

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS

BOARD APPOINTMENT SUMMARY

Meeting Date: May 6, 2025

Department
Submitted By: Community Services
Advisory Board: Behavioral Health, Substance Use, and Co-occurring Disorders

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to approve:

A) the appointment of one (1) member to the Advisory Committee on Behavioral Health, Substance Use and Co-Occurring Disorders (BHSUCOD) for the term May 6, 2025 to October 31, 2025; and

Seat No.	Appointment	Nominated By
16	Catherine Doe	Mayor Maria Marino Commissioner Gregg Weiss Commissioner Marci Woodward

B) the appointment of one (1) member to the Advisory Committee on BHSUCOD for the term May 6, 2025 to October 31, 2026:

Seat No.	Appointment	Nominated By
12	Suzanne Spencer	Mayor Maria G. Marino Commissioner Gregg Weiss Commissioner Marci Woodward

Summary: On November 1, 2022, the Board of County Commissioners (BCC) established the BHSUCOD through Resolution No. R2022-1340. The total membership of the BHSUCOD consists of nine (9) at-large members, three (3) of whom must be persons with lived experience (PLE), and nine (9) ex-officio members with knowledge, competence, and experience related to behavioral health and substance use disorder, who represent the organizations, agencies, institutions, and municipalities whose mission is to resolve substance use and behavioral disorders. The BCC approved a BHSUCOD Inaugural Membership of nine (9) individuals as at-large members who served as members of the Opioid Response Plan Steering Committee at the time Resolution No. R2022-1340 was approved. A memo was sent to the BCC on February 26, 2025, requesting nominations. Ms. Spencer has extensive leadership and expertise in substance use prevention, having lead a K-12 substance use prevention program and advocated for early intervention to equip youth and families with tools to prevent substance use disorder at primary, secondary, and tertiary levels. Ms. Spencer is African-American. Continue on Page 2

- Attachments:
- 1. Boards/Committees Applications and Resumes
 - 2. Proposed BHSUCOD Member Category and Seat Number
 - 3. Current Membership List
 - 4. Resolution No. R2022-1340

Recommended By:

DocuSigned by:
Tanura Mallotra
1459E47D1E1049C

 4/9/2025
Department Director Date

Legal Sufficiency:

Helene C. Hryjd
Assistant County Attorney

 4-10-25
Assistant County Attorney Date

Summary (Continued from Page 1)

Ms. Doe provides individual and group therapy to clients with HIV at Compass Community Center and works with community members from a variety of backgrounds, including those who identify as straight, lesbian, gay, bisexual, cisgender, and transgender. Ms. Doe is Caucasian. The diversity count for the 16 seats that are currently filled is as follows: African-American: 5 (31%) Caucasian: 11 (69%). Staff is addressing the need to increase diversity within our boards and will continue to encourage efforts to expand this Board's diversity. Countywide (HH)

Background and Justification: The BCC formally adopted the 2024 Substance Use and Mental Disorders Plan on October 22, 2024. The BHSUCOD's focus is to enhance the County's capacity and effectiveness in formulating comprehensive, integrated, and effective policies for behavioral health, substance use and co-occurring disorders prevention, treatment, support, and recovery, as well as recommendations regarding the County's provision of services to the citizens of Palm Beach County and to collect information related to substance use disorders in the County, sharing that information with the BCC, along with recommendations on responding to the opioid epidemic, as outlined in Section 17.42, Florida Statutes (2022). The Community Services Department provides staff support. Resolution Number R2022-1340 provides the authority for the BHSUCOD.

