

PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS  
BOARD APPOINTMENT SUMMARY

Meeting Date: April 1<sup>st</sup>, 2025

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

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to approve: the Appointment of one (1) member to the Homeless Advisory Board (HAB), effective April 1, 2025 through September 30, 2026:

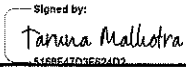
<u>Seat No:</u>	<u>Appointment:</u>	<u>Recommended by:</u>
8	Cristina Lucier	Homeless and Housing Alliance of Palm Beach County


Summary: The HAB fosters and promotes cooperation among governmental agencies, community-based agencies, non-profit organizations, and business interests. It works closely with Palm Beach County (County) to determine roadblocks affecting program implementation and recommends corrective measures to the Board of County Commissioners (BCC). The United States Department of Housing and Urban Development (HUD) recommends that recipients of Continuum of Care (CoC) funds comply with the Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH Act) and 24 CFR Part 578. The CoC provides funding for the operation and maintenance of safe havens, transitional housing, and permanent supportive housing. On May 1, 2007, the BCC established the HAB. Per Resolution R2016-0038, the total membership of the HAB shall not exceed 14 at-large members, who will represent a range of sectors, including government, business providers, law enforcement, homeless service providers, advocates, education, faith-based organizations, and the formerly homeless.

The Homeless and Housing Alliance of Palm Beach County (HHA) recommends the appointment of Ms. Cristina Lucier to fill seat no. 8. She is the HHA Board President and she is employed by The Lord's Place, Inc. (TLP). TLP has contracts with the County for services; however, HAB provides no regulation, oversight, management or policy-setting recommendations regarding these contracts or transactions with TLP. Disclosure of this contractual relationships at a duly noticed public meeting is being provided in accordance with the provisions of Section 2-443 of the County's Code of Ethics. The diversity count for the 11 seats that are currently filled is as follows: African-American: five (5) (45.5%), Caucasian: four (4) (36.5%), Hispanic-American: one (1) (9%), and Native American: one (1) (9%). The gender ratio (female: male) is 7:4. Staff has addressed the need to increase diversity within our boards and will continue to encourage this to expand this Board's diversity. Countywide (HH)

Background and Justification: The BCC formally adopted the Leading the Way Home Plan to End and Prevent Homelessness Plan on January 7, 2020. The HAB's focus is directed toward implementing this Plan. The Division of Human Services and Community Action provides staff support.

- Attachments:
- 1. Board/Committee Application/Endorsement
  - 2. Proposed HAB Member Category and Seat Number
  - 3. Resolution No. R2016-0038

Recommended By:  3/4/2025  
Department Director Date

Legal Sufficiency:  3-4-2025  
Assistant County Attorney Date

**II.REVIEW COMMENTS**

**A. Other Department Review:**

\_\_\_\_\_

**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 (HAB) Advisory ☒ Not Advisory ☐

☒ At Large Appointment or ☐ District Appointment /District #: \_\_\_\_\_

Term of Appointment: 2 Years. From: 4/1/2025 To: 9/30/2026

Seat Requirement: Homeless and Housing Alliance Seat #: 8

☐ \*Reappointment or ☒ New Appointment

or ☒ to complete the term of Gibbie Nauman Due to: ☐ resignation ☒ other

Completion of term to expire on: 9/30/2026

**\*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: Lucier Cristina A.  
Last First Middle

Occupation/Affiliation: The Lord's Place/Nonprofit  
Owner ☐ Employee ☒ Officer ☐

Business Name: The Lord's Place

Business Address: PO Box 3265

City & State: West Palm Beach, FL Zip Code: 33402

Residence Address: 366 Lytle St.

City & State: West Palm Beach, FL Zip Code: 33405

Home Phone: ( ) Business Phone: ( ) Ext. \_\_\_\_\_

Cell Phone: (506) 353-9736 Fax: ( )

Email Address: clucier@thelordsplace.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 &amp; Recreation</u>	<u>General Maintenance</u>	<u>10/01/00-09/30/2100</u>
<u>See Attachment 1-A</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 XII, 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 February 19, 2025

☐ 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: [Signature] Printed Name: Cristina Lucier Date: 2/19/2025

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:  
{Maria Bond}, {Community Services Department/Division of Human Services and Community Action}  
{810 Datura Street, West Palm Beach, FL 33401}

**Section III (Commissioner, if applicable):**  
Appointment to be made at BCC Meeting on: \_\_\_\_\_

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

Contract No	Department	Description of Services	Term
R-2023-1888 & R-2023-1891 & R2022-1232	Public Safety	Adult Reentry Services	10/1/24-9/30/25
3 <sup>rd</sup> Amendment to MOU for the Inmate Reentry Program	Palm Beach Sheriff's Office	Adult Reentry Services	1/1/24-12/31/25
R-2024-1378	Community Services	FAA Parks 2 Work Outreach and Job Training FAA Permanent Supportive Housing	10/1/2024-9/30/2026
R-2023-1852	Community Services	Homeless Resource Center Job Training and Employment Services	10/1/2024-9/30/2028
Number not yet provided	Community Services	Street Outreach	10/1/2024-9/30/2025

**CRISTINA LUCIER PH.D.**  
WEST PALM BEACH, FL 33405

EMAIL: CRISTINA.LUCIER1@GMAIL.COM  
CELL PHONE: (508)353-9736

### **Professional Summary**

Accomplished nonprofit leader with over a decade of experience driving community impact and organizational growth through innovative program development, strategic planning, evaluation, and quality assurance. Proven track record of increasing service capacity and improving organizational effectiveness. Skilled in budget oversight, team leadership, and fostering community partnerships to achieve mission-driven goals.

