

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

Meeting Date: September 13, 2022

Department

Submitted By: Community Services

Advisory Board: Citizens Advisory Committee on Health and Human Services (CAC/HHS)

**I. EXECUTIVE BRIEF**

**Motion and Title:** Staff recommends motion to approve: the reappointment of two (2) current members to the Citizens Advisory Committee on Health and Human Services (CAC/HHS), effective October 1, 2022:

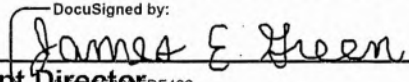
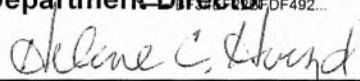
<u>Seat No.</u>	<u>Reappointment</u>	<u>Seat Requirement</u>	<u>Term Ending</u>	<u>Nominated By</u>
2	Dr. Merlene Ramnon	Florida Department of Health Representative	09/30/2025	<ul style="list-style-type: none"> <li>• Mayor Robert S. Weinroth</li> <li>• Vice Mayor Gregg K. Weiss</li> <li>• Commissioner Maria G. Marino</li> <li>• Commissioner Dave Kerner</li> <li>• Commissioner Mack Bernard</li> <li>• CAC/HHS</li> </ul>
3	Dr. Thomas Cleare	A Component of the Health and Human Services System of Care	09/30/2025	<ul style="list-style-type: none"> <li>• Mayor Robert S. Weinroth</li> <li>• Vice Mayor Gregg K. Weiss</li> <li>• Commissioner Maria G. Marino</li> <li>• Commissioner Dave Kerner</li> <li>• Commissioner Mack Bernard</li> <li>• CAC/HHS</li> </ul>

**Summary:** The CAC/HHS consists of 11 at-large members with at least one (1) member being a resident west of the 20 Mile Bend and at least one (1) member being a representative of the Palm Beach County League of Cities, per Resolution R2013-1563. The Resolution requires that the executive committee of the CAC/HHS solicit and recommend member nominations for transmittal to the Board of County Commissioners (BCC). The BCC was notified by memo dated June 8, 2022 requesting nominations for appointments. The CAC/HHS received the two (2) reappointment applications and determined that both of the applicants would be beneficial to the board. All nominees meet all applicable guidelines and requirements outlined in the resolution. The CAC/HHS provides no regulation, oversight, management, or policy setting recommendations regarding the subject contracts or transactions. The diversity count for the nine (9) seats that are currently filled is: Caucasian: 6 (67%), and African-American: 3 (33%). The gender ratio (female:male) is 7:2. Dr. Merlene Ramnon identifies as African-American and Dr. Thomas Cleare identifies as Caucasian. Ex-officio membership consists of one (1) African-American male (25%), one (1) African-American female, (25%), one (1) Caucasian female (25%) and 1 Caucasian male (25%). Staff conducts targeted outreach to ensure candidates for appointments maintain a diverse composition of the CAC/HHS. (Financially Assisted Agencies) Countywide (HH).

**Background and Justification:** The CAC/HHS was established in 1990. The committee is currently charged with assisting the BCC in the assessment of need, planning, implementation and evaluation of a system of care, as defined in the Health and Human Services Element of the Palm Beach County Comprehensive Plan. The committee has the responsibility to: 1) make recommendations on an annual basis during the Financially Assisted Agency funding process regarding services and funding priorities, and outcomes; 2) create a forum for citizen participation; 3) make recommendations to the Planning Commission and BCC regarding amendments to the Health and Human Services Element of the Comprehensive Plan; 4) serve as a link to local and regional health and human service planning organization; and 5) make recommendations on the collection of data necessary to analyze the health and human service needs of people in Palm Beach County. Section 163.3181, Florida Statutes requires that the local planning agencies and local government units adopt procedures designed to provide effective public participation in the comprehensive planning process. The CAC/HHS has been designated to meet this requirement.

