

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

Meeting Date: July 2, 2024

Department
Submitted By: Community Services
Advisory Board: Citizens Advisory Committee on Health and Human Services

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to approve: One (1) appointment to the Citizens Advisory Committee on Health and Human Services (CAC/HHS), for the term July 2, 2024 to September 30, 2026:

| <u>Seat No.</u> | <u>Appointment</u> | <u>Seat Requirement</u> | <u>Nominated By</u> |
|-----------------|--------------------|-------------------------------------------------------------|----------------------|
| 5 | Isis Williams | A Component of the Health and Human Services System of Care | Commissioner Barnett |

Summary: The CAC/HHS shall provide recommendations to sustain core services within the Systems of Care by defining basic needs; surveying emergent/urgent needs; prioritizing resources to address the needs; and making funding recommendations to the Board of County Commissioners (BCC) to fill critical service gaps. The CAC/HHS consists of 11 at-large members with at least one (1) member being a resident west of the 20 Mile Bend and at least one (1) member being a representative of the Palm Beach County League of Cities, per Resolution R2013-1563. The Resolution requires that the Executive Committee of the CAC/HHS solicit and recommend member nominations for transmittal to the BCC. The BCC was notified by memo dated March 29, 2024 requesting nominations for appointments. The CAC/HHS received the appointment application for Ms. Isis Williams and determined that this candidate would be beneficial to this board. Ms. Williams is employed by the Department of Children and Families (DCF). This agency contracts with Palm Beach County for services; however, CAC/HHS provides no regulation, oversight, management, or policy setting recommendations regarding the contracts or transactions with DCF. Disclosure of this contractual relationship at a duly noticed public meeting will be provided in accordance with the provisions of Section 2-443 of the Palm Beach County Code of Ethics. Ms. Williams meets all applicable guidelines and requirements outlined in the resolution. The diversity count for the nine (9) seats that are currently filled is: Caucasian: 5 (56%), African-American: 3 (33%), Asian-American: 1 (11%). The gender ratio (male: female) is 2:7. Ms. Williams is bi-racial and identifies as an African-American and Caucasian female. Staff is addressing the need to increase diversity within our boards and will continue to encourage this to expand this Board's diversity. Countywide (HH).

Background and Justification: The CAC/HHS was established in 1990. The committee is currently charged with assisting the BCC in the assessment of need, planning, implementation and evaluation of a system of care, as defined in the Health and Human Services Element of the Palm Beach County Comprehensive Plan. The CAC/HHS has been designated to meet the requirement of Section 163.3181, Florida Statutes (FS) which requires that the local planning agencies and local government units adopt procedures to provide effective public participation in the comprehensive planning process.

- Attachments:**
1. Board Committee Application and Resume
 2. Inventory of Seats
 3. Resolution No. R2013-1563

| | | |
|---------------------------|------------------------------------------------------------|-------------------------------|
| | <small>DocuSigned by:</small> <i>Taruna Malhotra</i> | 6/7/2024 |
| Recommended By: | Department Director | Date |
| Legal Sufficiency: | <i>Helene C. Skind</i> Assistant County Attorney | <i>6-10-24</i> Date |

II. REVIEW COMMENTS

A. Other Department Review:

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: Citizens Advisory Committee on Health & Human Services (CAC/HHS) Advisory Not Advisory

At Large Appointment or District Appointment /District #: _____

Term of Appointment: _____ Years. From: _____ To: _____

Seat Requirement: A Component of the Health & Human Services System of Care Seat #: _____

*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: WILLIAMS ISIS DIANA
Last First Middle

Occupation/Affiliation: Circuit Community Development Administrator- Department of Children and Families
 Owner Employee Officer

Business Name: State of Florida Department of Children and Families

Business Address: 111 S. Sapodilla Ave
 City & State West Palm Beach Zip Code: 33463

Residence Address: 5056 Sancerre Cir
 City & State Lake Worth Zip Code: 33463

Home Phone: (561) 335-9089 Business Phone: (561) 246-0182 Ext. _____
 Cell Phone: (561) 335-9089 Fax: ()

Email Address: Isisdwilliams@gmail.com

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> |
|---------------------------------|-------------------------------|--------------------------------|----------------------------|
| <u>Example: (R#XX-XX/PO XX)</u> | <u>Parks & 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 of the Palm Beach Code, the Palm Beach County Code of Ethics. Training on the Palm Beach County Code of Ethics 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. All board members must also be familiar with the State of Florida Code of Ethics, (Chapter 112, part III of the Florida Statutes), and the Florida Sunshine Law.