### **Skills**

- **Leadership & Strategy:** Nonprofit leadership, Team leadership, Strategic planning, Strategic communication
- **Program Development & Management:** Program development, Evaluation, Quality assurance, Project management
- **Budget & Compliance:** Grant/contract compliance, Budget oversight
- **Research & Community Engagement:** Social science research, Stakeholder engagement, Program evaluation

### **Experience**

**The Lord's Place, West Palm Beach, FL**  
**Vice President, Community Programs**  
*February 2021–Present*

**May 2016–Present**

- Lead an impactful department overseeing 8 programs at a recognized homeless services agency, serving as a key member of the Executive Leadership Team.
- Provide vision and oversight for diverse community programs, enhancing service delivery and community engagement.
- Directly manage a budget exceeding \$4.3 million, ensuring compliance with funding requirements.
- Spearhead innovative initiatives, including a homeless engagement center and women's inter-generational housing program, resulting in a 36% increase in annual participants served.
- Collaborate with program directors to set and achieve strategic goals, enhancing client services and community impact.
- Facilitate strategic partnerships to enhance program delivery and support fundraising efforts.
- Oversee Quality Assurance Committee initiatives and manage program compliance for DCF Managing Entity Mental Health contracts, and Palm Beach County Ad Valorem, ESG, and DOC contracts

**Vice President, Research, Evaluation and Quality Improvement**  
*April 2018–February 2021*

- Developed and implemented a Continuous Quality Improvement Program, utilizing data-driven strategies that enhanced program effectiveness.
- Created a comprehensive system for outcomes, impact, and quality assurance reporting.
- Secured funding by developing logic models, collaboratively assisting with grant proposals, and preparing outcome reports, increasing program sustainability and allowing for new services.
- Provided leadership in strategic decision-making and planning through data analysis and evaluation.
- Presented on innovations and best practices at local and national conferences.

**CRISTINA LUCIER PH.D.**  
WEST PALM BEACH, FL 33405

EMAIL: CRISTINA.LUCIER1@GMAIL.COM  
CELL PHONE: (508)353-9736

**Director of Data and Evaluation**  
*May 2016–April 2018*

- Managed agency-wide data systems, ensuring accountability to funders through comprehensive client data collection and evaluation.
- Collaborated with programs to enhance service delivery and improve data collection methodologies.
- Conducted qualitative and quantitative program evaluations to assess and strengthen program impact.

**Lynn University, Boca Raton, FL**  
**Assistant Professor of Sociology**

**August 2014-May 2016**

- Developed and taught new courses in social science research methods, enhancing student engagement and academic rigor.
- Selected to serve on the Editorial Board for the Journal of World Systems Research and as a Peer Reviewer for Oxford Press and Policy Press.
- Collaborated with colleagues to author and publish Social Science Research Methods iBook.
- Led teams of students in participation in community action initiatives.
- Contributed to faculty and administration committees.

**Boston College, Chestnut Hill, MA**  
**Doctoral Candidate and Teaching Fellow**

**August 2010 – June 2014**

- Published peer-reviewed research in environmental sociology, contributing to knowledge that informs policy discussions on children's environmental health and global hazardous waste recycling practices.
- Received competitive recognition for research, including the Englehard Pingree Research Award, Marvin E. Olsen Paper Award, and a Dissertation Fellowship.
- Developed curriculum and taught courses in Introduction to Sociology and Technology, Environment and Society, while assisting in the teaching of undergraduate Statistics courses.

**Education**

- |                                    |   |
|------------------------------------|---|
| • Ph.D. Sociology                  | Boston College, Chestnut Hill MA (2015) |
| • M.A. Sociology                   | Boston College, Chestnut Hill MA (2012) |
| • B.A. Sociology (summa cum laude) | Clark University, Worcester MA (2010)   |

**Professional Service**

- Executive Committee Member, Palm Beach County Homeless and Housing Alliance (2021-Present)
- Advisory Board Member, Florida Atlantic University Department of Sociology (2024-Present)
- Vice Chair, Research and Evaluation Subcommittee, PBC Reentry Taskforce (2021-2024)

**Professional Development**

- Lean Six Sigma Advanced Yellow Belt
- Racial Equity Institute
- Zero Suicide and Mental Health First Aid certifications
- Leadership Palm Beach County, Class of 2021



Date: February 20, 2025  
To: Cristina Lucier  
From: Jean-Marie Moore  
Re: Homeless Advisory Board

**Community Services Department**  
810 Datura Street  
West Palm Beach, FL 33401  
(561) 355-4700  
Fax: (561) 242-7336  
[www.pbc.gov/communityservices](http://www.pbc.gov/communityservices)



**Palm Beach County  
Board of County  
Commissioners**

Maria G. Marino, Mayor  
Sara Baxter, Vice Mayor

Gregg K. Weiss

Joel Flores

Marci Woodward

Maria Sachs

Bobby Powell, Jr.

