

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

Meeting Date: January 10, 2023

Department

Submitted By: Community Services

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

EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to approve: Two (2) appointments to the Citizens Advisory Committee on Health and Human Services (CAC/HHS), effective January 10, 2023:

<u>Seat No.</u>	<u>Appointment</u>	<u>Seat Requirement</u>	<u>Term Ending</u>	<u>Nominated By</u>
8	Charlotte Leonard	League of Cities Representative	09/30/2023	<ul style="list-style-type: none"> • Mayor Gregg K. Weiss • Commissioner Maria G. Marino • Commissioner Mack Bernard • CAC/HHS
10	Dr. Barbara Cox Gerlock	A Component of the Health and Human Services System of Care	09/30/2025	<ul style="list-style-type: none"> • Mayor Gregg K. Weiss • Commissioner Maria G. Marino • Commissioner Mack Bernard • CAC/HHS

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 October 28, 2022 requesting nominations for appointments. The CAC/HHS received the two (2) appointment 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 diversity count for the eight (8) seats that are currently filled is: Caucasian: 5 (62.5%), and African-American: 3 (37.5%). The gender ratio (female:male) is 6:2. Ms. Charlotte Leonard identifies as African-American and Dr. Barbara Cox Gerlock identifies as Caucasian. Ex-officio membership consists of one (1) African-American male (20%), two (2) African-American females, (40%), one (1) Asian-American female, one (1) Caucasian female (20%) and 1 Caucasian male (20%). 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

Recommended By:	12/9/2022
<i>Taruna Malhotra</i> Department Director	Date
<i>Selene C. Orjeda</i> Assistant County Attorney	12-16-22 Date

II.

REVIEW COMMENTS

A. Other Department Review:

Department Director

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

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

Section I (Department): (Please Print)

Board Name: Citizens Advisory Committee on Health & Human Services (CAC/HHS) Advisory Not Advisory

At-Large Appointment **OR** District Appointment / District #: _____

Term of Appointment: 0.75 Years From: January 10, 2023 to September 30, 2023

Seat Requirement: A Component of the Health and Human Services System of Care: League of Cities Representative Seat #: 8

Reappointment * **OR** New Appointment **OR** ex-Officio Appointment

OR to complete the term of: Anne Gerwig Due to: Resignation Other

Completion of term to expire on: September 30, 2023

* 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: N/A

Section II (Applicant): (Please Print)

APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT

Name: Leonard Charlotte P
Last First Middle

Occupation/Affiliation: Regional Director of Operations - Westlake Councilwoman

Owner Employee Officer

Business Name: City of Westlake

Business Address: 4001 Seminole Pratt Whitney Road

City & State: Westlake, Florida Zip Code: 33470

Residence Address: 15370 Goldfinch Circle

City & State: Westlake, Florida Zip Code: 33470

Home Phone: _____ Business Phone: (561) 507-7233 Ext. _____

Cell Phone: (561) 704-6634 Fax: _____

Email Address: CLeonard@Westlakegov.com

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**

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
	<i>Ex. (R#XX-XX/PO XX)</i>	<i>Ex. Parks & Recreation</i>	<i>Ex. General Maintenance</i>	<i>Ex. 10/01/2000 – 09/30/2100</i>
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 Aug 24, 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: Butts Price Digitally signed by Butts Price
Leonard, Charlotte Leonard, Charlotte Date: 2022.10.26 14:42:04 -0400 Printed Name: Charlotte Leonard Date: 10/26/2022

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) 233-0724.

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

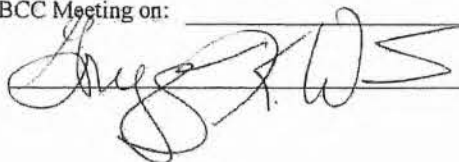
Attachment 1-A

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

Section III (Commissioner, if applicable):

Appointment to be made at BCC Meeting on: _____

Commissioner's Signature: _____



Date: _____

10/31/22

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

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810 Datura Street, West Palm Beach, Florida 33401
(561) 355-4718 – SCocerez@pbcgov.org

Section III (Commissioner, if applicable):

Appointment to be made at BCC Meeting on: _____

Commissioner's Signature: Maura G. Mauro Date: 11-1-22

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

Return this FORM to:
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810 Datura Street, West Palm Beach, Florida 33401
(561) 355-4718 – SCocerez@pbegov.org

Section III (Commissioner, if applicable):

