

Summary (Continued from Page 1):

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). This fosters 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.

Ms. Maisonet, Ms. Lythgoe, and Mr. Glassman met all applicable guidelines and requirements outlined in the Resolution. Ms. Maisonet is the CEO and Founder of Community Health Worker on Demand, Ms. Lythgoe is a Consulting Security Engineer at Lexis Nexis Risk Solutions, and Mr. Glassman is a Finance Professor at the University of Miami. Two (2) of the three (3) candidates will be selected for Seat No. 1 and Seat No. 2. All nominees have expressed an interest in serving as members of the CAAB. Countywide (JBR)

Background and Policy Issues: 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



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

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/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 DISTRICT # _____
 REAPPOINTMENT NEW APPOINTMENT

TERM: 3/10/26 START DATE 9/30/28 END DATE

LENGTH OF TERM: 3 YEARS

SEAT #: _____

SEAT REQUIREMENT: Public Sector 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) Jezebel Maisonet

ADDRESS: 102 Natures way Royal Palm, FL

CITY: Royal Palm STATE: FL ZIP: 33411

PHONE #: 561-319-6508

EMAIL: jezebel@chwondemand.com

BUSINESS/EMPLOYER NAME: CHW on Demand

OCCUPATION: CEO / Founder

ADDRESS: 4327 Hernden Dr

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: _____ NONE X NOT APPLICABLE/(Governmental Entity)

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<u>Contract/Transaction No.</u>	<u>Department/Division</u>	<u>Description of Service</u>	<u>Term</u>

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: ✓ COMPLETED DATE: 8/20/25

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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: Jezebel Maisonet DATE: 8/20/25

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

COMMISSIONER'S SIGNATURE:  DATE: 2/11/24

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: _____ NONE _____ X NOT APPLICABLE/(Governmental Entity)

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If YES, please list: _____

CODE OF ETHICS TRAINING: _____ ✓ COMPLETED DATE: 8/20/25

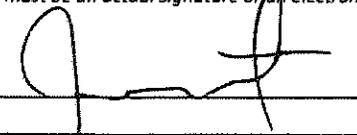
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SIGNATURE:  PRINTED NAME: Jezabel Maisonet DATE: 8/20/25

SECTION III - COMMISSIONER (OFFICE USE ONLY) DISTRICT # 3

COMMISSIONER'S SIGNATURE:  DATE: 8/20/25

SECTION IV - (OFFICE USE ONLY)

APPOINTMENT MADE: _____ YES _____ NO
BCC MEETING: _____ DATE _____

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Jezabel Maisonet



102 Natures Way Royal Palm Beach, FL 33411



+ (1) 561 319-6508



jezabelmaisonet1@gmail.com

PERSONAL SUMMARY

Jezabel Maisonet, BSN, RN, Caridad Center Chief Strategy Officer, received her BSN from the University of Puerto Rico. She is a Master Trainer for the Diabetes & Chronic Disease Self-Management programs. She has worked for major hospitals and health insurance in Quality Assurance, Joint Commission certification, and operations management. For over 18 years, she has worked in several roles, such as Clinic Director and developed the P.E.T. (Prevention, Education, and Training) Health Education Department and the Community Health Worker Program. She has overseen the creation and operation of Social Determinants of Health, Diabetes, Chronic Disease Management, Healthy Family Lifestyle modification programs, and all health education efforts at Caridad Center, including Breast Health, Behavioral Health, Oral Health, HIV, and Healthy Skin Care. In 2006, she created the first program to use community health workers in Palm Beach County to promote awareness of chronic diseases, obesity prevention, and diabetes management to underserved county residents.

AREAS OF EXPERTISE

Strategic Plan develop & Management

Administration Grant & grant management

Diabetes & Chronic Diseases Self-Management

Health Access, disparities, and social equity management

Community engagement leader

CAREER HISTORY

Caridad Center

CHIEF STRATEGY OFFICER 2022 - present

Responsible for assisting the CEO with developing, communicating, executing, and sustaining strategic initiatives and business development.

