

PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS  
BOARD APPOINTMENT SUMMARY

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Meeting Date: September 17, 2024

Department  
Submitted By: Community Services  
Advisory Board: Community Action Advisory Board  
=====

I. EXECUTIVE BRIEF

**Motion and Title:** Staff recommends motion to approve: the appointment of two (2) new members, representatives of the low-income sector, to the Community Action Advisory Board (CAAB), for the term October 1, 2024 to September 30, 2027:

<u>Seat No.</u>	<u>Appointment</u>	<u>Nominated By</u>
13	Cynthia Ridley	Democratic Election in Delray Beach
15	Christina Reid	Democratic Election in Riviera Beach

**Summary:** The Community Services Block Grant (CSBG) agreement requires the establishment of a CAAB that participates in the planning, implementation, and evaluation of CSBG programs to serve low-income communities. Community Action Agencies (CAA) were created in the Economic Opportunity Act of 1964 on the premise that local citizens were the most knowledgeable and best equipped to address problems of poverty in their communities. Per Resolution No. R2018-0372, adopted on April 10, 2018, amending Resolution R2014-0588, the CAA is governed by a board of up to fifteen (15) directors consisting of at least one-third low-income community members, one-third public officials, and up to one-third private sector leaders. The low-income representatives are selected by a democratic process within select targeted neighborhoods. The Florida Department of Commerce (FDOC) is the primary conduit to receive and disperse CSBG funds to the local agency. These funds are allocated to provide services, assistance, and other activities of sufficient scope and size to low-income individuals and families throughout Palm Beach County. This gives the promise of progress towards the elimination of poverty and causes of poverty through developing employment opportunities, improving human performance, motivation, and productivity, and bettering the conditions under which people live, learn, and work.

Ms. Ridley and Ms. Reid meet all applicable guidelines and requirements outlined in the resolution. The diversity count for the 14 seats that are currently filled is African-American: (64%); Caucasian: 4 (29%); and Hispanic-American: 1 (7%). The gender ratio (female: male) is 9:5. Ms. Ridley and Ms. Reid are both African-American. 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 Board of County Commissioners (BCC) first created a CAAB in 1974. This was done to qualify the County to receive CSBG funds. The CSBG agreement continues to require the establishment of a CAAB and that its members participate in the planning, implementation, and evaluation of CSBG programs to serve low-income communities.

- Attachments:**
1. Board/Committee Application and Resume
  2. Inventory of Seats List
  3. Resolution No. R-2018-0372

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Recommended By: Tanner 8/27/24  
Department Director Date

Legal Sufficiency: Debra C. Howard 8-28-24  
Assistant County Attorney Date

**REVIEW COMMENTS**

A. Other Department Review:

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Department Director

PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS  
BOARDS/COMMITTEES APPLICATION

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

Section I (Department): (Please Print)

Board Name: Community Action Advisory Board  Advisory  Not Advisory

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

Term of Appointment: 3 Years From: 10/1/2024 To: 9/30/2027

Seat Requirement: low income Seat #: 13

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: Ridley Cynthia McCall  
Last First Middle

Occupation/Affiliation: Retired

Owner  Employee  Officer

Business Name: N/A

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

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

Residence Address: 210 NW 2nd AVE

City & State: Delray Beach, FL Zip Code: 33494

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

Cell Phone: ( ) 561-302-8064 Fax: ( ) \_\_\_\_\_

Email Address: Cynthia58@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: N/A

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 of 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
_____	_____	_____	_____
_____	_____	_____	_____

(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.palmbeachcountylethics.com/training.htm>. Ethics training is on-going, and pursuant to PFM CW-P-30 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 5-13-2024

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: [Signature] Printed Name: Cynthia M. Ridley Date: 5-13-24

Any questions and/or concerns regarding Article XIII of 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:

{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

# Cynthia McFall Ridley

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210 N.W. 2<sup>nd</sup> Ave  
Delray Beach, FL 33444

Cell: 561-302-8064  
Email: cynrid58@gmail.com

## Biography

Cynthia M. Ridley is a Florida native, born in Florida City. Her family relocated to Palm Beach County and she graduated from Boca Raton Community High School. She received her Bachelor of Science Degree in Sociology from Edward Waters College in Jacksonville, Florida. She is currently married to Charles Ridley and Have 3 adult children: Dr. Ashley Sterling, Aston and Lyanna.