By signing below I agree to abide by the Palm Beach County Code of Ethics, and acknowledge that I have received the required Ethics training (in the manner checked below):

By watching the training program on the Web, DVD or VHS on April 2024
 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 Florida Sunshine Law and the State of Florida Code of Ethics, Chapter 112, part III of the Florida Statutes:

*Applicant's Signature:  Printed Name: ISIS WILLIAMS Date: 4/29/2024

Any questions and/or concerns regarding Article XIII of 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: 4/30/24

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

Revised 01/09/2023



**PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
CITIZENS ADVISORY COMMITTEE ON HEALTH & HUMAN SERVICES**

I. AUTHORITY :

Resolution No. R90-1978, adopted November 13, 1990; amended by Resolution No. R93-317; amended by Resolution No. R2001-0913, adopted on June 19, 2001; Repealed and Replaced by R2013-1563, adopted November 5, 2013.

II. APPOINTING BODY :

Board of County Commissioners

III. COMPOSITION, QUALIFICATIONS, TERMS & REMOVAL :

This Committee shall consist of eleven members which will represent the components of the Health and Human Service System of Care: public health, physical health, behavioral health, developmental services, children and family services, adult and elderly services; education, recreation, workforce development, municipalities, business and economic development, planning/research and evaluation, transportation and housing. All members must reside in Palm Beach County and have knowledge of at least one component of the System of Care. Membership shall be representative of the racial, ethnic and geographic diversity of PBC. At least one member shall be a resident of west of 20-mile bend. At least one member shall be a representative of the PBC League of Cities. At least one member shall be a representative of the Florida Department of Health in PBC. Members shall be appointed at-large by the BCC, and serve for staggered terms of three years, with a limit of three consecutive terms. Terms shall begin on October 1st and end on September 30th. Vacancies occurring during a term shall be filled for the unexpired portion of the term, and shall not count towards the member's term limits. Members 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.

EXTENDED COMPOSITION :

IV. MEETINGS :

Second Thursday of the month, from 9:00am-11:00am at 2300 Vista Parkway, Room 1W47/50, West Palm Beach, FL 33411, 1st floor conference room

V. FUNCTIONS :

A) To make recommendations on the collection of data necessary to analyze the health and human service needs of PBC; B) To create a forum for citizen participation for all phases of the Health and Human Services Element of the PBC Comprehensive Plan development and amendment process. The Committee shall make recommendations to the Planning Commission and the BCC regarding amendments to the Health & Human Services Element of the PBC Comprehensive Plan, and review the implementation status of the Health & Human Service Element of the Comprehensive Plan on an annual basis; C) To create a forum for citizen participation, to specifically provide for consumer, minority and affected parity input on an issue by issue basis to allow for those affected to be involved in the Committee's activities; D) To make recommendations annually during the Financially Assisted Agency process regarding service and funding priorities, outcomes and contract requirements; E) To serve as a link to local and regional health and human service planning organizations; F) Submit an annual narrative report to the Agenda Coordinator; and G) To perform other duties assigned by the BCC.