Duties:

- Build relationships with national organizations and institutions as part of Caridad Center’s resource acquisition strategy.
- Scopes, defines, and frames strategic initiatives and opportunities with the Executive Team.
- Facilitates the execution of the strategy by working collaboratively with other Executive Team members.
- Ensures that strategic actions are completed at various levels to achieve desired results.
- Ensures that appropriate metrics are in place to measure performance and progress toward strategic goals
- Stewards the interest of the organization by ensuring strategies are economically viable, strategically sound, administratively feasible, and legally correct.
- Participates in professional associations and conferences to aid in the recruitment of volunteers with an eye towards diversifying Caridad’s volunteer workforce - hands off to CAO.
- Find opportunities for Caridad to speak and present at various events such as conferences and symposiums (i.e., poster presentations, workshops, etc.)
- Fosters an internal culture of positive teamwork and transparency that drives excellent service, quality, diversity of thought, an engaging work environment, and an overall continuous improvement mindset.

CAREER STATEMENT

“I feel that my greatest strengths are my ability to develop and maintain a successful working relationship with my team. Secondly, my ability to liaise with physicians, volunteers, health care, and other organizations to plan and deliver care using a multidisciplinary patient-centered approach.”

Jezabel Maisonet

PROFESSIONAL

Bachelor of Science in Nursing
Master Trainer for the Diabetes & Chronic Disease Self-Management programs

Caridad Center
CLINIC & COMMUNITY ENGAGEMENT DIRECTOR 2017 - 2022

Responsible for ensuring flourishing day-to-day dental, medical, health education, social services, and all ancillary program operations and services at Caridad Center and overseeing the operational efficiency and quality of clinic services and budget, including direct supervision of Managers. She led reports to improve quality outcomes and clinic operations to enhance staff and patients' experience. Oversee the functioning of critical systems vital to clinic operations, including efficient scheduling systems, clinic flow management, referral tracking, and panel management. Develop and implement strategies to engage the community in existing and new research programs, including developing a system to document program and participants' engagement. Work as a team with our research committee director to increase awareness and engagement with the community.

PERSONAL SKILLS

Teamwork
Problem-solving
Planning and execution
Building effective relationships

Duties:

- Oversee and manage department budget accountability
- Enforce department local, state, and federal policies compliance
- Actively participate in the development of the strategic planning
- Maintain communication and provide support among Steering, Quality, Research, and department operating committees
- Hire employees to ensure the department is staffed with qualified personnel.
- Develop and maintain the department budget.
- Assess employee performance and discipline employees constructively if necessary
- Oversee the department's compliance with legal guidelines, policies, and quality standards.
- Ensure all medical records and other care-related documentation are up-to-date

Caridad Center
DIRECTOR HEALTH EDUCATION DEPARTMENT 2004 - 2017

Responsible for developing and managing programs that help individuals, families, and their communities maximize and maintain healthy lifestyles.

Duties:

- Develop Objectives and Strategies - Establish long-range objectives and specify the strategies and actions to achieve them.
- Coordinating the Work and Activities of Others – Getting group members to work together to accomplish tasks.
- Coaching and Developing Others - Identifying the developmental needs of others and coaching, mentoring, or otherwise helping others to love their knowledge or skills.
- Performing Administrative Activities - Performing day-to-day administrative tasks such as maintaining information files and processing paperwork.
- Monitor Processes, Materials, or Surroundings - Monitoring and reviewing information from materials, events, or the environment to detect or assess problems.
- Evaluating Information to Determine Compliance with Standards - Using relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards.

Worked for major hospitals and health insurance in Quality Assurance, Joint Commission certification, and operations management. Responsible for optimizing care across all health center departments and sites by undertaking efforts to review clinical competency, ensure regulatory adherence, prevent adverse events, and promote prevention.

