

## BOARD APPOINTMENT SUMMARY

☒ Consent      ☐ Regular  
☐ Ordinance      ☐ Public Hearing

**Advisory Board: Community Action Advisory Board**

## I. EXECUTIVE BRIEF

<b><u>Seat No.:</u></b>	<b><u>Nominees:</u></b>	<b><u>Seat Requirement:</u></b>	<b><u>Nominated By:</u></b>
7	Linda Williams	Representative of the Private Sector	Vice-Mayor Marci Woodward CAAB Voting Members
9	Carol Jones-Gilbert	Representative of the Private Sector	Vice-Mayor Marci Woodward CAAB Voting Members
10	Lisa Vreeland	Representative of the Private Sector	Vice-Mayor Marci Woodward CAAB Voting Members
12	Gabrielle Monroe	West Palm Beach Low-Income Sector	Vice-Mayor Marci Woodward Public Election

The Florida Department of Commerce (FDOC) is the primary conduit to receive and disperse CSBG funds to the local CAP. The CAP provides services, assistance, and other activities of sufficient scope and size to support low-income individuals and families throughout Palm Beach County (County). These efforts foster progress towards the elimination of poverty and its causes by developing employment opportunities, improving human performance, motivation, and productivity, and bettering the conditions under which people live, learn, and work. (Summary Continue on Page 2)

1. Board/Committee Applications and Resumes
2. Inventory of Seats List
3. Resolution No. R2018-0372

Signed by: Tanina Mallottra  
75C93E78AEEFD482  
Department Director

1/12/2026

Date \_\_\_\_\_

Brosittel  
Assistant County Attorney

1/13/24  
Date

**Summary (Continued from Page 1):**

Ms. Williams is the TRIO Educational Opportunity Centers Director at Palm Beach State College and will be reappointed for Seat No. 7. Ms. Jones-Gilbert is the CEO of the Palm Beach County Housing Authority and will be reappointed for Seat No. 9. Mrs. Vreeland is the Assistant County Health Department Director at the Florida Department of Health in Palm Beach County and will be reappointed for Seat No. 10. Ms. Monroe is the Outreach Coordinator for the Children’s Home Society Bridges in West Palm Beach and will be reappointed for Seat No. 12. All nominees have expressed an interest in continuing to serve as members of the CAAB. Countywide (JBR)

**Background and Justification:** The BCC first created a CAAB in 1974. The CAAB remains in place to qualify the County to receive CSBG funds. CAAB members fully participate in the planning, implementation, and evaluation of CSBG programs to serve low-income communities.

**REVIEW COMMENTS**

**A. Other Department Review:**

\_\_\_\_\_

**Department Director**



BOARDS/COMMITTEES APPLICATION

PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS  
BOARDS/COMMITTEES APPLICATION  
301 N Olive Avenue, WPB, FL 33401  
[www.discover.pbcgov.org](http://www.discover.pbcgov.org)

The information provided on this form will be used in considering your nomination.  
(Answer "NONE" or "N/A" where appropriate.)

APPLICANT TO COMPLETE/SUBMIT THE FOLLOWING:

- SECTION II
- CONTRACTUAL RELATIONSHIPS
- CODE OF ETHICS TRAINING
- RESUME or BIOGRAPHY

SECTION I (OFFICE USE ONLY) ☒ Advisory ☐ Not Advisory

BOARD/COMMITTEE NAME: Community Action Advisory Board

TYPE OF APPOINTMENT: ☒ AT-LARGE ☐ REAPPOINTMENT DISTRICT #           

TERM: 2/3/26 START DATE 9/30/2028 NEW APPOINTMENT END DATE

LENGTH OF TERM: 3 YEARS

SEAT #: 7

SEAT REQUIREMENT: Private Sector Education & PBC Resident

COMPLETING AN UNEXPIRED TERM? ☐ YES ☒ NO

IF YES: DUE TO:            RESIGNATION            OTHER

COMPLETING TERM FOR:           

ORIGINAL TERM EXPIRES:           

*\*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 (to be completed by applicant) \*MUST BE A PALM BEACH COUNTY RESIDENT

NAME: (First/Middle Initial/Last) Linda C. Williams

ADDRESS: 270 Bent Oak

CITY: Royal Palm Beach STATE: FL ZIP: 33411

PHONE #: 561-868-4050

EMAIL: willialc@pbcs.edu

BUSINESS/EMPLOYER NAME: Palm Beach State College

OCCUPATION: TRIO EOC Director

ADDRESS: 4200 Congress Avenue MS# 28

CITY: Lake Worth STATE: FL ZIP: 33461

MAILING PREFERENCE: ☐ RESIDENCE ☒ BUSINESS

HAVE YOU EVER BEEN CONVICTED OF A FELONY: ☐ YES ☒ NO

(conviction of a felony is not an automatic disqualifier from appointment)

IF YES - STATE THE COURT, NATURE OF OFFENSE, DISPOSITION OF CASE AND DATE:

SECTION II - continued (to be completed by applicant)

CONTRACTUAL RELATIONSHIPS: X NONE NOT APPLICABLE/(Governmental Entity)

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 Service	Term
Example: (R#XX-XX/PO XX)	Parks & Rec	General Maintenance	10/01/00 - 09/30/2100

SERVING ON OTHER ADVISORY BOARDS / COMMITTEES:

Are you currently serving on any other Advisory Boards or Committees within Palm Beach County? YES X NO

If YES, please list:

CODE OF ETHICS TRAINING: X COMPLETED DATE: 6/4/2025


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. Ethics training is on-going, and pursuant to PPM CW-P-79 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.

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<http://www.palmbeachcountyethics.com/training.htm>.

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APPLICANT'S SIGNATURE: By signing below I acknowledge that I have read, understand and agree to abide by Article XIII, The Palm Beach County Code of Ethics, and I have received the required Code of Ethics Training. By signing below, I acknowledge that I will be subject to the State of Florida and Palm Beach County Code of Ethics and the Florida Sunshine Law (Chapter 286, Florida Statutes).

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

SIGNATURE:  PRINTED NAME: Linda C. Williams DATE: 6/4/2025

SECTION III - COMMISSIONER (OFFICE USE ONLY) DISTRICT #

COMMISSIONER'S SIGNATURE: DATE:

SECTION IV - (OFFICE USE ONLY)

APPOINTMENT MADE: YES NO

BCC MEETING: DATE

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

SECTION II - continued (to be completed by applicant)

CONTRACTUAL RELATIONSHIPS:  X  NONE  NOT APPLICABLE/ (Governmental Entity)

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Example: (R#XX-XX/PO XX)	Parks & Rec	General Maintenance	10/01/00 - 09/30/2100

SERVING ON OTHER ADVISORY BOARDS / COMMITTEES:

Are you currently serving on any other Advisory Boards or Committees within Palm Beach County?   YES  X  NO

If YES, please list:

CODE OF ETHICS TRAINING:  X  COMPLETED DATE:  6/4/2025

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

SIGNATURE:  L Williams  PRINTED NAME:  Linda C. Williams  DATE:  6/4/2025

SECTION III - COMMISSIONER (OFFICE USE ONLY)

DISTRICT #  4

COMMISSIONER'S SIGNATURE:  Marci Woodward  DATE:  1/8/26

SECTION IV - (OFFICE USE ONLY)

APPOINTMENT MADE:   YES   NO

BCC MEETING:   DATE

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LINDA C. WILLIAMS

Royal Palm Beach, FL 33411  
lcwms12@gmail.com  
(850) 212-7985

EDUCATION

Florida Agricultural & Mechanical University  
Tallahassee, Florida  
M.S. - Counselor Education, December 1995  
B. A. - English Education, December 1993  
Magna Cum Laude

