

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

Meeting Date: December 5, 2023

Department:
Submitted by: Community Services
Advisory Board: Palm Beach County HIV CARE Council

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to approve: the appointments of two (2) new members to the Palm Beach County HIV Comprehensive AIDS Resources Emergency Act Council (HIV CARE Council), effective December 5, 2023:

<u>Seat No.</u>	<u>Appointment</u>	<u>Recommended By</u>	<u>Term Expires</u>
5	Kimberly Rommel-Enright	HIV CARE Council	03/21/2025
22	Mary Jane Reynolds	HIV CARE Council	07/12/2024

Summary: The U.S. Department of Health and Human Services, Health Resources and Services Administration (HRSA) requires Palm Beach County to maintain a planning council tasked with establishing priorities and allocations for the Ryan White HIV/AIDS Program grant funding that the County receives. The Palm Beach County HIV CARE Council is the County’s planning council. Federal law requires that the planning council “shall reflect in its composition the demographics of the population of individuals with HIV/AIDS in the eligible area...”. At least 33% of planning council members must be consumers of Ryan White services who are unaffiliated with subrecipient service providers. The law also requires that members of the planning council represent designated categories including: health care providers; social service providers; community-based organizations; local public health agencies; non-elected community leaders; and grantees of Federal HIV programs. Ms. Rommel-Enright is employed by Legal Aid Society of Palm Beach County, Inc., which contracts with the County for services; however, the HIV CARE Council provides no regulation, oversight, management, or policy setting recommendations regarding the subject contracts or transactions. Ms. Rommel-Enright will complete the term of Tad Fuller due to seat reassignment. Ms. Reynolds will complete the term of Dale Smith due to resignation. Disclosure of these contractual relationships 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 HIV CARE Council nomination process is an open process. Per Resolution No. R2018-0015, the total membership for the HIV CARE Council shall be no more than 33 at-large members. The nominees have successfully completed the nomination process and the HIV CARE Council recommends the appointments. The diversity count for the 24 seats that are currently filled is African-American: 12 (50%), Hispanic-American: 6 (25%), Caucasian: 5 (21%), and Asian-American: 1 (4%). The gender ratio (female: male) is 14:10. Ms. Rommel-Enright is Caucasian and Ms. Reynolds is African-American. Staff is addressing the need to increase diversity within our boards and will continue to encourage this to expand this Board’s diversity. (Ryan White Program) Countywide (HH)

Background and Justification: In accordance with the Ryan White CARE Act of 1990 (P.L.101-381), Palm Beach County was designated an eligible metropolitan area disproportionately affected by the HIV epidemic and having a demand for services exceeding the capacity of local resources to meet that demand. The federal government, through HRSA, has made funds available to Palm Beach County to meet such demand. In order to access these funds, it is legally mandated by Title I (Part A) of the Ryan White Care Act that Palm Beach County designate a Title I (Part A) HIV Services Planning Council. The Ryan White CARE Act Amendments of 1996 mandate a nomination process for appointments to Title I (Part A) Planning Councils. To that end, the Board established the Palm Beach County HIV CARE Council, per Resolution No. R2011-1560 dated October 18, 2011 and amended on January 23, 2018.

- Attachments:**
1. Boards/Committees Applications
 2. HIV CARE Council Nominations Policy No. 10

Recommended By: James E. Green 11/13/2023
DocuSigned by: James E. Green
BF34EF22BFDF492
 Department Director Date

Legal Sufficiency: Deane C. Hoind 11-14-23
 Assistant County Attorney Date

II. REVIEW COMMENTS

A. Other Department Review:

Department Director

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
BOARDS/COMMITTEES APPLICATION

Attachment 1

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

Section I (Department): (Please Print)

Board Name: PBCHIV CARE COUNCIL Advisory Not Advisory

At Large Appointment or District Appointment /District #: _____

Term of Appointment: 7 mos. Years. From: 12/05/2023 To: 07/12/24

Seat Requirement: _____ Seat #: 22

*Reappointment or New Appointment

or to complete the term of Dale Smith Due to: resignation other
Completion of term to expire on: 07/12/2024

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

Section II (Applicant): (Please Print)

APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT

Name: Reynolds Mary Jane
Last First Middle

Occupation/Affiliation: _____
Owner Employee Officer

Business Name: _____

Business Address: _____

City & State _____ Zip Code: _____

Residence Address: 1665 NW 11th St

City & State Belle Glade Fla Zip Code: 33430

Home Phone: (561) 985-8989 Business Phone: () Ext. _____

Cell Phone: (561) 985-8989 Fax: ()