Duties:

- Ensures adherence to Department of Public Health and Joint Commission standards across all clinical departments and sites by remaining up to date on relevant criteria, conducting staff training in conjunction with clinical leadership, developing protocols and procedures as needed, and performing intermittent chart reviews and audits at clinical sites
- Trains staff across various departments as quality and regulator-related regulatory works with nurse managers across clinical departments to ensure regular clinical competency verification of nursing staff
- Champions the internal event reporting system to improve uptake and use among clinical staff while creating a “just culture” to ensure staff feel safe reporting adverse and near-miss events
- Conducts Root Cause Analyses for clinical adverse events and near-miss events; develops action plans to reduce the risk of recurrence; follows the progress of these action plans
- Identifies areas of potential risk and develops systems within the organization to minimize the risk of adverse events or negative quality outcomes
- Works with the Medical Director of Quality and Operations and Quality Improvement Project Manager on high-priority clinical quality improvement project

Education

INSTITUTION AND LOCATION	DEGREE	Completion Date	FIELD OF STUDY
University of Puerto Rico- San Juan Puerto Rico	RN	1994	Bachelor's the in the science of nursing
Stanford University Palo Al, to California		2008	Certification/ Master Training in Chronic and Diabetes disease management
Nonprofits First		2012	Rising Leaders
LPBC		2016	Leadership PBC engages program
Florida Atlantic University – Palm Beach		2018	Certification in executive Management and leadership

Publications

Jacobsen AA, Ufkes NA, Cain N, Maisonet J, Kirsner R, Strasswimmer J. Healthy Skin for Everyone: Long-term effectiveness of a multi-component, community-based skin cancer intervention program for an underserved Hispanic population. *J Am Acad Dermatol.* 2020 Sep 30:S0190-9622(20)32672-4DOIoi: 10.1016/j.jaad.2020.09.071. Epub ahead of print.

Kanamori, M., et al., Progreso en Salud: Findings from Two Adapted Social Network HIV Risk Reduction Interventions for Latina Seasonal Workers. International journal of environmental research and public health, 2019. 16(22): p. 4530.

Posters

*American Society for Nutrition (ASN), Nutrition Conference 2021
Comorbidities Associated with Social Determinants of Health in Latinx Patients
Receiving Mental Health Care at a Community Clinic in South Florida*

*American Society for Nutrition (ASN), Nutrition Conference 2021
Comorbid health conditions in Latinx adults receiving care for depression*

Honors

Florida Association of Free & Charitable Clinic Board Member

National Association of Free & Charitable Clinic Advisory Board member

Palm Beach County Diabetes Coalition Board member (former treasurer, former vice-chair, and former chair)

Palm Healthcare Foundation recognizes Nurse of the Year (hands and heart ward)

Local, state and national presentations included but were not limited to the American Academy of Pediatricians, HRSA annual conference, and US Department of Education SHAPE conference on the importance of the CHW addressing Obesity prevention, diabetes, skincare/ cancer prevention, cardiovascular disease, ER, and hospitalization diversion.



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

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 (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 DISTRICT # _____

TERM: 3/10/26 REAPPOINTMENT NEW APPOINTMENT

LENGTH OF TERM: 3 START DATE 9/30/28 END DATE

SEAT #: 1 YEARS

SEAT REQUIREMENT: Public Sector 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) Karen L. Lythgoe

ADDRESS: 426 S 12th St

CITY: Lantana STATE: FL ZIP: 33462

PHONE #: 561-213-8648

EMAIL: klythgoe@lantana.org

BUSINESS/EMPLOYER NAME: Lexis Nexis Risk Solutions

OCCUPATION: Consulting Security Engineer

ADDRESS: 6601 Park of Commerce Blvd

CITY: Boca Raton STATE: FL ZIP: 33487

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 X NOT APPLICABLE/(Governmental Entity)

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<u>Contract/Transaction No.</u>	<u>Department/Division</u>	<u>Description of Service</u>	<u>Term</u>
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: Water Resources Task Force
 P B School District Boundary Advisory Committee

