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Agenda Item #: 3E-2

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM SUMMARY

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Meeting Date: December 1, 2026 [X] Consent [ ] Regular
[ ] Ordinance [ ] Public Hearing

Department Submitted By: Community Services
Submitted For: Community Services

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I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to receive and file: the Palm Beach County HIV Comprehensive AIDS Resources Emergency Council (CARE Council) Annual Report for Fiscal Year (FY) 2025.

Summary: Pursuant to Resolution R2011-1560, the CARE Council shall provide a written report to the Board of County Commissioners (BCC) by January 15th of each year regarding the membership, attendance records, and activities and accomplishments of the CARE Council. This report covers the period of October 1, 2024 through September 30, 2025. During this period, the CARE Council, the Ryan White HIV/AIDS Program Part A planning body for Palm Beach County (County), continued to strengthen the local HIV system of care through planning activities, funding priority setting, community engagement, and quality improvement initiatives in collaboration with community partners. Significant achievements included the completion of Priority Setting and Resource Allocation (PSRA) activities, directing Ryan White Part A funding to the community's highest-priority service categories; continued planning and development of the Integrated HIV Prevention and Care Plan (2027-2031); Needs Assessment activities to inform planning and priority-setting decisions; a continued multi-year record of independent audits with zero findings; and maintenance of 100% consumer representation throughout the reporting period. The CARE Council also held its 2025 Annual Retreat and Data Presentation on July 15, 2025, and completed its annual administrative mechanism self-assessment via REDCap survey, achieving a 100% survey completion rate. **Countywide (RS)**

Background and Justification: In 1997, the BCC established the HIV Services Planning Council pursuant to Resolution R97-1067, to serve as the required Ryan White planning body for the County. On October 18, 2011, the BCC adopted Resolution R2011-1560, repealing Resolution R97-1067 and designating the CARE Council as the HIV Services Planning Council required under Part A of the Ryan White Act, and updating the grant title to Ryan White Part A and Part B. Pursuant to Resolution R2011-1560, the CARE Council is required, among other duties, to develop a comprehensive plan for the organization and delivery of HIV-related health services; establish funding priorities and allocations within the eligible area; assess the efficiency and effectiveness of the administrative mechanism; and provide a written report to the BCC by January 15th of each year regarding the CARE Council's membership, attendance records, activities, and accomplishments. This item satisfies that annual reporting requirement for the October 1, 2024 – September 30, 2025 reporting period. During the reporting period, the CARE Council maintained a robust, year-round meeting schedule, including its signature dual-location, simultaneously streamed Joint Public Meeting model connecting eastern/coastal and western communities. This practice has been recognized at the national Health Resources and Services Administration level as a model for rural and underserved-community engagement. The CARE Council also maintained the required consumer representation, expanded community outreach efforts, and continued to advance the Integrated HIV Prevention and Care Plan for 2027-2031.

Attachments:
1. Palm Beach County HIV CARE Council Annual Report for FY 2024-2025
2. Resolution R2011-1560

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Recommended By: Signed by: James Green F84BD58B0CEE433... 11/3/2026
Department Director **Date**

Approved By: _____
Deputy County Administrator **Date**

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II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2027	2028	2029	2030	2031
Capital Expenditures					
Operating Costs					
External Revenue					
Program Income (County)					
In-Kind Match (County)					
NET FISCAL IMPACT					
No. ADDITIONAL FTE POSITIONS (Cumulative)					

Is Item Included In Proposed Budget? **Yes ___** **No _____**
Does this item include the use of federal funds? **Yes ___** **No _____**
Does this item include the use of state funds? **Yes ___** **No _____**

Budget Account No.:
Fund ____ Dept ___Unit ____ Object ____ Program Code____ Program Period _____

B. Recommended Sources of Funds/Summary of Fiscal Impact:
There is no funding associated with this item.

C. Departmental Fiscal Review: DocuSigned by: Thomas Eaton B9475D9E749E4E9...
Thomas Eaton, Director of Finance and Support Services

III. REVIEW COMMENTS

A. OFMB Fiscal and/or Contract Development and Control Comments:

_____ _____
OFMB Contract Development and Control

B. Legal Sufficiency:

_____
Assistant County Attorney

C. Other Department Review:

_____
Department Director

This summary is not to be used as a basis for payment.

PALM BEACH COUNTY

HIV CARE COUNCIL

2024 – 2025 ANNUAL REPORT

Ryan White HIV/AIDS Program Part A Planning Council
Planning • Priority Setting • Community Engagement • Quality Improvement

Submitted to the Palm Beach County Board of County Commissioners

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7. Administrative Mechanism Assessment (REDCap Survey)

8. CARE Council by the Numbers

9. Looking Ahead & Acknowledgements

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Certification

Executive Summary

The Palm Beach County HIV CARE Council serves as the Ryan White HIV/AIDS Program Part A planning body for Palm Beach County. During the reporting period of October 1, 2024 through September 30, 2025, the CARE Council continued to strengthen the local HIV system of care by conducting planning activities, setting funding priorities, engaging the community, supporting quality improvement initiatives, and collaborating with community partners. Through strategic planning, public engagement, and data-driven decision-making, the CARE Council remained committed to improving access to quality HIV care and support services for people living with HIV throughout Palm Beach County.

Mission

The CARE Council shall be a collaborative and balanced body of HIV infected and affected individuals, service providers, community leaders and interested individuals whose responsibilities shall be to plan, develop, monitor, evaluate and advocate for a medical and support services system for individuals and families affected by HIV/AIDS.

Vision

- A community where individuals who live with HIV/AIDS do so without prejudice, abandonment, or social stigma.
- A community where people living with HIV/AIDS are afforded a comprehensive range of medical and support services assuring the person's wellness, independence, and self-sufficiency.
- A community where HIV medical and support services are equitably accessed based upon need, and approved CARE Council guidelines.