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: Behavioral Health, Substance Use and Co-occurring Disorders Advisory ☒ Not Advisory ☐

☒ At Large Appointment or ☐ District Appointment /District #: _____

Term of Appointment: 6 months years. From: 5/6/25 To: 10/31/25

Seat Requirement: Knowledge, competence, and experience relative to behavioral health and substance use disorder. Seat #: 16

☐ *Reappointment or ☒ New Appointment

or ☒ to complete the term of Barbara Shafer Due to: ☒ resignation ☐ other

Completion of term to expire on: 10/31/25

*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:	Doe	Catherine	Esther
	Last	First	Middle
Occupation/Affiliation:	Mental Health Director, Compass LGBTQ+ Community Center		
	Owner <input type="checkbox"/>	Employee <input checked="" type="checkbox"/>	Officer <input type="checkbox"/>
Business Name:	Compass LGBTQ+ Community Center		
Business Address:	201 N. Dixie Hwy.		
City & State	Lake Worth Beach, FL	Zip Code:	33460
Residence Address:	821 39th Court		
City & State	West Palm Beach, FL	Zip Code:	33407
Home Phone:	()	Business Phone:	561 533-9699 Ext.
Cell Phone:	415 215-8386	Fax:	()
Email Address:	Catherine@CompassLGBTQ.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>
<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>R2024-0530</u>	<u>CSD Ryan White</u>	<u>HIV CM/MH/Support</u>	<u>03/1/24 to 2/28/27</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 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.palmbeachcountyetethics.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

3/17/2025

☐

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 Florida Sunshine Law and the State of Florida Code of Ethics, Chapter 112, part III of the Florida Statutes:

*Applicant's Signature: Catherine Doe Printed Name: Catherine Doe Date: 2/25/25

(NOTE: Signature must be an actual signature or an electronic signature. A "typed" signature (name) will not be accepted)

Any questions and/or concerns regarding Article XIII of the Palm Beach County Code of Ethics, please visit the Commission on Ethics website www.palmbeachcountyetethics.com or contact us via email at ethics@palmbeachcountyetethics.com or (561) 233-0724.

Return this FORM to:

John Hulick

Community Services Dept.

jhulick@pbc.gov

Section III (Commissioner, if applicable):

Appointment to be made at BCC Meeting on: _____

Commissioner's Signature: Maura S. Mann

Date: 2-27-25

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

Revised 01/09/2023

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

Contract/Transaction No.	Department/Division	Description of Services	Term
Example: (R#XX-XX/PO XX) R2024-0530	Parks & Recreation CSD Ryan White	General Maintenance HIV CM/MH/Support	10/01/00-09/30/2100 03/1/24 to 2/28/27
(Attach Additional Sheet(s), if necessary) OR			
NONE	<input type="checkbox"/>	NOT APPLICABLE/ (Governmental Entity)	<input type="checkbox"/>

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Return this FORM to:

John Hulick
Community Services Dept.
jhulick@pbc.gov

Section III (Commissioner, if applicable):

Appointment to be made at BCC Meeting on: _____

Commissioner's Signature: _____ Date: 2/26/25

Section II Continued:

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<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>R2024-0530</u>	<u>CSD Ryan White</u>	<u>HIV CM/MH/Support</u>	<u>03/1/24 to 2/28/27</u>

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

NONE

☐

NOT APPLICABLE/
(Governmental Entity)

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By attending a live presentation given on _____, 20____

AND

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Return this FORM to:

John Hulick
Community Services Dept.
jhulick@pbc.gov

Section III (Commissioner, if applicable):

Appointment to be made at BCC Meeting on:

Commissioner's Signature: Mari Winkler Date: 2/27/25

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

Revised 01/09/2023

Part 3: Special Skills and Involvement

Please respond to the questions below. If you need more space, continue to a separate sheet of paper and attach it to the application. Please attach a current resume.

What special skill, educational background, perspectives or life experience do you think you will bring to the BHSUCOD? Include personal, professional or volunteer experience. If you were a previous BHSUCOD member or ex-officio member, what new experiences would you bring?

