

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
BOARD APPOINTMENT SUMMARY

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Meeting Date: May 16 2023

Department:

Submitted by: Community Services

Advisory Board: Palm Beach County HIV CARE Council
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I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to approve: the appointment of one (1) new member to the Palm Beach County HIV Comprehensive AIDS Resources Emergency (CARE) Council, effective May 16, 2023:

<u>Seat No.</u>	<u>Appointment</u>	<u>Recommended By</u>	<u>Term Expires</u>
5	Tad Fuller	HIV CARE Council	03/21/2025

Summary: The Palm Beach County HIV CARE Council (HIV CARE Council) nomination process is an open process with publicized criteria and legislatively defined conflict of interest standards. Per Resolution No. R2018-0015, the total membership for the HIV CARE Council shall be no more than 33 at-large members. Mr. Fuller has completed the HIV CARE Council's nomination process and the HIV CARE Council recommends the appointments. Mr. Fuller is an employee of the Palm Beach County Housing Authority (Housing Authority) and will complete the unexpired term of Kristina Rowe. The Housing Authority contracts with the County for services. The HIV CARE Council provides no regulation, oversight, management, or policy setting recommendations regarding the subject contracts or transactions. Disclosure of this contractual relationship at a duly noticed public meeting is being provided in accordance with the provisions of Section 2-443 of the Palm Beach County Code of Ethics. The diversity count for the 20 seats that are currently filled is African-American: 9 (45%), Hispanic-American: 6 (30%), Caucasian: 4 (20%), and Asian-American: 1 (5%). The gender ratio (female: male) is 11:9. Mr. Fuller is Caucasian. Staff conducts targeted outreach in an effort to proffer candidates for appointments that maintain a diverse composition of the board. (Ryan White Program) Countywide (HH)

Background and Justification: In accordance with the Ryan White CARE Act of 1990 (P.L.101-381), Palm Beach County was designated an eligible metropolitan area disproportionately 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 by Title I (Part A) of the Ryan White Care Act that Palm Beach County designate a Title I (Part A) HIV Services Planning Council. The Board of County Commissioners established the Palm Beach County HIV CARE Council, per Resolution No. R2011-1560 dated October 18, 2011 and amended on January 23, 2018. The Ryan White CARE Act Amendments of 1996 mandate a nomination process for appointments to Title I (Part A) Planning Councils. As vacancies occur on the CARE Council, replacements are selected in accordance with the HIV CARE Council nominations process that was adopted and approved by the CARE Council on June 25, 2012.

Attachments:

- Boards/Committees Application
- HIV CARE Council Nominations Policy No. 10

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 Recommended By: James E. Heen 4/26/2023
Proposed by:
BE346F228E0E492
 Department Director Date
 Legal Sufficiency: [Signature] 5/1/2023
 Assistant County Attorney Date

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: Palm Beach County HIV Care Council Advisory Not Advisory

At Large Appointment or District Appointment / District #: _____

Term of Appointment: 1.10 Years. From: 5/16/2023 To: 3/21/2025

Seat Requirement: _____ Seat #: 5

*Reappointment or New Appointment

or to complete the term of Kristina Rave Due to: resignation other

Completion of term to expire on: 03/21/2025

*When a person is being considered for reappointment, the number of previous disclosed voting conflicts during the previous term shall be considered by the Board of County Commissioners: _____

Section II (Applicant): (Please Print)

APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT

Name: Fuller Tad Joseph
Last First Middle

Occupation/Affiliation: Chief Financial Officer
Owner Employee Officer

Business Name: Palm Beach County Housing Authority

Business Address: 3333 Forest Hill Blvd.
City & State: West Palm Beach FL Zip Code: 33406

Residence Address: 125 Sunflower St.
City & State: Royal Palm Beach FL Zip Code: 33411

Home Phone: () Business Phone: () Ext. _____

Cell Phone: 318 525 3977 Fax: ()

Email Address: Fuller@pbcafl.org

Mailing Address Preference: Business Residence

Have you ever been convicted of a felony: Yes _____ No

If Yes, state the court, nature of offense, disposition of case and date: _____

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

Section II Continued:

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

<u>Contract/Transaction No.</u>	<u>Department/Division</u>	<u>Description of Services</u>	<u>Term</u>
Example: (R#XX-XX/PO XX)	Parks & Recreation	General Maintenance	10/01/00-09/30/2100
R2021-1904	CSD	ERAP Services	01/01/2022 - 12/31/2022

(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-80 is required before appointment, and upon reappointment.