Source: Palm Beach County HIV CARE Council, discover.pbc.gov/care council

100%	0	6	2
Consumer Rep. Maintained	HRSA Audit Findings	Active Subcommittees	Western County Meetings

Board Members & Leadership

The CARE Council is governed by a diverse body of consumer and provider representatives, supported by six active subcommittees. Executive Committee leadership for the October 1, 2024 – September 30, 2025 reporting period, reflecting the current membership roster, is as follows:

Executive Committee

Officer / Member	Role
Richardo Jackson	CARE Council Chair; Executive Committee Chair
Tad Fuller	Vice Chair
Dr. Youssef Motii	Treasurer; P&A Committee Chair
Kristen Harrington	Secretary; Community Engagement Committee Chair
Brittany Henry	Planning Committee Chair
Hector Bernardino	QMEC Committee Chair
Miguel Vasquez	Housing Committee Chair
Kim Rommel-Enright	Bylaws Ad Hoc Committee Chair

Full CARE Council Membership (24 Members)

Name	Position
Richardo Jackson	Chair
Tad Fuller	Vice Chair
Dr. Youssef Motii	Treasurer
Kristen Harrington	Secretary
Orquidea Acevedo	Member
Nancy McConnell	Member
Ashnika Ali	Member
Ashaki Sypher	Member
Raymond Cortes	Member
Miguel Vasquez	Member
Kim Rommel-Enright	Member
Hector Bernardino	Member
Michelle Scott	Member
Dr. Sandra Anderson	Member
Dr. Berthline Isma	Member
Brittany Henry	Member
Rosie Lee Hayes	Member
Annette Verdal Dunn	Member
Mary Jane Reynolds	Member
Cecil Smith	Member
Glenn Krabec	Member
Dominique Lane	Member

Name	Position
Cynthia Walker	Member
Andinette A. Thomas-Wilson	Member

Staff Support: Neeta Mahani, HIV CARE Council Coordinator

Meetings Overview

The CARE Council and its subcommittees maintain a robust, year-round meeting schedule to ensure ongoing oversight of planning, priority setting, quality management, and community engagement functions. The table below summarizes the standing meeting schedule for the October 1, 2024 – September 30, 2025 reporting period.

Body	Schedule	Est. Annual Mtgs.
CARE Council	Last Monday of each month (incl. 2 evening & 2 Western-County sessions)	12
Executive Committee	Monthly, as needed, prior to CARE Council meeting	11
Planning Committee	2nd Thursday of each month	12
Community Engagement Committee	2nd Thursday of each month (prior to Planning)	12
Priority & Allocation (P&A) Committee	4th Thursday of each month	12
Quality Mgmt., Evaluation & LPAP Committee	4th Thursday, quarterly	4
Housing Committee	Twice per year (June & November)	2
Bylaws Ad Hoc Committee	Once per year (December or as needed)	1
New Member Orientation	Twice per year (per HRSA guidance)	2
Officer Training	Once per year (March)	1

Actual CARE Council Meetings Held — Verified via CARE Council Calendar

The dates below are drawn directly from the official CARE Council Calendar (discover.pbc.gov/carecouncil) and reflect meetings of the full CARE Council body actually held within the October 1, 2024 – September 30, 2025 reporting period.

Meeting Date	Location(s)
November 18, 2024	Mayme Frederick Building
January 27, 2025	Belle Glade Library / dual-location joint meeting
February 24, 2025	Belle Glade Library / dual-location joint meeting
March 24, 2025	Belle Glade Library / Mayme Frederick Building
April 28, 2025	Belle Glade Library / Mayme Frederick Building
May 19, 2025 (Evening)	Compass Community Center, Lake Worth / Belle Glade Library
June 30, 2025	Belle Glade Library / Mayme Frederick Building
July 28, 2025	Mayme Frederick Building / Belle Glade Library
August 25, 2025	Mayme Frederick Building / Belle Glade Library
September 29, 2025	Belle Glade Library / Mayme Frederick Building

10 full CARE Council meetings were verified as held within the October 1, 2024 – September 30, 2025 reporting period, consistent with the standing monthly schedule (no session is convened in December, consistent with the year-end holiday period).



A CARE Council meeting held during the 2024–2025 reporting period.



Committee members review materials and reports during a CARE Council meeting.

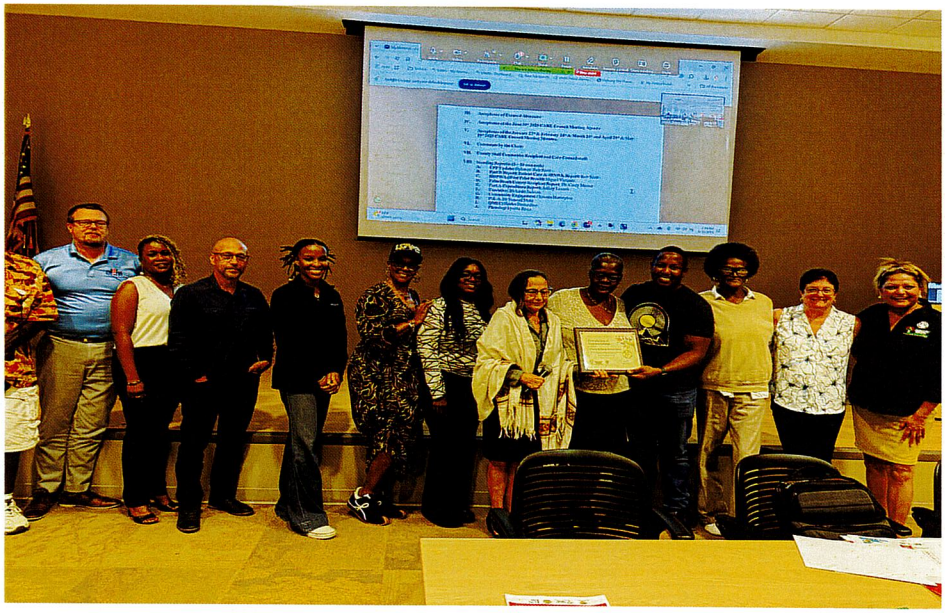
Community Outreach & Public Engagement

The CARE Council prioritized visibility, accessibility, and consumer voice across Palm Beach County in 2024–2025, engaging consumers, providers, and stakeholders through in-person and hybrid formats that reduced barriers to participation for every part of the county — from the coastal cities to the Western County communities.