My experiences seeking mental health support for myself, and how essential this has been in my life, led to my interest in training to offer support to others. I have accessed mental health support in different forms for over 20 years now, and it is hard for me to imagine what my life would look like without this support, though individual therapy, community-based support, and 12-step program. I was the second member of my family to find support in a 12-step program and the first to access mental health therapy. Lived experience as a member of the LGBTQ+ community also informs my approaches to building community as well as therapy. Each individual, family and community face unique and shared barriers to accessing behavioral health and substance use support, and also come to the table with strategies and resources. I am committed to supporting individuals and our communities in creating and accessing these opportunities in meaningful ways.

I completed a Masters in Counseling Psychology with an emphasis in Somatic Psychology in 2012. I later completed training in therapeutic methods including EMDR to be able to better support community members recovering from many types of trauma. For the last 5.5 years I have offered individual and group therapy at Compass Community Center for clients with HIV within the Ryan White HIV/AIDS Program. I work with community members who identify as straight, LGB, cisgender, transgender, who come from a variety of ethnic, racial, economic and spiritual/religious backgrounds, and many community members who are first generation in the US from Latin America and the Caribbean. I provide services in English and Spanish. This work has reinforced my belief in the need for community-based behavioral health and substance use treatment options, meeting each person where they are, supporting them in identifying their own needs and goals, and working collaboratively to build the life and community they envision.

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

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Section I (Department): (Please Print)

Board Name: Behavioral Health, Substance Use and Co-Occurring Disorders Advisory ☒ Not Advisory ☐

☒ At Large Appointment or ☐ District Appointment /District #: _____

Term of Appointment: 1 Years. From: 5/6/25 To: 10/31/26

Seat Requirement: Knowledge, competence, and experience relative to behavioral health & substance use disorder **Seat #:** 12

☐ *Reappointment or ☒ New Appointment

or ☒ to complete the term of Lissa Franklin Due to: ☒ resignation ☐ other

Completion of term to expire on: 10/31/26

***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:	Spencer	Suzanne	E.
	Last	First	Middle

Occupation/Affiliation: CEO

Owner ☐ Employee ☐ Officer ☒

Business Name: Living Skills in the Schools

Business Address: 1700 Lake Ida Road

City & State Delray Beach, FL Zip Code: 33445

Residence Address: 19349 Cherry Hills Terrace

City & State Boca Raton, FL Zip Code: 33498

Home Phone: N/A Business Phone: (561) 501-6322 Ext. _____

Cell Phone: 561 809-5436 Fax: ()

Email Address: suzanne@livingskillsintheschools.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

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<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	<input checked="" type="checkbox"/>	NOT APPLICABLE/ (Governmental Entity)	<input type="checkbox"/>

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☐

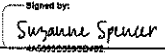
By watching the training program on the Web, DVD or VHS on _____ 20____

☒

By attending a live presentation given on February 13, 2025

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:  Printed Name: Dr. Suzanne Spencer Date: 3/31/2025

(NOTE: Signature must be an actual signature or an electronic signature. A "typed" signature (name) will not be accepted)

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Return this FORM to:

John Hulick
Community Services Dept.
jhulick@pbc.gov

Section III (Commissioner, if applicable):

Appointment to be made at BCC Meeting on: _____

Commissioner's Signature:  Date: 2-27-25

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_____	_____	_____	_____
_____	_____	_____	_____
(Attach Additional Sheet(s), if necessary)			
OR			
NONE	<input checked="" type="checkbox"/>	NOT APPLICABLE/ (Governmental Entity)	<input type="checkbox"/>

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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:

Signed by:

Suzanne Spencer

Printed Name: Dr. Suzanne Spencer

Date: 3/31/2025

(NOTE: Signature must be an actual signature or an electronic signature. A "typed" signature (name) will not be accepted)

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jhulick@pbc.gov

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Commissioner's Signature: [Signature] Date: 2/26/25

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_____	_____	_____	_____
_____	_____	_____	_____
(Attach Additional Sheet(s), if necessary)			
OR			
NONE	<input checked="" type="checkbox"/>	NOT APPLICABLE/ (Governmental Entity)	<input type="checkbox"/>

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☒ By attending a live presentation given on February 13, 2025

AND

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*Applicant's Signature:

Suzanne Spencer

Printed Name: Dr. Suzanne Spencer Date: 3/31/2025

(NOTE: Signature must be an actual signature or an electronic signature. A "typed" signature (name) will not be accepted)

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Return this FORM to:

John Hulick
Community Services Dept.
jhulick@pbc.gov

Section III (Commissioner, if applicable):

Appointment to be made at BCC Meeting on: _____

Commissioner's Signature: Marci Woodward Date: 2/27/25



Suzanne Spencer, Ed.D.