Appointment to be made at BCC Meeting on: _____

Commissioner's Signature: Mackensan Ben Date: 11/11/2022



Honesty - Integrity - Character

PALM BEACH COUNTY CODE OF ETHICS TRAINING ACKNOWLEDGEMENT

Legal Name: Charlotte P. Leonard (Please print clearly)

Employee Identification Number: _____

Agency/Municipality: _____ Dept/Board: Citizens Advisory Committee on Health and Human Services

By signing this acknowledgement, I am attesting that I have done the following:

Read the Palm Beach County Code of Ethics Ordinance (Ctrl+Click to follow link)

AND

Have completed additional training by viewing one of the following:

The Code of Ethics Training Program on the Intranet/Internet. (Ctrl+Click to follow link)

The Code of Ethics Training Program on YouTube. (Ctrl+Click to follow link)

The Code of Ethics Training Program on DVD.

A live presentation given on _____, 20__.

I understand that I am responsible for understanding and abiding by the Palm Beach County Code of Ethics as I conduct my assigned duties during my term of employment. I also understand that the information in this policy is subject to change. Policy changes will be communicated to me by my supervisor or through official notices.

Charlotte P. Leonard
(Legal Signature)

8/24/2022
(Date)

Advisory Board Members: Submit signed forms to Appropriate Advisory Board Representative

**PLEASE SUBMIT THIS FORM TO APPROPRIATE PARTY AS HIGHLIGHTED ABOVE
PLEASE DO NOT SUBMIT THIS FORM TO THE COMMISSION ON ETHICS**

300 North Dixie Highway, Suite 450, West Palm Beach, FL 33401
PHONE: 561.355-1915 FAX: 561.355-1904
Hotline: 877.766.5920 E-mail: ethics@palmbeachcountyethics.com
Website: www.palmbeachcountyethics.com

CHARLOTTE LEONARD

West Palm Beach, FL 33411 • 561-704-6624 • cprioleo@gmail.com • linkedin.com/in/charlotte-leonard

SENIOR OPERATIONS EXECUTIVE

Balancing revenue generation and growth targets with rigorous quality of care and customer service standards

VERSATILE HEALTHCARE ADMINISTRATOR with background in governing multimillion-dollar, multilocation operations within acute care and specialty hospital settings, including nursing home and hospice facilities. Expertise spans clinical services, case management, medical employee relations, compliance and financial management.

FORWARD-THINKING BUSINESS TACTICIAN offering extensive success in implementing systems and controls to propel revenues, cost efficiency and patient focus. Engage closely with facility leaders to proactively pinpoint and resolve financial and operational issues.

JOHN MAXWELL CERTIFIED COACH, TRAINER AND SPEAKER who consultatively engages with staff to illuminate and fill their skills gaps by coordinating training opportunities. Draw on affable, motivating and hands-on-management style to nurture top performers and bring out the best in teams.

Operations Management ☑ **Program Development** ☑ **Quality Systems Implementation** ☑ **Continuous Improvement**

Regulatory Compliance ☑ **Financial Data Analysis** ☑ **Performance Metrics** ☑ **Cost Management**
Training ☑ **Hands-On Team Leadership** ☑ **Mentoring & Coaching**

CAREER HISTORY

HCR MANORCARE • Toledo, OH, 2005 – Present

Regional Director of Operations (2014 - Present)

Appointed to steer operations and enhance day-to-day processes at 9 nursing facilities while ensuring alignment with company programs and performance targets. Oversee 9 facility leaders (each with 150 employees) and enforce compliance with company's vision, values and goals. Manage \$2M operating budget and enforce related controls. Analyze and address regional training requirements. Liaise with location managers to resolve financial and operating issues.

Senior Administrator (2009- 2014)

Brought on board to govern operations of 2 facilities with 180 beds and 300+ employees. Trained, coached and directed 300+ staff members. Collaborated with management to assess business needs and formulate short- and long-range operational plans while controlling \$4.5M P&L budget.

