

PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS  
BOARD APPOINTMENT SUMMARY

Meeting Date: April 18, 2023

Department  
Submitted By: Community Services  
Advisory Board: Homeless Advisory Board

I. EXECUTIVE BRIEF

**Motion and Title:** Staff recommends motion to approve: the appointment of two (2) new members to the Homeless Advisory Board (HAB), effective April 18, 2023:

<u>Seat No.</u>	<u>Appointment</u>	<u>Seat Requirement</u>	<u>Recommended By</u>	<u>Term Expires</u>
7	Paul E. Dumars	Homeless Coalition Of Palm Beach County Representative	The Homeless Coalition	09/30/2023
10	Elizama Goertzen	Business Community Representative	Economic Development Council	09/30/2023

**Summary:** On May 1, 2007, the Board of County Commissioners (BCC) established the HAB. Per Resolution No. R2016-0038, the total membership for the HAB shall be no more than 14 at-large members, comprised of members representing government, business providers, law enforcement, advocates, education, faith-based and the formerly homeless. Ms. Goertzen is an employee of Florida Power and Light (FPL). FPL contracts with the County for services. The HAB provides no regulation, oversight, management, or policy setting recommendations regarding the subject contracts 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. The diversity count for the 11 seats that are currently filled is African-American: 5 (45%) Caucasian: 5 (45%) Native-American 1 (10%). The gender ratio (female: male) is 6:5. Ms. Goertzen is Hispanic-American and Mr. Dumars is African-American. Staff conducts targeted outreach in an effort to proffer candidates for appointments that maintain a diverse composition of the board. (Division of Human and Community Services) Countywide (HH)

**Background and Justification:** The BCC formally adopted the Leading the Way Home plan to end and prevent homelessness on January 7, 2020. The HAB's focus is directed toward implementing the new Leading the Way Home plan. The Division of Human Services provide staff support. Resolution Number R2016-0038 provides the authority for the HAB

- Attachments:**
- Boards/Committees Applications (2)
  - Proposed HAB Member Category and Seat Number
  - Resolution No. R2016-0038

Recommended By: James E. Green 3/21/2023  
Department Director Date  
Legal Sufficiency: Helene Castiglione 3-23-23  
Assistant County Attorney Date

Attachment 1

**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: Homeless Advisory Board Advisory ☒ Not Advisory ☐  
☐ At Large Appointment or ☐ District Appointment /District #: \_\_\_\_\_  
Term of Appointment: 5 Years. From: 04/18/2023 To: 09/30/2023  
Seat Requirement: Homeless Coalition of Palm Beach County Rep Seat #: 7  
☐ \*Reappointment or ☒ New Appointment  
or ☐ to complete the term of \_\_\_\_\_ Due to: ☐ resignation ☐ other  
Completion of term to expire on: \_\_\_\_\_

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

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

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

Name: Dumars Paul Eric  
Last First Middle  
Occupation/Affiliation: CFO/COO  
Owner ☐ Employee ☒ Officer ☐  
**Business Name:** Congressional Black Caucus Foundation, Inc.  
**Business Address:** \_\_\_\_\_  
City & State Washington, DC Zip Code: 2003617  
**Residence Address:** 1740 Lindley St.  
City & State Mangonia Park, FL Zip Code: 33407  
Home Phone: ( ) Business Phone: ( ) Ext. \_\_\_\_\_  
Cell Phone: (954) 558-5502 Fax: ( )  
Email Address: pdumars@gmail.com

Mailing Address Preference: ☐ Business ☒ Residence

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

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

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

Section II Continued:

**CONTRACTUAL RELATIONSHIPS:** Pursuant to Article XIII, Sec. 2-443 of the Palm Beach County Code of Ethics, advisory board members are prohibited from entering into any contract or other transaction for goods or services with Palm Beach County. Exceptions to this prohibition include awards made under sealed competitive bids, certain emergency and sole source purchases, and transactions that do not exceed \$500 per year in aggregate. These exemptions are described in the Code. This prohibition does not apply when the advisory board member's board provides no regulation, oversight, management, or policy-setting recommendations regarding the subject contract or transaction and the contract or transaction is disclosed at a public meeting of the Board of County Commissioners. To determine compliance with this provision, it is necessary that you, as a board member applicant, identify all contractual relationships between Palm Beach County government and you as an individual, directly or indirectly, or your employer or business. This information should be provided in the space below. If there are no contracts or transactions to report, please verify that none exist. Staff will review this information and determine if you are eligible to serve or if you may be eligible for an exception or waiver pursuant to the code.

