

**PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS  
BOARD APPOINTMENT SUMMARY**

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**Meeting Date: November 15, 2022**

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

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**I. EXECUTIVE BRIEF**

**Motion and Title: Staff recommends motion to approve:** proposed seat change of one (1) current member and one (1) reappointment of current member to the Homeless Advisory Board (HAB), effective November 15, 2022:

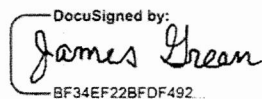
<u>Current Seat No.</u>	<u>Proposed Seat No.</u>	<u>Appointment</u>	<u>Proposed Seat Requirement</u>	<u>Recommended By</u>	<u>Term Expires</u>
7	10	Sophia Eccleston	Representing Business	Economic Development Council	09/30/2023
<u>Current Seat No.</u>		<u>Reappointment</u>	<u>Seat Requirement</u>	<u>Recommended By</u>	<u>Term Expires</u>
4		Elisa Cramer	Florida Department of Children & Families	Florida Department of Children & Families	09/30/2025

**Summary:** On May 1, 2007, the Board of County Commissioners (BCC) established the HAB. Per Resolution No. R2016-0038, the total membership for the HAB shall be no more than 14 at-large members, comprised of members representing government, business providers, law enforcement, advocates, education, faith-based and the formerly homeless. The diversity count for the 12 seats that are currently filled is African-American: 6 ( 50%), Caucasian: 5 (42%) and Native-American: 1 (8%). The gender ratio (female: male) is 6:6. Ms. Eccleston and Ms. Cramer are African-American. Staff conducts targeted outreach in an effort to proffer candidates for appointments that maintain a diverse composition of the board. (Division of Human Services) Countywide (HH)

**Background and Justification:** The BCC formally adopted the Leading the Way Home plan to end and prevent homelessness on January 7, 2020. The HAB's focus is directed toward implementing the new Leading the Way Home plan. The Division of Human Services provide staff support. Resolution Number R2016-0038 provides the authority for the HAB

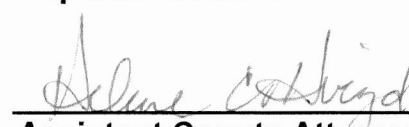
**Attachments:**

1. Boards/Committees Applications
2. Proposed HAB Member Category and Seat Number
3. Resolution No. R2016-0038

DocuSigned by:  
  
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10/21/2022

**Recommended By:** \_\_\_\_\_  
 Department Director Date

**Legal Sufficiency:**  \_\_\_\_\_  
 Assistant County Attorney Date

## II. REVIEW COMMENTS

A. Other Department Review:

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Department Director

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
BOARDS/COMMITTEES APPLICATION

The information provided on this form will be used in considering your nomination. Please COMPLETE SECTION II IN FULL. Answer "none" or "not applicable" where appropriate. Please attach a biography or résumé to this form.

Section I (Department): (Please Print)

Board Name: Homeless Advisory Board Advisory [X] Not Advisory [ ]

[X] At Large Appointment or [ ] District Appointment /District #: \_\_\_\_\_

Term of Appointment: 2-11 Years. From: 11/15/22 To: 9/30/2025

Seat Requirement: Florida Department of Children and Families Seat #: 4

[ x ]\*Reappointment or [ ] New Appointment

or [ ] to complete the term of \_\_\_\_\_ Due to: [ ] resignation [ ] other

Completion of term to expire on: \_\_\_\_\_

\*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: 0

Section II (Applicant): (Please Print)

APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT

Name: Cramer Elisa Smith
Last First Middle

Occupation/Affiliation: Community Development Administrator
Owner [ ] Employee [ x ] Officer [ ]