A National Model: Joint East-West-Zoom Meetings

The Council's signature outreach innovation is its dual-location, simultaneously-streamed Joint Public Meeting model. Each month, the full CARE Council convenes in two physical locations at once — typically the Mayme Frederick Building in Riviera Beach (representing the county's eastern/coastal communities) and the Belle Glade Library (representing the Western County communities) — with both rooms linked live via Zoom so members, providers, and the public in either location, or joining remotely, can see, hear, and participate in the same meeting in real time. This approach has been recognized at the national HRSA level as a model practice for rural and underserved-community

engagement, giving Western County consumers a genuine seat at the table without a long commute to the coast, while allowing coastal members and providers to participate without traveling west. The format also delivers a concrete cost savings: by eliminating the need to bus, drive, or fly members and staff between locations for a single meeting, the Council has saved thousands of federal grant dollars in transportation costs every year — dollars that instead remain available for direct client services.



CARE Council members and staff recognized during the June 30, 2025 CARE Council meeting

Pride Festival Participation

The Council staffed an outreach booth at the Palm Beach County Pride Festival and Parade in Bryant Park, Lake Worth Beach, in March 2025, marching in the parade under the "Be an Advocate…" banner and engaging festival-goers with HIV education materials, testing information, and Council recruitment flyers — reaching thousands of community members who might not otherwise encounter Ryan White services.



Council staff and community partners at the Palm Beach County Pride Festival and Parade, March 2025



Staffing the Council's outreach booth at the Pride Festival, engaging attendees with HIV education and testing information.

Recognition & Community Engagement



CARE Council leadership and members at a community recognition event.

Recruitment & Representation

The Community Engagement Committee conducted ongoing outreach to HIV/AIDS service consumers, providers, and community organizations throughout the reporting period, participating in conferences, community fairs, workshops, and trainings, and actively recruiting new members who reflect the diversity of the HIV/AIDS epidemic in Palm Beach County. These efforts sustained the Council's required consumer representation — at least 33% of members living with HIV/AIDS — across a 24-member Council and six active subcommittees.



Council members, providers, and community partners at a public engagement event

Growing and Training Council Leadership

Per HRSA guidance that Planning Councils provide New Member Orientation at least twice annually, the Council held a verified orientation session on June 9, 2025, within this reporting period. New Officers Training was held on March 14, 2025, preparing incoming Chairs, Vice Chairs, and committee leadership for their roles under the Bylaws and Robert's Rules of Order.

Significant Decisions & Achievements

- Priority Setting and Resource Allocation (PSRA) completed, directing Ryan White Part A funding to the community's highest-priority service categories
- Integrated HIV Prevention and Care Plan (2027–2031) — planning and development activities continued, aligning prevention and care planning across the jurisdiction
- Needs Assessment activities conducted to inform planning and priority-setting decisions
- Committee-level policy work on service standards, quality management, planning, housing, and community engagement
- Continued the Council's multi-year record of independent audits returning zero findings
- 100% consumer representation and required unaffiliated-client representation maintained throughout the reporting period

Annual Retreat & Data Presentation

The Council held its 2025 Annual Retreat and Data Presentation on Tuesday, July 15, 2025 (9:00 AM – 4:00 PM) at the Wellington Community Center, 12150 Forest Hill Blvd, Wellington — a free, day-long, community-focused event open to members, partners, nonprofits, and advocates working to educate the public and end the HIV epidemic in Palm Beach County. The event combined governance updates, data presentations, and community-building activities, including networking, interactive sessions, and an awards and recognition segment honoring member and community contributions.



Highlights from the 2025 Annual Retreat and Data Presentation, Wellington Community Center, July 15, 2025.

Administrative Mechanism Assessment (REDCap Survey)

As part of its annual self-assessment of the administrative mechanism, the CARE Council surveyed its membership via REDCap on the performance of Recipient Administrative Staff, Recipient Fiscal Staff, Recipient Clinical Quality Management (CQM) Staff, and the CARE Council Coordinator. 15 of 15 surveys were completed (100% completion, 0% missing), giving the Council a full and reliable picture of how well the administrative mechanism is functioning.

Domain Assessed	What Was Rated	Result
Recipient Administrative Staff	Participation opportunities, HRSA updates, needs-assessment and integrated-plan support, courtesy	~85% Agree / Strongly Agree
Recipient Fiscal Staff	Carrying out priorities, spending reports, reimbursement timelines, communication, courtesy	~84% Agree / Strongly Agree
Recipient CQM Staff	Monitoring updates, quarterly performance metrics, quality-improvement progress, courtesy	~88% Agree / Strongly Agree
CARE Council Coordinator	Program knowledge, meeting procedure, Sunshine Law guidance, responsiveness, punctuality	~81% Agree / Strongly Agree

Across all 33 individual survey items, an average of roughly 85% of respondents rated the administrative mechanism "Agree" or "Strongly Agree," with particularly strong marks for staff courtesy and respectfulness and for the Coordinator's dependability, punctuality, and relationship with the public, consumers, and providers. The lowest-scoring individual items — still majority-positive — pointed to opportunities to strengthen communication around Sunshine Law guidance and Robert's Rules training, which the Council will address through continued Coordinator and member training in the year ahead.

CARE Council by the Numbers

24 Full CARE Council Members	**7** Executive Committee Members	**6** Standing Subcommittees

10 CARE Council Mtgs. Held (Oct 2024–Sep 2025)	**0** Independent Audit Findings	**1** Verified New Member Orientation

Metric	Value
Full CARE Council Members	24
Executive Committee Members	7
Standing Subcommittees	6
CARE Council Meetings Held (Oct 2024–Sep 2025)	10
Annual Retreat & Data Presentation	July 15, 2025 — Wellington Community Center
Annual Independent Audit Findings	0 — no deficiencies, no questioned costs
New Member Orientation Verified	June 9, 2025
Officer Training Verified	March 14, 2025
Administrative Mechanism Survey (REDCap)	15/15 completed; ~85% Agree/Strongly Agree
Key Plan Under Development	Integrated HIV Prevention & Care Plan 2027–2031

Looking Ahead & Acknowledgements

Looking Ahead

Building on a year of strong compliance and community engagement, the CARE Council will continue development of the Integrated HIV Prevention and Care Plan 2027–2031, sustain its joint East-West meeting model, and continue strengthening consumer recruitment and leadership development across all committees.