**Attachments:**

1. Board Committees Applications
2. Resolution No. R2013-1563
3. Current Membership List
4. CAC/HHS Attendance

<b>Recommended By:</b>	<small>DocuSigned by:</small>  <b>Department Director</b>	8/15/2022	
<b>Legal Sufficiency:</b>	 <b>Assistant County Attorney</b>	8-17-22	<b>Date</b>

**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: Citizens Advisory Committee on Health & Human Services (CAC/HHS) ☒ Advisory ☐ Not Advisory

☒ At-Large Appointment OR ☐ District Appointment / District #: \_\_\_\_\_

Term of Appointment: 3 Years From: 10/1/2022 to 9/30/2025

Seat Requirement: Florida Department of Health Representative Seat #: 2

☒ Reappointment \* OR ☐ New Appointment OR ☐ ex-Officio 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 previously disclosed voting conflicts during the previous term shall be considered by the Board of County Commissioners: 0

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

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

Name: Merlene Ramnon  
Last First Middle

Occupation/Affiliation: Department of Health

Owner ☐ Employee ☒ Officer ☐

Business Name: FL Department of Health

Business Address: 800 Clematis Street

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

Residence Address: 12107 Sunset Point Circle

City & State: Wellington, FL Zip Code: 33414

Home Phone: \_\_\_\_\_ Business Phone: (561) 671-4081 Ext. \_\_\_\_\_

Cell Phone: (561) 371-7456 Fax: \_\_\_\_\_

Email Address: Merlene.Ramnon@flhealth.gov

Mailing Address Preference: ☒ Business ☐ Residence

Have you ever been convicted of a felony? ☐ Yes ☒ No

If yes, please 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

PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS  
BOARDS/COMMITTEES APPLICATION

Attachment I-A

Section II (Applicant) 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.

	Contract/Transaction No.	Department/Division	Description of Services	Term
	Ex. (R#XX-XX/PO XX)	Ex. Parks & Recreation	Ex. General Maintenance	Ex. 10/01/2000 – 09/30/2100
1				
2				
3				
4				
5				

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 ongoing, and pursuant to PPM CW-P-80 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



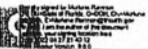
By watching the training program on the Web, DVD or VHS on Apr 25, 2022



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: Merlene Ramnon  Printed Name: Merlene Ramnon Date: 4/27/2022

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) 233-0724.

PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS  
BOARDS/COMMITTEES APPLICATION

Attachment I-A

Return this FORM to:  
Stessy Cocerez, Community Service Department (Administration)  
810 Datura Street, West Palm Beach, Florida 33401  
(561) 355-4718 – [SCocerez@pbcgov.org](mailto:SCocerez@pbcgov.org)

Section III (Commissioner, if applicable):

Appointment to be made at BCC Meeting on:

Commissioner's Signature:

R. Warrth (15)

Date: 6/14/22

PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS  
BOARDS/COMMITTEES APPLICATION

Attachment 1-A

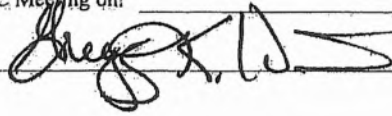
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Commissioner's Signature: \_\_\_\_\_

Date: \_\_\_\_\_



6/27/22

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*Attachment 1-A*

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**(561) 355-4718 – SCocerez@pbcbgov.org**

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

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

Commissioner's Signature: Maria G. Mauro Date: 6/13/22

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

*Attachment 1-A*

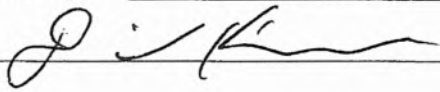
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Commissioner's Signature: \_\_\_\_\_

Date: \_\_\_\_\_



6.13.22

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



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☒ At-Large Appointment OR ☐ District Appointment / District #: \_\_\_\_\_

Term of Appointment: 3 Years From: 10/1/2022 to 9/30/2025

Seat Requirement: A Component of the Health & Human Services System of Care Seat #: 3