Cynthia's extensive work experience includes:

- ❖ Family Support Counselor at Lutheran Service of Palm Beach County,
- ❖ Outreach Worker for Comprehensive Aids Program,
- ❖ Community Justice Planner for The City of Delray Beach
- ❖ Community Outreach and Volunteer includes:
  - MAD DAD's of Greater Delray Beach
  - Delray Beach Homeless Task Force
  - Roots Culture Festival of Delray Beach

Cynthia is an active member of St. Matthew's Episcopal Church. Her commitment to her community is ceaseless.

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**PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS  
BOARDS/COMMITTEES APPLICATION**

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**Section I (Department):** (Please Print)

Board Name: Community Action Advisory Board (CAAB) Advisory  Not Advisory   
 At Large Appointment or  District Appointment /District #: \_\_\_\_\_  
Term of Appointment: 1 Years. From: 10/01/2024 To: 9/30/2027  
Seat Requirement: Low-Income Sector (Riviera Beach) Seat #: 12  
 \*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: Reid Christina  
Last First Middle  
Occupation/Affiliation: \_\_\_\_\_  
Owner  Employee  Officer   
**Business Name:** SPM LLC at Villa Franciscan Apartments  
**Business Address:** 2102 Avenue F  
City & State Riviera Beach, FL Zip Code: 33404  
**Residence Address:** 1108 W. 27th St.  
City & State Riviera Beach Zip Code: 33404  
Home Phone: ( ) \_\_\_\_\_ Business Phone: ( ) \_\_\_\_\_ Ext. \_\_\_\_\_  
Cell Phone: (707) 342-0125 Fax: ( ) \_\_\_\_\_  
Email Address: c.reidlmsw@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.

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<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)

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**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 18 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: *Christina Reid* Printed Name: Christina Reid Date: 04/18/2024

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](http://www.palmbeachcountyethics.com) or contact us via email at [ethics@palmbeachcountyethics.com](mailto:ethics@palmbeachcountyethics.com) or (561) 233-0724.

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{Insert Liaison Name Here}, {Insert Department/Division Here}  
{Insert Address Here}

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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

# Christina Reid, LMSW, PSC

(She/Her)

(707) 342-0125 - c.reidlmsw@gmail.com

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## SUMMARY

Experienced Administrative Social Worker with demonstrated success in program management, performance evaluation and Microsoft Office. Areas of strength include:

- Qualitative and Quantitative Data Collection
- Supervisory Experience
- Mental Health Screenings
- Organizational Compliance
- Case Management
- MS Office Suite
- Monitoring/ Evaluation of Programs
- Strategic Planning
- Community Outreach

## EXPERIENCE

**HUNTER COLLEGE**, New York, NY

2021 to Present

**Associate Adjunct Faculty**

- Virtual Field Advisor for MSW graduate students at Silberman School of Social Work, providing support by liaising between the School and the field agency

**SOUTHEASTERN PROPERTY MANAGEMENT**, Riviera Beach, FL

2021 to Present

**Lead Service Coordinator**

- Supports the Quality Assurance Director in the general administration and development of the Service Coordination Program
- Assists with hiring, training, and assessment of quality and quantity of work performed by service coordinators to ensure they remain HUD-compliant
- Conducts monthly service coordinator audits as directed by the Quality Assurance Director
- Provides case management and mental health screenings while monitoring the delivery of services to residents to ensure they are appropriate, timely and satisfactory
- Provides referrals and educates residents and families on the services that may be necessary to maintain a self-reliant lifestyle
- Oversees the development and creation of *The Villa Franciscan Community Newsletter* via Canva. This includes creating flyers, calendars and promoting events and wellness activities for all residents
- Acts as a liaison between community agencies, service providers and residents
- Advocates and negotiates on behalf of residents for adequate, timely and cost-effective provision of services
- Assembles a directory of community services and make it available to residents, families and management
- Assists management in identifying residents who need assistance

**BROOKLYN PUBLIC LIBRARY**, Brooklyn, NY

2018 to 2021

**Case Manager -Adult Learning Department**

- Collaborates with and refers students to various community partners for wraparound services including health literacy, financial literacy, and family literacy
- Supervised the Data Manager who operates within the Internal databases as well as the ASISTS database to ensure program quality
- Facilitates and coordinates life skills workshops and information sessions with community partners for student and community members
- Identifies new community partners and maintains relationships
- Conducts comprehensive literacy and educational assessments to develop a customized plan of service to meet student's needs
- Diversity, Equity and Inclusion Action Team member for the Brooklyn Public Library DEI Council



- Citizenship Exam Prep Coach whereby leads a small group on selected topics from the United States Citizenship and Immigrant Services Naturalization Exam, including U.S. history and government.