Acknowledgements

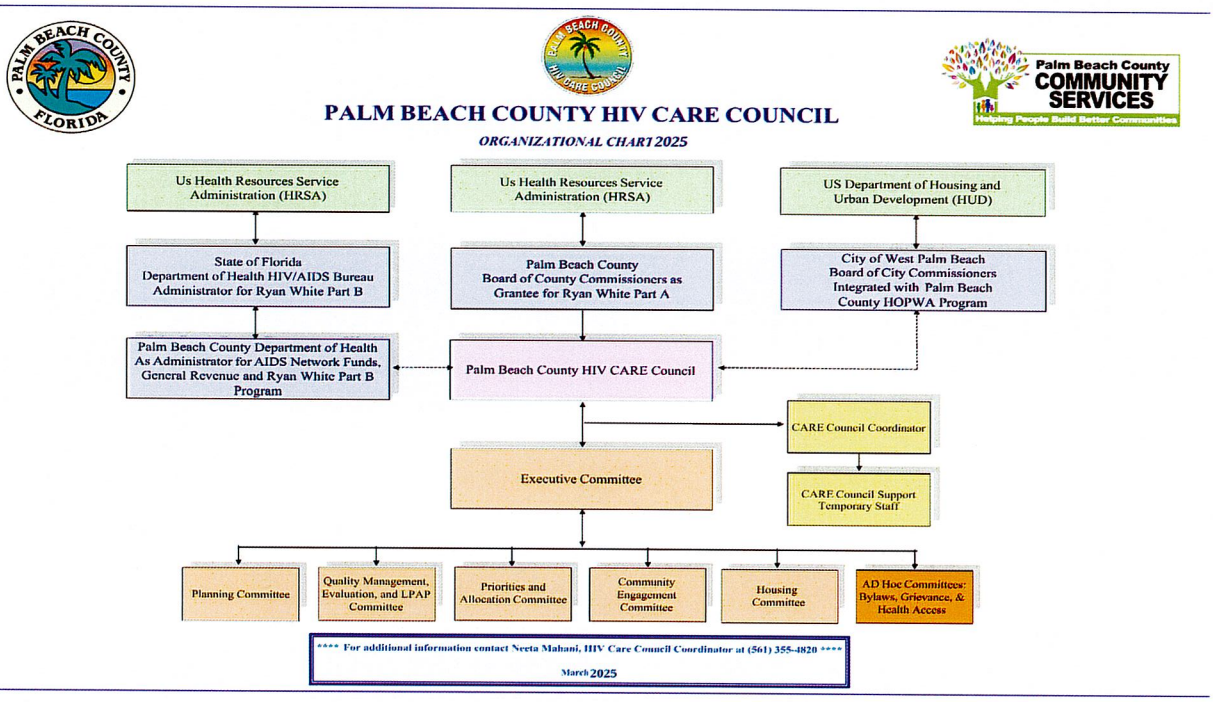
The CARE Council extends its gratitude to its members, officers, committee chairs, community partners, and support staff — including Neeta Mahani and the broader planning support team — for their continued dedication to improving the HIV system of care in Palm Beach County.



CARE Council leadership and community partners.

"Improving access to quality HIV care and support services for every person living with HIV in Palm Beach County."

Appendix A: Organizational Chart



Palm Beach County HIV CARE Council Organizational Chart, 2025. For additional information, contact Neeta Mahani, HIV Care Council Coordinator, (561) 355-4820.

Appendix B: Full Membership Roster

Current Part A Planning Council/Planning Body Membership Roster, Palm Beach County Board of County Commissioners (Grant No. H89HA00034).

Name	Position
Orquidea Acevedo	Member
Kristen Harrington	Secretary
Dr. Youssef Motii	Treasurer
Nancy McConnell	Member
Ashnika Ali	Member
Ashaki Sypher	Member
Raymond Cortes	Member
Miguel Vasquez	Member
Kim Rommel-Enright	Member
Hector Bernardino	Member
Michelle Scott	Member
Dr. Sandra Anderson	Member
Richardo Jackson	Chair
Dr. Berthline Isma	Member
Brittany Henry	Member
Rosie Lee Hayes	Member
Annette Verdal Dunn	Member
Mary Jane Reynolds	Member
Cecil Smith	Member
Tad Fuller	Vice Chair
Glenn Krabec	Member
Dominique Lane	Member
Cynthia Walker	Member
Andinette A. Thomas-Wilson	Member

PC/PB Member Total: 24. Unaffiliated client representation: 38% (exceeds the 33% requirement). At least two members publicly disclose their HIV status.

Appendix C: Subcommittees

- Community Engagement Committee (Chair: Kristen Harrington) – 11 members
- Planning Committee (Chair: Brittany Henry) – 9 members
- Priority & Allocation (P&A) Committee (Chair: Dr. Youssef Motii) – 10 members
- Quality Management, Evaluation & LPAP Committee (Chair: Hector Bernardino) – 9 members
- Housing Committee (Chair: Miguel Vasquez)
- Bylaws Ad Hoc Committee (Chair: Tad Fuller)

Appendix D: Meeting Schedule

Body	Schedule
CARE Council	Last Monday of the month, Monthly, 2:00 p.m. or 5:30 p.m.* (*2 evening & 2 Western-County meetings annually)
Executive Committee	Last Monday of the month prior to CARE Council Meeting, As Needed, 12:00 p.m.
P & A Committee	1st Thursday of the month, As Needed, 12:00 p.m.
Quality Management and Evaluation Committee/LPAP	1st Thursday of the Month, Quarterly, 2:00 p.m.
Community Engagement Committee Meeting	3rd Thursday of the Month, Monthly for Six Months, 12:00 p.m.
Planning Committee	2nd Thursday of the month, Monthly, 2:00 p.m.
Bylaws Ad Hoc Committee	1st Week in December, Mandatory one meeting per year
Housing Committee	4th Thursday of the month, As Needed, 2:00 p.m.