☒ Reappointment \* OR ☐ New Appointment OR ☐ ex-Officio Appointment

OR ☐ to complete the term of: \_\_\_\_\_ Due to: ☐ Resignation ☐ Other

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

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

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

Name: Cleare Thomas W  
Last First Middle

Occupation/Affiliation: Health Care Policy and Administration

Owner ☐ Employee ☒ Officer ☐

Business Name: Health Care District of Palm Beach County

Business Address: 1515 N. Flagler Drive, Suite 101

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

Residence Address: 4413 Fuschia Circle South

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

Home Phone: \_\_\_\_\_ Business Phone: (561) 804-5865 Ext. \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: tcleare@hcdpbc.org

Mailing Address Preference: ☒ Business ☐ Residence

Have you ever been convicted of a felony? ☐ Yes ☒ No

If yes, please 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

PALM BEACH COUNTY  
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By watching the training program on the Web, DVD or VHS on May 11, 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: Thomas Cleare Digitally signed by Thomas Cleare  
DN: cn=Thomas Cleare, o=Palm Beach County  
Date: 2022.05.11 16:31:08 -0400 Printed Name: Thomas W Cleare Date: 5/11/2022

Any questions and/or concerns regarding Article XIII, the Palm Beach County Code of Ethics, please visit the Commission on Ethics website [www.palmbeachcountyeethics.com](http://www.palmbeachcountyeethics.com) or contact us via email at [ethics@palmbeachcountyeethics.com](mailto:ethics@palmbeachcountyeethics.com) or (561) 233-0724.

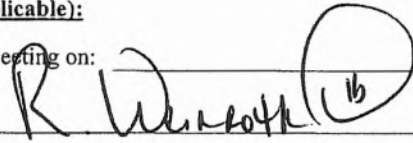
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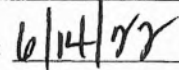
**Section III (Commissioner, if applicable):**

Appointment to be made at BCC Meeting on:

Commissioner's Signature:



Date:



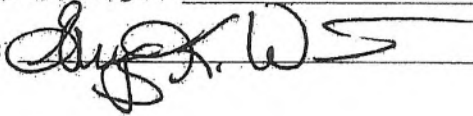
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Section III (Commissioner, if applicable):

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



Date: \_\_\_\_\_

6/21/22

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BOARD OF COUNTY COMMISSIONERS  
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**Section III (Commissioner, if applicable):**

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

Commissioner's Signature: Maura Y Mauro Date: 6/13/22

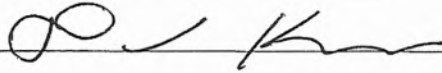
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Commissioner's Signature: \_\_\_\_\_



Date: \_\_\_\_\_

6.13.22

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

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

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

RESOLUTION NO. R- 2013-1563

**RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF PALM BEACH COUNTY, FLORIDA, REPEALING AND REPLACING RESOLUTION R-2001-0913; PROVIDING FOR THE CITIZENS ADVISORY COMMITTEE ON HEALTH AND HUMAN SERVICES**

**WHEREAS**, the Florida Statutes and the Florida Administrative Code recognize the importance of citizen participation in the development and evaluation of comprehensive plans; and

**WHEREAS**, the Board of County Commissioners of Palm Beach County, Florida, established the Citizens Advisory Committee on Health and Human Services on November 13, 1990, pursuant to Resolution R-90-1978; and

**WHEREAS**, Resolution R-90-1978 was subsequently amended by Resolutions R-93-317 and R-99-54, which were repealed and replaced by Resolution R-2001-0193; and

**WHEREAS**, there is a need to further amend the resolution pertaining to the Citizens Advisory Committee on Health and Human Services to more clearly define the Committee's roles and responsibilities and bring the resolution into compliance with the Board of County Commissioners' uniform policies and procedures on advisory boards as provided in Resolution R-2013-0193; and

**WHEREAS**, repealing and replacing Resolution R-2001-0193, pertaining to the Citizens Advisory Committee on Health and Human Services, will simplify future reference.