* indicates a member having an action pending

VI. LIAISON INFORMATION :

LIAISON DEPARTMENT

Community Services

CONTACT PERSON

Stessy Cocerez

ADDRESS

810 Datura St
West Palm Beach FL 33401
Phone # 561-355-4718

* indicates a member having an action pending



CITIZENS ADVISORY COMMITTEE ON HEALTH & HUMAN SERVICES

| SEAT ID | CURRENT MEMBER | ROLE TYPE | RACE CODE | GENDER | BUSINESS / HOME PHONE | SEAT REQUIREMENT | APPOINT DATE | REAPPOINT DATE | EXPIRE DATE |
|--------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------|--------|-----------------------|-----------------------------------------------------------|--------------|----------------|-------------|
| Appointed By : At-Large/Palm Beach County Board of County Commissioners | | | | | | | | | |
| 1 | Charles "Randy" R. Palo randy.palo@cscpbc.org Children's Services Council of Palm Beach County 2300 High Ridge Rd Boynton Beach FL 33426 | Member | CA | M | 561-740-7000 X2196 | A Component of the Health & Human Services System of Care | 10/01/2015 | 10/01/2021 | 09/30/2024 |
| NOMINATED BY : | | | | | | | | | |
| 2 | Merlene Ramnon merlene.Ramnon@flhealth.gov Florida Department of Health, Palm Beach County - Administratio 800 Clematis St West Palm Beach FL 33401 | Member | AA | F | -- | Florida Department of Health Rep. | 10/08/2019 | 10/01/2022 | 09/30/2025 |
| NOMINATED BY : Palm Beach County Health Department | | | | | | | | | |
| 3 | Thomas W. Cleare tcleare@hcdpbc.org 4413 Fuschia Cir S Palm Beach Gardens FL 33410 | Member | CA | M | 561-624-1008 | A Component of the Health & Human Services System of Care | 10/01/2016 | 10/01/2022 | 09/30/2025 |
| NOMINATED BY : | | | | | | | | | |
| 4 | Christine E. Koehn ckoehn@farrisfdn.org The Celia Lipton Farris & Victor W. Farris Foundation, Inc. 250 S Australian Ave Ste 1403 West Palm Beach FL 33401 | Member | CA | F | 561-841-6360 | A Component of the Health & Human Services System of Care | 12/18/2012 | 10/01/2021 | 09/30/2024 |
| NOMINATED BY : | | | | | | | | | |

* indicates a member having an action pending

Appointed By : At-Large/Palm Beach County Board of County Commissioners

5 Vacant Member A Component of the Health & Human Services System of Care

NOMINATED BY :

6 Vacant Member A Component of the Health & Human Services System of Care

NOMINATED BY :

7 Constance Siskowski Member CA F -- A Component of the Health & Human Services System of Care 10/08/2019 10/01/2021 09/30/2024
csiskowski@gmail.com
2021 NW 53rd St
Boca Raton FL 33496

NOMINATED BY :

8 Charlotte Leonard Member AA F -- PBC League of Cities Representative 01/10/2023 09/30/2026
cleonard@westlakegov.com
15370 Cir
Loxahatchee FL 33470

NOMINATED BY : Palm Beach County League of Cities

* indicates a member having an action pending

Appointed By : At-Large/Palm Beach County Board of County Commissioners

9 Vacant Member Resident west of 20 Mile Bend

NOMINATED BY :

10 Vacant Member A Component of the Health & Human Services System of Care 09/30/2024

NOMINATED BY :

11 Vacant Member A Component of the Health & Human Services System of Care /

NOMINATED BY :

* indicates a member having an action pending

RESOLUTION NO. R- 2013-1563

RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF PALM BEACH COUNTY, FLORIDA, REPEALING AND REPLACING RESOLUTION R-2001-0913; PROVIDING FOR THE CITIZENS ADVISORY COMMITTEE ON HEALTH AND HUMAN SERVICES

WHEREAS, the Florida Statutes and the Florida Administrative Code recognize the importance of citizen participation in the development and evaluation of comprehensive plans; and

WHEREAS, the Board of County Commissioners of Palm Beach County, Florida, established the Citizens Advisory Committee on Health and Human Services on November 13, 1990, pursuant to Resolution R-90-1978; and

WHEREAS, Resolution R-90-1978 was subsequently amended by Resolutions R-93-317 and R-99-54, which were repealed and replaced by Resolution R-2001-0193; and

WHEREAS, there is a need to further amend the resolution pertaining to the Citizens Advisory Committee on Health and Human Services to more clearly define the Committee's roles and responsibilities and bring the resolution into compliance with the Board of County Commissioners' uniform policies and procedures on advisory boards as provided in Resolution R-2013-0193; and

WHEREAS, repealing and replacing Resolution R-2001-0193, pertaining to the Citizens Advisory Committee on Health and Human Services, will simplify future reference.