Appendix E: Additional Photos

Additional photographs from CARE Council recognition and community events during the reporting period.



CARE Council Coordinator Neeta Mahani receives recognition on stage



CARE Council members, honorees, and community partners on stage with recognition awards.



CARE Council members, providers, and community partners gather for a group photo.

Certification

This Annual Report is respectfully submitted to the Palm Beach County Board of County Commissioners.

Tad J Fuller, Chair
Palm Beach County HIV CARE Council

Date: 9/30/2026

RESOLUTION NO. R-2011-1560

RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF PALM BEACH COUNTY, FLORIDA, DESIGNATING THE PALM BEACH COUNTY HIV COMPREHENSIVE AIDS RESOURCES EMERGENCY COUNCIL, HEREAFTER REFERRED TO AS "CARE COUNCIL", AS THE HIV SERVICES PLANNING COUNCIL REQUIRED UNDER PART A OF THE RYAN WHITE ACT: REPEALING RESOLUTION NO. R97-1067; AND UPDATING GRANT TITLE TO RYAN WHITE PART A AND PART B.

WHEREAS, Palm Beach County has been identified as a locality which is disproportionately affected by the HIV epidemic and which as a substantial need for service; and

WHEREAS, the local demand for services far exceeds the capacity of local resources to meet that demand; and

WHEREAS, Congress has enacted the Ryan White Comprehensive AIDS Resources Emergency Act of 1990, P.L. 101-381, as amended, for the purpose of providing emergency financial support services to persons affected by the AIDS epidemic; and

WHEREAS, the Ryan White Act requires a grantee to establish or designate a HIV Services planning Council; and

WHEREAS, the current HIV Services Planning Association has worked with the grantees for Ryan White Part B and Housing Opportunities for Persons With AIDS (HOPWA) funds to establish a coordinated planning and advisory body to enhance the delivery of services to HIV-infected persons in Palm Beach County, and has created the CARE Council; and

WHEREAS, the Palm Beach County Board of County Commissioners wishes to designate the CARE Council as the HIV Services Planning Council.

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

I. Designation of the CARE Council. The Board of County Commissioners hereby concurs with the establishment of a Board to be known as the Palm Beach County HIV Comprehensive AIDS Resources Emergency Council (CARE Council), and designates the CARE Council to serve as the Ryan White Part A HIV Services Planning Council as mandated under Part A of the Ryan White Act.

II. Membership. The initial membership of the CARE Council shall consist of all members in good standing of the Palm Beach HIV Services Planning Council as constituted pursuant to Resolution R97-1067, on the day this resolution is enacted. Subsequently, the total membership shall be reduced to no more than 33 members through a process of attrition. As vacancies occur on the CARE Council, replacements shall be selected in accordance with the required "Nominations Process" which shall be adopted by the CARE Council. The nomination process must be in compliance with Article II of the CARE Council By-Laws and the requirements of Part A of the Ryan White Act, as amended.

III. Meeting of the CARE Council: The Council may adopt such rules of procedure as it deems necessary. All meeting of the Council shall be open to the public and shall be subject to the requirement of Section 286.11, Florida Statutes. Palm Beach County will be provided copies of all agendas in advance of meetings and copies of all minutes of meetings.

IV. Duties and Responsibilities. The CARE Council shall:

a) Develop a comprehensive plan for the organization and delivery of health services described in the Ryan White Act, as amended, that is compatible with any existing state or local plan regarding the provision of health services to individuals with HIV disease;

b) Establish priorities and allocations of funds within the eligible area, including how to best to meet each such priority and additional factors that the grantee should consider, based on:

1. Documented need of the HIV-infected population;
2. Cost and outcome effectiveness of proposed service strategies and interventions, to the extent that such data are reasonably available (either demonstrated or probable);
3. Priorities of the HIV-infected communities for whom the services are intended and;
4. Availability of other governmental and non-governmental resources;

c) Assess the efficiency of the administrative mechanism in rapidly allocating funds to the areas of greatest need within the eligible area and assess the effectiveness, either directly or through contractual arrangements, of the services offered in meeting the identified needs.

d) Establish a grievance procedure to address grievances filed against the council.

e) Participate in the development of a Statewide Coordinate Statement of Need initiated by the state public health agency responsible for administering grants under Part B of the Ryan White Act.

f) Establish methods for obtaining input on community needs and priorities, which may include public meetings, conducting focus groups, and convening ad-hoc panels.

g) Coordinate and monitor service provision and planning outcomes with a designated Lead Agency for the administration of Ryan White Part B funds.

h) Provide a written report to the Board of County Commissioners by January 15th of each year on the membership, attendance records and activities and accomplishments of the CARE Council.

V. Grantee. Palm Beach County is the grantee for Part A Ryan White Act funds. The Board of County Commissions of Palm Beach County shall serve as the chief elected official for the purpose of applying for, receiving and distributing federal Part A Ryan White Act funds. The Department of Community Services shall provide administrative support, prepare grant applications and agreements and monitor funds necessary to comply with Part A requirements. Distribution of grant funds to Palm Beach County Providers shall be through agreements between the County and each provider. The application for and use of grant funds shall be in accordance with Ryan White Act.

VI. Repeal of Resolution R97-1067. Resolution R97-1067 which created the HIV Services Planning Council is hereby repealed in its entirety.

VII. Effective date. This resolution shall become effective upon adoption. The foregoing Resolution was offered by Commissioner Aaronson, who moved its adoption. The motion was seconded by Commissioner Vana, and upon being put to a vote, the vote was as follows:

Commissioner Karen T. Marcus, Chair	-	Aye
Commissioner Shelley Vana, Vice-Chair	-	Aye
Commissioner Paulette Burdick	-	Aye
Commissioner Steven L. Abrams	-	Aye
Commissioner Burt Aaronson	-	Aye
Commissioner Jess R. Santamaria	-	Aye
Commissioner Priscilla A. Taylor	-	Aye

The Chair thereupon declared the resolution duly passed and adopted this 18th day of October, 2011.