CEO

Dr. Spencer brings a wealth of experience and expertise in non-profit leadership and for-profit organizations to her career in community organizing and has been recognized for innovations in the field of mental health and addiction. She has served as Chief Executive Officer of Living Skills in the Schools for since 2013, leading a prevention team in their attainment of record-breaking goals and an organizational turnaround.

Suzanne has pioneered innovative practices within the health and wellness terrain by mobilizing organizations, community partners, and diverse stakeholders to inform and transform the workplace, workforce, and community. Motivated by her belief in one's ability to find wholeness through integrated strategies of self-advocacy and organizational care, Suzanne is the visionary behind the Delray Beach Drug Task Force programs such as *Project Trailblazer*, *What Happens After Narcan*, and *SUDTALKS*, thus advancing the national dialogue on our public health crisis and opioid epidemic during her leadership tenure.

Suzanne enjoys fostering and leading collaborative teams with community wellness partners to focus on emergent social challenges. These collaborative teams have implemented programming that reduces the stigma surrounding neuro-diverse populations in the workplace, deploys compassionate leadership models, and designs sustainable intervention strategies to reduce long-term recidivism. With a special emphasis on processes that aid in workforce re-entry, the impact of these programs has helped build capacity in supportive workplace practices to reduce employers' risk factors as they recruit from under-represented communities.

Her most recent initiative as co-founder of Heads Up Florida addresses vicarious trauma in school systems as a result of school personnel's chronic exposure to students with adverse childhood experiences, school violence, and bullying.

Suzanne is an inspirational speaker, a conference headliner, addressing audiences such as Florida Atlantic University's Phyllis and Harvey Sandler School of Social Work and Women Empowering Women Forums, among others. She currently holds an undergraduate degree in Organizational Management, a Graduate degree in Leadership, and Doctorate degree in Education Leadership.

Proposed BHSUCOD At-Large Category and Seat Number

Seat Number	Seat Requirement	Name of Member	Term of Appointment
12	Knowledge, Competence, Experience relative to behavioral health and substance use disorder	Suzanne Spencer	05/06/25 – 10/31/26
16	Knowledge, Competence, Experience relative to behavioral health and substance use disorder	Catherine Doe	05/06/25 – 10/31/25

Palm Beach County, Florida Advisory Committee on Behavioral Health, Substance Use and Co-Occuring Disorder (BHSUCOD) Membership Contact Information and Attendance Roster Last Updated on 12/05/2024						
Ex-Officio	Seat #	Organization	Mailing Address	Email	Phone	Term Expires
Angela Burns	1	PBCLOC		burns@mydelraybeach.com		N/A
Cheo Reid	2	15th SAO		Creid@sa15.org	(561) 355- 7100	N/A
Jon VanArnam	3	PBCHCD		JVanArna@hcdpbcc.org	(561) 804- 5607	N/A
Natalie Kenton	4	FDOH		natalie.kenton@flhealth.gov	(561) 671- 4030	N/A
Sandra Sisson	5	PBCSO		sissons@pbso.org	561-688- 5206	N/A
Charles Coyle	6	PBCFR		ccoyle@pbccgov.org	561-373- 6005	N/A
Daniel Oria	7	SEFBHN		daniel.oria@sefbhn.org	(561) 203- 2485	N/A
Patrick McNamara	8	PH		pccnamara@phfpbc.org	(561) 704- 1563	N/A
Lissa Franklin	9	SEFRA		lissa@lissafranklin.com	(954) 629- 5264	N/A

