

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
BOARD APPOINTMENT SUMMARY

Meeting Date: December 19, 2023

Department
Submitted By: Community Services
Advisory Board: Citizens Advisory Committee on Health and Human Services (CAC/HHS)

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to approve: the appointments of two (2) new members to the Citizens Advisory Committee on Health and Human Services (CAC/HHS), effective December 19, 2023:

Table with 5 columns: Seat No., Appointment, Seat Requirement, Term Ending, Nominated By. Contains two rows of appointment details for seats 10 and 9.

Summary: The CAC/HHS shall provide recommendations to sustain core services within the Systems of Care by defining basic needs; surveying emergent/urgent needs; prioritizing resources to address the needs; and making funding recommendations to the Board of County Commissioners to fill critical service gaps.

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.

- Attachments:
1. Board Committee Applications and Resumes
2. Resolution No. R2013-1563
3. Current Membership List

Recommended By: James E. Green (signature) 11/30/2023
Department Director Date

Legal Sufficiency: [Signature] 12-6-23
Assistant County Attorney 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: 2.80 Years From: 12/19/2023 to 9/30/2026

Seat Requirement: A Component of the Health & Human Services System of Care Seat #: 10

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

OR to complete the term of: _____ Due to: Resignation Other

Completion of term to expire on: _____

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

Section II (Applicant): (Please Print)

APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT

Name: Gilbert Aruna
Last First Middle

Occupation/Affiliation: Chief Program and Policy Officer

Owner Employee Officer

Business Name: Early Learning Coalition of Palm Beach County, Inc.

Business Address: 2300 High Ridge Road, Ste 115

City & State: Boynton Beach Zip Code: 33426

Residence Address: 8102 Bellagio Lane

City & State: Boynton Beach Zip Code: 33472

Home Phone: (561) 573-8217 Business Phone: (561) 214-7432 Ext. _____

Cell Phone: (561) 573-8217 Fax: _____

Email Address: aruna.gilbert@elcpalmbeach.org

Mailing Address Preference: Business Residence

Have you ever been convicted of a felony? Yes No

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

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

**PALM BEACH COUNTY
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 and 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 08/29, 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: AG Gilbert Printed Name: ARUNA GILBERT Date: 08.29.2023

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.

ARUNA GILBERT

aruna86@me.com

561-573-8217 (c)

GOAL – My goal as a lifelong learner and advocate for education is to create safe, inclusive and engaging learning spaces and content that fosters curiosity, critical thinking and a lifelong love of learning for students of all ages.

Strategic Planning – Visionary Collaborator – Proven Leader – Content Expert

ACCOMPLISHMENTS

- Created efficiencies and maximized funding by transitioning contracted child care services to an in-house delivery model in 2015. Budget of over 80 million dollars
- Designed and project managed several pilot projects that ramped to scale and became part of state initiatives and legislation
- Successfully led the competitive application for Early Head Start-Child Care Partnership grants, receiving two federal awards
- Worked with local, state, and federal funds to grow the agency budget from 80 million to over \$230 million which in turn increased scholarships and services to families and communities
- Worked with community partners to streamline service delivery and expand services (Florida Atlantic University, Lynn University)
- Served on the state level legislative committee for Campaign for Grade Level Reading in 2019

PROFESSIONAL EXPERIENCE

The Early Learning Coalition of Palm Beach County

- Chief Program and Policy Officer 2021-Present
- Chief Program Officer 2019-2021
- Vice President of Programs 2016-2019
- School Readiness Specialist 2005-2016

The Health Care District of PBC, Inc.

- Behavioral Health Professional 2003-2005

Department of Children and Families

- Medical Foster Care Counselor and Program Coordinator 1998-2003

United Nations Environment Programme

- Coordinator of the Global Youth Forum 1991-1993

EDUCATION AND CERTIFICATIONS

- M.S.W., Social Work, Barry University – 2002
- B.A., Economics and Communications minor in Journalism, State University of New York, Cortland – 1991

BOARDS

Prime Time Palm Beach County – 2022-Current
Palm Beach County Citizens' Advisory Committee 2022-Present
Coalition for Black Student Achievement 2020-Present
Co-Chair Florida Association for Infant Mental Health – 2023-Current

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

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

Section III (Commissioner, if applicable):