Business Name: Florida Department of Children and Families

Business Address: 111 S. Sapodilla Avenue, 301-J

City & State: West Palm Beach, FL Zip Code: 33401

Residence Address: XXXXXXXXXXXXXXXXXXXX

City & State: West Palm Beach, FL Zip Code: \_\_\_\_\_

Home Phone: ( 561 ) XXX-XXXX Business Phone: ( 561 ) 227-6686 Ext. \_\_\_\_\_

Cell Phone: (561) 246-0182 Fax: ( 561 ) 873-5506

Email Address: elisa.cramer@myflfamilies.com

Mailing Address Preference: [ x ] Business [ ] Residence

Have you ever been convicted of a felony: Yes \_\_\_\_\_ No [ x ]

If Yes, state the court, nature of offense, disposition of case and date: \_\_\_\_\_ N/A

Minority Identification Code: [ ] Male [ x ] Female
[ ] Native-American [ ] Hispanic-American [ ] Asian-American [ x ] African-American [ ] Caucasian

**Section II Continued:**

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

<u>Contract/Transaction No.</u> <u>Example: (R#XX-XX/PO XX)</u>	<u>Department/Division</u> <u>Parks &amp; Recreation</u>	<u>Description of Services</u> <u>General Maintenance</u>	<u>Term</u> <u>10/01/00-09/30/2100</u>
YLJ76 (Locally Managed)	Youth Services Department	Claims to Title IV-E Adoption Assistance reimbursements for Allowable expenditures related to Adoption Assistance admin. costs.	7/1/20-9/30/25
IP004 (Headquarters Managed)	Community Services/Human & Veterans Services	Costs related to provider's staffing expenses related to functions associated with their designation as the local homeless coalition	7/1/19-9/30/25

(Attach Additional Sheet(s), if necessary)

OR

NONE

NOT APPLICABLE/  
(Governmental Entity)

**ETHICS TRAINING:** All board members are required to read and complete training on Article XIII, the Palm Beach County Code of Ethics, and read the State Guide to the Sunshine Amendment. **Article XIII, and the training requirement can be found on the web at: <http://www.palmbeachcountyethics.com/training.htm>.** Ethics training is on-going, and pursuant to PPM CW-P-79 is required before appointment, and upon reappointment.

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 Ethics training (in the manner checked below):

By watching the training program on the Web on February 15, 2019  
 By attending a live presentation given on \_\_\_\_\_, 20\_\_

**AND**

By signing below I acknowledge that I have read, understand and agree to abide by the Guide to the Sunshine Amendment & State of Florida Code of Ethics:

\*Applicant's Signature: Elisa Cramer Printed Name: Elisa Cramer Date: 10/7/22

Any questions and/or concerns regarding Article XIII, the Palm Beach County Code of Ethics, please visit the Commission on Ethics website [www.palmbeachcountyethics.com](http://www.palmbeachcountyethics.com) or contact us via email at [ethics@palmbeachcountyethics.com](mailto:ethics@palmbeachcountyethics.com) or (561) 355-1915.

Return this FORM to:  
 {Insert Liaison Name Here}, {Insert Department/Division Here}  
 {Insert Address Here}

**Section III (Commissioner, if applicable):**

Appointment to be made at BCC Meeting on: \_\_\_\_\_

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

**Elisa Cramer** is the Florida Department of Children and Families' Community Development Administrator in Palm Beach County (Circuit 15). Since joining the Department more than 13 years ago, she has worked in support of vulnerable children, families and seniors in various capacities. For five years, she worked in leadership roles in the Department's headquarters in Tallahassee, focused on policy development and collaborative statewide initiatives, child welfare legislative priorities, and other special projects. As a part of the Senior Management Team of the Department in Tallahassee, she advocated with state legislators for the extension of foster care to age 21 and served as the Director of Child Welfare Strategic Projects, leading development of Florida's largest child welfare professional development conference. In the Southeast Region, she has served as Communications Director, Regional Budget Analyst and Community Development Administrator, working closely with partnering community stakeholders to solve problems, break barriers and develop partnerships to help our neighbors access and receive the services they need. A graduate of Spelman College, Elisa is a Certified Public Manager.