At Large						
Sharon Burns-Carter	10		321 SE Atlantic Drive, Lantana, FL 33462	sburnscarter@gmail.com	(561) 702-7603	10/31/27
Ariana Ciano	11	DBPD	21893 High Pine Trail, Boca Raton, FL 33428	cianoa@mydelraybeach.com	(561) 243-7840	10/31/27
vacant	12					10/31/23
William Freeman	13	POP	1501 Calusa Drive, Apt 3-204, Belle Glade, FL 33430	wfreeman240@gmail.com	(561) 708-0150	09/16/27
John Makris	14	FOB	20967 Cipres Way, Boca Raton, FL 33433	johnmakris@friendsofbrice.com	(561) 789-4222	10/31/27
Brent Schillinger, MD	15	PBCMS	1320 NW 13th Street, Delray Beach, FL 33444	bschill48@yahoo.com	(561) 707-7075	10/31/25
vacant	16					10/31/25
Rae Whitely - Vice Chair	17	FIF	5503 Wishing Star Lane, Greenacres, 33463 FL	rwhitely@faithinflorida.org	(561) 252-2843	09/16/27
Austin Wright	18	RR	15234 Lakes of Delray Blvd., Apt. 270, Delray Beach, FL 33484	austin@rebelrecoveryfl.com	(561) 508-8388	10/31/25

R2022-1340

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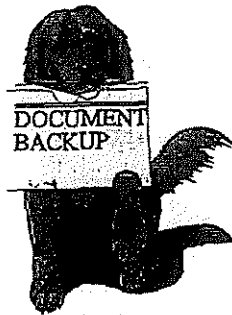


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RESOLUTION NO. R-2022-1340

RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF PALM BEACH COUNTY, FLORIDA, CREATING THE PALM BEACH COUNTY ADVISORY COMMITTEE ON BEHAVIORAL HEALTH, SUBSTANCE USE AND CO-OCCURRING DISORDERS; PROVIDING FOR A PURPOSE; PROVIDING FOR MEMBERSHIP, APPOINTMENTS, TERMS; PROVIDING FOR OFFICERS; PROVIDING FOR ROLES AND RESPONSIBILITIES; PROVIDING FOR SUNSHINE LAW, CODE OF ETHICS; PROVIDING FOR MEETINGS; PROVIDING FOR SUBCOMMITTEES; PROVIDING FOR GENERAL PROVISIONS; AND PROVIDING FOR EFFECTIVE DATE, SUNSET.

WHEREAS, behavioral health and substance use disorder are major health problems facing the citizens of Palm Beach County; and

WHEREAS, the Board of County Commissioners (BCC) adopted an Opioid Epidemic Response Plan (the Response Plan) in April of 2017 that identified strategic areas of focus as well as related action steps including appointing a County Drug Czar, designating a lead entity, and establishing an opioid response steering committee to advise and help guide the County's efforts; and

WHEREAS, the Response Plan was intended to satisfy the State's Opioid Settlement Clearing Trust Fund requirement for an opioid response abatement plan pursuant to section 17.42 (4)(c), Florida Statutes (2022); and

WHEREAS, the BCC has identified the substance use epidemic including but not limited to opioids, crack cocaine and crystal methamphetamine as well as behavioral and substance use disorder as high strategic priorities; and

WHEREAS, a Behavioral Health, Substance Use and Co-Occurring Disorder Steering Committee was established in 2019 consistent with the Opioid Response Plan, which was intended, in part, to satisfy the State's Opioid Settlement Clearing Trust Fund requirement for a Task Force to respond to the opioid epidemic pursuant to section 17.42 (4)(b), Florida Statutes (2022); and

WHEREAS, the BCC has expressed approval of a person-centered, recovery-oriented system of care focused on quality of care and long-term recovery outcome improvements.