EXPERIENCE

May 2019 -  
Present

**Program Director**  
Palm Beach State College, TRIO Educational Opportunity Center  
Lake Worth, FL 33461  
*Duties:* Supervise team of 4 to 7 staff; Develop training material for new EOC employees. Forecast and execute ~\$272K yearly grant budget on 5-year \$1.3 million dollar grant. Counsel prospective and current college students on admissions, financial aid, career exploration. Prepare monthly reports on grant progress for West Palm Beach and Belle Glade offices. Complete Annual Performance Report (APR) for Department of Education. Conducted performance appraisals/goal setting biannually for grant staff. Serve as liaison for college services with outside agencies. Establish and maintain community partnerships with >30 community organizations and high schools on north end of Palm Beach County and Western Communities. Create and presented workshops to parents, students, and potential participants; Guide staff in social media development: Twitter, Instagram, facebook, Eventbrite. Attend local, regional and national training events and conferences

October 2018 -  
May 2019

**Post-Secondary Advisor**  
Palm Beach State College, TRIO Educational Opportunity Center  
Lake Worth, FL 33461  
*Duties:* Responsible for student advisement and organizing activities in the *Educational Opportunity Center*. Assist with the operational functions, identification and selection of program participants; provide educational, vocational, and personal counseling to low-income, potential first-generation college students. Provide student guidance, testing and referrals to help students reach their academic goals. Assist adults in completing applications for admissions and financial aid. Conduct progressive program outreach efforts, and coordinate and present academic and professional workshops.

August 2011 -  
Present

**Adjunct Instructor**  
Palm Beach State College  
Lake Worth, FL 33461  
*Duties:* Teach SLS 1501 – Strategies for College Success, and SLS 1301 – Career Development, and SLS 1303 – Job Search. Plan lessons for each class that include: instruction from instructor, group and individual student presentations from students, guest presenters, and lab orientations.

January 1998 -  
June 2011

**Director**  
FAMU TRIO Student Support Services  
Tallahassee, Florida.  
*Duties:* Responsible for all program activities. Hired, trained, evaluated, and supervised staff. Wrote year 4-year and 5-year grants to fund the program. Planned, negotiated, implemented, monitored, and revised grant budgets. Monitored all requisition requests, initiated requisitions, and supervised the completion of all fiscal reports. Communicated the goals and objectives to the university and the community at large. Taught SLS 1501 – College Survival, SLS 1301 – Educational and Career Planning, and SLS 1531 – Orientation for Returning Students, counseled and advised students, selected program participants.

August 1996 -  
January 1998

**Coordinator/Counselor and Assistant Professor**  
FAMU TRIO Student Support Services  
Tallahassee, Florida.  
*Duties:* Coordinated overall program activities. Shared with the TRIO Director the supervision of all program operations, including program planning, personnel selection and supervision, public relations, program evaluations and grant writing. Assessed the needs of program participants and developed educational goals. Interpreted degree audits generated by the University's SASS operation. Taught SLS 1501 – College Survival, SLS 1301 – Educational and Career Planning, and SLS 1531 – Orientation for Returning Students, counseled and advised students. Selected program participants. Supervised counselor, graduate assistants, and tutors.

December 1995 -  
August 1996

**Counselor/Advisor and Assistant Professor**  
FAMU TRIO Student Support Services  
Tallahassee, Florida.  
*Duties:* Assisted coordinator with all aspects of the program's operations; assessed participants' needs; provided academic advisement as well as personal and career counseling; taught SLS 1501 – College

Survival, SLS 1301 -- Educational and Career Planning; edited the SSS Bulletin; planned weekly and semester lessons; supervised tutorial support.

**VOLUNTEER EXPERIENCE**

Girl Scout Troop Leader, Girl Scout Cookie Sales Manager, PBSC Civility Committee, SAC Chair, Secretary, and member; PTO Treasurer, Secretary, and Volunteer Coordinator; FAMU Faculty Senator, Academic Appeals Committee Co-Chair, Alternate Admissions Committee Chair, and Curriculum Committee member; FAEOPP (TRIO's state professional association) President, FAEOPP Vice President, FAEOPP Secretary, FAEOPP and SAEOPP (TRIO's regional professional association) Emerging Leader



**PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS  
BOARDS/COMMITTEES APPLICATION  
301 N Olive Avenue, WPB, FL 33401  
[www.discover.pbcgov.orE](http://www.discover.pbcgov.orE)**

## BOARDS/COMMITTEES APPLICATION

*The information provided on this form will be used in considering your nomination.  
(Answer "NONE" or "N/A" where appropriate.)*

**APPLICANT TO COMPLETE/SUBMITTHE FOLLOWING:**

- SECTION II
- CONTRACTUAL RELATIONSHIPS
- CODE OF ETHICS TRAINING
- RESUME or BIOGRAPHY

## SECTION I

(OFFICE USE ONLY)

  X   Advisory           Not Advisory

BOARD/COMMITTEE NAME: Community Action Advisory Board

TYPE OF APPOINTMENT:           X AT-LARGE \_\_\_\_\_ DISTRICT# \_\_\_\_\_  
                                       X REAPPOINTMENT                     NEW APPOINTMENT

TERM:	<u>2/3/26</u>	START DATE	<u>09/30/28</u>	END DATE
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LENGTH OF TERM: 3 YEARS

SEAT#: 9

**SEAT REQUIREMENT:** Private Sector Housing Needs / PBC Resident

COMPLETING AN UNEXPIRED TERM? \_\_\_\_\_ YES \_\_\_\_\_ X \_\_\_\_\_ NO  
IF YES: DUE TO: \_\_\_\_\_ RESIGNATION \_\_\_\_\_ OTHER  
COMPLETING TERM FOR: \_\_\_\_\_  
ORIGINAL TERM EXPIRES: \_\_\_\_\_

***★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

(to be completed by applicant)

**\*MUST BE A PALM BEACH COUNTY RESIDENT**

NAME: (First/Middle Initial/Last) Carol A Jones-Gilbert

ADDRESS: 17218 63rd Rd N

CITY: Loxahatchee STATE: FL ZIP: 33470

PHONE#: 804-836-8300

EMAIL: [cjones-gilbert@pbchaf1.org](mailto:cjones-gilbert@pbchaf1.org)

BUSINESS/EMPLOYER NAME: Palm Beach County Housing Authority

OCCUPATION: CEO

ADDRESS: 3333 Forest Hill Blvd.