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

- I. **Repeal and Replacement of Prior Resolution;** Resolution R-2001-0913 is hereby repealed and replaced with the following:

**Section 1. Creation of the Palm Beach County Citizens Advisory Committee on Health and Human Services.** There is hereby established an Advisory Committee to be known as the "Palm Beach County Citizens Advisory Committee on Health and Human Services" herein referred to as the "Committee."

**Section 2. Mission Statement.** The mission of the Committee shall be to assist the Board of County Commissioners in the assessment of need, planning, implementation and evaluation of a System of Care, as defined in the Health and Human Services Element of the Palm Beach County Comprehensive Plan.



**Section 3. Roles and Responsibilities.** The Committee shall have the following roles and responsibilities:

- A. To make recommendations on the collection of data necessary to analyze the health and human service needs of the people of Palm Beach County.
- B. To create a forum for citizen participation for all phases of the Health and Human Services Element of the Palm Beach County Comprehensive Plan development and amendment process. Further, the Committee shall make recommendations to the Planning Commission and the Board of County Commissioners regarding amendments to the Health and Human Services Element of the Palm Beach County Comprehensive Plan, and shall review the implementation status of the Health and Human Services Element of the Comprehensive Plan on an annual basis.
- C. To create a forum for citizen participation, the Committee shall specifically provide for consumer, minority and affected party input on an issue by issue basis to allow for those affected to be involved in the Committee's activities.
- D. To make recommendations on an annual basis during the Financially Assisted Agency funding process regarding service and funding priorities, outcomes and contract requirements.
- E. To serve as a link to local and regional health and human service planning organizations. Linkages may include ex-officio member appointments of the Committee, participation in other agency planning processes, and multi-agency task forces to resolve specific problems. Further, all agencies and staff within the auspices of the Board of County Commissioners shall provide data, information and such support as reasonably required, and shall otherwise work in cooperation with the Committee in pursuing the Board of County Commissioner's health and human service goals, objectives and policies. The purpose of such linkages is to facilitate the Committee in achieving its mission.
- F. Submit an annual narrative report to the Agenda Coordinator. The form, substance and submittal dates for annual narrative reports are established by PPM-CW-O-060.
- G. To perform such other duties as may be required from time to time assigned by the Board of County Commissioners.

**Section 4. Membership.** The Committee shall be comprised of eleven (11) members. The total membership of the Committee shall, at a minimum, represent the components of the Health and Human Services System of Care: public health, physical health, behavioral health, developmental services, children and family services, adult and elderly services, education, recreation, workforce development, municipalities, business and economic development, planning/research & evaluation, transportation, and housing. All members must reside in Palm Beach County at the time of appointment and while serving on the Board, and have knowledge of at least one component of the System of Care. Membership shall be representative of the racial, ethnic and geographic diversity of Palm Beach County. At least one member shall be a resident of west of 20 mile bend. At least one member shall be a representative of the Palm Beach County League of Cities. At least one member shall be a representative of the Florida Department of Health in Palm Beach County.

- A. Appointment. Members shall be appointed at large by the Board of County Commissioners, and serve for staggered terms of three (3) years, with a limit of three (3) consecutive terms. Terms shall begin on October 1st, and end on September 30th.

Vacancies occurring during a term shall be filled for the unexpired portion of the term, and shall not count towards the member's term limits.