Email Address: Bryant57@gmail.com

Mailing Address Preference: Business Residence Same 1665 NW 11th St

Have you ever been convicted of a felony: Yes _____ No
If Yes, state the court, nature of offense, disposition of case and date: _____

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

Section II Continued:

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

<u>Contract/Transaction No.</u>	<u>Department/Division</u>	<u>Description of Services</u>	<u>Term</u>
<u>Example: (R#XX-XX/PO XX)</u>	<u>Parks & Recreation</u>	<u>General Maintenance</u>	<u>10/01/00-09/30/2100</u>
_____	_____	_____	_____
_____	_____	_____	_____

(Attach Additional Sheet(s), if necessary)
OR

NONE



NOT APPLICABLE/
(Governmental Entity)



ETHICS TRAINING: All board members are required to read and complete training on Article XIII, the Palm Beach County Code of Ethics, and read the State Guide to the Sunshine Amendment. **Article XIII, and the training requirement can be found on the web at: <http://www.palmbeachcountyethics.com/training.htm>.** Ethics training is on-going, and pursuant to PPM CW-P-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 8/28 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: Mary Reynolds Printed Name: Mary Reynolds Date: 8/28/23

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 or contact us via email at 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: _____

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

Revised 01/09/2023

Mary Jane Reynolds is from the Belle Glade, FL and has been a member of the Palm Beach County HIV CARE Council for approximately 23 years. She currently serves as the chair of the Community Awareness Committee and has been active in many other committees such as the Planning committee and Priorities and Allocations committee. She is determined to continue her active membership with the CARE Council and the Community Awareness Committee because she has a passion for getting out into the community and educating others, as well as navigating others through the process of receiving and staying in care. In addition to the CARE Council, she is requested on a regular basis to speak about HIV/AIDS at various local events. At these events, she always promotes the importance of the CARE Council and ways to become involved.

**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: PBC HIV CARE COUNCIL Advisory Not Advisory

At Large Appointment or District Appointment /District #: _____

Term of Appointment: 15 months From: 12/05/2023 To: 3/21/2025

Seat Requirement: _____ Seat #: 5

*Reappointment or New Appointment

or to complete the term of Tad Fuller Due to: resignation other
Completion of term to expire on: 3/21/2025

*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: Rommel-Enright Kimberly
Last First Middle

Occupation/Affiliation: Attorney

Owner Employee Officer

Business Name: Legal Aid Society of Palm Beach County

Business Address: 423 Fern Street, Ste. 200

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

Residence Address: 7101 182nd Rd N

City & State: Jupiter, FL Zip Code: 33458

Home Phone: () Business Phone: (561) 655-8944 Ext. 265

Cell Phone: (561) 352-5671 Fax: (561) 655-5269

Email Address: kenright@legalaidpbc.org

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 & Recreation</u>	<u>General Maintenance</u>	<u>10/01/00-09/30/2100</u>
<u>R 2021-1906</u>	<u>CSD</u>	<u>Client Services</u>	<u>01/01/2022 - 12/31/2024</u>
(Attach Additional Sheet(s), if necessary)			
OR			
NONE	<input type="checkbox"/>	NOT APPLICABLE/ (Governmental Entity)	<input type="checkbox"/>

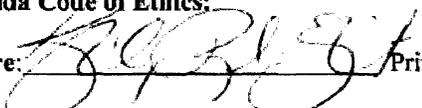
ETHICS TRAINING: All board members are required to read and complete training on Article XIII, the Palm Beach County Code of Ethics, and read the State Guide to the Sunshine Amendment, Article XIII, and the training requirement can be found on the web at: <http://www.palmbeachcountylethics.com/training.htm>. 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):

 x By watching the training program on the Web, DVD or VHS on August 17, 2023
 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: Kimberly Rummel Date: 8/17/23

Any questions and/or concerns regarding Article XIII, the Palm Beach County Code of Ethics, please visit the Commission on Ethics website www.palmbeachcountylethics.com or contact us via email at ethics@palmbeachcountylethics.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: _____

Kimberly Rommel-Enright

7101 182nd Rd North

Jupiter, Florida 33458

561-352-5671

kenright@legalaidpbc.org

EDUCATION:

NOVA UNIVERSITY LAW CENTER Ft. Lauderdale, FL
Juris Doctorate Degree, Cum Laude, May 1992
Nova Law Review Staff 1990-1992

FLORIDA ATLANTIC UNIVERSITY Boca Raton, FL
Bachelor of Arts, With Honors, Social Science, April 1989

LEGAL EMPLOYMENT:

LEGAL AID SOCIETY OF PALM BEACH COUNTY

West Palm Beach, FL

Supervising Attorney: May 1998- Present

Staff Attorney: September 1992- April 1998

Practiced Juvenile Law in the Juvenile Advocacy Project of Legal Aid. Cases included representation of minors in juvenile dependency, delinquency, and family law cases. Supervised the Legal Aid Society HIV/AIDS Legal Project and Project Permanent Placement. Supervisory duties included overseeing staff of two attorneys and four paralegals; conducting case reviews with staff and representing clients in the Ryan White Project of Legal Aid and Project Permanent Placement. Case handling involved issues of employment and insurance discrimination, confidentiality, dissolution of marriage, paternity, child support modification, kinship care and various civil matters. Current caseload concentration is in adoption, guardianship, third party custody, LGBTQ related legal issues and name changes. Currently supervising the Pro Bono Project. Primary responsibility is managing pro bono legal services for the 15th Judicial Circuit. Administrative duties include assigning cases to attorneys(approximately 400 per year), reporting pro bono participation (yearly reports to Florida Bar), recruiting attorneys, providing support for ongoing cases (approximately 1200), managing the information about the 1700 attorneys who participate in the pro bono program, and supervising all aspects of the Pro Bono Program.

THOMAS KINGCADE, P.A. West Palm Beach, FL

Clerk: Summer 1991 & August 1992

Researched and drafted memorandums of law and pleadings for personal injury, insurance, employment, defamation, and Worker's Compensation cases.

OFFICE OF THE STATE ATTORNEY

FIFTEENTH JUDICIAL CIRCUIT

Internship: January 1992-April 1992

Worked in County Court as a Certified Legal Intern. Responsible for case load. Duties included preparing discovery, conducting plea negotiations, case dispositions, and trials.

PROFESSOR MICHAEL BURNS Ft. Lauderdale, FL

Research Assistant: January 1991-January 1992

Researched and drafted memorandums on Constitutional issues. Also researched and edited an article for publication.

TEACHING EXPERIENCE: COOPER CAREER INSTITUTE, Paralegal Studies Program
West Palm Beach, Florida
Instructor, Intermittently 1997 to 1999
Instructed paralegal students in the following courses: Criminal Law;
Property Law; Torts; Probate; Legal Research and Legal Terminology.

SOUTH COLLEGE, Bachelor of Legal Studies Program
West Palm Beach, Florida
Instructor, Fall 1999
Instructed students in Domestic Law course

LECTURING EXPERIENCE:

In-service programs conducted for: Connor's Nursery; Jupiter Farms Elementary; Grove Park Elementary; Washington Elementary; United Way; Comprehensive AIDS Program; Palm Beach County Home, Palm Beach County School Board Nurses, Florida Atlantic University, Staff Builders (Home Health Care), Foster Parents Association of Palm Beach County, and Hope House.

Presenter at "Care of the HIV Child and Young Adult" Second Annual Conference, October 1994

Presenter at the Sixth and Seventh Annual Florida HIV Conferences, June 1997 and April 1998

Panelist at the First Annual Pediatric HIV/ AIDS Conference, October 1997

Panelist/Presenter at the First and Second Annual Women's Studies Institute Conferences "Solidarity for Our Survival", March 1998 and May 1999

Presenter at the Florida Legal Services Family Law Training, September 1999

Presenter at the Annual HIV/ AIDS Statewide Conference (Pediatric), October 2000

Presenter at FCAN Conference, October 2002

Presenter at Guardian Ad Litem Accelerated Adoption Pro Bono Attorney Training, May 2003

PUBLICATION:

"Someone to Watch Over Me: A Parent's Planning Guide"
Co-Editor

PROFESSIONAL ASSOCIATIONS/COMMUNITY AFFILIATIONS:

Florida Bar Association - Admitted 1992
Palm Beach County Bar Association 1992- Present - Law Week Committee 2000-2013 (Chair 2003, 2005, 2006, 2007, 2009)
Florida Association of Women Lawyers- Palm Beach County Chapter 2003-Present (Secretary 06-07; President Elect 07-08; President 08-09)
Palm Beach County HIV CARE Council 1994- 2022 - (Secretary 1997; 2002-2005; 2007-2009; 2011-2013; 2015; Chair 2017;Co-Chair 2018,2019)
Florida Legal Services Statewide AIDS Taskforce - Co-Chair
Florida Pro Bono Coordinators Association 2002-Present (President 2005)
Family Law Section of the Florida Bar 2003-Present (Executive Council 2012-2013; 2017-2018; 2019-current)

Palm Beach County HIV CARE Council

CARE Council Policy

Policy Number: 10
Approved: April 30, 2001
Amended: January 26, 2004
Amended: November 16, 2009
Amended: November 22, 2010
Amended: June 27, 2011
Amended: June 25, 2012

Issue: Nominations Process for CARE Council Membership

This policy is adopted by the CARE Council (CARE Council), for the purpose of ensuring there is an open and fair nomination process which will provide for a CARE Council membership which is reflective of the AIDS epidemic in Palm Beach County, Florida. In addition, it is the intention of the CARE Council to maintain a nomination policy which complies with directives of the Division of HIV Services (DHS) and HRSA as those directives relate to the Ryan White Act.