**Proposed Homeless Advisory Board Member Category and Seat Number**

*Attachment 2*

<b>Seat Number</b>	<b>Seat Requirement</b>	<b>Name of Member</b>	<b>Term of Appointment</b>
1	Palm Beach County Commissioner	Mack Bernard PBC Commissioner	
2	Palm Beach County Law Enforcement Official (recommended by Law Enforcement Planning Council)	Javaro Sims Chief of Delray Beach	11/2/2021 – 09/30/2024
3	Palm Beach County School District Board Member or Senior Staff Rep. (recommended by School District of PBC.)	Erica Whitfield School Board Member	11/2/2021 – 09/30/2024
4	Florida Department of Children and Families Administrator Rep. (recommended by Florida Department of Children and Families)	Elisa Cramer Community Development Administrator	<b>PENDING REAPPOINTMENT</b>
5	PBC League of Cities Rep. (recommended by League of Cities)	Anne Gerwig Administrative Support	4/6/21 – 9/30/2023
6	VA Medical Center Rep. (recommended by Veterans Administration Medical Center)	Mason Yousell	4/12/2022 – 9/30/2024
7	Homeless Coalition of PBC Rep. (recommended by Homeless Coalition of PBC)	<b>Vacant</b>	4/6/2021 – 9/30/2023
8	Homeless Service Providers Rep. (recommended by Executive Committee of the Homeless and Housing Alliance)	Uwe K. Naujak HHA Chair	3/09/2021 – 09/30/2023
9	Business Community Rep. (recommended by Economic Development Council)	Katrina Long-Robinson Business Representative	11/2/2021 – 09/30/2024
10	Business Community Rep. (recommended by Economic Development Council)	Sophia Eccleston FPL External Affairs Manager	<b>PENDING SEAT CHANGE</b> 4/6/2021 – 9/30/2023
11	Formerly Homeless Individual or Family Representative (recommended by Homeless and Housing Alliance)	Joshua Butler	04/12/22 – 09/30/2024
12	Housing Authority Rep. (recommended by Community Service)	Carol Jones-Gilbert Exec. Director PBC Housing Authority	04/07/2020 -09/30/2023
13	Faith-Based Community Rep. (recommended by Community Service)	Ezra Krieg Interfaith Committee for Social Services	11/2/2021 – 09/30/2024
14	Southeast Florida Behavioral Health Network, Inc. (recommended by Community Service)	Linda Kane SEFBHN	11/02/2021 – 09/30/2024

RESOLUTION NO. R2016 - 0038

RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF PALM BEACH COUNTY, FLORIDA, REPEALING AND REPLACING RESOLUTION R2014-1638; PROVIDING FOR THE ESTABLISHMENT OF THE HOMELESS ADVISORY BOARD; PROVIDING FOR COMPOSITION; AND PROVIDING FOR AN EFFECTIVE DATE.

**WHEREAS**, the U.S. Department of Housing and Urban Development (HUD) recommends that recipients of Continuum of Care funds comply with the The Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH Act), and with 24 CFR Part 578; and

**WHEREAS**, the Continuum of Care Program provides funds for the operation and maintenance of Safe Havens, transitional housing, permanent supportive housing and permanent housing; and

**WHEREAS**, Palm Beach County, through the Department of Community Services, Division of Human Services wishes to comply with HUD recommendations regarding the Homeless Advisory Board; and

**WHEREAS**, HUD has adopted a Continuum of Care Program that allocates HUD homeless assistance grants to organizations that participate in local homeless assistance program planning networks, and each of these networks is called a Continuum of Care; and

**WHEREAS**, the Board of County Commissioners of Palm Beach County, Florida, established a Homeless Advisory Board on May 1, 2007 to create a Ten-Year Plan to End Homelessness in Palm Beach County pursuant to Resolution R2007-0720, and such Resolution was amended by Resolution R2007-1693, on October 2, 2007 and such Resolution was repealed and replaced by Resolution R2011-1233, on August 23, 2011; and such Resolution R2014-1638 was repealed and replaced on October 21, 2014 and

**WHEREAS**, since the Ten-Year Plan to End Homelessness has now been adopted, there exists a need for the Homeless Advisory Board to work in conjunction with the Continuum of Care to assist the County in achieving the objectives of the Ten-Year Plan to End Homelessness.