- B. Member Nominations. The nomination process shall begin ninety (90) days prior to the expiration of a member's term, or immediately in the event of an unplanned vacancy. The Board of County Commissioners shall be notified and requested to provide nominations for committee appointment. The Palm Beach County Health Department and the Palm Beach County League of Cities will each be requested to submit a nomination. Nominees submitted by the Committee, the Palm Beach County League of Cities, the Palm Beach County Health Department and individual Commissioners will be transmitted to the Board of County Commissioners. An approved board appointment form, with attached resume, must be completed for all nominees prior to transmittal.
- C. Ex-officio Members. Ex-officio members may be appointed by a majority vote of the Committee, or as directed by the Board of County Commissioners, for the purpose of assisting the Committee in achieving its mission.
- D. Conflict of Interest. Members shall be governed by the applicable provisions of Florida Code of Ethics for Public Officers and Employees and the applicable provisions of the Palm Beach County Code of Ethics.
- E. Compensation. Members shall receive no compensation for services, but may be entitled to travel reimbursement incurred only for travel outside Palm Beach County necessary to fulfill board member responsibilities and only when sufficient funds have been budgeted and available as set forth in PPM CW-O-038. 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. No other expenses will be reimbursable except documented long distance telephone calls to the liaison County department.
- F. Attendance. Members shall be automatically removed for lack of attendance. Lack of attendance is defined as failure to attend three (3) consecutive meetings or a failure to attend more than one-half of the meetings scheduled during a calendar year. Participation for less than three-fourths of a meeting shall be the same as a failure to attend a meeting. Members removed pursuant to this paragraph shall not continue to serve on the Committee and such removal shall create a vacancy.

**Section 5. Officers.** A chair and vice-chair shall be elected by a majority vote of the Committee and shall serve for a term of one year, but not to exceed two consecutive terms in any one office. The duties of the chair shall be to:

- (A) Call Committee meetings and organize the agenda for the same;
- (B) Preside at committee meetings;
- (C) Establish subcommittees, appoint subcommittee chairs, and charge subcommittee with specific tasks;
- (D) Serve as primary liaison with staff; and
- (E) Perform other functions as the committee may assign.

The vice-chair shall perform the duties of the chair in the chair's absence and such other duties as the chair may assign.

If a vacancy occurs in the office of the chair, then the position shall be assumed by the vice-chair for the remainder of the term. Any remaining vacancies shall be filled through a majority vote of the Committee.

Any officer may be removed from office by a majority vote of the Committee whenever the best interest of the Committee and public would be served.

**Section 6. Meetings.** The Committee shall meet on a regular basis. A quorum must be present for the conduct of all regular meetings. A majority of the members appointed shall constitute a quorum. The chairperson may call a meeting or a meeting may be called upon the written request of three members.

- A. Subcommittees. The Committee will conduct its business through one (1) standing sub-committee, the Executive Committee, and ad hoc sub-committees, work groups, and other appropriate forums as needed. The Executive Committee will consist of the Officers, the Immediate Past Chair, a representative whose residence is west of 20 mile bend and a representative of the Palm Beach County League of Cities. The purpose of the Executive Committee is to review and evaluate matters arising between regular Committee meetings, and to solicit and recommend member nominations for transmittal to the Board of County Commissioners. Ad hoc sub-committees shall be chaired by a Committee member.
- B. Conduct of Meetings. All meetings shall be governed by Robert's Rules of Order and shall comply with the Sunshine Law. Reasonable public notice of all meetings shall be provided. All meetings of the Committee shall be open to the public at all times and minutes shall be taken at each meeting.

**Section 7. Administration.** Staff for the Committee shall be provided through the Department of Community Services.

**Section 8. Uniform Policies and Procedures of Advisory Boards.** The Committee shall be subject to the uniform policies and procedures established by the Board of County Commissioners for Advisory Boards as currently set forth in Resolution No. 2013-0193, as may be further amended by action of the Board of County Commissioners.

- II. **Effective Date.** The provisions of this resolution shall become effective upon approval of the Board of County Commissioners.