Continued

CHARLOTTE LEONARD

West Palm Beach, FL 33411 • 561-704-6624 • cprioleo@gmail.com • linkedin.com/in/charlotte-leonard • Page 1 of 2

EARLIER ROLES

VIP CARE MANAGEMENT • Geriatric Care Manager	2000 – 2001
GREENWOOD NURSING AND REHABILITATION • Administrator	1997 – 2000

HOSPICE OF PALM BEACH COUNTY • **Team Manager**

1996 – 1997

BOARD APPOINTMENTS & COMMUNITY INVOLVEMENT

CITY OF WESTLAKE, FLORIDA • Councilwoman	2022 – Present
NATIONAL COALITION FOR 100 BLACK WOMEN • Co-Chair, Health Committee	2021 – Present
SOUL MOVEMENT, AFRICAN AMERICAN DANCE COMPANY • Board Advisor	2021 – Present
IVY EDUCATIONAL FOUNDATION INC. • Board President	2016 – 2020
DRESS FOR SUCCESS PALM BEACHES • Board Member	2018 – 2019
ALPHA KAPPA ALPHA, INCORPORATED • Lifetime Member	

EDUCATION & TRAINING

NOVA SOUTHEASTERN UNIVERSITY; Davie, FL • **Master of Health Law (MHL)**
FISK UNIVERSITY; Nashville, TN • **Healthcare Administration and Planning Coursework**
John Maxwell Certified Coach, Teacher, Trainer and Speaker, 2018
Licensed FL Nursing Home Administrator

PROFESSIONAL ACCOLADES

South Florida's Most Powerful & Influential Black Leaders in Business, Designee, 2017
Women of Excellence, Business Executive Award Winner, 2015

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
BOARDS/COMMITTEES APPLICATION

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Section I (Department): (Please Print)

Board Name: Citizens Advisory Committee on Health & Human Services (CAC/HHS) [X] Advisory [] Not Advisory
[X] At-Large Appointment OR [] District Appointment / District #:
Term of Appointment: 2.67 Years From: January 10, 2023 to September 30, 2025
Seat Requirement: A Component of the Health and Human Services System of Care Seat #: 11
[] Reappointment * OR [X] 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: N/A

Section II (Applicant): (Please Print) APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT

Name: Gerlock Barbara Cox
Last First Middle

Occupation/Affiliation: Consultant Behavioral and Mental Health

Owner [] Employee [] Officer []

Business Name: Barbara Cox Gerlock LLC

Business Address: 7716 Spring Creek Drive

City & State: West Palm Beach Zip Code: 33411

Residence Address: same as above

City & State: Zip Code:

Home Phone: Business Phone: Ext.

Cell Phone: (561) 310-5010 Fax:

Email Address: bcgerlock@gmail.com

Mailing Address Preference: [] Business [X] Residence

Have you ever been convicted of a felony? [] Yes [X] No

If yes, please state the court, nature of offense, disposition of case, and date:

[Empty box for court and offense details]

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

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

Section II (Applicant) Continued:

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1				
2				
3				
4				
5				

Attach Additional Sheet(s), if necessary

OR

NONE
 NOT APPLICABLE / (Governmental Entity)

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By watching the training program on the Web, DVD or VHS on 8/14, 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: *Barbara Cox Gerlock* Printed Name: Barbara Cox Gerlock Date: 8/15/2022

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 or contact us via email at ethics@palmbeachcountyethics.com or (561) 233-0724.

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
BOARDS/COMMITTEES APPLICATION

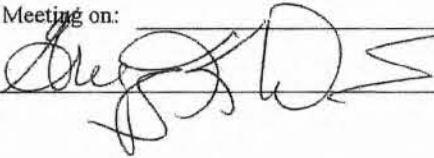
Attachment 1-B

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(561) 355-4718 – SCocerez@pbegov.org

Section III (Commissioner, if applicable):

Appointment to be made at BCC Meeting on:

Commissioner's Signature:

 _____

Date: 10/31/22

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

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(561) 355-4718 – SCocerez@pbcgov.org

Section III (Commissioner, if applicable):

Appointment to be made at BCC Meeting on: _____

Commissioner's Signature: Maui G. Mauns Date: 11.1.22

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

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Section III (Commissioner, if applicable):

Appointment to be made at BCC Meeting on: _____
Commissioner's Signature: Mackensen Beal Date: 11/11/2022



Honesty - Integrity - Character

**PALM BEACH COUNTY
CODE OF ETHICS
TRAINING ACKNOWLEDGEMENT**

Legal Name: Barbara C. Gerlock (Please print clearly)

Employee Identification Number: _____

Agency/Municipality: Community Services Dept/Board: CAC HHS

By signing this acknowledgement, I am attesting that I have done the following:

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AND

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A live presentation given on _____, 20__.