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

**REPEAL AND REPLACEMENT**

Resolution R2014-1638 is hereby repealed in its entirety and replaced with the following:

**SECTION 1: ESTABLISHMENT OF THE HOMELESS ADVISORY BOARD**

There is hereby established an advisory board to be known as the "Homeless Advisory Board," herein referred to as the "Advisory Board."

**SECTION 2: COMPOSITION**

The Advisory Board shall be comprised of fourteen members as follows:

- a. One (1) member shall be a Palm Beach County Commissioner;
- b. One (1) member shall be recommended by the Palm Beach County Law Enforcement Planning Council;
- c. One (1) member shall be recommended by the School District of Palm Beach County;
- d. One (1) member shall be recommended by the Florida Department of Children and Families;
- e. One (1) member shall be recommended by the League of Cities;
- f. One (1) member shall be recommended by the Veterans Administration Medical Center;
- g. One (1) member shall be recommended by the Homeless Coalition of Palm Beach County;
- h. One (1) member representing homeless services providers shall be recommended by the Executive Committee of the Homeless and Housing Alliance;
- i. Two (2) members representing business shall be recommended by the Economic Development Council;
- j. One (1) member representing Formerly Homeless individuals or families shall be recommended by the Homeless and Housing Alliance;
- k. One (1) member representing a Housing Authority shall be recommended by the Community Services Department;
- l. One (1) member representing the Faith-Based Community shall be recommended by the Community Services Department;
- m. One (1) member representing the Southeast Florida Behavioral Health Network, Inc. shall be recommended by the Community Services Department.

**SECTION 3: APPOINTMENTS, TERMS, AND VACANCIES**

- A. The maximum number of Boards and Commissions that an individual appointed by the Board of County Commissioners may serve on at one time shall be three.
- B. Terms of office for the Advisory Board members shall be three years and shall begin on October 1<sup>st</sup> and end on September 30<sup>th</sup>.
- C. There shall be a limit of three consecutive three year terms, unless dictated otherwise by statute or other binding rule.
- D. Appointments shall be made by the Board of County Commissioners. The Homeless Advisory Board may provide recommendations for appointments.



- E. A vacancy occurring during a term shall be filled for the unexpired term and in the manner prescribed above.
- F. Upon adoption of this resolution, those members with unexpired terms that were serving on the previous Homeless Advisory Board will have their terms adjusted to expire on September 30<sup>th</sup> of the year in which their term expires.
- G. Members shall be subject to the rules and to the overall authority of the Board of County Commissioners of Palm Beach County, Florida.
- H. Advisory Board members shall not be prohibited from qualifying as a candidate for elected office.

**SECTION 4: ROLES AND RESPONSIBILITIES**

The roles and responsibilities of the Homeless Advisory Board shall be to assist the County in reaching its Ten-Year Plan to End Homelessness goals and they shall have the authority and power to accomplish this through the following:

- A. Gather community input on homelessness.
- B. Oversee implementation of the Ten-Year Plan to End Homelessness by:
  - 1. Fostering and promoting cooperation among governmental agencies, community-based agencies, non-profit organizations and business interests in order to ensure the efficient and timely implementation of the Ten-Year Plan to End Homelessness;
  - 2. Review progress made in the County towards achieving the objectives identified in the Ten-Year Plan to End Homelessness and make recommendations to the Board of County Commissioners. The primary recommendations may include systematic changes, policy changes, and funding recommendations;
  - 3. Provide information regarding the needs and other factors affecting the smooth implementation of the Ten-Year Plan to End Homelessness within Palm Beach County; and
  - 4. Determine roadblocks affecting program implementation and recommend corrective measures to the Board of County Commissioners.
- C. Recruit private and public sector representatives to the membership of Advisory Board committees.