Appointment to be made at BCC Meeting on: _____

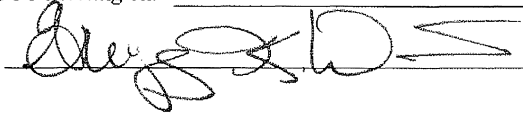
Commissioner's Signature: Maria S. Mares Date: 11/1/23

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Section III (Commissioner, if applicable):

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Commissioner's Signature:  Date: 10/18/23

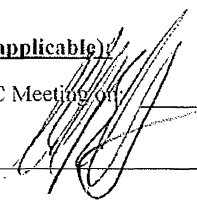
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Commissioner's Signature: _____



Date: _____

10/17/23

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Section III (Commissioner, if applicable):

Appointment to be made at BCC Meeting on: _____

Commissioner's Signature: Mari Woodward Date: 10-26-23

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
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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 and Human Services (CAC/HHS) Advisory Not Advisory
 At Large Appointment or District Appointment / District #: _____
Term of Appointment: 2.8 Years. From: Dec. 19, 2023 To: Sept. 30, 2026
Seat Requirement: West of 20 mile Bend Representative Seat #: 9
 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: Jackson-Moore Tammy
Last First Middle
Occupation/Affiliation: Consultant
Owner Employee Officer
Business Name: The Jackson-Moore Group
Business Address: PO Box 3003
City & State: Belle Glade, FL Zip Code: 33430
Residence Address: same
City & State: _____ Zip Code: _____
Home Phone: () _____ Business Phone: () _____ Ext. _____
Cell Phone: 561-914-0311 Fax: () _____
Email Address: tammyymoore@gmail.com
Mailing Address Preference: Business Residence
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>
Example: (R#XX-XX/PO XX)	Parks & Recreation	General Maintenance	10/01/00-09/30/2100
_____	_____	_____	_____
_____	_____	_____	_____

(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 of the Palm Beach Code, the Palm Beach County Code of Ethics. Training on the Palm Beach County Code of Ethics 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. All board members must also be familiar with the State of Florida Code of Ethics, (Chapter 112, part III of the Florida Statutes), and the Florida Sunshine Law.

By signing below I agree to abide by the Palm Beach County Code of Ethics, and acknowledge that I have received the required Ethics training (in the manner checked below):

- By watching the training program on the Web, DVD or VHS on 9-1 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 Florida Sunshine Law and the State of Florida Code of Ethics, Chapter 112, part III of the Florida Statutes:

*Applicant's Signature: Tammy Jackson-Moore Printed Name: Tammy Jackson-Moore 09-01-2023

Any questions and/or concerns regarding Article XIII of 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.

Tammy Y. Jackson-Moore

PO Box 3053, Belle Glade, FL 33430 · 561.914.0311 · tammyymoore@gmail.com

Education

Bachelor of Science Professional Administration (*March 2007*)

Barry University

Miami Shores, FL
2004-2006

Palm Beach Atlantic University

Palm Beach, FL
2001-2003

Indian River Community College

Ft. Pierce, FL
1985-1986

Experience

Co-Founder

(*January 2016 – present*)

The LORE Group, Inc. dba Guardians of the Glades

Advocacy organization

Advocate on behalf of Glades-area students and businesses on issues that impact their livelihood, social interactions, health care, educational needs, etc. on a local, state and federal level.

Owner

(*2014 – present*)

The Jackson-Moore Group

Consulting

Provide consulting services and grant writing services for businesses and not-for-profit organizations; campaign consulting and community organizing.

Deputy City Manager

(*May 2015 – January 2017*)

City of Pahokee, FL (Government)

Under administrative direction, planned, directed and coordinated a variety of highly responsible and complex programs and projects within the City including citywide financial oversight, reviews and inquiries, and redevelopment; coordinated City programs and activities with outside agencies and organizations; and provided responsible administrative support to the City Manager. I managed 29 staff members and various consultants.

Duties included but were not limited to:

- Planned, directed and coordinated a variety of highly responsible and complex programs and projects within the City; provided City-wide financial oversight; analyzed and monitored department workloads; conducted organizational audits, reviews and inquiries.
- Maintained records and developed reports concerning new or ongoing programs and program effectiveness; monitored program performance; recommended and implemented modifications to systems and procedures.
- Participated in the development of the City's annual budget; reviewed annual and mid-year budget requests and made recommendations to the City Manager; participated in departmental budget review meetings; monitored City-wide revenue and expenditures.
- Prepared and reviewed a variety of complex correspondence, memorandums and staff reports.