CITY: West Palm Beach STATE: FL ZIP: 33406

MAILING PREFERENCE: RESIDENCE X BUSINESS

HAVE YOU EVER BEEN CONVICTED OF A FELONY: YES X NO

*(conviction of a felony is not an automatic disqualifier from appointment)*

IF YES - STATE THE COURT, NATURE OF OFFENSE, DISPOSITION OF CASE AND DATE:



SECTION II - continued (to be completed by applicant)

CONTRACTUAL RELATIONSHIPS: \_\_\_\_\_ NONE \_\_\_\_\_ x \_\_\_\_\_ NOT APPLICABLE/(Governmental Entity)

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Example: (R#XX-XX/PO XX)	Parks & Rec	General Maintenance	10/01/00 - 09/30/2100
_____	_____	_____	_____
_____	_____	_____	_____

SERVING ON OTHER ADVISORY BOARDS / COMMITTEES:

Are you currently serving on any other Advisory Boards or Committees within Palm Beach County? \_\_\_\_\_ x \_\_\_\_\_ YES \_\_\_\_\_ NO

If YES, please list: \_\_\_\_\_ Homelessness Advisory Board \_\_\_\_\_

CODE OF ETHICS TRAINING: \_\_\_\_\_ x \_\_\_\_\_ COMPLETED DATE: \_\_\_\_\_ 6/10/25

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

SIGNATURE: Carol Jones-Gilbert PRINTED NAME: Carol Jones-Gilbert DATE: 6/10/25

SECTION III - COMMISSIONER (OFFICE USE ONLY)

DISTRICT # \_\_\_\_\_

COMMISSIONER'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

SECTION IV - (OFFICE USE ONLY)

APPOINTMENT MADE: \_\_\_\_\_ YES \_\_\_\_\_ NO

BCC MEETING: \_\_\_\_\_ DATE \_\_\_\_\_

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**SECTION II - continued (to be completed by applicant)**

**CONTRACTUAL RELATIONSHIPS:** \_\_\_\_\_ NONE \_\_\_\_\_ x \_\_\_\_\_ NOT APPLICABLE/(Governmental Entity)

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Example: (R#XX-XX/PO XX)	Parks & Rec	General Maintenance	10/01/00 - 09/30/2100
_____	_____	_____	_____
_____	_____	_____	_____

**SERVING ON OTHER ADVISORY BOARDS / COMMITTEES:**

Are you currently serving on any other Advisory Boards or Committees within Palm Beach County?

x

YES

NO

If YES, please list:

Homelessness Advisory Board

**CODE OF ETHICS TRAINING:** \_\_\_\_\_ x \_\_\_\_\_ COMPLETED \_\_\_\_\_ DATE: \_\_\_\_\_ 6/10/25

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

SIGNATURE: Carol Jones-Gilbert PRINTED NAME: Carol Jones-Gilbert DATE: 6/10/25

**SECTION III - COMMISSIONER (OFFICE USE ONLY)**

DISTRICT # 4

COMMISSIONER'S SIGNATURE: Marcia Woodward DATE: 1/8/26

**SECTION IV - (OFFICE USE ONLY)**

APPOINTMENT MADE: \_\_\_\_\_ YES \_\_\_\_\_ NO  
BCC MEETING: \_\_\_\_\_ DATE \_\_\_\_\_

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CAROL JONES-GILBERT

17218 63<sup>rd</sup> Rd. N  
Loxahatchee, FL 33470  
(804) 836-8300 cell  
SSN xxx-xx-1082  
[caroljonesgilbert@msn.com](mailto:caroljonesgilbert@msn.com)

Professional Experience
<p>Palm Beach County Housing Authority (PBCHA)/ The SPECTRA Organization, Inc. West Palm Beach, FL 12/2018 – Present Executive Director/CEO</p> <p><u>Responsibilities</u></p> <ul style="list-style-type: none"><li>• Accountable for the overall administration of all Housing Authority programs and projects. Ensure that all programs are operated in compliance with all applicable regulations and within contractual budget parameters. The work involves budget development and monitoring; accounting and finance activities and reports; grant proposals, housing management programs compliance; oversight of tenant and social services; approval and administration of contracting and procurement policies and actions; agency policy development and administration; facilities management; resolution of technical and/or administrative problems; and staff super-vision, training, and professional development.</li><li>• Prepare, or oversee the preparation of all ongoing PHA management audits and specialized reports for HUD regarding the Housing Authority’s activities, programs, and services.</li><li>• Oversee the development of future projects, possible RAD and other redevelopments as approved by the Board of Commissioners.</li><li>• Collaborate with the Board on the strategic planning goals and initiatives that will be critical in accomplishing the PBCHA vision and mission. Formulate the action plans that will provide the benchmarks, tasks, resources, accountabilities, and deliverables that will be critical to the fulfillment of PBCHA strategic goals.</li><li>• Ensure that the agency is in full compliance with all local, state, and federal laws, regulations, policies, and procedures that apply to its portfolio of housing programs and services.</li><li>• Coordinate the staffing and other resources in key business management units that are critical to producing and managing quality affordable housing that meets the needs and wants of residents. The key business management units include, but are not limited to, human resources, finance, asset management, and property management.</li><li>• Build a quality management and cross-functional teams that are empowered to be key contributors to organizational decision-making and problem-solving. Provide teams and</li></ul>

individuals the opportunity to learn more about the broader organizational system and its functional units.

- Build and maintain a positive collaborative relationship with key Palm Beach County governmental agencies, Palm Beach housing authorities, nonprofits, and quasi-governmental agencies that are involved with affordable housing, homelessness, community development, economic development, fair housing, and social services.

Richmond Redevelopment and Housing Authority (RRHA), Richmond, VA  
12/2015 – 12/2018  
Chief Operating Officer

#### Responsibilities

- Responsible for the oversight and direction for all aspects concerning the operations of RRHA's Low Income Public Housing (LIPH) program, Central Maintenance, HCVP and the Resident Services Departments for a total of 156 employees, 3,979 public housing units, 3,495 vouchers and Capital Fund Grants in excess of 6 million dollars for a combined annual budget of approximately \$68 million dollars.
- Stays abreast of legislation, regulations and issues that may impact housing management operations; interfaces with government regulatory agencies as management agent and ensures regulatory compliance. Assures that all audit information requested is supplied in an accurate and timely fashion.
- Works with Real Estate and Development staff on issues related to acquisition, project design, CHOICE applications, HOPE VI grants, RAD and Section 18 applications and unit conversions throughout pre-development, construction, conversion and lease-up. Works with Real Estate Development department and other appropriate parties to assure effective operations planning for new developments, including budget formulation, systems for managing the transition from development to property management and oversight and documentation of ongoing compliance requirements.
- Developed and revised operational business plans including operating policies, standard operating procedures, and schedules. Coordinated the updating of key agency operational plans, documents, certifications, policies, and procedures such as the annual Agency Plan, the Admissions and Continued Occupancy Policy (ACOP), the HCVP Administrative Plan, the PHAS and SEMAP certifications, Dwelling Lease and Addendums, etc. Administered and managed the deployment of operational practices into the business units supported.

Richmond Redevelopment and Housing Authority (RRHA), Richmond, VA  
10/2012 – 12/2015  
Deputy Chief Operating Officer

#### Responsibilities

- Provides direction and supervision to the Public Housing, Maintenance, Section 8, and the Resident Services Departments which account for approximately three-fourths of the agencies 300 employees for approximately 4,000 public housing units and 3200 vouchers.
- Stays abreast of legislation, regulations and issues that may impact housing management operations; interfaces with government regulatory agencies as management agent and ensures regulatory compliance. Assures that all audit information requested is supplied in an accurate and timely fashion.

- Maintains effective working relationships with representatives of city, state and federal agencies, industry peers and others involved with government. Attends all Board of Commissioners, city, and HUD industry meetings as required and appropriate.
- Under the direct supervision of the Chief Operating Officer, developed and executed plans and strategies through the interpretation of HUD policies and procedures to improve and enhance housing services.
- Actively assisted and supported the Chief Operating Officer in developing and implementing agency rules, policies, procedures, and guidelines as well as annual operating and capital budget preparation to improve operating efficiency. Provides leadership in the development of property goals related to the fiscal and physical health of the properties.
- Consults with Real Estate and Development staff on issues related to acquisition, project design, CHOICE applications, HOPE VI grants and property management that can be identified in pre-development and construction, as requested. Works with Real Estate Development department and other appropriate parties to assure effective operations planning for new developments, including budget formulation, systems for managing the transition from development to property management and oversight and documentation of ongoing compliance requirements.
- Successfully coordinated the opening of the HCVP waitlist through the receipt of online applications which accepted 27,000 applications and generation of a 10,000-applicant waitlist which allowed the agency to increase utilization and avoid further recapture of more than 2 million dollars in HAP funds.

