

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

Meeting Date: August 22, 2023

Department:  
Submitted by: Community Services  
Advisory Board: Palm Beach County HIV CARE Council

**I. EXECUTIVE BRIEF**

**Motion and Title: Staff recommends motion to approve:** the appointments of four (4) new members and the reappointment of one (1) current member to the Palm Beach County HIV Comprehensive AIDS Resources Emergency Act Council (HIV CARE Council), effective August 22, 2023:

<u>Seat No.</u>	<u>Appointment</u>	<u>Recommended By</u>	<u>Term Expires</u>
7	Sandra Anderson	HIV CARE Council	05/16/2025
8	Denisse Grigoriou	HIV CARE Council	05/16/2025
9	Dominique Lane	HIV CARE Council	05/16/2025
14	Brittany Henry	HIV CARE Council	02/07/2025

<u>Seat No.</u>	<u>Reappointment</u>	<u>Recommended By</u>	<u>Term Expires</u>
3	Damion Baker	HIV CARE Council	08/21/2026

**Summary:** The U.S. Department of Health and Human Services, Health Resources and Services Administration (HRSA) requires Palm Beach County to maintain a planning council tasked with establishing priorities and allocations for the Ryan White HIV/AIDS Program grant funding that the County receives. The Palm Beach County HIV CARE Council is the County’s planning council. Federal law requires that the planning council “shall reflect in its composition the demographics of the population of individuals with HIV/AIDS in the eligible area...” At least 33% of planning council members must be consumers of Ryan White services who are unaffiliated with subrecipient service providers. The law also requires that members of the planning council represent designated categories including: health care providers; social service providers; community-based organizations; local public health agencies; non-elected community leaders; and grantees of Federal HIV programs. The Palm Beach County HIV CARE Council nomination process is an open process. Per Resolution No. R2018-0015, the total membership for the HIV CARE Council shall be no more than 33 at-large members. The nominees have successfully completed the nomination process and the HIV CARE Council recommends the appointments. Mr. Baker is an employee of Monarch Health Services, Inc. and Ms. Henry is an employee of FoundCare, Inc. Both agencies contract with the County for services; however, the HIV CARE Council provides no regulation, oversight, management, or policy setting recommendations regarding the subject contracts or transactions. Disclosure of these contractual relationships 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 16 seats that are currently filled is African-American: 6 (38%), Caucasian: 6 (38%), Hispanic-American: 3 (18%) and Asian-American: 1 (6%). The gender ratio (female: male) is 8:8. Ms. Grigoriou is Hispanic-American. Ms. Anderson, Ms. Lane, Ms. Henry and Mr. Baker are African-American. Staff conducts targeted outreach in an effort to proffer candidates for appointments who meet HRSA’s requirements. (Ryan White Program) Countywide (HH)

**Background and Justification:** In accordance with the Ryan White Comprehensive AIDS Resources Emergency 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. To that end, the Board 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 Applications
  - HIV CARE Council Nominations Policy No. 10

Recommended By: James E. Green DocuSigned by: 8/4/2023  
Department Director Date

Legal Sufficiency: Shene C. King 8-4-23  
Assistant County Attorney Date

**II. REVIEW COMMENTS**

**A. Other Department Review:**

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**Department Director**

Attachment 1

**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: PBC HIV CARE COUNCIL Advisory  Not Advisory

At Large Appointment or  District Appointment / District #: \_\_\_\_\_

Term of Appointment: 1.7 Years. From: 08/22/2023 To: 05/16/2025

Seat Requirement: \_\_\_\_\_ Seat #: 7

\*Reappointment or  New Appointment

or  to complete the term of Hector Bermudez 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: \_\_\_\_\_

**Section II (Applicant):** (Please Print)

**APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT**

Name: Anderson, Dr. Sandra Maria  
Last First Middle

Occupation/Affiliation: \_\_\_\_\_  
Owner  Employee  Officer

Business Name: Florida Department of Health

Business Address: 1150 45<sup>th</sup> Street

City & State: West Palm Beach Zip Code: 33407

Residence Address: 3330 Fairchild Gardens Ave. Unite 30372

City & State: Palm Beach Gardens, FL. Zip Code: 33420

Home Phone: (561) 584-2051 Business Phone: ( ) Ext. \_\_\_\_\_

Cell Phone: ( ) Fax: ( )

Email Address: Sandra.anderson@flhealth.gov

Mailing Address Preference:  Business  Residence

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

If Yes, state the court, nature of offense, disposition of case and date: Florida, Drug offense, Disposition of the case is closed. Date was 1987.