By signing below I acknowledge that I have read, understand the Sunshine Law Overview for Advisory Board Members and agree to abide by the Florida Sunshine Law and the Florida and 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, DVD or VHS on March 9 2023
 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: Tad Fuller Printed Name: Tad Fuller Date: 3/9/2023

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 or contact us via email at ethics@palmbeachcountyethics.com or (561) 233-0724.

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: _____

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

Revised 01/09/2023

Tad Joseph Fuller

To secure a career within the public housing industry. Assisting the agency and myself to grow from my initiative, experience, and drive.

Professional Experience

August 2014 to current Palm Beach County Housing Authority West Palm Beach, FL

Chief Financial Officer

- Providing monthly and year-end financial services, strategic planning and internal control reviews.
- Operational management assistance of HUD programs.
- Staff development and HR services.

September 2008 to Allen, Green and Williamson, LLP Monroe, LA
current

In-Charge Auditor

- Providing monthly and year-end financial services, strategic planning, internal control and compliance reviews to housing authorities.
- Planning, performing, reviewing and reporting of financial and compliance audits in accordance with Generally Accepted Governmental Auditing Standards (GAGAS) and the Single Audit Act of 1996 for school boards, housing authorities, and other state and local governments.
- Preparing financial statements, related notes to financial statements disclosures, audit findings/management letters and supplemental audit report information in accordance with Generally Accepted Accounting Principles (GAAP).

October 2006 to University Bookstore Monroe, LA
June 2010

Operations Manager

- Accounting of daily and monthly finances and reporting, including controlling overhead costs.
- Creating documents and presentations for area meetings.
- Supervising and coordinating daily activities of employees.
- Merchandising, organizing and marketing of inventory.

Education

May 2008 University of Louisiana at Monroe Monroe, LA

Bachelors of Business Administration

- Accounting Major

May 2002 University of Louisiana at Monroe Monroe, LA

Associates Degree

- General Studies
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Tad Joseph Fuller

Systems' Knowledge

- Microsoft Office Suite
 - Auditing Accounting System (Creative Solutions Accounting System)
 - PHA Accounting System (Emphasys, TenMast and MST-AS400)
 - PPC Smart Practice Aid System (Risk Base Approach to Audits)
 - HUD's REAC Secure Systems (eLOCCS, FASPHA, and VMS)
 - OMB Compliance Supplement for HUD programs (Public Housing, Section 8 (HCV), VASH, Capital Fund, Shelter Plus, Harbor One, Disaster Housing Assistance Program, and ROSS grants)
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Membership

- The American Institute of Certified Public Accountants (AICPA)
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Palm Beach County HIV CARE Council

CARE Council Policy

Policy Number: 10
Amended: June 24, 2019

Issue: **Nominations Process for CARE Council Membership**

This policy is adopted by the CARE Council (CARE Council), for the purpose of ensuring there is an open and fair nomination process which will provide for a CARE Council membership which is reflective of the AIDS epidemic in Palm Beach County, Florida. In addition, it is the intention of the CARE Council to maintain a nomination policy which complies with directives of the Division of HIV Services (DHS) and HRSA as those directives relate to the Ryan White Act.

I. Legislative Background

Section 2602(b) of the reauthorized Ryan White Act states: "Nominations to the planning council (CARE Council) shall be identified through an open process and candidates shall be selected based upon locally delineated and published criteria. Such criteria shall include a conflict of interest standard for each nominee."