**NATIONAL ASSOCIATION OF SOCIAL WORKERS, New York, NY**

2014 to 2018

***Program Manager for Continuing Education (CE)***

- Developed the Continuing Education program, providing in-person and online workshop offerings to licensed social workers in the New York metropolitan area
- Ensured the organization maintained government compliance with the Regulations of the Commissioner of Education for the purposes of obtaining NY State Education Department approval as a provider of continuing education for Licensed Master Social Workers and Licensed Clinical Social Workers
- Assisted with curriculum development of workshop offerings
- Supervised team of seven, planning committee, and volunteers to identify continuing education themes, workshops, and outreach to speakers or trainers
- Conducted internal audits of documents to ensure the proper maintaining of records and files
- Implemented an outreach/marketing plan to maximize participation in the program offerings, including the creation of a brochure, the continuing education calendar, and promotional written materials
- Reported to and collaborated with the Executive Director
- Project-managed work plans, deliverables, budget, and timelines for all events pertaining to the implementation of continuing education offerings
- Organized more than 40 individual trainings per program year
- Planned the largest social work conference in New York State for 1,000 plus attendees
- Administered participation evaluation surveys for the purpose of program development

**COLUMBIA UNIVERSITY, SCHOOL OF PROFESSIONAL STUDIES**

2018

***Associate Adjunct Faculty***

- Instructed graduate students in *PSS160 Communications & Marketing for Nonprofits* in the school of Professional Studies

**EDUCATION & PROFESSIONAL DEVELOPMENT**

**COLUMBIA UNIVERSITY SCHOOL OF SOCIAL WORK, New York, NY**

- *Master of Science in Social Work, 2014*
  - Concentration: Social Enterprise Administration/ Management of Social Service Programs

**UNIVERSITY OF SOUTHERN CALIFORNIA, Los Angeles, CA**

- *Bachelor of Arts in Sociology, 2012*
  - Valedictorian of the Black Graduation Class

**OHIO STATE UNIVERSITY OFFICE OF GERIATRICS AND GERONTOLOGY**

- *Professional Service Coordinator (PSC), 2023*

**CONTINUING EDUCATION & MEMBERSHIPS**

- *Diversity, Equity and Inclusion in the Workplace Certificate, University of South Florida, 2021*
- *Mental Health First Aid Certification, ThriveNYC, 2018*
- *Undoing Racism®Community Organizing, The People's Institute for Survival and Beyond, 2017*
- *New York State Licensed Master Social Worker (LMSW), 2017*
- National Association of the Advancement of Colored People (NAACP), member since 2013
- *National Association of Social Workers, member since 2012*



**PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS  
COMMUNITY ACTION ADVISORY BOARD**

**I. AUTHORITY :**

Resolution R2014-0588, adopted May 6, 2014, repealing and replacing R2009-1549.

**II. APPOINTING BODY :**

Board of County Commissioners

**III. COMPOSITION, QUALIFICATIONS, TERMS & REMOVAL :**

The Advisory Board shall be comprised of fifteen members, as follows: One-Third shall be elected public officials holding office on the date of selection, or their representatives; not fewer than One-Third shall be person chosen in accordance with democratic selection procedures to assure that they are representatives of low-income individuals and families in the target neighborhood served; and the remainder shall be persons who can bring pertinent and significant resources from the private sector. Members must be Palm Beach County residents at the time of appointment and while serving. Members shall serve three year terms. An individual may serve three consecutive full terms. Terms shall begin on October 1 and end on September 30. A vacancy occurring during a term shall be filled for the unexpired term.

**EXTENDED COMPOSITION :**

**IV. MEETINGS :**

Third Tuesday of each month at 5:30 p.m. The location changes within the County. The announcement is broadcast on the PBC website, by public notice, and social media stations at least 10 calendar days in advance of each meeting.

**V. FUNCTIONS :**

Conduct regular assessments of the circumstances of low-income individuals and families and of the resources available in needed in the community to support greater self-sufficiency; create a forum for citizen participation; participate in the development and implementation of programs/projects designed to serve the low-income citizens; review and recommend programs/projects for use of the Community Services Block Grant funds; foster and promote cooperation between governmental agencies, community-based non-governmental non-profit organizations and businesses; submit annual report to the BCC.