**County Administrator**

Verdenia C. Baker

The Palm Beach County Homeless Advisory Board (HAB) was established by resolution R2016-0038 to provide oversight for the County's comprehensive plan to break the cycle of homelessness. In addition to overseeing the progress of the homeless plan called Leading The Way Home, HAB members also make recommendations to the Board of County Commissioners regarding systematic changes, policy changes, and funding needs. They foster and promote cooperation between governmental agencies, community-based non-governmental non-profit organizations and business interests in order to ensure the efficient and timely implementation and recommend corrective measures to the Board of County Commissioners. Resolution R2016-0038 outlines the composition of the HAB. As such, there is one (1) seat designated by the Homeless and Housing Alliance. The following individual has been nominated to serve in the seat designated to represent Homeless Service providers.

Seat	Name	Term Expires
8	Cristina Lucier	9/30/2026

Complete the portion below if you answer NO to the candidate listed above.

If you do not approve of the candidate, please indicate whom you would like to service and attach their resume to this completed form.

Name	Email address	Phone Number
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\_\_\_\_\_  
Homeless and Housing Alliance of  
Palm Beach County

2/20/25  
Date

"An Equal Opportunity  
Affirmative Action Employer"

Official Electronic Letterhead



## Proposed Homeless Advisory Board Member Category and Seat Number

Seat Number	Seat Requirement	Name of Member	Term of Appointment	Term
1	Palm Beach County Commissioner	Bobby Powell, Jr., PBC Commissioner		1 <sup>st</sup> Term
2	Palm Beach County Law Enforcement Official (Recommended by Law Enforcement Planning Council)	Rodney Thomas, Captain, PBSO	10/1/2024 – 9/30/2027	1 <sup>st</sup> Term
3	Palm Beach County School District Board Member or Senior Staff rep. (Recommended by School District of PBC.)	Erica Whitfield, School Board Member	10/1/24 – 9/30/2027	3E2 Seat 3 12/16/18 – 9/30/21, 2nd Term: 10/1/21 – 9/30/24, 3 <sup>rd</sup> Term: 10/1/24 – 9/30/27
4	Florida Department of Children and Families (Recommended by Florida Department of Children and Families.)	Isis Williams Community Development Administrator	5/14/24 – 9/30/2025	Replacement 5/14/24 – 9/30/25
5	PBC League of Cities (Recommended by League of Cities)	Shalonda Warren, Commissioner, WPB	9/17/24 – 9/30/26	1 <sup>st</sup> Term
6	VA Medical Center Rep. (Recommended by Veterans Administration Medical Center)	Karen Abbott, Homeless Services Section Chief	10/1/2023 – 9/30/2026	Replacement 6/13/23 – 9/30/23, 1 <sup>st</sup> Term 10/1/23 – 9/30/26
7	Rep of The Homeless Coalition (Recommended by the Homeless Coalition)	Vacant	- 9/30/2026	Replacement
8	Homeless Services Provider Representative (Recommended by the Executive Committee of the Homeless and Housing Alliance)	Cristina Lucier, Homeless and Housing Alliance President	4/1/2025 9/30/2026	Replacement 4/1/25 – 9/30/26
9	Business Community Rep. (Recommended by the Economic Development Council)	Vacant	- 9/30/2027	Replacement
10	Business Community Rep. (Recommended by the Economic Development Council)	Elizama Goertzen, Business Representative	10/1/2023 – 9/30/2026	Replacement 4/18/23 2 <sup>nd</sup> Term 10/1/23 – 9/30/26
11	Formerly Homeless Individual or Family Rep. (Recommended by Homeless and Housing Alliance)	Joseph Nieves, Lived Experience	11/19/2024 – 9/30/2027	Replacement 10/17/2023 – 9/30/24, 1 <sup>st</sup> Term 11/19/24 – 9/30/27
12	Housing Authority Rep. (Recommended by PBC Community Service)	Carol Jones-Gilbert, Exec. Director PBC Housing Authority	10/1/2023 – 9/30/2026	Replacement 4/7/20 – 9/30/23, 2 <sup>nd</sup> Term 10/1/23 – 9/30/26
13	Faith-Based Community Rep. (Recommended by PBC Community Service)	Ezra Krieg, Interfaith Committee for Social Services	10/1/2024 – 9/30/2027	1 <sup>st</sup> Term 11/2/21 – 9/30/24, 2 <sup>nd</sup> Term 10/1/24 – 9/30/27
14	South East Florida Behavioral Health Network, Inc. (Recommended by PBC Community Services)	Alicia Reno, SEFBHN	10/1/2024 – 9/30/2027	1 <sup>st</sup> Term 10/1/24 – 9/30/27

## 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