CODE OF ETHICS TRAINING: X COMPLETED DATE: 8/18/2025

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

SIGNATURE: Karen Lythgoe PRINTED NAME: Karen Lythgoe DATE: 8/18/25

SECTION III - COMMISSIONER (OFFICE USE ONLY) DISTRICT # 2

COMMISSIONER'S SIGNATURE: [Signature] DATE: 8/25/25

SECTION IV - (OFFICE USE ONLY)

APPOINTMENT MADE: _____ YES _____ NO
 BCC MEETING: _____ DATE

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BIO

Karen Lythgoe, Mayor, Town of Lantana

Karen has lived in Lantana since 1965, attending public schools. She was elected to the Lantana Town Council in 2020 and was elected Mayor in 2023 to complete the remaining term for her predecessor. She was elected to a three year term in 2024. Karen is active with the Palm Beach County League of Cities, Florida League of Cities, and Florida League of Mayors. She is on the Water Resources Task Force, Palm Beach School District Advisory Boundary Committee, and on the Development, Code Compliance, and Redevelopment Legislative Policy Committee.

Karen was employed at the South Florida Water Management District for 15 years and is currently employed with LexisNexis Risk Solution on the Cloud Security Architecture team.



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IF YES: DUE TO: RESIGNATION OTHER

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

NAME: (First/Middle Initial/Last) H. Joshua Glassman

ADDRESS: 17604 Scarsdale Way

CITY: Boca Raton STATE: FL ZIP: 33496

PHONE #: 9174503413

EMAIL: jglassman530@yahoo.com

BUSINESS/EMPLOYER NAME: University of Miami

OCCUPATION: Finance Professor

ADDRESS: 1320 S. Dixie Highway

CITY: Coral Gables STATE: FL ZIP: 33146

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:

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If YES, please list: _____

CODE OF ETHICS TRAINING: X COMPLETED DATE: 12/15/2025

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

SIGNATURE: [Signature] PRINTED NAME: Joshua Glassman DATE: 12/18/25

SECTION III - COMMISSIONER (OFFICE USE ONLY)

DISTRICT # 5

COMMISSIONER'S SIGNATURE: Maria Sachs by Amalio Schar DATE: 12/23/2025

SECTION IV - (OFFICE USE ONLY)

at Commissioner's request

APPOINTMENT MADE: X YES NO
BCC MEETING: DATE

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JOSHUA GLASSMAN

17604 Scarsdale Way

Boca Raton, FL 33496

917-450-3413

jglassman530@yahoo.com

SUMMARY

Senior financial executive with nearly 25 years of experience in investment oversight, risk management, internal controls, and fiduciary governance. Former Goldman Sachs Partner with responsibility for large, regulated businesses and institutional capital. Extensive board and teaching experience spanning endowment oversight, public-service organizations, and higher education.

PROFESSIONAL EXPERIENCE

Goldman Sachs

Partner (2016–2025) | Managing Director (2011–2016)

Firm Tenure: 2002–2025

Co-Head, Americas Equities Distribution | 2019–2025

- Led the firm's equities distribution platform across the Americas, overseeing strategy, client coverage, and coordination with trading, risk, compliance, and operations; business generated over \$3 billion in annual revenue
- Managed major institutional investment and distribution businesses within rigorous regulatory, compliance, and risk frameworks.
- Accountable for governance, supervisory controls, and escalation processes in a highly regulated market environment.

Co-Head, North America Interest Rate Product Sales | 2017–2019

- Oversaw institutional distribution of interest rate products across North America, working closely with trading, risk management and compliance.

Head of Cross-Asset Sales | 2014–2017

- Led cross-asset investment solutions across equities, rates, credit, and derivatives, with a focus on capital efficiency and risk-aware decision-making.

University of Miami, Herbert Business School
Adjunct Professor | Current

- Teach undergraduate and graduate-level courses on capital markets, market structure, and alternative investments.
- Emphasize risk management, regulatory frameworks, and real-world institutional decision-making.

BOARD & FIDUCIARY EXPERIENCE

Saint Andrew's School — Boca Raton, FL
Board of Trustees | Chair, Investment Committee

- Provide fiduciary oversight of the school's endowment, including asset allocation, investment policy, manager selection, and performance evaluation.
- Partner with advisors and trustees to ensure prudent long-term stewardship and adherence to investment guidelines.