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

Section 1: Purpose. There is hereby established the Palm Beach County Advisory Committee on Behavioral Health, Substance Use and Co-Occurring Disorder (BHSUCOD) to enhance the County's capacity and effectiveness in formulating comprehensive, integrated, and effective behavioral health, substance use and co-

occurring disorders prevention, treatment, support, and recovery policies, as well as to offer recommendations regarding the County's provision of services to the citizens of Palm Beach County. The BHSUCOD will be supported by the Palm Beach County Community Services Department. The BHSUCOD will increase the coordination and interactions between organizations, agencies and institutions whose mission is to resolve Substance Use and Behavioral Disorders in Palm Beach County.

Section 2: Membership, Appointments, Terms.

- A. Members: The BHSUCOD shall be comprised of nine (9) at-large Members and eight (8) Ex officio Members. Members and Ex Officio Members will have equal voting rights on all matters to come before the BHSUCOD. The total membership of the Advisory Committee shall, at a minimum, represent the organizations, agencies, institutions, and municipalities whose mission is to resolve Substance Use and Behavioral Disorders. Members shall be selected for their knowledge, competence, and experience relative to behavioral health and substance use disorder. In addition, three (3) of the nine (9) Members shall have lived experience with behavioral health and/or substance use disorder. All Members and Ex Officio Members must reside in Palm Beach County at the time of appointment and while serving on the Board. Membership shall be representative of the racial, ethnic, and geographic diversity of Palm Beach County.
- B. Inaugural Membership. The nine (9) individuals who serve as Members of the Opioid Response Plan Steering Committee at the time this Resolution is approved by the BCC, and the three (3) individuals who serve as Ex Officio Members of that Steering Committee, shall comprise the inaugural membership of the BHSUCOD, provided each individual resides in Palm Beach County. Ex Officio Members required by Paragraph C below, who do not serve as Ex Officio Members of the Steering Committee at the time this Resolution is approved, will be added to the inaugural membership of the BHSUCOD immediately on recommendation of the organization they represent.
- C. Ex Officio Members: the Ex Officio Members of the BHSUCOD shall be:
 - 1. One (1) member of the Palm Beach County League of Cities who represents a municipality involved in opioid litigation;
 - 2. One (1) member representing the State Attorney, Fifteenth Judicial Circuit;
 - 3. One (1) member representing the Health Care District of Palm Beach County;
 - 4. One (1) member representing the Florida Department of Health in Palm Beach County;
 - 5. One (1) member representing the Palm Beach County Sheriff;
 - 6. One (1) member representing Palm Beach County Fire Rescue;
 - 7. One (1) member representing Southeast Florida Behavioral Health Network; and
 - 8. One (1) member representing Palm Health Foundation.

Ex Officio Members shall be recommended for membership by the organization they represent, and membership shall occur simultaneously with that recommendation.

D. Appointments and Terms: At the inaugural meeting of the BHSUCOD, there will be a random selection designating three (3) Members to serve a one (1)-year initial term, three (3) Members to serve a two (2)-year initial term, and three (3) Members to serve a three (3)-year initial term. Following a Member's inaugural membership, Members shall be appointed at large by the BCC, and serve staggered terms of three (3) years, with a limit of three (3) consecutive three (3)-year terms. Vacancies occurring during a term shall be filled for the unexpired portion of the term, and shall not count toward the member's term limits. Ex Officio Members are not term limited. All Members shall serve at the pleasure of the BCC.

E. Attendance: Members shall be automatically removed for lack of attendance. Lack of attendance is defined as failure to attend three (3) 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 be the same as a failure to attend a meeting. Members removed pursuant to this paragraph shall not continue to serve on the Advisory Committee and such removal shall create a vacancy. Attendance requirement does not apply to Ex Officio Members.

Section 3: Officers. A chair and vice-chair shall be elected by a majority vote of the BHSUCOD 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 Advisory Committee meetings and organize the agenda for the meetings;
- B. Preside at Advisory Committee meetings;
- C. Establish subcommittees, appoint subcommittee chairs, and charge subcommittees with specific tasks;
- D. Serve as primary liaison with staff; and
- E. Perform other functions as the Advisory Committee may suggest.