I understand that I am responsible for understanding and abiding by the Palm Beach County Code of Ethics as I conduct my assigned duties during my term of employment. I also understand that the information in this policy is subject to change. Policy changes will be communicated to me by my supervisor or through official notices.

Barbara C. Gerlock
(Legal Signature)

8/15/22
(Date)

Officials and Employees: Submit signed forms according to your agency's policy

Advisory Board Members: Submit signed forms to Appropriate Advisory Board Representative

**PLEASE SUBMIT THIS FORM TO APPROPRIATE PARTY AS HIGHLIGHTED ABOVE
PLEASE DO NOT SUBMIT THIS FORM TO THE COMMISSION ON ETHICS**

300 North Dixie Highway, Suite 450, West Palm Beach, FL 33401

PHONE: 561.355-1915 FAX: 561.355-1904

Hotline: 877.766.5920 E-mail: ethics@palmbeachcountyethics.com

Website: www.palmbeachcountyethics.com

Barbara Cox Gerlock, Ph.D

(561) 310-5010 | **Email:** bcgerlock@gmail.com
7716 Spring Creek Drive, West Palm Beach, FL 33411

PROFESSIONAL SUMMARY

Motivated professional with solid experience managing all levels of large-scale projects, including budgeting and administration.

Dedicated to enhancing community oriented and collaborative decision making for systems change using an analytical and disciplined approach.

Demonstrated ability to work with collaboratively to solve problems, resolve conflicts and respond to crisis with multiple diverse groups.

Effective project leader and problem-solver seeking to apply expertise and extensive experience in education, behavioral health (substance abuse and mental health) and juvenile justice to take on a challenging new role with an exciting community system change team.

WORK HISTORY

ORGANIZATIONAL DEVELOPMENT CONSULTANT 09/1996 to *CURRENT*

West Palm Beach, Florida

Developed a pilot school based behavioral health prevention program for the Health Care District

Wrote the SAMHSA/Quantum Foundation Family HOPE \$8M Systems of Care for Children's Mental Health grant

Wrote and served as Project Coordinator for the \$5.7M SOBEIT (Systems Organized for Behavior, Education, Intervention and Treatment, 2002) systems change grant and instituted protocols still in effect today;

Wrote the National Institute of Justice research \$4M grant (School District of Palm Beach County and the Department of Juvenile Justice)

Former consultant with the School District of Palm Beach County Department of Behavioral and Mental Health

TEACHER, COUNSELOR AND ASSISTANT SUPERINTENDENT

09/1965 to 06/1994

Yonkers Public Schools | Yonkers, New York

Organizational leader for all student services both regular, special education, ELL, homeless and incarcerated youth

Developed protocol for the integration of schools under Federal Court Order

Developed school based mental health K-12 program with Rockland Children Psychiatric Hospital

Implemented pilot Student Assistance Program that developed into a national model

Designed and facilitated community change programs (American Heart Association and American Cancer Society Smoking Cessation)

Supervised staff of more than 500 teachers, counselors, speech therapists, nurses, psychologists, therapists, psychiatrists and interns

EDUCATION

Bachelor of Arts | Social Studies/Secondary Education 1965
College of Mount Saint Vincent, New York, NY

Master of Science | Counseling 1967
Fordham University, New York, NY

Ph.D. | Organizational Development 1983
Yeshiva University, New York, NY

ADDITIONAL INFORMATION

President of the National Association of Pupil Services Administrators (1993)

Chair of the New York State Congress of Pupil Services

Organizations (1988-1992)

Member and former Chair of the Palm Beach County Citizens Advisory Board on Health and Human Services (1998-2016)

Chair Circuit 15 Juvenile Advisory Board (2006-2018)

Member of the PBC School & Community Safety Initiative Behavioral Health Track Committee (2018-Present).

Member Youth and Young Adult Committee, Career Source Palm Beach County (2016-Present)

National Training Laboratories for Applied Behavioral Science 1972, 1977

Kripalu Center for Yoga and Health 1995, 1998

Ordained, Alliance of Divine Love 1996

References available upon request.