I. Legislative Background

Section 2602(b) of the reauthorized Ryan White Act states: "Nominations to the planning council (CARE Council) shall be identified through an open process and candidates shall be selected based upon locally delineated and published criteria. Such criteria shall include a conflict of interest standard for each nominee."

II. Expectations

An open nominations process, in combination with other legislative requirements and existing DHS policy on PLWH participation, shall result in broad and diverse community inclusion and culturally competent deliberations in CARE Council processes. The CARE Council will only approve and/or appoint members who have gone through the nominations process and shall appoint members on a timely basis to ensure minimum disruption to CARE Council activities.

Nominations to the CARE Council shall be sought from a wide spectrum of potential members. Recruitment shall be made through existing CARE Council committees and

through ongoing solicitation through existing CARE Council members, service providers, outreach through advertising, and staff working with consumers of HIV/AIDS services. Particular consideration shall be given to disproportionately affected and historically underserved groups and sub-populations.

Every member of the CARE Council is encouraged to actively recruit members to fill gaps in CARE Council membership. Recruitment is not just the Membership Committee's responsibility. CARE Council members should use their own network and seek key contacts in other communities to help identify potential members to fill gaps and to provide individuals to participate in CARE Council committee activities.

III. Steps in the Nominations Process:

1. When necessary advertising may be placed in various publications countywide notifying the public of the need for participation through membership on the CARE Council. Included in the advertising shall be notification of the need to fill membership positions based upon the demographics of the epidemic in Palm Beach County, and to ensure legislatively mandated positions are filled. A time limit for return of applications shall be included in the notification.
2. Potential applicants shall be provided a nominations packet containing a letter describing roles and responsibilities of the CARE Council, duties of membership, time expectations, gaps in representations, conflict of interest standards, HIV disclosure requirements, and an overview of the selection process and timeline; within three (3) business days of request. There shall also be an application form used to gather information about: relevant experience, expertise, skills, the person's interest in serving, the perspective he or she might bring to the CARE Council, how his or her peer group might relate to groups affected by HIV, and other related information.
3. Each returned application will be issued a document number, and receipt shall be logged in for tracking purposes.
4. CARE Council staff will review all application forms and will recommend a list of persons for the Membership Committee to interview per "Procedure for Applicant Interviews". When two or more persons apply for the same slot, the committee will interview at least two applicants for the slot. Interviews shall be conducted by at least two committee members—one of which must be the Chair or Vice Chair and a staff member, according to a structured interview format. Open ended questions about past experience on boards, ideas about significant HIV/AIDS issues and professional or affected community linkages shall be incorporated into the interview.
5. After the interviews are completed, the results of each interview are discussed at the next regularly scheduled Membership Committee meeting. When reviewing

candidates for membership the committee will consider the following factors: attendance at CARE Council meetings, involvement at Membership Development Sessions and involvement on committees. The Membership Committee may also consider activities as involvement in Membership Development Sessions. In addition, seat availability, the demographics of the board and candidate qualification will be taken into consideration. The final committee recommendations will be forwarded to the Executive Committee and if approved to the CARE Council. If the recommendation is accepted by the CARE Council, the individual's name will then be forwarded to the Palm Beach County Board of County Commissioners for appointment. The candidate must document completion of the Palm Beach County ethics training prior to submission of their name to the Palm Beach County Board of County Commissioners. In the event a recommended candidate is not acceptable to the Palm Beach County Board of County Commissioners, a request for a replacement candidate, if available, will be forwarded to the Membership Committee and the Membership Committee will provide the name of another candidate to the CARE Council. If the recommendation is accepted by the CARE Council, the individual's name will then be forwarded to the Palm Beach County Board of County Commissioners for appointment.

1. **Candidates must fulfill the following requirements prior to being forwarded for CARE Council Membership:** Candidates must join one (1) committee and attend at least three (3) meetings, one (1) of which must be either a CARE Council meeting, or CARE Council sponsored training (inclusive of annual retreat) within a one (1) year period.
2. Documented exceptions to these requirements may be made, based upon the need of the CARE Council or in an extenuating circumstance, at the discretion of the Membership Committee Chair with the approval of the Executive Committee.