Richmond Redevelopment and Housing Authority (RRHA), Richmond, VA  
03/2011- 10/2012  
Business Operations Officer

#### Responsibilities

- Developed and revised operational business plans including operating policies, standard operating procedures, and schedules. Coordinated the updating of key agency operational plans, documents, certifications, policies, and procedures such as the annual Agency Plan, the Admissions and Continued Occupancy Policy (ACOP), the HCVP Administrative Plan, the PHAS and SEMAP certifications, Dwelling Lease and Addendums, etc. Administered and managed the deployment of operational practices into the business units supported.
- Acted as business system (Yardi) subject matter expert and serves as Business Lead for all matters regarding system updates, testing, administration, and setup for LIPH. Provided business units with technical /operational assistance, training, and support. Identified business system enhancements for Yardi and Visual Homes software to assist staff in efficient and effective performance.
- Assisted executive management with the identification of operational issues and opportunities as related to implementation of the agency's strategic plan and developed action plans to eliminate operational obstacles and barriers. Assisted Executives, AMPs, and internal departments in identifying issues and determining resolutions. Served as the primary point of contact within the agency for property management issues by providing information regarding regulations, policies, and procedures to assist the CEO, COO, Board of Commissioners and Resident Leadership. Utilized comprehensive knowledge of property management processes and procedures from experience gained while working in LIPH, LIHTC, multifamily, assisted housing and private sector management to formulate and administer agency policies, develop, and implement innovative goals and initiatives and deliver quality customer service and problem resolution.

Richmond Redevelopment and Housing Authority (RRHA), Richmond, VA  
08/2009- 03/2011  
Assistant Vice President of Property Management

Responsibilities

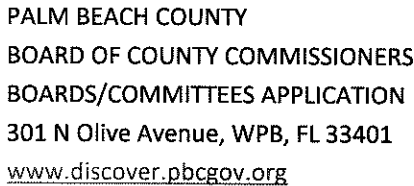
- Supervised, directed, organized, and planned the work of five AMP managers while retaining the managerial responsibilities of the Gilpin AMP until AVP for Region 1 was hired in February 2010. Then assumed management of Region 2 which consisted of 1,954 public housing units while retaining managerial responsibility of the Gilpin AMP (783 units) until a property manager was hired in September 2010.
- Served as the business lead and subject matter expert for LIPH, tenant selections, the central warehouse and maintenance for the Enterprise Business System (EBS) Yardi software conversion and continued use. Completed property and resident set up for the agency's entire resident population. Researched, resolved, and revised agency practices and policies to align with Yardi functionality. Drafted more than 25 training templates for key business functions for use in training all LIPH management staff. Coordinated and conducted training of all AH staff for successful go live and continued Yardi processing.
- Provided positive representation and forged working relationships with RRHA employees, residents, consultants, vendors, local, state, and federal officials, law enforcement, social service providers, resident leadership, community groups, businesses, civic organizations and the public at internal meetings, public hearings and agency and governmental events. Represented the agency at meetings with resident leadership, city, and other external partners about redevelopment initiatives impacting public housing such as the Choice Neighborhood Initiative and East End Charette to provide insight, technical advice, and recommendations in the development of future plans for the revitalization and transformation of public housing.
- Served as the lead for property management in making decisions regarding the use of RRHA's American Recovery and Reinvestment Act (ARRA) stimulus funds, capital funds and competitive grants for modernization and uniform federal accessibility standards (UFAS) improvements within family and elderly developments. Coordinated relocation strategies for all projects to include the use of public housing, privately owned dwellings, onsite "hotel" units and other resources for the relocation of nearly 800 families.

**Education**

Texas A&M University, College Station, TX  
Bachelor of Arts, Speech Communications  
Minor in Journalism  
1992

**Certifications:**  
Leadership Metro Richmond – Class of 2017  
Certified Public Housing Manager – NAHRO (1996)  
Family Self Sufficiency Certification – NAHRO (2017)

Certified Occupancy Specialist – NCHM (2005)  
Certified Tax Credit Specialist – NCHM (2006)  
HCVP/PH Rent Calculation - Nan McKay (2010)  
HCV Executive Management Certification – Nan McKay (2011)  
Certified Housing Quality Standards Inspector – Nan McKay (2015)  
HCV Financial Management Specialist - Nan McKay (2017)  
PBV Specialist - Nan McKay (2017)  
Accredited Residential Manager (ARM) – IREM (2011)  
Public Housing Occupancy Specialist – Quadel (2016)  
HCVP Occupancy Specialist – Quadel (2016)



*The information provided on this form will be used in considering your nomination.  
(Answer "NONE" or "N/A" where appropriate.)*

- SECTION II
- CONTRACTUAL RELATIONSHIPS
- CODE OF ETHICS TRAINING
- RESUME or BIOGRAPHY

(OFFICE USE ONLY)

  X   Advisory             Not Advisory

Community Action Advisory Board

<u>  X  </u>	AT-LARGE	DISTRICT # <u>      </u>
<u>  X  </u>	REAPPOINTMENT	NEW APPOINTMENT

<u>2/3/26</u>	START DATE	<u>9/30/2028</u>	END DATE
---------------	------------	------------------	----------

3 YEARS

10

Private Sector      Public Health &amp; PBC Residents

YES                      X                      NO

RESIGNATION OTHER

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*\*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:*

(to be completed by applicant)

**\*MUST BE A PALM BEACH COUNTY RESIDENT**

Lisa M. Vreeland

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STATE: FI ZIP: 33458

Florida Department of Health in Palm Beach County

Assistant County Health Department Director

STATE: FL ZIP: 33458

RESIDENCE X BUSINESS

YES                      X                      NO

*(conviction of a felony is not an automatic disqualifier from appointment)*

IF YES - STATE THE COURT, NATURE OF OFFENSE, DISPOSITION OF CASE AND DATE:

\_\_\_\_\_



SECTION II - continued (to be completed by applicant)

CONTRACTUAL RELATIONSHIPS: NONE X NOT APPLICABLE/(Governmental Entity)

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Contract/Transaction No.	Department/Division	Description of Service	Term
Example: (R#XX-XX/PO XX)	Parks & Rec	General Maintenance	10/01/00 - 09/30/2100

SERVING ON OTHER ADVISORY BOARDS / COMMITTEES:

Are you currently serving on any other Advisory Boards or Committees within Palm Beach County? X YES NO

If YES, please list: Palm Beach County Community Alliance

CODE OF ETHICS TRAINING: X COMPLETED DATE: June 5, 2025

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. Ethics training is on-going, and pursuant to PPM CW-P-79 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.

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APPLICANT'S SIGNATURE: By signing below I acknowledge that I have read, understand and agree to abide by Article XIII, The Palm Beach County Code of Ethics, and I have received the required Code of Ethics Training. By signing below, I acknowledge that I will be subject to the State of Florida and Palm Beach County Code of Ethics and the Florida Sunshine Law (Chapter 286, Florida Statutes).

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

SIGNATURE: Lisa Vreeland PRINTED NAME: Lisa Vreeland DATE: June 6, 2025

SECTION III - COMMISSIONER (OFFICE USE ONLY) DISTRICT #

COMMISSIONER'S SIGNATURE: DATE:

SECTION IV - (OFFICE USE ONLY)

APPOINTMENT MADE: YES NO  
BCC MEETING: DATE

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

## CONTRACTUAL RELATIONSHIPS:

NONE

X

NOT APPLICABLE/(Governmental Entity)

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Example: (R#XX-XX/PO XX)	Parks & Rec	General Maintenance	10/01/00 - 09/30/2100

## SERVING ON OTHER ADVISORY BOARDS / COMMITTEES:

Are you currently serving on any other Advisory Boards or Committees within Palm Beach County?

