lingual: French, Haitian Creole, conversational Spanish.

WORK EXPERIENCE

For The Children Inc. Lake Worth Beach FL

2019-present

Chief of Operations & Director of Grant Development

- Responsible for managing the day-to-day operations necessary to ensure that the organization achieves its objectives.
- Effectively manage Organization financial resources including grant and development of budgets.
- Work directly with the Chief Executive Officer (CEO) and other members of the Leadership Team to set the organization's strategic goals.
- Ensures compliance with program and budgetary terms set forth within the grant MOU.
- Prepares status and final reports for funding agencies. Monitors expenditure and revenue patterns and adjusts the budget as needed.
- Lead and translate these into specific operational objectives.
- Work out what resources, including people and money, Lead the Organization Fundraising Team
- Work closely with the CEO and others in the Leadership Team to put in place policies and procedures specifically for recruiting, managing, and retaining volunteers.
- Provide staff with leadership, supervision, and guidance to carry out responsibilities; assist with successfully handling employee relations; provide resolutions, and disciplinary action if/when needed

All-Force Staffing & Services Inc. Lake Worth, FL

2015-2016

Managing Director

- Responsible for the ongoing development, implementation and tracking of new client development operations and processes
- Reviewed financial statements, sales or activity reports, or other performance data to measure productivity or goal achievement or to identify areas needing cost reduction or program improvement.
- Directed and coordinated activities of businesses or departments concerned with the production, pricing, sales, or distribution of products.
- Developed recruitment program, screened resumes and conducted phone interviews.

Youth Co-Op, INC, Refugee Employment Services, West Palm Beach Florida

Job Developer/Recruitment Specialist

2014-2015

- Conducted assessment interviews with potential participants to determine eligibility of participants under the Program scope.
- Administered and interpreted related skill assessments to design and implement an individual service plan to assist the participant identify and achieve career goals.
- Successfully organized and maintained contact with Employers through outreach initiatives to obtain job orders.
- Established and maintained effective working relationships with Employers, government officials, and use these relationships to develop new business opportunities

- Evaluated participants' progress through the empowerment process.

Yves E. Saint-Hillien

yesainthillien@hotmail.com

(561) 255-2552

Catholic Charities, Diocese of Palm Beach, West Palm Beach Florida

Program Supervisor/Recruiter: 2009-2012

- Supervised Anti-Human Trafficking and Unaccompanied Minors Programs founded by USCCB.
- Monitored enrollment process through USCIS eligibility documents
- Provided effective case management including assessment, orientation, and career advisement to qualified individuals for the Refugee Resettlement/Family Reunification and Placement (R&P) □ Successfully managed caseload of over one hundred (100) clients.
- Served as a Community Liaison/Outreach and Recruitment Specialist. Linked clients to other community providers to remove stressors to facilitate employment.
- Coordinated tasks performed by intake specialists to successfully meet COA regulations/accreditation and quotas requirements for grant renewal purposes.

Goodwill Industries Inc., West Palm Beach Florida

Job Developer/ -Outreach Consultant: 2005 to 2006

- Provided job counseling, job training, orientation, and employment to consumers with disability
- Assistance in the preparation of résumés, cover letters and follow-up emails
- Developed and placed clients in suitable jobs based on their technical trade or intellectual backgrounds.
- Maintained contact w/ employers (Outreach/Community Liaison), Chambers of Commerce and other local resources, also served as well as community Liaison between agency and other VOLAGS.

Catholic Charities Human Services Archdiocese of Miami, Miami Florida

Lead Job Developer/Case Manager/Recruiter: 1996 -2001

- Responsible to coordinate recruitment and job development department of about 15 staff.
- Monitored enrollment process through USCIS eligibility documents for the Office of Refugee Resettlement and WTW (Welfare-to-Work) Programs with SFETC.
- Successfully organized and maintained contact with Employers through outreach initiatives to obtain job orders.
- Collaborated with employers and staff to create job placement, internship, job shadowing, and/or on-the-job training (OJT) opportunities.
- Assisted successfully Executive Director to manage Center Grant and renewal process.
- Coordinated tasks performed by intake specialists and case managers to meet regulations and quota requirements for federal and well as state grant renewal.

EDUCATION Northwood University – DeVos Graduate School of Management, West Palm Beach, FL

Master of Business Administration (MBA), 2013

Northwood University West Palm Beach, FL

Bachelor of Science Organizational/Business Management 2010

LICENSE/CERTIFICATIONS

- Licensed Real Estate Sale Associate
Gold Coast Schools since
2006
- Certified REO and BPO
Gold Coast Schools

2015

- Licensed Community Association Manager, Gold Coast Schools

REFERENCE FURNISHED UPON REQUEST

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

Attachment 2

Seat	NAME	SECTOR	App. Date	Exp. Date
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	09/30/2023
7	Linda Williams	PRIVATE SECTOR - Education	02/15/2022	09/30/2025
8	Alesia Keller	PRIVATE SECTOR - Finance	01/27/2022	09/30/2025
9	Carol-Jones-Gilbert	PRIVATE SECTOR - Housing	02/23/2022	09/30/2025
10	Denise Brown	PRIVATE SECTOR - Health	05/05/2020	09/30/2023
11	Xzavious Wiley	LOW-INCOME – Glades Tri-City	04/04/2022	09/30/2025
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	Yves Saint-Hillien*	LOW-INCOME – Lake Worth	08/23/2022	09/30/2024
15	Michaela Kay	LOW-INCOME – Riviera Beach	12/07/2021	09/30/2024

* indicates a member having an action pending

Revised: 6.28.22

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