<u>Contract/Transaction No.</u>	<u>Department/Division</u>	<u>Description of Services</u>	<u>Term</u>
<u>Example: (R#XX-XX/PO XX)</u>	<u>Parks &amp; Recreation</u>	<u>General Maintenance</u>	<u>10/01/00-09/30/2100</u>
(Attach Additional Sheet(s), if necessary) OR			
NONE	<input checked="" type="checkbox"/>	NOT APPLICABLE/ (Governmental Entity)	<input type="checkbox"/>

**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-80 is required before appointment, and upon reappointment.

☒ By signing below I acknowledge that I have read, understand the Sunshine Law Overview for Advisory Board Members and agree to abide by the Florida Sunshine Law and the Florida and Palm Beach County Code of Ethics, and I have received the required Ethics training (in the manner checked below):

☒ By watching the training program on the Web, DVD or VHS on 2/2 20 23  
☐ 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: Paul Dumars Printed Name: Paul Dumars Date: 2/2/23

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.

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: \_\_\_\_\_

**Paul E. Dumars, Jr.**  
**1283 Gembrook Ct, Royal Palm Beach, FL**  
**954-558-5502**  
**[pdumars@gmail.com](mailto:pdumars@gmail.com)**

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**PROFILE**

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A fully qualified finance professional with the experience required to provide leading financial strategies conducive to the ambitious growth goals of a corporation. A proven ability to challenge, change and better existing processes, procedures and systems. Equipped with excellent communication skills and the ability to communicate with a high level of professionalism with clients and colleagues that span the financial spectrum.

**ACCOMPLISHMENTS**

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- Managed the implementation of SAP software systems
- Reduced payroll in excess of 917k, over three-year period
- Increased efficiency and accuracy of gross margin reports
- Overhauled inventory procedures and system
- Decreased time in the completion of audited financials
- Decreased overspending and reduced maintenance cost by 170k in 1 year
- Recouped 76k on utility audits
- Implemented monthly financial health meetings
- Implemented Core Business Plan & Feasibility Study for purpose of Expansion Financing
- Negotiated over 20 Financial Services Loans and Credit Facilities
- Spearheaded a Forensic Audit of a Governmental Agency
- Reconstruct 100-million-dollar Non-Profit Budget Process
- Obtained over 50 million in equity & debt financing

**CORE COMPETENCIES**

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- Cost-Benefit Analysis
- Financial Project Management
- Resource Allocation & Planning
- Inventory Control & Warehouse Management System
- Financial Statement Preparation, Presentation & Analysis
- Asset Management
- Tax Planning
- Cash Flow Management
- Growth & Trend Analysis
- Financial Systems Policies & Procedures Implementation
- Multiple Entity Consolidation
- System Project Management – SAP Implementation
- Merger & Acquisitions
- Private Equity Financial Modeling
- Audit Liaison to the Board of Directors for Audit Services
- Non-Profit Accounting via Homeless Coalition of Palm Beach County- Treasurer
- Non-Profit Budget Construction, Audit & Tax Filings
- Business Valuation
- Acquisition Due Diligence

EXPERIENCE

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**Interim President and CEO**  
**Congressional Black Caucus Foundation – Washington DC**  
October 2021`- March 2022  
Lead the organization through a crucial transition period  
Managed the Board of Directors  
Implemented Growth Strategy  
Managed Endowment Fund Growth to 50 million dollars  
Implemented New Human Capital Program  
Reorganized Programs, Research and Policy Departments  
Corporate and Non-Profit Development