II. Expectations

An open nominations process, in combination with other legislative requirements and existing DHS policy on PLWH participation, shall result in broad and diverse community inclusion and culturally competent deliberations in CARE Council processes. The CARE Council will only approve and/or appoint members who have gone through the nominations process and shall appoint members on a timely basis to ensure minimum disruption to CARE Council activities.

Nominations to the CARE Council shall be sought from a wide spectrum of potential members. Recruitment shall be made through existing CARE Council committees and through ongoing solicitation through existing CARE Council members, service providers, outreach through advertising, and staff working with consumers of HIV/AIDS services. Particular consideration shall be given to disproportionately affected and historically underserved groups and sub-populations.

Every member of the CARE Council is encouraged to actively recruit members to fill gaps in CARE Council membership. Recruitment is not just the Membership Committee's responsibility. CARE Council members should use their own network and seek key contacts in other communities to help identify potential members to fill gaps and to provide individuals to participate in CARE Council committee activities.

III. Steps in the Nominations Process:

1. When necessary advertising may be placed in various publications countywide notifying the public of the need for participation through membership on the CARE Council. Included in the advertising shall be notification of the need to fill membership positions based upon the demographics of the epidemic in Palm Beach County, and to ensure legislatively mandated positions are filled. A timelimit for return of applications shall be included in the notification.
2. Potential applicants shall be invited to attend membership orientation offered quarterly and provided a nominations packet containing a letter describing roles and responsibilities of the CARE Council, duties of membership, time expectations, gaps in representations, conflict of interest standards, HIV disclosure requirements, and an overview of the selection process and timeline; within three (3) business days of request. There shall also be an application form used to gather information about: relevant experience, expertise, skills, the person's interest in serving, the perspective he or she might bring to the CARE Council, how his or her peer group might relate to groups affected by HIV, and other related information.
3. Each returned application will be issued a document number, and receipt shall be logged in for tracking purposes.
4. CARE Council staff will review all application forms and will recommend a list of persons for the Membership Committee to interview per "Procedure for Applicant Interviews". Interviews shall be conducted by at least two committee members- one of which must be the Chair or Vice Chair and a staff member, according to a structured interview format. Open ended questions about past experience on boards, ideas about significant HIV/AIDS issues and professional or affected community linkages shall be incorporated into the interview.
5. After the interviews are completed, the results of each interview are discussed at the next regularly scheduled Membership Committee meeting. When reviewing candidates for membership the committee will consider the following factors: attendance at CARE Council meetings, involvement at Membership Development Sessions and involvement on committees. The Membership Committee may also consider activities as involvement in Membership Development Sessions. In addition, seat availability, the demographics of the board and candidate qualification will be taken into consideration. The final committee recommendations will be forwarded to the CARE Council. If the

Recommendation is accepted by the CARE Council, the individual's name will then be forwarded to the Palm Beach County Board of County Commissioners for appointment. The candidate must document completion of the Palm Beach County ethics training prior to submission of their name to the Palm Beach County Board of County Commissioners. In the event a recommended candidate is not acceptable to the Palm Beach County Board of County Commissioners, a request for a replacement candidate, if available, will be forwarded to the Membership Committee and the Membership Committee will provide the name of another candidate to the CARE Council. If the recommendation is accepted by the CARE Council, the individual's name will then be forwarded to the Palm Beach County Board of County Commissioners for appointment.

- A. Candidates must fulfill the following requirements prior to being forwarded for CARE Council Membership. candidates must join one (1) Committee and attend a CARE Council meeting or CARE Council sponsored training inclusive of annual retreat.
- B. Documented exceptions to these requirements may be made, based upon the need of the CARE Council or in an extenuating circumstance, at the discretion of the Membership Committee Chair with the approval of the CARE Council.

Approved 04/30/01; Amended 01/26/04, 11/16/09, 11/22/10, 06/27/11, 06/25/12, 06/25/18.