St. Barnabas Hospital — Bronx, NY
Board of Trustees

- Serve on the board of a public hospital delivering essential healthcare services in one of the poorest ZIP codes in New York State.
- Support financial oversight, audit-related governance, and risk management in a complex public-sector environment.

EDUCATION

Harvard University, Cambridge, MA
Bachelor of Arts, Class of 2002 – cum-laude in economics

Saint Andrew's School, Boca Raton, FL
Valedictorian, Class of 1998

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

Seat No.	Name	Sector	Committee Name	Exp. Date
1*	VACANT	PUBLIC SECTOR		
2*	VACANT	PUBLIC SECTOR		
3	Diane Lewis Feeding Hope Village 3437 Avenue O Riviera Beach, FL 33404	PUBLIC SECTOR	Event Planning	09/30/2027
4	Betty Resch City of Lake Worth Beach 207 South L St Lake Worth Beach, FL 33460	PUBLIC SECTOR	Executive/ Strategic Planning	09/30/2027
5*	Angela Burns City of Delray Beach 100 NW 1st Ave Delray Beach, FL 33444	PUBLIC SECTOR	Strategic Planning	09/30/2026
6*	VACANT	PRIVATE SECTOR Employment/ Career Planning	Executive/ Strategic Planning	
7	Linda Williams Palm Beach State College 4200 S. Congress Avenue Lake Worth Beach, FL 33461	PRIVATE SECTOR - Education	Strategic Planning	09/30/2028
8*	VACANT	PRIVATE SECTOR - Finance		
9	Carol Jones-Gilbert Palm Beach County Housing Authority 3333 Forest Hill Blvd. West Palm Beach, FL 33406	PRIVATE SECTOR - Housing	Strategic Planning/ Finance	09/30/2028
10	Lisa Vreeland Florida Dept. Of Health- PBC 800 Clematis Street West Palm Beach, FL 33401	PRIVATE SECTOR – Public Health	Executive/ By Laws	09/30/2028
11	Mary Wilkerson Drug Abuse Treatment Association (DATA) 341 NW 11 th Street Belle Glade, FL 33430	LOW-INCOME – Glades Tri-City	Strategic Planning	09/30/2027
12*	Gabrielle Monroe Children’s Home Society	LOW-INCOME – West Palm Beach	Event Planning	09/30/2028

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

	C/O Bridges Program 1319 13 TH Street West Palm Beach, FL 33401			
13	Cynthia Ridley Retired	LOW-INCOME – Delray Beach	Event Planning	09/30/2027
14	Yves Saint-Hillien Palm Beach County School District 3300 Forest Hill Blvd. West Palm Beach, FL 33406	LOW-INCOME – Lake Worth	Event Planning	09/30/2027
15	Christina Reid 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. 2/6/26 DN

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

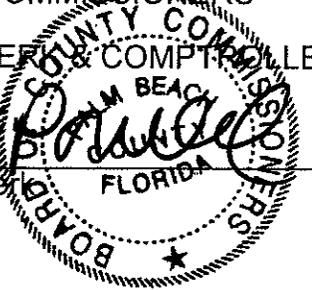
The Mayor thereupon declared the Resolution duly passed and adopted this 10th day of April, 2018.

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

SHARON R. BOCK, CLERK & COMPTROLLER

By:

Sharon R. Bock
Deputy Clerk



APPROVED AS TO FORM
AND LEGAL SUFFICIENCY

By:

Helene Cabrejo
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.

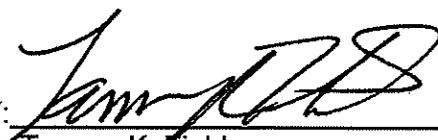
The foregoing Resolution was offered by Commissioner Burdick, who moved its adoption. The motion was seconded by Commissioner Abrams, and upon being put to a vote, the vote was as follows:

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