**CFO/COO**  
**Congressional Black Caucus Foundation – Washington DC**  
**May 2021- Present**  
Strategic Management  
In partnership with the PCEO, oversee the articulation and implementation of the organization’s strategies and implement new processes and approaches to achieve it.  
In partnership with the CEO, reinforce policies and practices to ensure equitable, efficient, and consultative decision-making throughout the organization.  
Lead the organization-wide performance management process that establishes annual goals and evaluates ongoing progress to these goals.  
Work with the board of directors to ensure financial health and manage organizational risk; serve on Board committees as needed.  
Lead the Finance, Information Technology, Operations, and Human Resources functions, directly supervising the staff responsible for those areas.  
Ensure the clarity and consistency of the CBCF culture among the different departments.  
Actively model and promote CBCF’s values and ensure organizational alignment with our values throughout all teams.  
Supervise the Director of Human Resources and oversee all associated human resource functions with a focus on equity, continuous improvement, employee engagement and employee development.  
Monitor staff engagement and work with Human Resources to enhance staff retention strategies.  
Ensure compliance with applicable labor laws.

**Head of Finance**  
**BrandStar, Inc/O2 Media, Inc**  
**November 2019 – May 2021**  
Prepare monthly, quarterly, and annual financial statements  
Balance sheet reconciliations  
Cash management  
Payroll calculations including commissions and end of month accruals  
Property tax, sales tax and other government filings for multiple entities  
Perform monthly departmental expense analysis and reporting  
Reports financial status by developing forecasts; reporting results; analyzing variances; developing improvements.  
Assist in coordination, preparation and distribution of the annual budget as well as monthly budget-to-actual reports  
Month-end and year-end close cycle, which would include the preparation of journal entries and account reconciliations

Cost accounting  
Total resource optimization: staff, process, technology, etc.  
Leading a team of accounting professionals, including selection, development, and management  
Accomplishes financial strategies by determining accountabilities, communicating and enforcing values, policies and procedures.  
Develop financial and tax strategies and monitor implementation of those strategies.  
Manage the capital request and budgeting processes.  
Merger & Acquisition Due Diligence

**Director of Finance and Human Resources- Consulting**  
**St. Jude Church and St. Jude School- Diocese of Palm Beach County, September 2019 – November 2019**

Oversee cash flow management  
Track important KPIs and analyze trends  
Forecast return on investment (ROI) for current and future programs  
Develop and monitor budgets  
Inform key stakeholders of financial status and investment plans  
Ensure all financial operations comply with federal and state laws  
Present monthly, quarterly, and annual financial statements to executives and board of directors  
Coordinate audit activities  
Represent the company to investors and public officials  
Supervise the accounting department to ensure smooth day-to-day transactions  
Statement of Activities  
Statement of Net Position  
Statement of Cash Activities  
Statement of Expenses  
990 Filing  
Non-Profit Audit

**Chief Financial Officer/Operations Manager**  
**Penn Dutch Food Center, Margate FL,**  
**October 2014-September 2019**

Oversee the capital structure, balance sheet, business strategy and expansion opportunities  
Manage the financial structure related to financial and management reporting, budgeting, revenue forecasting and marketing strategy.  
Partner with the CEO on special projects and major company initiatives and goals  
Partner with general managers and production manager on purchasing, inventory level and buying  
Report to Board of Directors on cash management, long term planning, revenue opportunity, cost savings and efficiency modeling in all areas.  
Managed IT Department of three people  
Managed Human Resources Function  
Develop policies related to finance, IT, legal, marketing, business development and staffing models  
Accountable for developing a skilled financial staff with strong emphasis on credibility, accuracy and timely reporting  
Proving leadership and guidance towards the company financial health and future endeavors

**Controller**  
**Penn Dutch Food Center, Margate FL,**  
**October 2005-November 2014**

Financial statement preparation  
Trial balance management & reconciliation

Inventory management & implementation  
Implementation of budget process, policies & procedures related to accounting  
Fixed Asset Management  
Internal Audit Preparation & Execution  
Budget Analysis  
Cash Management  
Personal Control of Stipends, Payments and Distributions  
Marketing, Growth & Trend Analysis  
Full Accounting Cycle experience (Accounts Payables, Receivables, Cash Reconciliation)  
Variance Analysis  
Variable and Fixed Cost Forecasting  
Revenue Forecasting  
Margin and Cost Analysis  
External Audit coordination  
Financial statement review & presentation to upper management  
Project Management and Supervision  
Compliance  
Federal Government Programs Budgeting  
Governmental Finance and Oversight  
IT staff Management and Supervision