**VI. LIAISON INFORMATION :**

LIAISON DEPARTMENT

Community Services

CONTACT PERSON

Adriane Marcelle

ADDRESS

Phone # 561-355-4791

\* indicates a member having an action pending



COMMUNITY ACTION ADVISORY BOARD

SEAT ID	CURRENT MEMBER	ROLE TYPE	RACE CODE	GENDER	BUSINESS / HOME PHONE	SEAT REQUIREMENT	APPOINT DATE	REAPPOINT DATE	EXPIRE DATE
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Appointed By : At-Large/Palm Beach County Board of County Commissioners

1	Raynold Sam	Member	AA	M	--	Public Sector Representative	12/07/2021		09/30/2024
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Farmworker Coordinating Council of Palm Beach County, Inc. - B  
233 W Avenue "A" Ste D  
Belle Glade FL 33430 3092

NOMINATED BY : District 7 Commissioner

2	Jonathan Maples maplesjm@gmail.com Northwestern Mutal 3300 PGA Blvd Palm Beach Gardens FL 33410	Member	AA	M	561-351-9901	Public Sector Representative	05/14/2024		09/30/2026
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NOMINATED BY :

3	Guillermo Carrasco	Member	HA	M	561-495-8971	Public Sector Representative	12/07/2021		09/30/2024
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4075 Laurel Wood Ln  
Delray Beach FL 33445

NOMINATED BY : District 2 Commissioner

4	Steve West steve@therationalmajority.org The IN-CROWD 7264 Cataluna Cir Delray Beach FL 33446	Member	CA	M	--	Public Sector Representative	12/07/2021		09/30/2024
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NOMINATED BY : District 7 Commissioner

\* indicates a member having an action pending

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

5 Angela Burns Member AA F -- Public Sector Representative 05/14/2024 09/30/2026  
City of Delray Beach  
100 NW 1st Ave  
Delray Beach FL 33444

**NOMINATED BY :**

6 Sandra Savoie Wright Member CA F 561-340-1060 Private Sector Representative 02/04/2020 10/04/2022 09/30/2025  
swright@ccareersourcepbc.com X2424  
CareerSource Palm Beach County - WPB Office  
3400 Belvedere Rd  
West Palm Beach FL 33406 1525

**NOMINATED BY :**

7 Linda Williams Member AA F -- Private Sector Representative 07/12/2022 07/11/2025  
willialc@palmbeachstate.edu  
Palm Beach State College-Lake Worth Campus  
4200 Congress Ave  
Lake Worth FL 33461

**NOMINATED BY :**

8 Victoria Anastasi Member CA F 561-810-9700 Private Sector Representative 05/14/2024 07/11/2025  
1019 Grove Park Cir  
Boynton Beach FL 33436

**NOMINATED BY :**

\* indicates a member having an action pending

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

9	Carol Jones-Gilbert cjones-gilbert@pbchaf1.org Palm Beach County Housing Authority 3432 W 45th St West Palm Beach FL 33407	Member	AA	F	561-684-2160 X104	Private Sector Representative	08/20/2019	07/12/2022	07/11/2025
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**NOMINATED BY :**

10	Lisa Vreeland lisa.wreeland@flhealth.gov Florida Department of Health-PBC, WPB Office	Member	CA	F	--	Private Sector Representative	04/18/2023		09/30/2025
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**NOMINATED BY :**

11	Xzavious Wiley cartaviouswiley@yahoo.com  754 Waddell Way Pahokee FL 33476	Member	AA	M	561-985-0186	Representative of the Low-Income	07/12/2022		07/11/2025
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**NOMINATED BY :**

12	Vacant	Member				Representative of the Low-Income			09/30/2025
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**NOMINATED BY :**

\* indicates a member having an action pending

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

13	Cynthia M Ridley cynridley58@gmail.com	Member	AA	F	561-302-8064	Representative of the Low-Income	10/19/2021	09/30/2024
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210 NW 2nd Ave  
Delray Beach FL 33444

**NOMINATED BY :**

14	Yves Saint-Hillien yesainthillien@hotmail.com	Member	AA	M	--	Representative of the Low-Income	08/23/2022	09/30/2024
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8450 Linden Way  
Lake Worth FL 33467

**NOMINATED BY :**

15	Michaella F Key michaella.key@outlook.com	Member	AA	F	561-352-1822	Representative of the Low-Income	12/07/2021	09/30/2024
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2522 Maniki Dr  
West Palm Beach FL 33407