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

- I. **Repeal and Replacement of Prior Resolution;** Resolution R-2001-0913 is hereby repealed and replaced with the following:

Section 1. Creation of the Palm Beach County Citizens Advisory Committee on Health and Human Services. There is hereby established an Advisory Committee to be known as the "Palm Beach County Citizens Advisory Committee on Health and Human Services" herein referred to as the "Committee."

Section 2. Mission Statement. The mission of the Committee shall be to assist the Board of County Commissioners in the assessment of need, planning, implementation and evaluation of a System of Care, as defined in the Health and Human Services Element of the Palm Beach County Comprehensive Plan.

Section 3. Roles and Responsibilities. The Committee shall have the following roles and responsibilities:

- A. To make recommendations on the collection of data necessary to analyze the health and human service needs of the people of Palm Beach County.
- B. To create a forum for citizen participation for all phases of the Health and Human Services Element of the Palm Beach County Comprehensive Plan development and amendment process. Further, the Committee shall make recommendations to the Planning Commission and the Board of County Commissioners regarding amendments to the Health and Human Services Element of the Palm Beach County Comprehensive Plan, and shall review the implementation status of the Health and Human Services Element of the Comprehensive Plan on an annual basis.
- C. To create a forum for citizen participation, the Committee shall specifically provide for consumer, minority and affected party input on an issue by issue basis to allow for those affected to be involved in the Committee's activities.
- D. To make recommendations on an annual basis during the Financially Assisted Agency funding process regarding service and funding priorities, outcomes and contract requirements.
- E. To serve as a link to local and regional health and human service planning organizations. Linkages may include ex-officio member appointments of the Committee, participation in other agency planning processes, and multi-agency task forces to resolve specific problems. Further, all agencies and staff within the auspices of the Board of County Commissioners shall provide data, information and such support as reasonably required, and shall otherwise work in cooperation with the Committee in pursuing the Board of County Commissioner's health and human service goals, objectives and policies. The purpose of such linkages is to facilitate the Committee in achieving its mission.
- F. 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.
- G. To perform such other duties as may be required from time to time assigned by the Board of County Commissioners.

Section 4. Membership. The Committee shall be comprised of eleven (11) members. The total membership of the Committee shall, at a minimum, represent the components of the Health and Human Services System of Care: public health, physical health, behavioral health, developmental services, children and family services, adult and elderly services, education, recreation, workforce development, municipalities, business and economic development, planning/research & evaluation, transportation, and housing. All members must reside in Palm Beach County at the time of appointment and while serving on the Board, and have knowledge of at least one component of the System of Care. Membership shall be representative of the racial, ethnic and geographic diversity of Palm Beach County. At least one member shall be a resident of west of 20 mile bend. At least one member shall be a representative of the Palm Beach County League of Cities. At least one member shall be a representative of the Florida Department of Health in Palm Beach County.

- A. Appointment. Members shall be appointed at large by the Board of County Commissioners, and serve for staggered terms of three (3) years, with a limit of three (3) consecutive terms. Terms shall begin on October 1st, and end on September 30th.

Vacancies occurring during a term shall be filled for the unexpired portion of the term, and shall not count towards the member's term limits.

- B. Member Nominations. The nomination process shall begin ninety (90) days prior to the expiration of a member's term, or immediately in the event of an unplanned vacancy. The Board of County Commissioners shall be notified and requested to provide nominations for committee appointment. The Palm Beach County Health Department and the Palm Beach County League of Cities will each be requested to submit a nomination. Nominees submitted by the Committee, the Palm Beach County League of Cities, the Palm Beach County Health Department and individual Commissioners will be transmitted to the Board of County Commissioners. An approved board appointment form, with attached resume, must be completed for all nominees prior to transmittal.
- C. Ex-officio Members. Ex-officio members may be appointed by a majority vote of the Committee, or as directed by the Board of County Commissioners, for the purpose of assisting the Committee in achieving its mission.
- D. Conflict of Interest. Members shall be governed by the applicable provisions of Florida Code of Ethics for Public Officers and Employees and the applicable provisions of the Palm Beach County Code of Ethics.
- E. Compensation. Members shall receive no compensation for services, but may be entitled to travel reimbursement incurred only for travel outside Palm Beach County necessary to fulfill board member responsibilities and only when sufficient funds have been budgeted and available as set forth in PPM CW-O-038. Approval Authority for pre-authorized board member travel is designated to the County Administrator and Deputy County Administrator and shall be in accordance with PPM CW-F-009. No other expenses will be reimbursable except documented long distance telephone calls to the liaison County department.
- F. Attendance. Members shall be automatically removed for lack of attendance. Lack of attendance is defined as failure to attend three (3) consecutive meetings or a 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 be the same as a failure to attend a meeting. Members removed pursuant to this paragraph shall not continue to serve on the Committee and such removal shall create a vacancy.