**Staff/Senior Accountant/Inventory Specialist**  
**HCX Salons International, LLC, Ft. Lauderdale, Florida 33409**  
**September 2002 to October 2005**

Bank reconciliation, financial statements  
Intercompany Management and Reconciliation  
Monthly Closing  
Intercompany and Intra company reconciliation  
Daily Cash and Monthly Reconciliation  
Accounts Payable function manager by overseeing and completing daily accounts payable task  
Inventory management and procedures, by creating an inventory system using Peachtree accounting software and management with Excel, Purchasing, and Inventory Reporting for Financial Statement Purposes. Along with a complete invoicing and COGS reporting system  
Cash and Accounts Receivable functions as well as monthly closing procedures of the GL.  
Cost of Sales Reports for Management Use, Control.  
Implementation of Audit Controls and Checks and Balances  
Contract and Legal Management

**Treasurer/Board Chair –Volunteer**  
**Homeless Coalition of Palm Beach County**  
**May 2017-2019**

Reconstruction and overhaul of budgeting process  
Payroll processing  
Accounting functions  
Bank reconciliation  
Cash management  
Statement of Activities  
Statement of Net Position  
Statement of Cash Activities  
Statement of Expenses  
990 Filing  
Non-Profit Audit

**SKILLS**

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Software: Microsoft Office (Access, PowerPoint, Excel, Word, & Visio), Adobe Acrobat Software, Corel Suite (WordPerfect, Draw, Photo Editor, Quattro Pro), Turbo Tax, Quicken, and 10-Key Touch, QuickBooks, Software, Peachtree Accounting Software, Great Plains and Microsoft Business Solutions, SAP Business One, SAP Business One Soft Engine, Blackbaud Cloud Fund Accounting Software, Sage Accounting, Media ERP, Manufacturing ERP Systems, TenMast, Sage Accounting Software, Donor Perfect

**EDUCATION**

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Louisiana State University-Shreveport  
MBA-Financial Investing Specialization  
August 2022 (Expected)

Northwood University, West Palm Beach, Florida  
Master of Business Administration: Management  
May 2010. (Magna cum Laude)

Louisiana State University A&M, Baton Rouge, LA  
Bachelor of Science: Accounting  
December 2001

**AWARDS & ACCOLADES**

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Palm Beach County Housing Authority Board of Commissioners, Chairperson (Governor Rick Scott appointment)  
Homeless Coalition of Palm Beach – President of Board of Directors  
SPECTRA Housing- (Non-Profit Entity of the Palm Beach County Housing Authority), Chairperson of the Board  
Kappa Alpha Psi Fraternity, Inc. - President-West Palm Beach Chapter  
Kappa Foundation of Palm Beach County, Inc.- Board Member  
Leadership Florida – Connect Class 11- 2021-2022  
Top 50 Influential Businessperson -2018 Legacy Magazine  
Legacy Magazine Top 40 Under 40 for Broward & Palm Beach County Black Leaders of Today and Tomorrow for 2016



Attachment 1

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: Homeless Advisory Board Advisory ☒ Not Advisory ☐  
☒ At Large Appointment or ☐ District Appointment /District #: \_\_\_\_\_  
Term of Appointment: 5 Years. From: 4/18/2023 To: 09/30/2023  
Seat Requirement: Business Community Rep. Seat #: 10  
☐ \*Reappointment or ☒ New Appointment  
or ☐ to complete the term of Sophia Edeston Due to: ☒ resignation ☐ other  
Completion of term to expire on: 09/30/2023

\*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: Goertzen Elizama Jamileth  
Last First Middle  
Occupation/Affiliation: Executive Director, Communications  
Owner ☐ Employee ☒ Officer ☐  
Business Name: NextEra Energy / Florida Power & Light  
Business Address: 700 Universe Blvd  
City & State Juno Beach, FL Zip Code: 33408  
Residence Address: 17776 87<sup>th</sup> Ln N  
City & State Loxahatchee, FL Zip Code: 33470  
Home Phone: ( 561 ) 309-3712 Business Phone: ( 561 ) 694-4034 Ext. \_\_\_\_\_  
Cell Phone: ( 561 ) 309-3712 Fax: ( )  
Email Address: Jami.Goertzen@FPL.com