**SECTION 5: MEETINGS**

- A. The Advisory Board shall meet on a regular basis. The Chair or County staff shall have the authority to call emergency meetings, as is needed and appropriate.

**SECTION 6: OFFICERS**

- A. The Chair shall be a County Commissioner appointed by the Palm Beach County Board of County Commissioners.
  - 1. Duties of the Chair:
    - a. Call and set the agenda for Advisory Board meetings;

- b. Preside at Advisory Board meetings;
  - c. Establish committees, appoint committee chairs and charge committees with specific tasks; and
  - d. Perform other functions as the Advisory Board may assign by rule or order.
2. If a vacancy occurs in the office of the Chair, the Palm Beach County Board of County Commissioners shall appoint a replacement.
- B. The Vice Chair shall be elected by a majority vote of the Advisory Board and shall serve for a term of one year.
- 1. The Vice Chair shall perform the duties of the Chair in the Chair's absence, and such other duties as the Chair may assign.
  - 2. If a vacancy occurs in the office of the Vice Chair, the Advisory Board will elect another member to fill the unexpired term.

**SECTION 7: REMOVAL FOR LACK OF ATTENDANCE**

Members of the Advisory Board shall be automatically removed for lack of attendance. Lack of attendance is defined as failure to attend three consecutive meetings or failure to attend more than one-half of the meetings scheduled during a calendar year. Participation for less than three-fourths of a meeting shall constitute lack of attendance. Members removed under this paragraph shall not continue to serve until a new appointment is made and removal shall create a vacancy.

**SECTION 8: RESIDENCY REQUIREMENTS**

All board members must be residents of Palm Beach County at the time of appointment and while serving on the board.

**SECTION 9: ANNUAL NARRATIVE REPORT**

The Advisory Board shall submit an annual narrative report to the Agenda Coordinator. The form, substance, and submittal dates for annual narrative reports are established by PPM CW-O-060.

**SECTION 10: SUNSHINE LAW AND STATE CODE OF ETHICS**

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

**SECTION 11: PALM BEACH COUNTY CODE OF ETHICS**

Advisory Board members are to comply with the applicable provisions of the Palm Beach County Code of Ethics as codified in Section 2-254 through 2-260 of the Palm Beach County Code.

**SECTION 12: TRAVEL EXPENSES, REIMBURSEMENT  
AND APPROVAL AUTHORITY**

Travel reimbursement is limited to expenses incurred only for travel outside Palm Beach County necessary to fulfill board member responsibilities when sufficient funds have been budgeted and are available as set forth in PPM CW-0-038. No other expenses are reimbursable except documented long distance phone calls to the liaison County department. Approval authority for pre-authorized board member travel is designated to the County Administrator and Deputy Administrator and shall be in accordance with Countywide Policy and Procedures Memoranda (PPM) CW-F-009.

**SECTION 13: CONDUCT OF MEETING**

A quorum must be present for the conduct of all board meetings. A majority of the members appointed shall constitute a quorum. All meetings shall be governed by Robert's Rules of Order.

**SECTION 14: CONFLICT WITH FEDERAL OR STATE LAW OR COUNTY  
CHARTER**

Any statutory Federal or State or County Charter provisions in conflict with this Resolution shall prevail.

**SECTION 16: EFFECTIVE DATE**

This Resolution shall become effective upon approval by a majority vote of the Board of County Commissioners, Palm Beach County, Florida.

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

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

The Mayor thereupon declared the Resolution duly passed and adopted this 26th day of JANUARY, 2016.

APPROVED AS TO FORM AND  
LEGAL SUFFICIENCY

BY: Helene C. Hvizd  
Helene C. Hvizd  
Assistant County Attorney

ATTEST:  
SHARON R. BOCK  
CLERK & COMPTROLLER  
BY: Sharon R. Bock  
Sharon R. Bock  
Clerk & Comptroller