- Performed contract administration and negotiation functions; coordinated work with vendors, consultants and other outside interest groups.
- Under the direction of the City Manager, I served as staff on a variety of boards, commissions and committees; prepared and presented staff reports and other necessary correspondence.

Interim Chapter Executive

(December 12, 2014 – April 2015)

American Red Cross South Florida Region (Non-Profit organization)

Represented the American Red Cross throughout the four-county area (St. Lucie, Indian River, Martin, Highlands and Okeechobee) with an external focus on service delivery and fundraising, personnel management, continuous engagement with elected officials and on policy and Red Cross roles and responsibilities.

Lead Communications Specialist (Public Information Officer);

Palm Beach County (Community Executive Western Palm Beach County) *(February 2014 – April 2015)*

American Red Cross South Florida Region (Non-Profit organization)

Represented the American Red Cross in the underserved three-city area known as “The Glades” in Western Palm Beach County, with an external focus on core mission delivery and fundraising, served as the organizations primary advocate and spokesperson while making sure key performance metrics were achieved.

- Actively built major fundraising program in long dormant region influencing solicitation and closing of individual major gifts of up to \$15,000 in partnership with regional CDO and local community advocates.
- Served as the face of the Red Cross as active voice with local political leadership helping diffuse perception that the Red Cross was not committed to underserved community.
- Led efforts to reengage community as we opened a new, donated service center in the territory and made sure the building functioned efficiently using all the matrixes support of the regional resources.
- Serve as the primary communicator for the region in the Palm Beach County area supporting media requests and building volunteer disaster Public Affairs team.

Director of Communications *(May 2013 – February 2014)*

American Red Cross Palm Beaches-Treasure Coast Region (Non-profit organization)

Responsible for Initiating, coordinating and managing the development and production of communications for all regional initiatives; maintain social engagement platforms; works closely with regional leadership and directors to develop communication materials, press releases and advisories to ensure the efficient and timely messaging of all Red Cross activities; supervises, coordinates the work of the Disaster Public Affairs Team (DPAT); manage the messaging of the Red Cross; works closely with the Fund Development Team.

Emergency Services Manager *(December 2011 – February 2014)*

American Red Cross Palm Beaches-Treasure Coast Region (Non-profit organization)

Managed and coordinated emergency response in Western Palm Beach County, collaborated with key emergency managers to conduct and prepare individuals, businesses and neighborhoods in the event of an emergency, oversees emergency response staff and AmeriCorps members, identified and maintained relationships with elected and appointed officials, serves as a liaison between the communities and the Red Cross, worked closely with volunteer management to identify, recruit and manage local volunteer staff.

Senior Community Outreach Specialist/Media Specialist-Public Information Officer
(August 2006 – August 2011)

South Florida Water Management District (Government Agency)

Serve as public information officer for the agency in the Broward County service area; responsible for implementing various aspects of the agency's mission; act as a liaison and work with and foster relationships and build goodwill with media outlets (print, radio, and television) in an effort to build understanding between the agency and the media; compose press releases for local mediums; ensure the agency's message is articulated in a manner that is comprehensive and inclusive of residents of the South Florida area.

Staff Community Outreach/Media Specialist (March 2002 – August 2006)

South Florida Water Management District (Government Agency)

Responsible for implementing various aspects of the agency's mission; work with and foster relationships with elected/appointed officials, community groups, other agencies and stakeholders in an effort to ensure the agency's message is articulated in a manner that is comprehensive and inclusive of residents.

Community Program Specialist (January 2001 – March 2002)

Glades Community Development Corporation (Non-Profit Organization)

Responsible for providing assistance and guidance to residents and interested groups and/or agencies and organizations as they pursue opportunities in western Palm Beach County.

Various positions held (April 1998 – January 2001)

Lake Okeechobee Rural Health Network, Inc. (Non-Profit Organization) (numerous positions held)

Clinic Coordinator (February 1995 – October 1996)

Planned Parenthood of the Palm Beaches and Treasure Coast (Non-Profit Women's Healthcare Organization)

Reporter (October 1993 – February 1995)

The SUN Newspaper (Print news media outlet)

Reporter/Composer (February 1991 – October 1993)

Okeechobee Daily News (Print news media outlet)

Boards/Memberships/Affiliations

- Community Partners Board Member (2021-present)
- Palm Beach County Health Care District Board of Commissioners (2020-present)
- Palm Beach County Sherriff's Office Community Advisory Board (2015-present)
- Palm Beach County Lake Okeechobee Regional Economic Alliance (LORE) (2014-present), *Secretary*
- Community Foundation Board Member (2021-present)
- Palm Beach County Black Business Investment Corporation Board of Directors (2021-present)
- Leadership Ft. Lauderdale (*graduate*)
- Leadership Glades (*graduate*)
- Leadership Palm Beach County (*graduate*)
- Zeta Phi Beta Sorority, Inc.