X

YES

NO

If YES, please list:

Palm Beach County Community Alliance

## CODE OF ETHICS TRAINING:

X

COMPLETED

DATE:

June 5, 2025

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

SIGNATURE:

Lisa Vreeland

PRINTED

NAME:

Lisa Vreeland

DATE:

June 6, 2025

## SECTION III - COMMISSIONER (OFFICE USE ONLY)

DISTRICT # 4

COMMISSIONER'S SIGNATURE:

Mauri Woodward

DATE:

1/15/26

## SECTION IV - (OFFICE USE ONLY)

APPOINTMENT MADE:

YES

NO

BCC MEETING:

DATE

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

LISA VREELAND, MPH

**SKILLS PROFILE**

Supervisor to multiple agency departments

Local, state, and national disaster response preparation, recovery management, development, and maintenance of government partnerships

Daily interface with community leaders, corporations, businesses, government agencies, and non-profit organizations

Current Florida Certified Contract Manager (FCCM) thru June 30, 2027

Employee of the Quarter January-March 2018

Homeland Security Exercise and Evaluation Program (HSEEP) certified

Local experience in several Emergency Operations Center activations, locally and nationally including COVID-19 EOC activation for nearly two years

Presenter at Governor’s Hurricane Conference, 2022

Non-profit disaster management

**EXPERIENCE**

**ASSISTANT COUNTY HEALTH DEPARTMENT DIRECTOR/  
CHIEF, PERFORMANCE IMPROVEMENT AND PREPAREDNESS  
FLORIDA DEPARTMENT OF HEALTH IN PALM BEACH COUNTY**

*2019-Present*

*Assistant County Health Department Director since 2022. This position also includes my previous position as Chief of Performance Improvement and Preparedness*

Delegated authority for the Health Officer, as needed

Division Director for the following programs: Public Health Preparedness, Strategic Planning, Quality Improvement, Community Health Improvement Planning, Community Health Promotions, Workforce Development and Information Technology

Incident Commander for the agency’s Mission Essential Operations Center (MEOC) during emergency activations

Provide oversight of the Strategic Plan, Community Health Assessment, Community Health Improvement Plan, Workforce Development Plan, Customer Satisfaction, Employee Satisfaction, and Accreditation process. Responsible for agency accreditation/reaccreditation

Serve on the Graduate Medical Education Committee, Clinical Competency Committee, and Vice Chair of the Program Evaluation Committee for the Public Health Preventive Residency Program (MD/MPH). Administer and lead Quality Improvement administration rotation. Serve as Faculty member

Agency Finance Team member, Performance Management Council champion, Member of Regional Performance Management Quality Improvement Consortia (PMQI), Regional Domestic Security Task Force (RDSTF), Legacy Chair of the Healthcare Emergency Response Coalition (HERC)

Serve as Health and Medical (ESF-8) unit leader, as needed

Palm Beach County Community Alliance Board Member

Palm Beach County Community Action Board Member

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**PUBLIC HEALTH PREPAREDNESS MANAGER, FLORIDA DEPARTMENT OF HEALTH IN PALM BEACH COUNTY**

*2015-2019*

Responsible for the coordination of All Hazards cycle: Preparedness, Response, Recovery, and Mitigation

Develop and maintain Emergency Operations Plan (EOP) and Continuity of Operations Plan (COOP)

Emergency Support Function 8 (ESF-8) Health and Medical unit leader at the Palm Beach County Emergency Operations Center (EOC), assist with the coordination of the Special Needs Shelters, alternate of the Health Department Director to the Executive Policy Group during activations

Manage Preparedness base and Cities Readiness Initiative (CRI) budget of over \$300,000

Supervise Cities Readiness Initiative/Medical Countermeasures program and employees

Serve on the Healthcare Emergency Response Coalition (HERC) as Vice Chair (Acting Chair for 7 Months), Region 7 Domestic Security Task Force (RDSTF), Palm Beach County Sheriff's Office Fusion Center, Florida Atlantic University Community Engagement Committee for the International Center for Emergency Management

Developed and implemented the Active Shooter program and 2 new POD exercises with the Community Immunization Services Team: Back to School Crunch and the Employee Flu Shot program

**DISASTER PROGRAM MANAGER, AMERICAN RED CROSS**

*2012-2015*

Develop and maintain district (Palm Beach-Martin County) disaster plan

Responsible for the oversight and administration of 4 volunteer Disaster Action Teams who respond to daily disasters such as house fires, wildfires, area flooding, tornadoes, and gas leaks

Coordination and supervision of volunteer Shelter Management Teams and Client Casework Teams that provide direct assistance and referrals

Mobilize the local community to prepare for, respond to, and recover from emergencies

Develop human and material resources such as volunteers, partners, community agencies, shelter, and vendor agreements

Controller of financial tools given to clients after a disaster

Serve on multiple agency and community committees, drills, and exercises

Serve on planning committee for the largest American Red Cross Hurricane Exercise on the Treasure Coast and serve as Lead Controller

Manage and direct 2 national initiatives locally: The Pillowcase Project and the Home Fire Campaign

**DISASTER PROGRAM SPECIALIST, AMERICAN RED CROSS**

*2010-2012*

- Scheduled and managed Community Disaster Education Program for Palm Beaches-Treasure Coast (Palm Beach, Martin, St. Lucie, Indian River and Okeechobee counties)
- Assist Volunteer Management in recruitment, retention, and placement of all volunteers
- Serve as Mass Care Liaison in the Palm Beach County Emergency Operations Center during disaster activations and exercises
- Assist and provide initial client casework follow-up
- Maintain agency referral information; cold call agencies for services provided
- Boca Raton Branch Manager: Responsible for the daily functions of the branch office by performing administrative functions, meeting with public, maintaining training calendar, ensuring office is properly staffed, open/close the office daily and assigning clerical duties, and supervise office volunteers
- Teach and certify CPR and first aid classes

**EDUCATION**

**2017**

**MASTER OF PUBLIC HEALTH (MPH)**

**UNIVERSITY OF NEW ENGLAND**

- Member of delta omega society, student public health association, and Maine public health association
- Capstone: Needle exchange program in Palm Beach County and reduction of Hepatitis C and HIV

**2009**

**BACHELOR OF SCIENCE, COMMUNITY HEALTH**

**FLORIDA GULF COAST UNIVERSITY**

**RELATED ACTIVITES**

Volunteer, American Red Cross since 2009 • 4 National Disaster Deployments as Client Casework Supervisor, Government Liaison, and Assistant Site Director for the American Red Cross • Operations Section Chief Incident Management Oversight Team for Hurricane Milton Response in Pasco County 2024 • Membership in the Florida Public Health Association, American Public Health Association, American Society for Quality, Florida Emergency Preparedness Association • Alumni: Emergency Management Institute, Palm Beach County Complex Coordinated Attack Working Group, and Center for Domestic Preparedness: Healthcare Leadership and Framework for Healthcare Emergency Management • Former Martin County Health Advisory Committee member and United Way’s 5-2-1-0 Let’s Go! Committee member



BOARDS/COMMITTEES APPLICATION

PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS  
BOARDS/COMMITTEES APPLICATION  
301 N Olive Avenue, WPB, FL 33401  
www.discover.pbcgov.org

The information provided on this form will be used in considering your nomination.  
(Answer "NONE" or "N/A" where appropriate.)