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 officer vacancies shall be filled through a majority vote of the Advisory Committee.

Section 4: Roles and Responsibilities. The BHUSCOD shall have the following roles and responsibilities:

- A. Collect information related to substance abuse disorders in the County and provide that information to the BCC, along with recommendations on responding to the opioid epidemic, as provided in section 17.42, Florida Statutes (2022).
- B. Submit to the BCC by October 1 of each year the BHSUCOD Annual Report or Response Plan Update, which shall evaluate mechanisms for behavioral health and substance use disorder services and recommend any changes that may improve the quality, long-term recovery outcomes, and coordination of these services.
- C. If requested by the BCC, provide recommendations on positions the BCC may take on local, state and federal legislation.

Section 5: Sunshine Law, Codes of Ethics

The BHSUCOD is subject to Florida's Sunshine Law. Reasonable public notice of all meetings, including subcommittee meetings, shall be provided, as required by the Sunshine Law, and all meetings shall be open to the public and minutes shall be taken. Records are subject to public disclosure.

Members of the BHSUCOD shall comply with the State's Code of Ethics found in Chapter 112, Part III of the Florida Statutes, as well as Palm Beach County's Code of Ethics codified in Sections 2-254 through 2-260 of the Palm Beach County Code.

SECTION 6: Meetings

The BHSUCOD shall meet monthly, or as needed, as determined by a majority of the membership.. A quorum, as established by ordinance, must be present for the conduct of all meetings. Meetings shall be governed by Robert's Rules of Order.

SECTION 7. : Subcommittees

The BHSUCOD shall be as self-sufficient as possible in that there is no budget for its function. To this end, to carry out its duties, the creation of subcommittees is encouraged.

Section 8. General Provisions All members shall comply with the Uniform Policies and Procedures governing advisory bodies as set forth in Resolution No. 2013-0193, and any amendments thereto. Members will be provided a copy of the resolution and are expected to become familiar with the various requirements, including the provision for automatic removal for lack of attendance, conduct of meetings, and compliance with state and local laws pertaining to financial disclosure and other requirements.

The BHSUCOD is not established to duplicate efforts that County programs and departments were established to address.

No member shall represent the BHSUCOD before any governmental body or public or private entity or group unless approved to do so by a majority vote of the BHSUCOD.

SECTION 9: Effective Date, Sunset Provision

This Resolution shall become effective upon approval by a majority vote of the Board of County Commissioners, Palm Beach County, Florida. The BHSUCOD will sunset five years from the effective date unless the Board extends its service through official action.

The foregoing resolution was offered by Commissioner McKinlay, who moved its adoption. The motion was seconded by Commissioner Sachs, and upon being put to a vote, the vote was as follows:

Robert S. Weinroth, Mayor	-	<u>Aye</u>
Gregg K. Weiss, Vice Mayor	-	<u>Aye</u>
Commissioner Maria G. Marino	-	<u>Absent</u>
Commissioner David Kerner	-	<u>Absent</u>
Commissioner Maria Sachs	-	<u>Aye</u>
Commissioner Melissa McKinlay	-	<u>Aye</u>
Commissioner Mack Bernard	-	<u>Aye</u>

The Mayor thereupon declared the Resolution duly passed and adopted this 1st day of November, 2022.

ATTEST:

CLERK OF CIRCUIT COURT

Joseph Abruzzo

By: 

Clerk of Court & Comptroller
Deputy Clerk

APPROVED AS TO FORM &
LEGAL SUFFICIENCY:

By: 

Assistant County Attorney

PALM BEACH COUNTY, Florida

By its Board of County Commissioners

By: 

Robert S. Weinroth, Mayor

APPROVED AS TO CONTENT:

By: 

Reginald K. Duren, Assistant
County Administrator