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>
<u>Example: (R#XX-XX/PO XX)</u>	<u>Parks &amp; Recreation</u>	<u>General Maintenance</u>	<u>10/01/00-09/30/2100</u>
_____	_____	_____	_____
_____	_____	_____	_____

(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 6/7 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:  Printed Name: Dr. Sandra Maria Anderson Date: 6/7/2023

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](http://www.palmbeachcountyethics.com) or contact us via email at [ethics@palmbeachcountyethics.com](mailto: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: \_\_\_\_\_

# DR. SANDRA MARIA ANDERSON

3330 Fairchild Garden Avenue 30372  
Palm Beach Gardens, FL 33420

(561) 584-2051  
sandraandersonspencer@gmail.com

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## PROFESSIONAL WORK HISTORY

### **Love Gardens Ministeries International, Inc. (Faith-based 5013c)**

March 2016-

Current

*CEO/Founder - Therapist*

Maintains client records/assessments

Maintains confidentiality

Establishes positive, trusting rapport with patients

Creates individualized treatment plans

Meets with clients weekly regularly to provide counseling

Conducts ongoing assessments of patient progress

Involves and advises family members when appropriate

### **Florida Department of Health**

April 2020-Current

*Government Consultant II*

Disease Intervention and Prevention

Roar Program Creator

Public Speaker/Presenter

Capacity Building for Community and Faith-based Organization

### **LAL Fort Lauderdale Language Center, (Temp position)**

December

2017-2020

*Head Teacher*

Follow the company curriculum and create lesson plans according to the special training structure designed by the LAL Fort Lauderdale facilitator. Instruct English as second language classes to students ages 5-18. Motivates students to succeed through curriculum, patience, and understanding of dual language learning.

### **FoundCare Health Center, Palm Springs, FL**

April 2015-

February 2016

*Clinical Case Manager/Health and Wellness Initiatives for MAI*

Counseled and collaborated on services in the health center for patients eligible for the Comprehensive AIDS Program (CAP) program. Coordinated services with doctors, PAs, and networking healthcare facilities.

### **The Hope and Help Center of Central Florida, Orlando, FL**

February 2014-March 2015

*Medical Case Manager and Mental Health Educator Panel Speaker at the University of Central Florida*

Provided counsel and support to clients impacted by AIDS/HIV and managed clients' folders according to agency standards and HIPPA guidelines. Wellness initiatives to help clients obtain wholeness and self-efficacy; trained staff on Emotional Intelligence to enhance self-awareness, self-regulation, internal motivation, empathy, and social skills for internal and external clients; managed client case folder from intake and assessment to file closure. Performed Treatment Adherence counseling, service resource referrals, and psychosocial support services for education, emotional support, compliance, and navigation of the system; understood and adhered to HIPPA guidelines; assisted clients with resolving issues with transportation, housing, food, and prescriptions; removed barriers to care. Knowledgeable in the use of CareWare software for client electronic medical records.

### **Stetson University ELS Program, Kissimmee, FL**

December 2013-February 2014

*ELS Teacher for Brazilian Winter Camp Program*

Created lesson plans according to the special training structure designed by Stetson University facilitators. Instructed English as second language classes to students ages 11-18. Motivated students to achieve success through curriculum, patience, and understanding of the process of dual language learning.

**Palm Beach Lakes High, West Palm Beach, FL**

August 2006- June 2013

*Media II/ Health Wellness Coordinator*

Over 14 years of experience; organized multiple projects successfully, both volunteer and wellness plans. Assisted teachers and staff in student development, worked with at-risk students, foster and group home settings as a liaison between school and group home, ESE education, and crisis counseling. Participated in IEP meetings, provided Media services to internal and external clients, observed and reported information appropriately, designed various instruments to better organize and manage student volunteer data, aligned volunteer skills to meet school operational objectives, and worked with community partners. Provided support in coaching and consulting with faculty and staff on discipline issues, kept students on task, and aligned resources with student needs. Provided support for SAC meetings and VIPS volunteer programs for parents and teachers.