- APPLICANT TO COMPLETE/SUBMIT THE FOLLOWING:
- SECTION II
  - CONTRACTUAL RELATIONSHIPS
  - CODE OF ETHICS TRAINING
  - RESUME or BIOGRAPHY

**SECTION I** (OFFICE USE ONLY) ☒ Advisory ☐ Not Advisory

BOARD/COMMITTEE NAME: Community Action Advisory Board (CAAB)

TYPE OF APPOINTMENT: ☒ AT-LARGE ☐ REAPPOINTMENT ☐ NEW APPOINTMENT

TERM: 2/03/2026 START DATE 9/30/2028 END DATE

LENGTH OF TERM: 3 YEARS

SEAT #: 12

SEAT REQUIREMENT: Low-Income PBC Resident

COMPLETING AN UNEXPIRED TERM? ☐ YES ☒ NO

IF YES: DUE TO: ☐ RESIGNATION ☐ OTHER

COMPLETING TERM FOR: \_\_\_\_\_

ORIGINAL TERM EXPIRES: \_\_\_\_\_

*\*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** (to be completed by applicant) **\*MUST BE A PALM BEACH COUNTY RESIDENT**

NAME: (First/Middle Initial/Last) Gabrielle Monroe

ADDRESS: 1319 13th St

CITY: West Palm Beach STATE: FL ZIP: 33401

PHONE #: (404) 218-6311

EMAIL: gemonroe@gmail.com

BUSINESS/EMPLOYER NAME: Children's Home Society Bridges WPB

OCCUPATION: Outreach Coordinator

ADDRESS: 720 8th St

CITY: \_\_\_\_\_ STATE: FL ZIP: 33401

MAILING PREFERENCE: ☒ RESIDENCE ☐ BUSINESS

HAVE YOU EVER BEEN CONVICTED OF A FELONY: ☐ YES ☒ NO

(conviction of a felony is not an automatic disqualifier from appointment)

IF YES - STATE THE COURT, NATURE OF OFFENSE, DISPOSITION OF CASE AND DATE:

\_\_\_\_\_

\_\_\_\_\_

SECTION II - continued (to be completed by applicant)

CONTRACTUAL RELATIONSHIPS: \_\_\_\_\_ NONE \_\_\_\_\_ N/A \_\_\_\_\_ NOT APPLICABLE/(Governmental Entity)

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Example: (R#XX-XX/PO XX)	Parks & Rec	General Maintenance	10/01/00 - 09/30/2100
_____	_____	_____	_____
_____	_____	_____	_____

SERVING ON OTHER ADVISORY BOARDS / COMMITTEES:

Are you currently serving on any other Advisory Boards or Committees within Palm Beach County? \_\_\_\_\_ YES \_\_\_\_\_ X \_\_\_\_\_ NO  
If YES, please list: \_\_\_\_\_  
\_\_\_\_\_

CODE OF ETHICS TRAINING: \_\_\_\_\_ X \_\_\_\_\_ COMPLETED DATE: \_\_\_\_\_ October 15,2025 \_\_\_\_\_

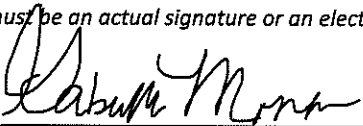
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(NOTE: Signature must be an actual signature or an electronic signature. A "typed" signature (name) will not be accepted)

SIGNATURE:  PRINTED NAME: Gabrielle Monroe DATE: 12/30/25

SECTION III - COMMISSIONER (OFFICE USE ONLY) DISTRICT # \_\_\_\_\_

COMMISSIONER'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

SECTION IV - (OFFICE USE ONLY)

APPOINTMENT MADE: \_\_\_\_\_ YES \_\_\_\_\_ NO  
BCC MEETING: \_\_\_\_\_ DATE \_\_\_\_\_

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SECTION II - continued (to be completed by applicant)

CONTRACTUAL RELATIONSHIPS: \_\_\_\_\_ NONE \_\_\_\_\_ N/A \_\_\_\_\_ NOT APPLICABLE/(Governmental Entity)

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Example: (R#XX-XX/PO XX)	Parks & Rec	General Maintenance	10/01/00 - 09/30/2100
_____	_____	_____	_____
_____	_____	_____	_____

SERVING ON OTHER ADVISORY BOARDS / COMMITTEES:

Are you currently serving on any other Advisory Boards or Committees within Palm Beach County? \_\_\_\_\_ YES \_\_\_\_\_ X \_\_\_\_\_ NO

If YES, please list: \_\_\_\_\_  
\_\_\_\_\_

CODE OF ETHICS TRAINING: \_\_\_\_\_ X \_\_\_\_\_ COMPLETED DATE: \_\_\_\_\_ October 15, 2025 \_\_\_\_\_


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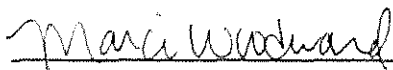
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(NOTE: Signature must be an actual signature or an electronic signature. A "typed" signature (name) will not be accepted)

SIGNATURE:  PRINTED NAME: Gabrielle Monroe DATE: 12/30/25

SECTION III - COMMISSIONER (OFFICE USE ONLY) DISTRICT # 4

COMMISSIONER'S SIGNATURE:  DATE: 1/8/26

SECTION IV - (OFFICE USE ONLY)

APPOINTMENT MADE: \_\_\_\_\_ YES \_\_\_\_\_ NO  
BCC MEETING: \_\_\_\_\_ DATE \_\_\_\_\_

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## **Professional Bio of Gabrielle Monroe –**

Gabrielle Monroe is a community development professional with experience in housing stability, economic mobility, and community-based programming across Palm Beach County. She currently serves as an Outreach Coordinator with Children's Home Society of Florida, supporting families through engagement, resource navigation, and community partnerships.

Gabrielle serves on the Community Action Advisory Board (CAAB), where she advises County leadership on equitable access to housing assistance, utility support, and social service programs for low- and moderate-income residents. Her professional background spans nonprofit, municipal, and educational settings, with a focus on public-facing operations, stakeholder engagement, and program coordination.

She is the Founder and Program Director of The Anchor Project, an initiative supporting families in transitional housing through case management, life skills development, and pathways to economic self-sufficiency, and the Founder of The Polite Society, a youth leadership and empowerment program. Gabrielle is a graduate of Howard University and remains committed to advancing equitable community outcomes through service and civic leadership.

# PALM BEACH COUNTY

## COMMUNITY ACTION ADVISORY BOARD

### COMMITTEE AND OFFICERS ROSTER 2025

Attachment 2

Seat #	NAME	SECTOR	Committee Name	Exp. Date
1*	VACANT	PUBLIC SECTOR		
2*	VACANT	PUBLIC SECTOR	Executive/ Strategic Planning	09/30/2027
3	<b>Diane Lewis</b> Feeding Hope Village 3437 Avenue O Riviera Beach, FL 33404	PUBLIC SECTOR	Event Planning	09/30/2027
4	<b>Betty Resch</b> City of Lake Worth Beach 207 South L St Lake Worth Beach, FL 33460	PUBLIC SECTOR	Executive/ Strategic Planning	09/30/2027
5	<b>Angela Burns</b> City of Delray Beach 100 NW 1st Ave Delray Beach, FL 33444	PUBLIC SECTOR	Strategic Planning	09/30/2027
6*	VACANT	PRIVATE SECTOR Employment/ Career Planning	Executive/ Strategic Planning	
7	<b>Linda Williams</b> Palm Beach State College 4200 S. Congress Avenue Lake Worth Beach, FL 33461	PRIVATE SECTOR - Education	Strategic Planning	09/30/2025
8*	VACANT	PRIVATE SECTOR - Finance		
9	<b>Carol Jones-Gilbert</b> Palm Beach County Housing Authority 3333 Forest Hill Blvd. West Palm Beach, FL 33406	PRIVATE SECTOR - Housing	Strategic Planning/ Finance	07/11/2025
10	<b>Lisa Vreeland</b> Florida Dept. Of Health- PBC 800 Clematis Street West Palm Beach, FL 33401	PRIVATE SECTOR – Public Health	Executive/ By Laws	09/30/2025
11	<b>Mary Wilkerson</b> Drug Abuse Treatment Association (DATA) 341 NW 11 <sup>th</sup> Street Belle Glade, FL 33430	LOW-INCOME – Glades Tri-City	Strategic Planning	09/30/2028