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

Commissioner Steven L. Abrams, District 4	-	<u>Aye</u>
Commissioner Priscilla A. Taylor, District 7	-	<u>Aye</u>
Commissioner Hal R. Valeche, District 1	-	<u>Aye</u>
Commissioner Paulette Burdick, District 2	-	<u>Aye</u>
Commissioner Shelly Vana, District 3	-	<u>Aye</u>
Commissioner Mary Lou Berger, District 5	-	<u>Aye</u>
Commissioner Jess R. Santamaria, District 6	-	<u>Aye</u>

The Chair thereupon declared the Resolution duly passed and adopted this 5th day of November 2013.

APPROVED AS TO FORM  
LEGAL SUFFICIENCY

PALM BEACH COUNTY, FLORIDA  
BOARD OF COUNTY COMMISSIONERS

Sharon R. Bock, Clerk & Comptroller  
Palm Beach County

By: [Signature]  
County Attorney

By: [Signature]  
Deputy Clerk





**PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS  
CITIZENS ADVISORY COMMITTEE ON HEALTH & HUMAN SERVICES**

**I. AUTHORITY :**

Resolution No. R90-1978, adopted November 13, 1990; amended by Resolution No. R93-317; amended by Resolution No. R2001-0913, adopted on June 19, 2001; Repealed and Replaced by R2013-1563, adopted November 5, 2013.

**II. APPOINTING BODY :**

Board of County Commissioners

**III. COMPOSITION, QUALIFICATIONS, TERMS & REMOVAL :**

This Committee shall consist of eleven members which will represent the components of the Health and Human Service System of Care: public health, physical health, behavioral health, developmental services, children and family services, adult and elderly services; education, recreation, workforce development, municipalities, business and economic development, planning/research and evaluation, transportation and housing. All members must reside in Palm Beach County and have knowledge of at least one component of the System of Care. Membership shall be representative of the racial, ethnic and geographic diversity of PBC. At least one member shall be a resident of west of 20-mile bend. At least one member shall be a representative of the PBC League of Cities. At least one member shall be a representative of the Florida Department of Health in PBC. Members shall be appointed at-large by the BCC, and serve for staggered terms of three years, with a limit of three consecutive terms. Terms shall begin on October 1st and end on September 30th. Vacancies occurring during a term shall be filled for the unexpired portion of the term, and shall not count towards the member's term limits. Members shall be automatically removed for lack of attendance. Lack of attendance is defined as failure to attend three consecutive meetings or failure to attend more than one-half of the meetings scheduled during a calendar year.

**EXTENDED COMPOSITION :**

**IV. MEETINGS :**

Second Thursday of the month, from 9:00am-11:00am at 2300 Vista Parkway, Room 1W47/50, West Palm Beach, FL 33411, 1st floor conference room

**V. FUNCTIONS :**

A) To make recommendations on the collection of data necessary to analyze the health and human service needs of PBC; B) To create a forum for citizen participation for phases of the Health and Human Services Element of the PBC Comprehensive Plan development and amendment process. The Committee shall make recommendations to the Planning Commission and the BCC regarding amendments to the Health & Human Services Element of the PBC Comprehensive Plan, and review the implementation status of the Health & Human Service Element of the Comprehensive Plan on an annual basis; C) To create a forum for citizen participation, to specifically provide for consumer, minority and affected parity input on an issue by issue basis to allow for those affected to be involved in the Committee's activities; D) To make recommendations annually during the Financially Assisted Agency process regarding service and funding priorities, outcomes and contract requirements; E) To serve as a link to local and regional health and human service planning organizations; F) Submit an annual narrative report to the Agenda Coordinator; and G) To perform other duties assigned by the BCC.