Mailing Address Preference: ☐ Business ☒ Residence

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

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

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

Section II Continued:

**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
Example: (R#XX-XX/PO XX)	Parks & Recreation	General Maintenance	10/01/00-09/30/2100
R2020-1647	Community Services	Client-Utility Svcs.	09/01/2020 - 08/31/2025
(Attach Additional Sheet(s), if necessary)			
OR			
NONE	<input type="checkbox"/>	NOT APPLICABLE/	<input type="checkbox"/>
		(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):

☒ X By watching the training program on the Web, DVD or VHS on December 8, 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:  Printed Name: Elizama J. Goertzen Date: 12/8/2022

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

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

Section III (Commissioner, if applicable):

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

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



## Jami Goertzen

Executive Director, NextEra Energy Communications

Jami Goertzen is executive director of communications for NextEra Energy, a leading clean energy company. In her role, Ms. Goertzen leads key communication functions, including executive and corporate communications, corporate affairs and media relations, employee communications, emergency communications and clean technology communications.

She has more than 25 years of experience in the areas of marketing and communications, branding and crisis communications.

Ms. Goertzen joined the company in 2004 and has served in positions of increasing responsibility in the marketing and communications group, including product marketing, channel management, media relations and customer communications for FPL, and internal and corporate communications for NextEra Energy.

Before joining NextEra Energy, Ms. Goertzen was director of branding at Software 4 Retail Solutions, a specialty retail software company in the Midwest, and prior to that, she served in communication functions at global non-profit World Vision, where she was responsible for public relations, fundraising and crisis communications for Honduras, Latin America and the Caribbean region.

Ms. Goertzen is active in the community and sits on the board of non-profit South Florida After School All-Stars and the advisory board at Berean Christian School. She is a recipient of the 2018 Edison Electric Institute Tony Anthony Member Unity Award for outstanding contributions and leadership in supporting message unity during the unprecedented Puerto Rico Hurricane Maria restoration mission. In 2019 she was recognized with a Top Women in Communications Award in the Leader category by Ragan and PR Daily.

Ms. Goertzen is a graduate of John Brown University. She resides in Palm Beach County with her husband.

Updated: December 2022

# Proposed Homeless Advisory Board Member Category and Seat Number

Attachment 2

Seat Number	Seat Requirement	Name of Member	Term of Appointment
9	Palm Beach County Commissioner	Mack Bernard PBC Commissioner	
9	Palm Beach County Law Enforcement Official (recommended by Law Enforcement Planning Council)	<b>Vacant</b>	11/2/2021 – 09/30/2024
9	Palm Beach County School District Board Member or Senior Staff Rep. (recommended by School District of PBC.)	Erica Whitfield School Board Member	11/2/2021 – 09/30/2024
3	Florida Department of Children and Families Administrator Rep. (recommended by Florida Department of Children and Families)	Elisa Cramer Community Development Administrator	11/15/2022-09/30/2025
9	PBC League of Cities Rep. (recommended by League of Cities)	Anne Gerwig Administrative Support	4/6/21 – 9/30/2023
9	VA Medical Center Rep. (recommended by Veterans Administration Medical Center)	Mason Youell	4/12/2022 – 9/30/2024
9	Homeless Coalition of PBC Rep. (recommended by Homeless Coalition of PBC)	<b>Vacant</b>	
8	Homeless Service Providers Rep. (recommended by Executive Committee of the Homeless and Housing Alliance)	Uwe K. Naujak HHA Chair	3/09/2021 – 09/30/2023
9	Business Community Rep. (recommended by Economic Development Council)	Katrina Long-Robinson Business Representative	11/2/2021 – 09/30/2024
10	Business Community Rep. (recommended by Economic Development Council)	<b>Vacant</b>	
10	Formerly Homeless Individual or Family Representative (recommended by Homeless and Housing Alliance)	Joshua Butler	04/12/22 – 09/30/2024
13	Housing Authority Rep. (recommended by Community Service)	Carol Jones-Gilbert Exec. Director PBC Housing Authority	04/07/2020 -09/30/2023
13	Faith-Based Community Rep. (recommended by Community Service)	Ezra Krieg Interfaith Committee for Social Services	11/2/2021 – 09/30/2024
10	Southeast Florida Behavioral Health Network, Inc. (recommended by Community Service)	Linda Kane SEFBHN	11/02/2021 – 09/30/2024

## RESOLUTION NO. R2016 - 0038

RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF PALM BEACH COUNTY, FLORIDA, REPEALING AND REPLACING RESOLUTION R2014-1638; PROVIDING FOR THE ESTABLISHMENT OF THE HOMELESS ADVISORY BOARD; PROVIDING FOR COMPOSITION; AND PROVIDING FOR AN EFFECTIVE DATE.