Skills

Computer literate (MS Word, MS Excel, MS Access, MS PowerPoint, MS Publisher)
Community Organizing and Engagement
Public Relations/Marketing
Remedy Tracking System Software
VOCUS Public Relations Software
Grant writing

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Section III (Commissioner, if applicable):

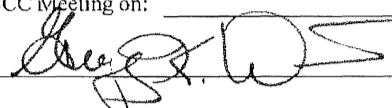
Appointment to be made at BCC Meeting on: _____

Commissioner's Signature: *Maria G. Mauer* Date: 11/1/23

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Commissioner's Signature:  _____ Date: 10/18/23

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Commissioner's Signature: _____

Date: 10/17/23

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Appointment to be made at BCC Meeting on: _____

Commissioner's Signature: Marci Woodward Date: 10-26-23

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:

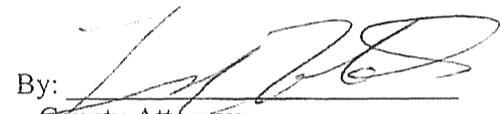
Commissioner Steven L. Abrams, District 4	-	<u>Aye</u>
Commissioner Priscilla A. Taylor, District 7	-	<u>Aye</u>
Commissioner Hal R. Valeche, District 1	-	<u>Aye</u>
Commissioner Paulette Burdick, District 2	-	<u>Aye</u>
Commissioner Shelly Vana, District 3	-	<u>Aye</u>
Commissioner Mary Lou Berger,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

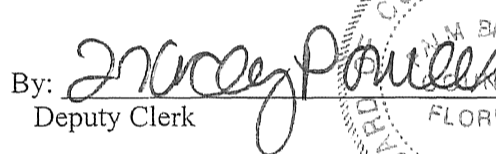
The Chair thereupon declared the Resolution duly passed and adopted this 5th day of November 2013.

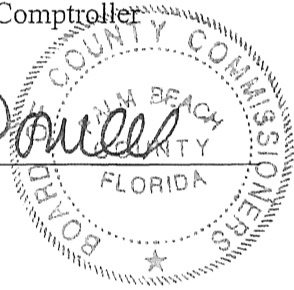
**APPROVED AS TO FORM
LEGAL SUFFICIENCY**

**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
CITIZENS ADVISORY COMMITTEE ON HEALTH & HUMAN SERVICES**

I. AUTHORITY :

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

II. APPOINTING BODY :

Board of County Commissioners

III. COMPOSITION, QUALIFICATIONS, TERMS & REMOVAL :

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

EXTENDED COMPOSITION :

IV. MEETINGS :

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

V. FUNCTIONS :

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

* indicates a member having an action pending

VI. LIAISON INFORMATION :

LIAISON DEPARTMENT

Community Services

CONTACT PERSON

Stessy Cocerez

ADDRESS

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

* indicates a member having an action pending



CITIZENS ADVISORY COMMITTEE ON HEALTH & HUMAN SERVICES

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

* indicates a member having an action pending

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

Attachment 3

5	Vacant	Member				A Component of the Health & Human Services System of Care			09/30/2026
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NOMINATED BY :

6	Vacant	Member				A Component of the Health & Human Services System of Care			09/30/2026
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NOMINATED BY :

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

NOMINATED BY :

8	Charlotte Leonard cleonard@westlakegov.com	Member	AI	F	--	PBC League of Cities Representative	01/10/2023	10/01/2023	09/30/2026
	15370 Cir Loxahatchee FL 33470								

NOMINATED BY : Palm Beach County League of Cities

* indicates a member having an action pending

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

Attachment 3

9 Vacant Member Resident west of 20 Mile Bend

09/30/2026

NOMINATED BY :

10 Vacant Member

A Component of the Health &
Human Services System of
Care

09/30/2026

NOMINATED BY :

11 Barbara Gerlock Member CA F --
bcgerlock@gmail.com

A Component of the Health &
Human Services System of
Care 01/10/2023

09/30/2025

7716 Spring Creek Dr
West Palm Beach FL 33411

NOMINATED BY :

* indicates a member having an action pending