\* indicates a member having an action pending

VI. LIAISON INFORMATION :

LIAISON DEPARTMENT  
Community Services

CONTACT PERSON  
Stessy Cocerez

ADDRESS  
810 Datura St  
West Palm Beach FL 33401  
Phone # 561-355-4718

\* *indicates a member having an action pending*





## CITIZENS ADVISORY COMMITTEE ON HEALTH & HUMAN SERVICES

SEAT ID	CURRENT MEMBER	ROLE TYPE	RACE CODE	GENDER	BUSINESS / HOME	SEAT REQUIREMENT	APPOINT DATE	REAPPOINT DATE	EXPIRE DATE
Appointed By : At-Large/Palm Beach County Board of County Commissioners									
1	Charles "Randy" R. Palo randy.palo@cscpbcc.org Children's Services Council of Palm Beach County 2300 High Ridge Rd Boynton Beach FL 33426	Member	CA	M	561-740-7000 X2196	A Component of the Health & Human Services System of Care	10/01/2015	10/01/2021	09/30/2024
NOMINATED BY :									
2	Merlene Ramnon merlene.Ramnon@flhealth.gov Florida Department of Health, Palm Beach County - Administratio 800 Clematis St West Palm Beach FL 33401	Member	AA	F	561-514-5303	Florida Department of Health Rep.	10/08/2019		09/30/2022
NOMINATED BY :Palm Beach County Health Department									
3	Thomas W. Cleare tcleare@hcdpbcc.org  4413 Fuschia Cir S Palm Beach Gardens FL 33410	Member	CA	M	561-624-1008	A Component of the Health & Human Services System of Care	10/01/2016		09/30/2022
NOMINATED BY :									
4	Christine E. Koehn ckoehn@farrisfdn.org The Celia Lipton Farris & Victor W. Farris Foundation, Inc. 250 S Australian Ave Ste 1403 West Palm Beach FL 33401	Member	CA	F	561-841-6360	A Component of the Health & Human Services System of Care	12/18/2012	10/01/2021	09/30/2024
NOMINATED BY :									

\* indicates a member having an action pending

**Appointed By : At-Large/Palm Beach County Board of County Commissioners**

5	Elisa Cramer elisa.cramer@myflfamilies.com Florida Department of Children & Families 111 S Sapodilla Ave West Palm Beach FL 33401	Member	AA	F	--	A Component of the Health & Human Services System of Care	10/01/2020		09/30/2023
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**NOMINATED BY :**

6	Anne Caroline M Valtin annecarolineinc@gmail.com  15231 Sunnyland Ln Wellington FL 33414	Member	CA	F	727-678-8677	A Component of the Health & Human Services System of Care	10/01/2020		09/30/2023
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**NOMINATED BY :**

7	Constance Siskowski csiskowski@gmail.com  2021 NW 53rd St Boca Raton FL 33496	Member	CA	F	--	A Component of the Health & Human Services System of Care	10/08/2019	10/01/2021	09/30/2024
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**NOMINATED BY :**

8	Anne M. Gerwig anne@aga-engineering.com Alan Gerwig & Associates, Inc. 12798 W Forest Hill Blvd Ste 201 Wellington FL 33414	Member	CA	F	--	PBC League of Cities Representative	10/01/2014	10/01/2020	09/30/2023
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**NOMINATED BY : Palm Beach County League of Cities**

\* indicates a member having an action pending



**Appointed By : At-Large/Palm Beach County Board of County Commissioners**

9	Inger L Harvey iharvey@pahokeehousing.org  555 Barfield Hwy Pahokee FL 33476	Member	AA	F	--	Resident west of 20 Mile Bend	10/01/2020	09/30/2023
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**NOMINATED BY :**

10	Vacant	Member				A Component of the Health & Human Services System of Care		09/30/2024
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**NOMINATED BY :**

11	Vacant	Member				A Component of the Health & Human Services System of Care		09/30/2022
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**NOMINATED BY :**

\* indicates a member having an action pending

**Citizens Advisory Committee on Health and Human Services – (CAC/HHS)**  
**ATTENDANCE COMPLIANCE TRACKING FORM – TALLIED January 2022 to December 2022 \***  
*Notes: IP = In Person, V = Virtual, NQ = No Quorum, Q = Quorum*