**LA Fitness International, Florida**

August 2006-Present

*Certified Group Fitness Instructor*

Teaching fitness classes to groups, observing and reporting information appropriately to supervisors, monitoring client's safety, adhering to all rules of class structure, maintaining strict confidentiality mandate, offering clients counseling in fitness and nutritional planning, and developing exercise routines appropriate for all fitness levels. Trained and coached fitness instructors to foster ongoing professional development and professional efficiency.

## EDUCATION

**Liberty University, Virginia, May 2023**

Community Care and Counseling - Marriage and Family Counselor

**Palm Beach Atlantic University, West Palm Beach, FL, August 2013**

Master Organizational Leadership

**University of Phoenix, Wellington, FL November 2011**

Bachelor of Human Services Management

**University of Phoenix, Palm Beach Gardens, FL May 2009**

Associate Health Care Administration

## PUBLICATION AND AUTHORSHIP

Anderson, S. M. (2016). *Lessons from the thorns: His grace is sufficient*. Palm Beach Gardens. Love Gardens, LLC

Anderson, S. M. (2023). Examining the psychosocial impacts of transgenerational trauma: A phenomenological study of parenting styles among african american women. Liberty University ProQuest Dissertations Publishing, 2023. 30488270. Collaborative Book Work with the Elite Foundation: CHOSEN: A CALL THROUGH REFINEMENT TO PURPOSE. August 6, 2023.

## HONORS AWARDS CERTIFICATES

**Prepare and Enrich Facilitator Certification 2018**

**Hope for Freedom Commercial Sexual Exploitation of Children (CSEC) 2016**

**AETC Motivational Interviewing Strategies 2019**

**HIV AIDS 500 Course Counseling, Linkage, Testing, and Prevention Certification 2022**

**The American Heart Association; CPR, AED, First Aid Certified 2013-2022**

**AETC Medical Case Management Certification 2018**

**AFAA Certified Fitness Instructor Certification; CI#968961 2006-Present**

**Keystone Award Awarded by Professor Dr. Linda Ellington of Palm Beach Atlantic University 2012-2013**

**BETA Alumni of the Year BETA Program Awarded by Commissioner Clay Shaw 1992**

**School Board of Broward County Paraprofessional Highly Qualified Certification 1992**

### **PROFESSIONAL MEMBERSHIPS**

**Care Council of Palm Beach Council Member 2023**

**National Council of Negro Women (NCNW) Human Trafficking Awareness Committee 2019**

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Seat Requirement: \_\_\_\_\_ Seat #: 8

\*Reappointment or  New Appointment

or  to complete the term of Eileen Perry Due to:  resignation  other  
Completion of term to expire on: \_\_\_\_\_

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**APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT**

Name: Grigoriou, Denisse Marie

Last First Middle

Occupation/Affiliation: Health Center Manager

Employee  Officer

Business Name: Planned Parenthood of South, East, and North Florida

Business Address: 2300 North Florida Mango Dr

City & State: West Palm Beach, FL Zip Code: 33409

Residence Address: 3359 Vaganbond Road

City & State: Lantana, FL Zip Code: 33462

Home Phone: ( 561 ) 584-0515 Business Phone: ( 561 ) 584-9089 Ext. \_\_\_\_\_

Cell Phone: ( 561 ) 584-0515 Fax: ( 561 ) 721-3474

Email Address: Denisse.Grigoriou@ppsenfl.org

dgrigoriou@live.com

Mailing Address Preference:  Business  Residence

Have you ever been convicted of a felony: Yes \_\_\_\_\_ No XX

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:**

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_____	_____	_____	_____
_____	_____	_____	_____

(Attach Additional Sheet(s), if necessary)  
OR

NONE

NOT APPLICABLE/  
(Governmental Entity)