**PALM BEACH COUNTY  
COMMUNITY ACTION ADVISORY BOARD  
COMMITTEE AND OFFICERS ROSTER 2025**

12*	<b>Gabrielle Monroe</b> Children’s Home Society C/O Bridges Program 1319 13 <sup>TH</sup> Street West Palm Beach, FL 33401	LOW-INCOME – West Palm Beach	Event Planning	09/30/2025
13	<b>Cynthia Ridley</b> Retired	LOW-INCOME – Delray Beach	Event Planning	09/30/2027
14	<b>Yves Saint-Hillien</b> Palm Beach County School District 3300 Forest Hill Blvd. West Palm Beach, FL 33406	LOW-INCOME – Lake Worth	Event Planning	09/30/2027
15	<b>Christina Reid</b> SPM LLC at Villa Franciscan Apartments 2102 Avenue F Riviera Beach, FL 33404	LOW-INCOME – Riviera Beach	Executive/ Strategic Planning	09/30/2027

\* Action Pending

Rev. 12/29/25 AMM

**RESOLUTION NO. R-2018-0372**

**RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF PALM BEACH COUNTY, FLORIDA, AMENDING R-2014-0588, PROVIDING FOR QUARTERLY MEETINGS OF THE COMMUNITY ACTION ADVISORY BOARD, PROVIDING FOR AMENDED ATTENDANCE POLICY, AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Palm Beach County Board of County Commissioners established the Community Action Council Advisory Board (Board) in 1974 to qualify Palm Beach County to receive Community Service Block Grant Funds; and

**WHEREAS**, the Board's membership was reconstituted pursuant to Ordinance No. 04-042, and on September 15, 2009, Ordinance No. 04-042 was replaced by Resolution 2009-1549, which established the Community Action Advisory Board (CAAB) and reduced CAAB's membership from 23 to 15; and

**WHEREAS**, on May 6, 2014, Resolution 2009-1549 was repealed and replaced with Resolution 2014-0588, which clarified the process for nominating and selecting members to serve on the CAAB, and updated various standard provisions to comply with County advisory board policy; and

**WHEREAS**, Resolution 2014-0588 provides that the CAAB shall meet "a minimum of ten (10) times a year"; and

**WHEREAS**, other Counties within Florida have adopted a model of quarterly meetings for Community Action Program advisory boards such as CAAB, which has proven effective to allow greater focus on board members' responsibilities to participate in implementation of programs designed to serve the poor or low income citizens of the County, while still allowing an opportunity to make recommendations concerning program plans, priorities, and budgets.

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

1. The foregoing recitals are true and correct and are expressly incorporated herein by reference and made a part hereof.
2. Section 12: Meetings, paragraph A., of R-2014-0588 is amended to read in its entirety: The Advisory Board shall meet a minimum of four (4) times per program year; however, members may be required to

attend additional meetings.

- a. The second sentence of Section 14: Removal for Lack of Attendance, of R-2014-0588 is amended to read:

Lack of attendance is defined as failure to attend three (3) consecutive meetings or failure to attend one-half of the meetings scheduled during a program year.

3. This resolution shall become effective upon adoption.

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

Commissioner Melissa McKinlay, Mayor -	Aye
Commissioner Mack Bernard, Vice Mayor-	Aye
Commissioner Hal R. Valeche -	Aye
Commissioner Paulette Burdick -	Aye
Commissioner Dave Kerner -	Aye
Commissioner Steven L. Abrams -	Aye
Commissioner Mary Lou Berger -	Aye

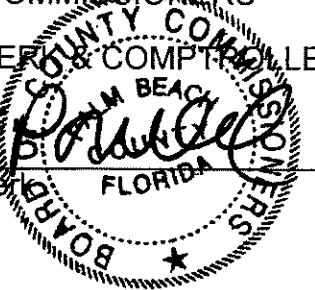
The Mayor thereupon declared the Resolution duly passed and adopted this 10th day of April, 2018.

PALM BEACH COUNTY, FLORIDA, BY ITS  
BOARD OF COUNTY COMMISSIONERS

SHARON R. BOCK, CLERK & COMPTROLLER

By: *[Signature]*

Deputy Clerk



APPROVED AS TO FORM  
AND LEGAL SUFFICIENCY

By: *[Signature]*

County Attorney

**A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF PALM BEACH COUNTY, FLORIDA, DESIGNATING THE BOARD OF COUNTY COMMISSIONERS AS THE COMMUNITY ACTION COUNCIL. ESTABLISHING THE COMMUNITY ACTION ADVISORY BOARD; DESIGNATING THE COMMUNITY ACTION ADVISORY BOARD AS THE COMMUNITY SERVICES BLOCK GRANT ADVISORY COMMITTEE. PROVIDING FOR ROLES AND RESPONSIBILITIES; PROVIDING FOR AN EFFECTIVE DATE.**

WHEREAS, the U.S. Department of Health and Human Services (HHS) requires that recipients of Community Services Block Grant (CSBG) funds comply with the Community Opportunities, Accountability, and Training and Educational Services Act of 1998, as amended; and

WHEREAS, Section 676B, (b)(1) of that Act requires that a public entity administer the program through a tripartite board composed of members representing the public, private, and low income sectors of the community; and

WHEREAS, the Community Services Block Grant provides funds for the reduction of poverty, the revitalization of low-income communities, and the empowerment of low-income families and individuals to become fully self-sufficient; and

WHEREAS, Palm Beach County through the Department of Community Services wishes to comply with HHS requirements regarding the Community Action Advisory Board; and

WHEREAS, the Board of County Commissioners was previously designated as the Community Action council and the grantee for the CSBG program through ordinances 74-20 and 04-042, which have been repealed; and

WHEREAS, pursuant to ordinances 74-20 and 04-042, a Community Action Council Administering Board was established.

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

**SECTION 1: DESIGNATION OF THE BOARD OF COUNTY COMMISSIONERS AS THE COMMUNITY ACTION COUNCIL AND CSBG GRANTEE**

The Board of County Commissioners is hereby designated as the Community Action Council and the grantee of CSBG funding received by Palm Beach County.

**SECTION 2: ESTABLISHMENT OF THE COMMUNITY ACTION ADVISORY BOARD AND DESIGNATION AS THE CSBG ADVISORY COMMITTEE**

There is hereby established an advisory board to be known as the Community Action Advisory Board, herein referred to as the "Advisory Board." Said Advisory Board is also designated as the Community Services Block Grant Advisory Committee pursuant to the CSBG guidelines of the State of Florida Department of Economic Opportunity.