APPROVED AS TO FORM AND LEGAL SUFFICIENCY

By: _____
Assistant County Attorney

PALM BEACH COUNTY, FLORIDA BY ITS BOARD OF COUNTY COMMISSIONERS

Sharon R. Bock, Clerk/Comptroller

By: _____
Deputy Clerk

3E2

Document Type

PBC07

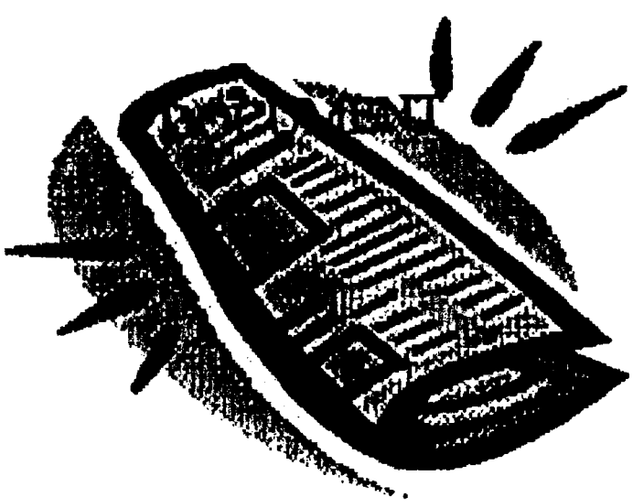
Agenda Item Backup

Place Interim Doc Label Here →

PBCINTO

Place Restricted Doc Label Here →

PBCRDO



6D-7

Agenda Item #:

R-97-1067

m/mc 6-0

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM SUMMARY

Meeting Date: 8/19/97 [ ] Consent [X] Regular
[ ] Workshop [ ] Public Hearing

Department
Submitted By: Community Services
Submitted For: Palm Beach County HIV Planning Services Council

I. EXECUTIVE BRIEF

A. **Motion and Title: Staff recommends motion to adopt:** A resolution of the Board of County Commissioners of Palm Beach County, Florida, designating the Palm Beach County HIV Comprehensive AIDS Resources Emergency Council, hereinafter referred to as the "CARE Council", as the HIV Services Planning Council Required Under Title I of the Ryan White Care Act; Repealing Resolution No. 93-1182; and Providing for an effective date.

B. **Summary:** The Palm Beach County HIV Services Planning Council, Title I, and the Palm Beach County AIDS Consortium, Title II, voted separately to recommend the establishment of one Council to effectively and efficiently carry out the mandates of Ryan White CARE Act Title I and Title II. The initial membership of the CARE Council shall consist of all members in good standing of the Palm Beach HIV Services Planning Council and the Palm Beach County AIDS Consortium, the Board formerly constituted to administer Title II funds, on the day this resolution is enacted. As vacancies occur on the CARE Council, replacements shall be selected in accordance with the required "Nomination Process" which shall be adopted by the CARE Council. The nomination process must be in compliance with Article II of the CARE Council By-Laws and the requirements of Title I of the Ryan White Care Act, as amended. The CARE Council shall provide a written report to the Board of County Commissioners by January 15th of each year on the membership, attendance records and activities and accomplishments of the CARE Council. (Ryan White) Countywide) (TKF)

C. **Background and Justification:** Per the Ryan White Comprehensive Aids Resources Emergency Act of 1990 (P.L.101-381); Palm Beach County was designated an eligible metropolitan area disproportionally affected by the HIV epidemic and having a demand for services exceeding the capacity of local resources to meet that demand. The federal government, through the Department of Health and Human Services has made funds available to Palm Beach County to meet such demand. In order to access these funds, it is legally mandated that Palm Beach County designate a HIV Services Planning Council, which was done in 1993. The HIV Services Planning Council has worked with the grantees for the Title II and HOPWA funding to establish a coordinated planning and advisory system for all HIV funding in Palm Beach County. The CARE Council was established to fulfill this purpose. It is recommended by the currently appointed HIV Services Planning Council that the CARE Council be designated to fulfill the function of the HIV Services Planning Council as required under Title I of the Ryan White Care Act.

D. **Attachments:**
1. New Resolution
2. Rescinded Resolution No. R93-1182

R97 1067

Recommended by: _____ 8-6-97
Department Director — Date

Approved by: _____ 8/7/97
Assistant County Administrator — Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	19__	19__	19__	19__	19__
Capital Expenditures					
Operating Costs					
External Revenues					
Program Income (County)					
In-Kind Match (County)					
NET FISCAL IMPACT					
# ADDITIONAL FTE POSITIONS (Cumulative)					

Is Item Included in Current Budget? Yes_____ No_____
Budget Account No.: Fund _____ Agency _____ Org._____ Object____
Reporting Category _____

B. Recommended Sources of Funds/Summary of Fiscal Impact:

C. Departmental Fiscal Review: _____

III. REVIEW COMMENTS

A. OFMB Fiscal and/or Contract Administration Comments:

Elizabeth Brown 8/1 — A.A.
OFMB — Contract Dev. and Control

B. Legal Sufficiency:

Assistant County Attorney

C. Other Department Review:

Department Director

This summary is not to be used as a basis for payment.

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RESOLUTION NO. R97- 1067

RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF PALM BEACH COUNTY, FLORIDA, DESIGNATING THE PALM BEACH COUNTY HIV COMPREHENSIVE AIDS RESOURCES EMERGENCY COUNCIL, HEREAFTER REFERRED TO AS "CARE COUNCIL", AS THE HIV SERVICES PLANNING COUNCIL REQUIRED UNDER TITLE I OF THE RYAN WHITE CARE ACT; REPEALING RESOLUTION NO. 93-1182; AND PROVIDING FOR EFFECTIVE DATE.