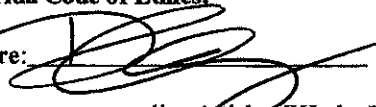
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X By watching the training program on the Web, DVD or VHS on 6/8/2023  
 \_\_\_\_\_ By attending a live presentation given on \_\_\_\_\_, 20\_\_\_\_

**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:  Printed Name: Denise Engorliou Date: 6/8/2023

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

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

# DENISSE GRIGORIOU

Lantana, Fl 561-584-0515 [Darigoriou@live.com](mailto:Darigoriou@live.com)

Medical manager with over 22 years of medical experience in all aspects of patient care and services.

## Experience

### **Planned Parenthood, South, East and North Florida**

*Florida Mango Health Center Manager: January 2023 – Present*

- Management of Medical care for multiple insurance companies including Medicaid and Medicaid Managed Care Plans.
- Verification of Insurances and billing procedures.
- Management and Payroll of staff members.
- Overseeing budgets for health center.
- Implantation and supervision of workflow.
- Coordinating outgoing referrals for patients.

### **Shamsad Begum, MD., PA.**

*Medical Office and Billing Manager: Feb 2010- December 2022*

- Managed Internal Medicine office with Multiple Provider and Medical Assistants
- Credentialing management, insurance contact management for fee-for-service and capitation plans, Payroll & IRS compliance.
- Compliance with Medicare and Medicaid Billing.
- Compliance and management of standard of care and care coordination for Medicare beneficiaries.
- EHR management, HEDIS, and ACO compliance
- Oversee all billing and services for office, nursing home and hospital settings.
- Oversaw A.R.N.P. and P.A. Students
- Inventory, accounts receivable and payable, reporting.

*Medical Assistant: July 2005*

- Vital signs, triage, venipuncture, UA's, EKG, Injections
- Medical record management and billing
- Referrals and prior authorization
- Pre-operative paperwork
- New staff training

### **Gerardo Quinonez, M.D., P.A.**

*Medical Assistant/Patient Coordinator: May 2002- June 2005*

- Front desk office duties

- 
- Referrals and prior authorization
  - Back office: medical assistant duties
  - Assisted in office management of staff members and patient care management

## **U.S Army**

91W: Medic August 2000- August 2004

- National certification: EMT B : 2001
- Medical treatment of soldiers, management of charts, physicals, IV infusions
- Set up of Remote Medic Stations

## **Awards and Acknowledgements**

Army Achievement Award during Operation Sky: May 2003

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\*Reappointment or  New Appointment

or  to complete the term of Angelic Diya Due to:  resignation  other  
Completion of term to expire on: \_\_\_\_\_

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**Section II (Applicant):** (Please Print)

**APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT**

Name: Lane Dominique Nicole  
Last First Middle

Occupation/Affiliation: \_\_\_\_\_

Owner  Employee  Officer

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

City & State \_\_\_\_\_ Zip Code: \_\_\_\_\_

Residence Address: 1524 Quail Dr Apt 5

City & State West Palm Beach, FL Zip Code: 33409

Home Phone: ( ) Business Phone: ( ) Ext. \_\_\_\_\_

Cell Phone: (561) 255-0238 Fax: ( )

Email Address: \_\_\_\_\_

Mailing Address Preference:  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: \_\_\_\_\_

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

**Section II Continued:**

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_____	_____	_____	_____
_____	_____	_____	_____
(Attach Additional Sheet(s), if necessary) OR			
NONE	<input checked="" type="checkbox"/>	NOT APPLICABLE/ (Governmental Entity)	<input type="checkbox"/>

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By watching the training program on the Web, DVD or VHS on June 8 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: [Signature] Printed Name: Dominique Lane Date: 6/8/2023

Any questions and/or concerns regarding Article XIII, the Palm Beach County Code of Ethics, please visit the Commission on Ethics website [www.palmbeachcountylethics.com](http://www.palmbeachcountylethics.com) or contact us via email at [ethics@palmbeachcountylethics.com](mailto:ethics@palmbeachcountylethics.com) or (561) 233-0724.

