



## II. REVIEW COMMENTS

A. Other Department Review:

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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









# Kimberly Rommel-Enright

7101 182<sup>nd</sup> Rd North

Jupiter, Florida 33458

561-352-5671

[kenright@legalaidpbc.org](mailto:kenright@legalaidpbc.org)

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## 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 15<sup>th</sup> 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.

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# 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.