**WHEREAS**, the U.S. Department of Housing and Urban Development (HUD) recommends that recipients of Continuum of Care funds comply with the The Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH Act), and with 24 CFR Part 578; and

**WHEREAS**, the Continuum of Care Program provides funds for the operation and maintenance of Safe Havens, transitional housing, permanent supportive housing and permanent housing; and

**WHEREAS**, Palm Beach County, through the Department of Community Services, Division of Human Services wishes to comply with HUD recommendations regarding the Homeless Advisory Board; and

**WHEREAS**, HUD has adopted a Continuum of Care Program that allocates HUD homeless assistance grants to organizations that participate in local homeless assistance program planning networks, and each of these networks is called a Continuum of Care; and

**WHEREAS**, the Board of County Commissioners of Palm Beach County, Florida, established a Homeless Advisory Board on May 1, 2007 to create a Ten-Year Plan to End Homelessness in Palm Beach County pursuant to Resolution R2007-0720, and such Resolution was amended by Resolution R2007-1693, on October 2, 2007 and such Resolution was repealed and replaced by Resolution R2011-1233, on August 23, 2011; and such Resolution R2014-1638 was repealed and replaced on October 21, 2014 and

**WHEREAS**, since the Ten-Year Plan to End Homelessness has now been adopted, there exists a need for the Homeless Advisory Board to work in conjunction with the Continuum of Care to assist the County in achieving the objectives of the Ten-Year Plan to End Homelessness.

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

**REPEAL AND REPLACEMENT**

Resolution R2014-1638 is hereby repealed in its entirety and replaced with the following:

## **SECTION 1: ESTABLISHMENT OF THE HOMELESS ADVISORY BOARD**

There is hereby established an advisory board to be known as the "Homeless Advisory Board," herein referred to as the "Advisory Board."

## **SECTION 2: COMPOSITION**

The Advisory Board shall be comprised of fourteen members as follows:

- a. One (1) member shall be a Palm Beach County Commissioner;
- b. One (1) member shall be recommended by the Palm Beach County Law Enforcement Planning Council;
- c. One (1) member shall be recommended by the School District of Palm Beach County;
- d. One (1) member shall be recommended by the Florida Department of Children and Families;
- e. One (1) member shall be recommended by the League of Cities;
- f. One (1) member shall be recommended by the Veterans Administration Medical Center;
- g. One (1) member shall be recommended by the Homeless Coalition of Palm Beach County;
- h. One (1) member representing homeless services providers shall be recommended by the Executive Committee of the Homeless and Housing Alliance;
- i. Two (2) members representing business shall be recommended by the Economic Development Council;
- j. One (1) member representing Formerly Homeless individuals or families shall be recommended by the Homeless and Housing Alliance;
- k. One (1) member representing a Housing Authority shall be recommended by the Community Services Department;
- l. One (1) member representing the Faith-Based Community shall be recommended by the Community Services Department;
- m. One (1) member representing the Southeast Florida Behavioral Health Network, Inc. shall be recommended by the Community Services Department.

## **SECTION 3: APPOINTMENTS, TERMS, AND VACANCIES**

- A. The maximum number of Boards and Commissions that an individual appointed by the Board of County Commissioners may serve on at one time shall be three.
- B. Terms of office for the Advisory Board members shall be three years and shall begin on October 1<sup>st</sup> and end on September 30<sup>th</sup>.
- C. There shall be a limit of three consecutive three year terms, unless dictated otherwise by statute or other binding rule.
- D. Appointments shall be made by the Board of County Commissioners. The Homeless Advisory Board may provide recommendations for appointments.