Return this FORM to:  
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 {Insert Address Here}

**Section III (Commissioner, if applicable):**  
 Appointment to be made at BCC Meeting on: \_\_\_\_\_  
 Commissioner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Dominique Lane

West Palm Beach, FL 33404  
treniquejulianna1015@gmail.com  
+1 561 255 0238

Authorized to work in the US for any employer

## Work Experience

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### **Patient Care Coordinator**

PALM BEACH COUNTY HEALTH DEPARTMENT - West Palm Beach, FL  
March 2022 to Present

I do Eligibilities

Link clients to different agencies like housing, food vouchers and many different services

I call the social security offices and insurance companies to obtain information for clients

I do a little counseling

I help them stay in care or get them into care if they need it

If I can help in anyway I can no matter what.

I treat them more like family instead of clients

### **Hospitality Associate**

CG Burgers - Jupiter, FL  
December 2021 to Present

- Operate cash register
- Receive inbound calls

### **Line Cook**

Cheesecake Factory - West Palm Beach, FL  
May 2021 to September 2021

LINE COOK  
PREP COOK

### **Line Cook/Prep Cook**

Drive Shack Holdings LLC - West Palm Beach, FL  
September 2019 to February 2021

Prepped And Cooked Food Also Clean And Organize The Walk In And Coolers And The Prep Area

### **Cashier**

Wendy's - Loxahatchee, FL  
March 2019 to September 2019

Cashier Order Taker For Drive Thru And Front Counter

### **Back up**

Boston Market - West Palm Beach, FL  
March 2017 to May 2018

Cooked The Food Set Up The Line Prepped The Food For The Next Day And The Dishes As Well

**Cashier and Prep Cook**

A & Associates - West Palm Beach, FL

January 2016 to April 2018

Working Under A Temp Agency For The PBC School Board

**Crew Member**

McDonald's - Riviera Beach, FL

January 2015 to May 2017

Cashier Order Taker For Drive Thru Or Front Counter

**Education**

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**High school or equivalent**

Glades Central High School - Belle Glade, FL

January 2003 to May 2007

**Skills**

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- Customer Service
- Team Member
- Food Service
- Fast Food
- Food Prep
- Kitchen Staff
- Food Preparation
- Kitchen Experience
- Food Safety
- Restaurant Experience
- Cooking
- English
- Meal Preparation
- Culinary Experience
- POS
- Food Production
- Serving Experience
- Cashiering

**Certifications and Licenses**

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**food handler certificate**

**Food Handler**

March 2020 to Present

**ServSafe**

February 2020 to Present

I'm License To Serve Alcohol

**Assessments**

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**Work Style: Reliability — Familiar**

January 2020

Tendency to be dependable and come to work

Full results: [Familiar](#)

**Customer Focus & Orientation — Highly Proficient**

June 2020

Responding to customer situations with sensitivity

Full results: [Highly Proficient](#)

**Customer Service Fit — Highly Proficient**

October 2019

Measures the traits that are important for high-quality customer service.

Full results: [Highly Proficient](#)

**Cashier Skills — Proficient**

September 2020

Counting cash, processing transactions, following written procedures, and attending to details

Full results: [Proficient](#)

**Cooking Skills: Basic Food Preparation — Familiar**

July 2020

Preparing food, using cooking equipment, and converting ingredient measurements.

Full results: [Familiar](#)

**Work Style: Reliability — Expert**

September 2020

Tendency to be dependable and come to work

Full results: [Expert](#)

**Food Safety — Proficient**

September 2020

Proper food handling, storage, and equipment use for preventing the spread of foodborne illness

Full results: [Proficient](#)

**Food Service Fit: Crew Member — Highly Proficient**

September 2020

Measures the traits that are important for successful food service crew members



Full results: Highly Proficient

**Supervisory Skills: Motivating & Assessing Employees — Familiar**

June 2020

Motivating others to achieve objectives and identifying improvements or corrective actions.