Section 5. Officers. A chair and vice-chair shall be elected by a majority vote of the Committee and shall serve for a term of one year, but not to exceed two consecutive terms in any one office. The duties of the chair shall be to:

- (A) Call Committee meetings and organize the agenda for the same;
- (B) Preside at committee meetings;
- (C) Establish subcommittees, appoint subcommittee chairs, and charge subcommittee with specific tasks;
- (D) Serve as primary liaison with staff; and
- (E) Perform other functions as the committee may assign.

The vice-chair shall perform the duties of the chair in the chair's absence and such other duties as the chair may assign.

If a vacancy occurs in the office of the chair, then the position shall be assumed by the vice-chair for the remainder of the term. Any remaining vacancies shall be filled through a majority vote of the Committee.

Any officer may be removed from office by a majority vote of the Committee whenever the best interest of the Committee and public would be served.

Section 6. Meetings. The Committee shall meet on a regular basis. A quorum must be present for the conduct of all regular meetings. A majority of the members appointed shall constitute a quorum. The chairperson may call a meeting or a meeting may be called upon the written request of three members.

- A. Subcommittees. The Committee will conduct its business through one (1) standing sub-committee, the Executive Committee, and ad hoc sub-committees, work groups, and other appropriate forums as needed. The Executive Committee will consist of the Officers, the Immediate Past Chair, a representative whose residence is west of 20 mile bend and a representative of the Palm Beach County League of Cities. The purpose of the Executive Committee is to review and evaluate matters arising between regular Committee meetings, and to solicit and recommend member nominations for transmittal to the Board of County Commissioners. Ad hoc sub-committees shall be chaired by a Committee member.
- B. Conduct of Meetings. All meetings shall be governed by Robert's Rules of Order and shall comply with the Sunshine Law. Reasonable public notice of all meetings shall be provided. All meetings of the Committee shall be open to the public at all times and minutes shall be taken at each meeting.

Section 7. Administration. Staff for the Committee shall be provided through the Department of Community Services.

Section 8. Uniform Policies and Procedures of Advisory Boards. The Committee shall be subject to the uniform policies and procedures established by the Board of County Commissioners for Advisory Boards as currently set forth in Resolution No. 2013-0193, as may be further amended by action of the Board of County Commissioners.

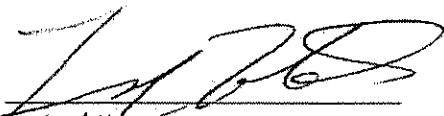
II. **Effective Date.** The provisions of this resolution shall become effective upon approval of the Board of County Commissioners.

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

| | | |
|----------------------------------------------|---|------------|
| Commissioner Steven L. Abrams, District 4 | - | <u>Aye</u> |
| Commissioner Priscilla A. Taylor, District 7 | - | <u>Aye</u> |
| Commissioner Hal R. Valeche, District 1 | - | <u>Aye</u> |
| Commissioner Paulette Burdick, District 2 | - | <u>Aye</u> |
| Commissioner Shelly Vana, District 3 | - | <u>Aye</u> |
| Commissioner Mary Lou Berger, District 5 | - | <u>Aye</u> |
| Commissioner Jess R. Santamaria, District 6 | - | <u>Aye</u> |

The Chair thereupon declared the Resolution duly passed and adopted this 5th day of November 2013.

APPROVED AS TO FORM
LEGAL SUFFICIENCY

By: 
County Attorney

PALM BEACH COUNTY, FLORIDA
BOARD OF COUNTY COMMISSIONERS

Sharon R. Bock, Clerk & Comptroller
Palm Beach County

By: 
Deputy Clerk