**SECTION 3: COMPOSITION**

A. The Advisory Board shall be comprised of fifteen (15) members, as follows:

- 1) One-third (1/3) of the members of the Advisory Board shall be elected public officials holding office on the date of selection, or their representatives. A letter reaffirming agreement to serve as an Advisory Board member or delegation to a representative, signed by the elected official, shall be required each year until the official's elective term ends.
- 2) Not fewer than one-third (1/3) of the members of the Advisory Board shall be persons chosen in accordance with democratic selection procedures adequate to assure that they are representatives of low income individuals and families in the target neighborhood served. Each representative of the low-income sector selected to represent a specific target neighborhood within the community must reside in the neighborhood served. The county will define what constitutes a target neighborhood.
- 3) The remainder of the members of the Advisory Board shall be persons who can bring pertinent and significant resources from the private sector to the Community Action mission of assisting low income persons to acquire greater control over their lives and to increase their degree of self-sufficiency.

#### SECTION 4: APPOINTMENTS, TERMS, VACANCIES AND COMPOSITIONS

- A. All members of the Advisory Board shall be residents of Palm Beach County, Florida at the time of appointment and while serving on the Advisory Board.
- B. Terms of office for the Advisory Board members shall be three (3) year terms. An individual may serve three (3) consecutive full terms. Terms shall begin on October 1 and end on September 30.
- C. Terms shall be staggered such that one-third (1/3) of the advisory board members shall be selected each year.
- D. Nominations shall be requested by County staff upon adoption of this resolution and generally every year thereafter in a manner that will provide for appointment or reappointment prior to the term expiration. The public sector members are appointed by the Board of County Commissioners, a democratic selection process will be held to fill seats from the low-income sector, the Advisory Board will recommend individuals to fill the seats for the private sector. All nominations shall be approved by the Board of County Commissioners.
- E. A vacancy occurring during a term shall be filled for the unexpired term and in the manner prescribed above.
- F. All Advisory Board members serve at the pleasure of the Board of County Commissioners.
- G. Members appointed pursuant to Section 3.A1 will no longer be eligible to serve on the advisory Board if they, or the elected official they represent, no longer hold elected public office.

#### SECTION 5: AUTHORITY

- A. The Advisory Board shall have the authority and power to advise the Board of County Commissioners on the development, planning, implementation and evaluation of the CSBG program to serve low-income communities.
- B. Members shall be subject to the rules and procedures of the Advisory Board, if rules and procedures are created, and to the overall authority of the Board of County Commissioners of Palm Beach County, Florida.

#### SECTION 6: SUNSHINE LAW AND STATE CODE OF ETHICS

The Advisory Board must comply with the Sunshine Law and State Code of Ethics. Reasonable public notice of all board meetings shall be provided. All meetings of the board shall be open to the public at all times and minutes shall be taken at each meeting.

#### SECTION 7: 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 8: 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 County Administrator and shall be in accordance with PPM CW-F-009.

#### SECTION 9: ELIGIBILITY TO SERVE

County employees, other than Commissioners Aides, are not eligible to serve on the Advisory Board unless the County employee is an elected official within Palm Beach County and is nominated for inclusion on the board by an entity other than the Board of County Commissioners. Employees of other units of local government may not represent their respective governments on boards, unless otherwise provided by statute or other rule of law. Former Board of County Commissioners members may not be appointed to the Advisory Board for at least two (2) years following their last day in office as a County Commissioner.

#### SECTION 10: QUALIFICATION AS A CANDIDATE

Advisory Board members shall not be prohibited from qualifying as a candidate for elected office.

## SECTION 11: RESPONSIBILITIES

The responsibilities of the Community Action Advisory Board shall include the following:

- A. Conduct regular assessments of the circumstances of low income individuals and families and of the resources available and needed in the community to support movement by low income persons toward greater self-sufficiency;
- B. Create a forum for citizen participation that maximizes participation of those served so as to best stimulate and take full advantage of capabilities for self-advancement and assure that programs and projects are meaningful to and widely utilized by their intended beneficiaries;
- C. Participate fully in the development and implementation of programs and projects designed to serve the poor or low income citizens of the county;
- D. Review and recommend programs and projects for the use of the CSBG funds;
- E. Foster and promote cooperation between governmental agencies, community-based non-governmental non-profit organizations and business interests in order to achieve the goals and outcomes of community action plans;
- F. Submit an annual report to the board of county commissioners on activities undertaken and accomplishments made during the preceding year;
- G. Receive reasonable advance notice of, and an opportunity to make recommendations, concerning:
  - 1) Appointment of the program coordinator;
  - 2) Determination of overall program plans and priorities;
  - 3) Approval of program proposals and budgets;
  - 4) Enforcement of compliance with all conditions of federal and state grants;
  - 5) Corrective measures to remove roadblocks affecting program implementation;
  - 6) Determination, subject to federal, state, and local regulations and policies, of rules of procedure for the advisory board;
  - 7) Any changes to this Resolution. In the event that the Advisory Board determines a public meeting is necessary to address any changes to this Resolution, said public meeting will be arranged prior to submission of any such change to the board of county commissioners.
- H. To perform such other duties as may be from time to time assigned by the Board of County Commissioners.

## SECTION 12: MEETINGS

- A. The Advisory Board shall meet a minimum of ten (10) times a year; however, members may be required to attend additional meetings.
- B. A majority of the members appointed shall constitute a quorum for the conduct of the Advisory Board's business.
- C. In the presence of a quorum, Advisory Board business shall be conducted by a vote of a majority present and be governed by Robert's Rules of Order.
- D. The Chair shall have the authority to call emergency meetings, as is needed and appropriate, by informing members at least three days in advance.
- E. Public notice of all Advisory Board meetings shall be provided consistent with the requirements of the Florida Department of Community Affairs and Florida laws, and all such meetings shall be open to the public at all times.

## SECTION 13: OFFICERS

A chair, vice-chair, and secretary shall be elected by a majority vote of the administering board and shall serve for a term of one (1) year, but not to exceed two (2) consecutive terms in any one (1) office.

- A. Duties of the Chair:
  - 1) Call and set the agenda for Advisory Board meetings;
  - 2) Preside at Advisory Board meetings;
  - 3) Establish committees, appoint committee chairs and charge committees with specific tasks;
  - 4) Serve as primary liaison with program staff; and
  - 5) Perform other functions as the Advisory Board may assign by rule or order.



- B. The Vice Chair shall perform the duties of the Chair in the Chair's absence, and such other duties as the Chair may assign.
- C. The Secretary shall be responsible for Board record-keeping and documentation.

Vacancies in any officer position shall be filled for the remainder of the term by the Advisory Board.

#### SECTION 14: 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 (3) consecutive meetings or failure to attend more than one-half of the meetings scheduled during a program 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 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 Burdick, who moved its adoption. The motion was seconded by Commissioner Abrams, and upon being put to a vote, the vote was as follows:

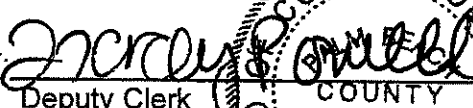
Commissioner Priscilla A. Taylor, Mayor	<u>Aye</u>
Commissioner Paulette Burdick, Vice Mayor	<u>Aye</u>
Commissioner Hal R. Valeche	<u>Aye</u>
Commissioner Shelley Vana	<u>Aye</u>
Commissioner Steven L. Abrams	<u>Aye</u>
Commissioner Mary Lou Berger	<u>Aye</u>
Commissioner Jess R. Santamaria	<u>Aye</u>

The Mayor thereupon declared the Resolution duly passed and adopted this 6th day of May, 2014.

APPROVED AS TO FORM AND  
LEGAL SUFFICIENCY

ATTEST:  
SHARON R. BOCK,  
CLERK & COMPTROLLER

BY:   
\_\_\_\_\_  
Tammy K. Fields  
Sr. Assistant County Attorney

BY:   
\_\_\_\_\_  
Deputy Clerk