Full results: Familiar

**Work style: Reliability — Highly Proficient**

September 2021

Tendency to be reliable, dependable, and act with integrity at work

Full results: Highly Proficient

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

**Additional Information**

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List of References

Anita Locket (561) 929-6239

Caroline Nunnally (561) 685-9726

Carolina Antunez (561) 509-4541

**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: PBC HIV CARE COUNCIL Advisory  Not Advisory   
 At Large Appointment <sup>U</sup> or  District Appointment /District #: \_\_\_\_\_  
 Term of Appointment: 1, 6 Years. From: 08/22/2023 To: 02/07/2025.  
 Seat Requirement: \_\_\_\_\_ Seat #: 14  
 \*Reappointment or  New Appointment  
 or  to complete the term of Rosalyn Jacuin Due to:  resignation  other  
 Completion of term to expire on: 02/07/2025.

\*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: Henry Brittany Saskia  
 Last First Middle  
 Occupation/Affiliation: Director of Prevention Programs / FoundCare, Inc.  
 Owner  Employee  Officer   
**Business Name:** FoundCare, Inc.  
**Business Address:** 2330 S. Congress Ave  
 City & State West Palm Beach, FL Zip Code: 33406  
**Residence Address:** 915 Pipers Cay Dr.  
 City & State West Palm Beach, FL Zip Code: 33415  
 Home Phone: ( ) Business Phone: (561 ) 472-9160 Ext. 127  
 Cell Phone: (561) 713-4749 Fax: ( )  
 Email Address: bhenry@foundcare.org

Mailing Address Preference:  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: \_\_\_\_\_

**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>
<u>Example: (R#XX-XX/PO XX)</u>	<u>Parks &amp; Recreation</u>	<u>General Maintenance</u>	<u>10/01/00-09/30/2100</u>
R2021-1009	Department of Community Services	Ryan White Program	03-01-2023 – 02-28-2024
R2023-0012	Department of Community Services	EHE REC Program	03-01-2023 – 02-28-2024

(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):

  X   By watching the training program on the Web, DVD or VHS on   06-08 - 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:   B. Henry   Printed Name:   Brittany Henry    
 Date:   06/08/2023  

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](http://www.palmbeachcountyethics.com) or contact us via email at [ethics@palmbeachcountyethics.com](mailto: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: \_\_\_\_\_

# BRITTANY HENRY

brittanyhenry43@gmail.com | www.linkedin.com/in/brittany-s-henry

## EDUCATION

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**Master of Public Health**, Social and Behavioral Sciences, University of Florida, Gainesville FL **May 2020**  
**Bachelor of Science**, Biological Sciences, Florida Atlantic University, Boca Raton, FL **May 2018**  
**Associate in Arts**, Palm Beach State College, Lake Worth, FL **August 2015**

## WORK EXPERIENCE

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**Director of Prevention Programs, FoundCare, Inc., West Palm Beach, FL** **Jan 2023 - Present**

- Oversees the design, delivery, and quality of prevention programs
- Monitors and coordinates the provision of Prevention Program Services by agency staff
- Ensures maintenance of all related program records in a complete, accurate manner that is compliant with confidentiality procedures
- Ensures agency programs meet operational standards required by funders as well as internal agency standards

**Health Education Manager, FoundCare, Inc., West Palm Beach, FL** **Aug 2021 – Jan 2023**

- Implemented and managed HIV Prevention Programs to assure compliance according to grant requirements, builds and facilitates working relationships with community partners and agencies
- Ensured that staff collected and maintained program data according to grant requirements, and provided feedback to program staff
- Provided accurate and timely grant reports, developed, reviewed and revised policies. Participates in site visits, and recruits and train staff

**OPS – Biological Scientist IV, University of Florida, Gainesville, FL** **Oct 2020 – Jun 2021**

- Worked with epidemiologist to track COVID-19 cases through the University of Florida's Screen Test and Protect Program
- Assisted the Screen, Test, and Protect Program to provide students and community members access to COVID-19 vaccines
- Conducted risk assessments to determine level of exposure

**OPS – Biological Scientist III, Florida Department of Health, Fort Myers, FL** **Apr 2020 – Oct 2020**

- Worked in both office and remote locations to perform investigations of all confirmed COVID-19 cases reported to the Florida Department of Health in Lee County
- Conducted full contact investigations, contact tracing, and data entry of confirmed cases in all government database to provide updated information on all cases reported to the CDC
- Served as team lead to assist with administrative duties such as, staff trainings, access to patient medical records and daily reports of cases completed by the investigation team to the team supervisor