CAC/HHS MEMBERS	JAN. Regular 1-13-22 Q	FEB. Regular 2-10-22 Q	MARCH Regular 3-10-22 Q	APRIL Regular 4-14-22 Q	MAY Regular 5-12-22 Q	MAY Regular 5-19-22 NQ	AUG. Regular 8-11-22	SEPT. Regular 9-8-22	OCT. Regular 10-13-22	NOV. Regular 11-10-22	DEC. Regular 12-8-22
PALO, Randy (Seat 1)	Yes/ Virtual	Yes/ IP	No/ Absent	Yes/ IP	Yes/ IP	Yes/ Virtual					
RAMNON, Merlene (Seat 2 & Health Department Rep.)	Yes/ IP	No/ Absent	Yes/ IP	Yes/ IP	Yes/ IP	Yes/ IP					
CLEARE, Dr. Thomas (Seat 3)	Yes/ IP	Yes/ IP	No/ Absent	Yes/ Virtual	Yes/ Virtual	Yes/ Virtual					
KOEHN, Dr. Christine (Seat 4)	Yes/ Virtual	Yes/ IP	Yes/ Virtual	No/ Absent	Yes/ IP	Yes/ Virtual					
CRAMER, Elisa (Seat 5)	Yes/ Virtual	No/ Absent	No/ Absent	Yes/ IP	Yes/ IP	No/ Absent					
VALTIN, Anne Caroline (Seat 6)	Yes/ Virtual	Yes/ IP	Yes/ Virtual	Yes/ IP	Yes/ IP	Yes/ Virtual					
SISKOWSKI, Constance (Seat 7)	Yes/ IP	Yes/ IP	No/ Absent	Yes/ Virtual	Yes/ IP	Yes/ Virtual					
GERWIG, Anne (Seat 8 & League of Cities Rep)	No/ Absent	Yes/ IP	No/ Absent	Yes/ IP	No/ Absent	Yes/ Virtual					
HARVEY, Inger (Seat 9 / Glades Rep.)	Yes/ Virtual	Yes/ Virtual	Yes/ IP	Yes/ Virtual	Yes/ Virtual	Yes/ Virtual					
TATE-BOLDT, Heather (Seat 10)	Yes/ Virtual	Yes/ IP	Yes/ IP	Yes/ IP							
VACANT (Seat 11)	No/ Absent	No/ Absent	No/ Absent								

Updated on 07/08/2022 by SC at 3:16 pm

\*Meetings in June and July 2022 were cancelled.

**CAC/HHS Ex-Officio COMMITTEE MEMBERS**  
**ATTENDANCE COMPLIANCE TRACKING FORM – TALLIED January 2022 to December 2022 \***  
**Citizens Advisory Committee on Health and Human Services**

EX-OFFICIO MEMBERS	JAN. Regular 1-13-22 Q	FEB. Regular 2-10-22 Q	MARCH Regular 3-10-22 Q	APRIL Regular 4-14-22 Q	MAY Regular 5-12-22 Q	MAY Regular 5-19-22 NQ	AUG. Regular 8-12-22	SEPT. Regular 9-8-22	OCT. Regular 10-13-22	NOV. Regular 11-10-22	DEC. Regular 12-8-22
COX GERLOCK, Dr. Barbara	No/ Absent	No/ Absent	No/ Absent	No/ Absent	No/ Absent	No/ Absent					
TATE, Houston	Yes/ IP	No/ Absent	No/ Absent	No/ Absent	No/ Absent	Yes/ Virtual					
STEPHENSON, Andrea	No/ Absent	No/ Absent	No/ Absent	No/ Absent	No/ Absent	No/ Absent					
KANNEL, Scot	Yes/ IP	Yes/ IP	Yes/ IP	Yes/ Virtual	Yes/ IP	Yes/ Virtual					

*\*Meetings in June and July 2022 were cancelled.*

*Updated on 07/08/2022 by SC at 3:16 pm*