WHEREAS, Palm Beach County has been identified as a locality which is disproportionately affected by the HIV epidemic, and which has a substantial need for service; and

WHEREAS, the local demand for services far exceeds the capacity of local resources to meet that demand; and

WHEREAS, Congress has enacted the Ryan White Comprehensive AIDS Resources Emergency Act of 1990, P.L. 101-381, as amended, for the purpose of providing emergency financial support services to persons affected by the AIDS epidemic; and

WHEREAS, the Ryan White Care Act requires a grantee to establish or designate a HIV Services Planning Council; and

WHEREAS, the current HIV Services Planning Association has worked with the grantees for Ryan White Title II and HOPWA funds to establish a coordinated planning and advisory body to enhance the delivery of services to HIV-infected persons in Palm Beach County, and has created the CARE Council; and

WHEREAS, the Palm Beach County Board of County Commissioners wishes to designate the CARE Council as the HIV Services Planning Council.

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

I. Designation of the Care Council. The Board of County Commissioners hereby concurs with the establishment of a Board to be known as the Palm Beach County HIV Comprehensive AIDS Resources Emergency Council (CARE Council), and designates the CARE Council to serve as the Ryan White Title I HIV Services Planning Council as mandated under Title I of the Ryan White Care Act.

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II. Membership. The initial membership of the CARE Council shall consist of all members in good standing of the Palm Beach HIV Services Planning Council and the Palm Beach County AIDS Consortium, the Board formerly constituted to administer Title II funds, on the day this resolution is enacted. Subsequently, the total membership shall be reduced to no more than (45) but not less than (21) members through a process of attrition. As vacancies occur on the CARE Council, replacements shall be selected in accordance with the required "Nomination Process" which shall be adopted by the CARE Council. The nomination process must be in compliance with Article II of the CARE Council By-Laws and the requirements of Title I of the Ryan White Care Act, as amended.

III. Meetings of the Care Council. The Council may adopt such rules of procedure as it deems necessary. All meetings of the Council shall be open to the public and shall be subject to the requirements of Section 286.011, Florida Statutes. Palm Beach County will be provided copies of all agendas in advance of meetings and copies of all minutes of meetings.

IV. Duties and responsibilities. The CARE Council shall:

(a) Develop a comprehensive plan for the organization and delivery of health services described in the Ryan White CARE Act, as amended, that is compatible with any existing state or local plan regarding the provision of health services to individuals with HIV disease;

(b) Establish priorities for the allocation of funds within the eligible area, including how best to meet each such priority and additional factors that the grantee should consider, based on:

1. documented needs of the HIV-infected population;
2. cost and outcome effectiveness of proposed service strategies and interventions, to the extent that such data are reasonably available (either demonstrated or probable);
3. priorities of the HIV-infected communities for whom the services are intended and;
4. availability of other governmental and non-governmental resources;

(c) Assess the efficiency of the administrative mechanism in rapidly allocating funds to the areas of greatest need within the eligible area and assess

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the effectiveness, either directly or through contractual arrangements, of the services offered in meeting the identified needs.

(d) Establish a grievance procedure to address grievances filed against the council.

(e) participate in the development of a Statewide Coordinated Statement of Need initiated by the state public health agency responsible for administering grants under Title II of the CARE Act.

(f) establish methods for obtaining input on community needs and priorities which may include public meetings, conducting focus groups, and convening ad-hoc panels.

(g) coordinate and monitor service provision and planning outcomes with a designated Lead Agency for the administration of Ryan White Title II funds.

(h) provide a written report to the Board of County Commissioners by January 15th of each year on the membership, attendance records and activities and accomplishments of the CARE Council.

IV. Grantee. Palm Beach County is the grantee for Title I Ryan White Care Act funds. The Board of County Commissioners of Palm Beach County shall serve as the chief elected official for the purpose of applying for, receiving and distributing federal Title I Ryan White Care Act funds. The Department of Community Services shall provide administrative support, prepare grant applications and agreements and monitor funds necessary to comply with Title I requirements. Distribution of grant funds to Palm Beach County providers shall be through agreements between the County and each provider. The application for and use of grant funds shall be in accordance with the Ryan White Comprehensive AIDS Resources Emergency Act.

V. Repeal of Resolution R93-1182. Resolution R93-1183 which created the HIV Services Planning Council is hereby repealed in its entirety.

VI. Effective date. This resolution shall become effective upon adoption.

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

KAREN T. MARCUS	-	Aye
CAROL A. ROBERTS	-	Aye
WARREN H. NEWELL	-	Aye
MARY MCCARTY	-	Aye
BURT AARONSON	-	Aye
KEN L. FOSTER	-	Absent
MAULE FORD LEE	-	Aye

The Chairman thereupon declared the Resolution duly passed and adopted this 19th day of August, 1997.

APPROVED AS TO FORM AND LEGAL SUFFICIENCY

By: _____
Assistant County Attorney

PALM BEACH COUNTY, FLORIDA BY ITS BOARD OF COUNTY COMMISSIONERS

DOROTHY H. WILKEN, Clerk

By: _____
Deputy Clerk

BOARD OF COUNTY COMMISSIONERS CLERK PALM BEACH COUNTY, FLORIDA

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Attachment "B"

RESOLUTION NO. R93-91-118

RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF PALM BEACH COUNTY, FLORIDA, CREATING THE PALM BEACH COUNTY HIV HEALTH SERVICES PLANNING COUNCIL; PROVIDING FOR PURPOSE; PROVIDING FOR MEMBERSHIP; PROVIDING FOR TERMS OF OFFICE AND COMPENSATION OF MEMBERSHIP; PROVIDING FOR ORGANIZATION, QUORUM AND MEETINGS; PROVIDING FOR DUTIES AND RESPONSIBILITIES; PROVIDING FOR ADMINISTRATION; PROVIDING FOR SEVERABILITY; PROVIDING FOR INCLUSION IN ADMINISTRATIVE CODE; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Palm Beach County has been identified as a locality which is disproportionately affected by the HIV epidemic, and which has a substantial need for service; and

WHEREAS, the local demand for services far exceeds the capacity of local resources to meet that demand; and

WHEREAS, Congress has enacted the Ryan White Comprehensive AIDS Resources Emergency Act of 1990, P.L. 101-381, for the purpose of providing emergency financial support services for persons affected by the AIDS epidemic; and

WHEREAS, The Palm Beach County Board of County Board of County Commissioners wishes to improve the availability of services in Palm Beach County by accessing this Federal funding.