**Public Health Graduate Intern, University of Florida Mobile Outreach Clinic, Gainesville, FL** **Jan 2020 – Apr 2020**

- Improved education by providing pre/post-tests to Medical and Physician Assistant students on the Social Determinants of Health
- Improved clinic operations/patients engagement by developing and implementing new patient check-out process and assessed the need for inclusive care in the clinical environment
- Developed and Implemented new home visit program to address the key determinants affecting health, provided trainings on how home visits integrate with care coordination, and attended home visits with the clinic's nurse practitioner to address medical and social issues affecting health

**Quality Improvement Manager, Interdisciplinary Clinical & Academic Program, Gainesville, FL** **Jan 2019 – Aug 2019**

- Performed clinical/administrative program duties for the Neuromedicine department at UFHealth (i.e. reviewed death reports, provided wayfinding services to patients and visitors, etc.)
- Introduced and discussed the benefits of Advance Directives to patients visiting the Neuromedicine clinic
- Assisted with project management, team management, and attended weekly staff meetings/community engagements

## SKILLS

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- Proficiency with Electronic Health Records (EPIC)
- Excellent written/oral communication skills, attention to detail, computer proficiency, and grant/people management
- Highly Proficient in Typing (50-60wpm)

**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: PBC HIV CARE COUNCIL Advisory  Not Advisory

At Large Appointment or  District Appointment / District #: \_\_\_\_\_

Term of Appointment: 3 Years. From: 8/22/23 To: 8/21/26

Seat Requirement: \_\_\_\_\_ Seat #: 3

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: \_\_\_\_\_

**Section II (Applicant):** (Please Print)

**APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT**

Name: BAKER DAMION  
Last First Middle

Occupation/Affiliation: EXECUTIVE DIRECTOR

Owner  Employee  Officer

Business Name: MONARCH HEALTH SERVICES INC

Business Address: 2580 METROCENTRE BLVD, STE 1

City & State WEST PALM BEACH, FL Zip Code: 33407

Residence Address: 7922 SIENNA SPRINGS DRIVE

City & State LAKE WORTH, FL Zip Code: 33463

Home Phone: (561) 374-2984 Business Phone: (561) 523-4589 Ext. 404

Cell Phone: ( ) Fax: ( )

Email Address: DBAKER@MONARCHEALTH.ORG

Mailing Address Preference:  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: \_\_\_\_\_

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>
<u>Example: (R#XX-XX/PO XX)</u>	<u>Parks &amp; Recreation</u>	<u>General Maintenance</u>	<u>10/01/00-09/30/2100</u>
<u>R2023-0011</u>	<u>CSD</u>	<u>Client Services</u>	<u>9/1/22 - 2/28/25</u>
<u>R2021-0311</u>	<u>CSD</u>	<u>Client Services</u>	<u>3/1/21 - 2/29/24</u>
(Attach Additional Sheet(s), if necessary)			
OR			
NONE	<input type="checkbox"/>	NOT APPLICABLE/ (Governmental Entity)	<input type="checkbox"/>

**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.

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By watching the training program on the Web, DVD or VHS on 6/21 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:  Printed Name: DAMION BAKER Date: 6/21/2023

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](http://www.palmbeachcountyethics.com) or contact us via email at [ethics@palmbeachcountyethics.com](mailto: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: \_\_\_\_\_

**DAMION S. BAKER**  
Boynton Beach, FL 33436  
(561) 374-2984, d.sbakery@yahoo.com

**FINANCIAL SERVICES PROFESSIONAL**, offering 6+ years' experience serving as a catalyst and making a positive impact in economic growth through the use of extensive knowledge, while upholding the principles of the organization's regulatory authority.