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:

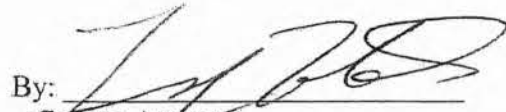
Commissioner Steven L. Abrams, District 4	-	<u>Aye</u>
Commissioner Priscilla A. Taylor, District 7	-	<u>Aye</u>
Commissioner Hal R. Valeche, District 1	-	<u>Aye</u>
Commissioner Paulette Burdick, District 2	-	<u>Aye</u>
Commissioner Shelly Vana, District 3	-	<u>Aye</u>
Commissioner Mary Lou Berger,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

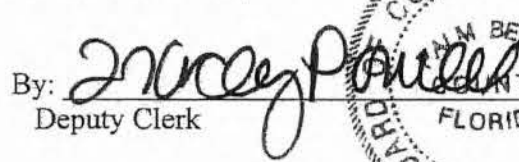
The Chair thereupon declared the Resolution duly passed and adopted this 5th day of November 2013.

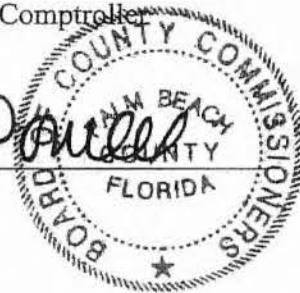
**APPROVED AS TO FORM
LEGAL SUFFICIENCY**

**PALM BEACH COUNTY, FLORIDA
BOARD OF COUNTY COMMISSIONERS**

Sharon R. Bock, Clerk & Comptroller
Palm Beach County

By: 
County Attorney

By: 
Deputy Clerk





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

SEAT ID	CURRENT MEMBER	ROLE TYPE	RACE COD	GENDER	BUSINESS / HOME	SEAT REQUIREMENT	APPOINTE D DATE	REAPPOINTED DATE	EXPIRATION DATE
Appointed By : At-Large/Palm Beach County Board of County Commissioners									
1	Charles "Randy" R. Palo randy.palo@cscpbc.org Children's Services Council of Palm Beach County 2300 High Ridge Rd Boynton Beach FL 33426	Member	CA	M	561-740-7000 X219	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 - Administration 800 Clematis St West Palm Beach FL 33401	Member	AA	F	561-514-5303	Florida Department of Health Rep.	10/08/2019	10/01/2022	09/30/2025
NOMINATED BY : Palm Beach County Health Department									
3	Thomas W. Cleare tcleare@hcdpbc.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	10/01/2022	09/30/2025
NOMINATED BY :									

* indicates a member having an action pending



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

SEAT ID	CURRENT MEMBER	ROLE TYPE	RACE COD	GENDER	BUSINESS / HOME	SEAT REQUIREMENT	APPOINTE D DATE	REAPPOINTED DATE	EXPIRATION DATE
Appointed By : At-Large/Palm Beach County Board of County Commissioners									
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 :									
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
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
NOMINATED BY :									

* indicates a member having an action pending



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

SEAT ID	CURRENT MEMBER	ROLE TYPE	RACE COD	GENDER	BUSINESS / HOME	SEAT REQUIREMENT	APPOINTE D DATE	REAPPOINTED DATE	EXPIRATION DATE
Appointed By : At-Large/Palm Beach County Board of County Commissioners									
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
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
NOMINATED BY : Palm Beach County League of Cities									
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
NOMINATED BY :									

* indicates a member having an action pending



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

SEAT ID	CURRENT MEMBER	ROLE TYPE	RACE COD	GENDER	BUSINESS / HOME	SEAT REQUIREMENT	APPOINTE D DATE	REAPPOINTED DATE	EXPIRATION DATE
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Appointed By : At-Large/Palm Beach County Board of County Commissioners

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

*Meetings in June, July, October, and November 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	FEB Regular 2/10/22	MARCH Regular 3/7/22	APRIL Regular 4/4/22	MAY Regular 5/2/22	JUNE Regular 5/31/22 <i>CANCELLED</i>	JULY Regular 7/27/22 <i>CANCELLED</i>	AUG Regular 8/24/22	SEPT Regular 9/21/22	OCT Regular 10/18/22 <i>CANCELLED</i>	NOV Regular 11/15/22 <i>CANCELLED</i>	DEC Regular 12/12/22
COX GERLOCK, Dr. Barbara								Yes/ IP	Yes/ IP			
TATE, Houston	Yes/ IP					Yes/ Virtual			Yes/ IP			
STEPHENSON, Andrea												
KANNEL, Scot	Yes/ IP	Yes/ IP	Yes/ IP	Yes/ Virtual	Yes/ IP	Yes/ Virtual			Yes/ IP			
GILBERT, Aruna												
PRESMY, Marie												

**Meetings in June, July, October, and November 2022 were cancelled.*