- E. A vacancy occurring during a term shall be filled for the unexpired term and in the manner prescribed above.
- F. Upon adoption of this resolution, those members with unexpired terms that were serving on the previous Homeless Advisory Board will have their terms adjusted to expire on September 30<sup>th</sup> of the year in which their term expires.
- G. Members shall be subject to the rules and to the overall authority of the Board of County Commissioners of Palm Beach County, Florida.
- H. Advisory Board members shall not be prohibited from qualifying as a candidate for elected office.

#### **SECTION 4: ROLES AND RESPONSIBILITIES**

The roles and responsibilities of the Homeless Advisory Board shall be to assist the County in reaching its Ten-Year Plan to End Homelessness goals and they shall have the authority and power to accomplish this through the following:

- A. Gather community input on homelessness.
- B. Oversee implementation of the Ten-Year Plan to End Homelessness by:
  - 1. Fostering and promoting cooperation among governmental agencies, community-based agencies, non-profit organizations and business interests in order to ensure the efficient and timely implementation of the Ten-Year Plan to End Homelessness;
  - 2. Review progress made in the County towards achieving the objectives identified in the Ten-Year Plan to End Homelessness and make recommendations to the Board of County Commissioners. The primary recommendations may include systematic changes, policy changes, and funding recommendations;
  - 3. Provide information regarding the needs and other factors affecting the smooth implementation of the Ten-Year Plan to End Homelessness within Palm Beach County; and
  - 4. Determine roadblocks affecting program implementation and recommend corrective measures to the Board of County Commissioners.
- C. Recruit private and public sector representatives to the membership of Advisory Board committees.

#### **SECTION 5: MEETINGS**

- A. The Advisory Board shall meet on a regular basis. The Chair or County staff shall have the authority to call emergency meetings, as is needed and appropriate.

#### **SECTION 6: OFFICERS**

- A. The Chair shall be a County Commissioner appointed by the Palm Beach County Board of County Commissioners.
  - 1. Duties of the Chair:
    - a. Call and set the agenda for Advisory Board meetings;

- b. Preside at Advisory Board meetings;
    - c. Establish committees, appoint committee chairs and charge committees with specific tasks; and
    - d. Perform other functions as the Advisory Board may assign by rule or order.
  - 2. If a vacancy occurs in the office of the Chair, the Palm Beach County Board of County Commissioners shall appoint a replacement.
- B. The Vice Chair shall be elected by a majority vote of the Advisory Board and shall serve for a term of one year.
- 1. The Vice Chair shall perform the duties of the Chair in the Chair's absence, and such other duties as the Chair may assign.
  - 2. If a vacancy occurs in the office of the Vice Chair, the Advisory Board will elect another member to fill the unexpired term.

**SECTION 7: 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 consecutive meetings or 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 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 8: RESIDENCY REQUIREMENTS**

All board members must be residents of Palm Beach County at the time of appointment and while serving on the board.

**SECTION 9: ANNUAL NARRATIVE REPORT**

The Advisory Board shall 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.

**SECTION 10: SUNSHINE LAW AND STATE CODE OF ETHICS**

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

**SECTION 11: 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 12: 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 Administrator and shall be in accordance with Countywide Policy and Procedures Memoranda (PPM) CW-F-009.

**SECTION 13: CONDUCT OF MEETING**

A quorum must be present for the conduct of all board meetings. A majority of the members appointed shall constitute a quorum. All meetings shall be governed by Robert's Rules of Order.

**SECTION 14: CONFLICT WITH FEDERAL OR STATE LAW OR COUNTY  
CHARTER**

Any statutory Federal or State or County Charter provisions in conflict with this Resolution shall prevail.

**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 Vana, who moved its adoption. The motion was seconded by Commissioner Valeche, and upon being put to a vote, the vote was as follows:

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

The Mayor thereupon declared the Resolution duly passed and adopted this 26th day of January, 2016.

APPROVED AS TO FORM AND  
LEGAL SUFFICIENCY

BY: Helene C. Hvizd  
Helene C. Hvizd  
Assistant County Attorney

ATTEST:

SHARON R. BOCK  
CLERK & COMPTROLLER  
BY: Sharon R. Bock  
Deputy Clerk