#### **ABILITY SUMMARY**

Business Development	Planning & Execution	Training & Leadership
Sales & Marketing	Organizational Relationship	Event Management
Computer Literacy	Strategic Planning	Resourceful
Excellent Communication	Interpersonal skills	
Self-Motivated	Efficient Multitasker	Circumnavigating

#### **EMPLOYMENT HISTORY**

**Executive Director** Monarch Health Services, West Palm Beach, FL 2018 - Present  
Developed and implemented MOU with private and public sector for STI/STD (including HIV) testing and treatment.  
Generated revenue streams to establish and maintain a STI/STD testing and treatment center and testing sites.  
Coordinated volunteer efforts and partnerships to increase sexual awareness within households and communities.  
Achieved 501c 3 designation.

**Financial Advisor** Navarch Life, Health Retirement Planning LLC, Boca Raton, FL 2017 - Present  
Coordinated portfolio reviews with clients to regularly evaluate an investment's performance toward achieving documented long-term financial goals.  
Presented investment and financial planning seminars to clients and prospective clients.  
Generated new clients using a personal, face-to-face approach that built trust and emphasized personal service to the individual investor.  
Identified clients and prospective clients in need of investment guidance and then recommended investment solutions appropriate for each individual.  
Managed an office environment by collaborating with an assistant to ensure a functioning office.

**Financial Representative** Penn Mutual Insurance, Boca Raton, FL 2017-2017  
Developed marketing strategies and promoted new insurance contracts; suggested changes to existing contracts as needed  
Fostered relationships to identify prospective clients from various sources by networking, cold calling and using referrals  
Evaluated business or individual customer needs and financial status to proposing protection plans that meet criteria

**Wealth Management Associate** LDA Wealth Management, Inc., Plantation, FL 2015-2017  
Obtained new business contacts and conducted prospecting activities to develop new accounts to expand clientele base  
Developed strategies and achieved performance targets; maintained satisfactory customer and public relations

**Financial Services Representative** Massmutual, Fort Lauderdale, FL 2014-2015  
Created marketing strategies to promote new insurance plans and suggested changes or additions  
Assisted individuals and families develop retirement plans using various sources, networking, cold calling and referrals

**Marketing Director**                      LA Nurse Home Health Care, Delray Beach, FL                      2014-2014  
Generated referrals for home health care by building relationships with physicians, hospitals, long-term care, living facilities, retirement homes and other community resources  
Developed marketing/sales strategies and goals; executed plans and programs to expand businesses  
Analyzed referral sources that provide the most potential for achieving business referrals

**Independent Agent**                      Insurance Agent, Boynton Beach, FL                      2013-2014  
Provided and presented information on Florida Blue, AFLAC products/services, and the Affordable Care Act  
Addressed clients' queries and concerns; sold Florida Blue and AFLAC products/services

**Financial Service Specialist**                      Victoria Mutual Building Society, Kingston, Jamaica                      2012-2013  
Provided information on banks' products and services; gained new business and investment averaging \$3.5million each month for the bank  
Addressed customer/clients queries and concerns daily; created portfolios for investors

#### **EDUCATION AND TRAINING**

Bachelor's Degree, Business Administration, University of Technology, Kingston, Jamaica  
Associate's Degree, Management Studies, Management Institute for National Development, Kingston, Jamaica

#### **OCCUPATIONAL LICENSES & CERTIFICATES**

215, Florida Resident Insurance License, Florida Department of Finance  
Series 6 Securities License, Registered Representative, Finra  
Series 65 Securities License, Investment Advisor, Finra



# Palm Beach County HIV CARE Council

# CARE Council Policy

Policy Number: 10  
 Approved: April 30, 2001  
 Amended: January 26, 2004  
 Amended: November 16, 2009  
 Amended: November 22, 2010  
 Amended: June 27, 2011  
 Amended: June 25, 2012

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 time limit for return of applications shall be included in the notification.
2. Potential applicants shall be 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". When two or more persons apply for the same slot, the committee will interview at least two applicants for the slot. 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 Executive Committee and if approved 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.

1. **Candidates must fulfill the following requirements prior to being forwarded for CARE Council Membership:** Candidates must join one (1) committee and attend at least three (3) meetings. one (1) of which must be either a CARE Council meeting, or CARE Council sponsored training (inclusive of annual retreat) within a one (1) year period.
2. 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 Executive Committee.