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

I. Purpose. The Palm Beach County Board of County Commissioners shall hereby serve as the chief elected officials for the purpose of applying for, receiving and distributing Federal Ryan White Comprehensive AIDS Resources Emergency Act funds.

II. Creation of HIV Health Services Planning Council. The Board of County Commissioners hereby creates and establishes a Board to be known as the Palm Beach County HIV Health Services Planning Council, in accordance with the Federal Ryan White Comprehensive AIDS Resources Emergency Act.

III. Membership. The Palm Beach County HIV Health Service Planning Council shall consist of not less than eleven members, to be appointed by the Board of County Commissioners. The Board of County Commissioners are requested to exceed the maximum membership of this Council as is authorized in the Administrative Code. Council shall include representatives of:

(a) health care providers;
(b) community-based and AIDS service organizations;
(c) social service providers;
(d) mental health care providers;
(e) local public health agencies
(f) hospital planning agencies or health care planning agencies;
(g) affected communities, including individuals with HIV disease;
(h) non-elected community leaders;
(i) state government;

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RECORDER'S MEMO: Legibility, Writing, Typing or Printing unsatisfactory in this document when received.

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(j) one or more of the following:
1. migrant health centers under section 329 (42 U.S.C. § 254b) or community health centers under section 330 (330 (42 U.S.C. § 254c;
2. federal grantees under section 340 (U.S.C. § 256) (regarding health services for the homeless),
3. federal grantee under section 340 1001 (42 U.S.C. § 300) (regarding family planning), other than the state;
4. comprehensive hemophilia diagnostic and treatment centers,
5. Federally-qualified health centers under section 1905 (l) (2) (B) of the Social Security Act; or
6. A non-profit private entity that provides comprehensive primary care services to populations at risk of HIV disease.

(k) the lead agency of any federal Health Resources and Services Administration adult and pediatric HIV-related care demonstration project operating in Palm Beach County.

The Council may also include a member of the Board of County Commissioners to be appointed by the Chairman of the Board.

IV. Terms of office and compensation. The terms of the Council members shall be pursuant to the Palm Beach County Administrative Code. The members shall serve without pay, however, 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, and upon the prior approval of the Board of County Commissioners. No other expenses are reimbursable except documented long distance phone calls to the liaison County Department.

V. Organization, quorum and meetings. The Council shall select a Chairperson and such other officers as deemed necessary or desirable to conduct the Business of the Council. All officers shall serve at the pleasure of the Council. A Majority of the members of the Council plus one shall Constitute a quorum. A majority of those members present and voting at any meeting shall be sufficient to enable taking any action. The Council shall meet at any appropriate place and shall arrange a time for holding meetings of the Council as shall be necessary. The Council may adopt such rules of procedure as it deems necessary. All meetings of the Council shall be open to the public and shall be subject to the requirements of Section 286.011, Florida Statutes. The minutes of meetings shall be mailed to all members of the Council at least one (1) week in advance of the next meeting, where possible,

VI. Duties and responsibilities. The Palm Beach County HIV Health Services Planning Council shall:

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(a) establish priorities for the allocation of funds within Palm Beach County. (Pursuant to 42 U.S.C. § 2664, any funds received pursuant to Title I of the Act shall be allocated in accordance with these priorities);

(b) develop a comprehensive plan for the organization and delivery of health services described in 42 U.S.C. § 2664 that is compatible with any existing state or local plan regarding the provision of health services to individuals with HIV disease. The comprehensive plan shall be presented to the Board of County Commissioners within one hundred and twenty (120) days from the establishment of the Council or to meet any time frames necessary to capture available federal dollars;

(c) assess the efficiency of the administrative mechanism in rapidly allocating funds to the areas of greatest need within Palm Beach County;

(d) assist the County in applying for grants pursuant to the Ryan White Comprehensive AIDS Resources Emergency Act;

(e) perform such other functions as required of the Council by the Ryan White Comprehensive AIDS Resources Emergency Act.

VII. Administration. The Department of Community Services shall provide administrative support to the Council, prepare grant applications and agreements, and monitor any funds received under such grants. Distribution of grant funds to Palm Beach County providers shall be through agreements between the County and each provider. The application for and use of grant funds shall be in accordance with the Ryan White Comprehensive AIDS Resources Emergency Act.

Section 2. SEVERABILITY.

If any section, sentence, clause or phrase of this Resolution is held to be invalid or unconstitutional by any court of competent

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jurisdiction, then said holding shall in no way affect the validity of the remaining portions of this Resolution.

Section 5. INCLUSION IN ADMINISTRATIVE CODE.

It is the intention of the Board of County Commissioners that the provision of this resolution shall become and be made a part of the Palm Beach County Administrative Code; and that the sections of this Resolution may be renumbered or relettered and the word "resolution" may be changed to "section," "article," or such other appropriate word or phrase in order to accomplish such intentions.

Section 6. EFFECTIVE DATE.

This Resolution shall become effective upon adoption.

The foregoing Resolution was offered by Commissioner ROBERTS who moved its adoption. The motion was seconded by Commissioner [illegible] and being put to a vote, the vote was as follows:

KAREN T. MARCUS	-	AYE
CAROL A. ROBERTS	-	AYE
WARREN H. NEWELL	-	AYE
MARY MCCARTY	-	AYE
BURT AARONSON	-	AYE
KEN FOSTER	-	AYE
MAUDE FORD LEE	-	AYE

The Chair thereupon declared the Resolution duly passed and adopted this 21st day of September, 1993.

PALM BEACH COUNTY, FLORIDA BY ITS BOARD OF COUNTY COMMISSIONERS

DOROTHY H. WILKEN, Clerk

By: Jane M. Miller
Deputy Clerk

APPROVED AS TO FORM AND LEGAL SUFFICIENCY

County Attorney

BOARD OF COUNTY COMMISSIONERS PALM BEACH COUNTY FLORIDA SEAL

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