**NOMINATED BY :**

\* indicates a member having an action pending

RESOLUTION NO. R-2018-0372

**RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF PALM BEACH COUNTY, FLORIDA, AMENDING R-2014-0588, PROVIDING FOR QUARTERLY MEETINGS OF THE COMMUNITY ACTION ADVISORY BOARD, PROVIDING FOR AMENDED ATTENDANCE POLICY, AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Palm Beach County Board of County Commissioners established the Community Action Council Advisory Board (Board) in 1974 to qualify Palm Beach County to receive Community Service Block Grant Funds; and

**WHEREAS**, the Board's membership was reconstituted pursuant to Ordinance No. 04-042, and on September 15, 2009, Ordinance No. 04-042 was replaced by Resolution 2009-1549, which established the Community Action Advisory Board (CAAB) and reduced CAAB's membership from 23 to 15; and

**WHEREAS**, on May 6, 2014, Resolution 2009-1549 was repealed and replaced with Resolution 2014-0588, which clarified the process for nominating and selecting members to serve on the CAAB, and updated various standard provisions to comply with County advisory board policy; and

**WHEREAS**, Resolution 2014-0588 provides that the CAAB shall meet "a minimum of ten (10) times a year"; and

**WHEREAS**, other Counties within Florida have adopted a model of quarterly meetings for Community Action Program advisory boards such as CAAB, which has proven effective to allow greater focus on board members' responsibilities to participate in implementation of programs designed to serve the poor or low income citizens of the County, while still allowing an opportunity to make recommendations concerning program plans, priorities, and budgets.

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

1. The foregoing recitals are true and correct and are expressly incorporated herein by reference and made a part hereof.
2. Section 12: Meetings, paragraph A., of R-2014-0588 is amended to read in its entirety: The Advisory Board shall meet a minimum of four (4) times per program year; however, members may be required to

attend additional meetings.

- a. The second sentence of Section 14: Removal for Lack of Attendance, of R-2014-0588 is amended to read:  
Lack of attendance is defined as failure to attend three (3) consecutive meetings or failure to attend one-half of the meetings scheduled during a program year.

3. This resolution shall become effective upon adoption.

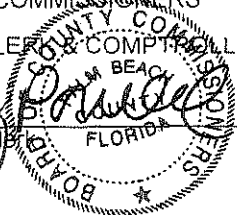
The foregoing Resolution was offered by Commissioner Burdick, who moved its adoption. The motion was seconded by Commissioner Bernard, and upon being put to a vote, the vote was as follows:

Commissioner Melissa McKinlay, Mayor -	Aye
Commissioner Mack Bernard, Vice Mayor-	Aye
Commissioner Hal R. Valeche -	Aye
Commissioner Paulette Burdick -	Aye
Commissioner Dave Kerner -	Aye
Commissioner Steven L. Abrams -	Aye
Commissioner Mary Lou Berger -	Aye

The Mayor thereupon declared the Resolution duly passed and adopted this 10th day of April, 2018

PALM BEACH COUNTY, FLORIDA, BY ITS BOARD OF COUNTY COMMISSIONERS  
SHARON R. BOCK, CLERK & COMPTROLLER

By: [Signature]  
Deputy Clerk



APPROVED AS TO FORM AND LEGAL SUFFICIENCY  
By: [Signature]  
County Attorney



RESOLUTION NO. R-2014-0588

**A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF PALM BEACH COUNTY, FLORIDA, DESIGNATING THE BOARD OF COUNTY COMMISSIONERS AS THE COMMUNITY ACTION COUNCIL. ESTABLISHING THE COMMUNITY ACTION ADVISORY BOARD; DESIGNATING THE COMMUNITY ACTION ADVISORY BOARD AS THE COMMUNITY SERVICES BLOCK GRANT ADVISORY COMMITTEE. PROVIDING FOR ROLES AND RESPONSIBILITIES; PROVIDING FOR AN EFFECTIVE DATE.**

WHEREAS, the U.S. Department of Health and Human Services (HHS) requires that recipients of Community Services Block Grant (CSBG) funds comply with the Community Opportunities, Accountability, and Training and Educational Services Act of 1998, as amended; and

WHEREAS, Section 676B, (b)(1) of that Act requires that a public entity administer the program through a tripartite board composed of members representing the public, private, and low income sectors of the community; and

WHEREAS, the Community Services Block Grant provides funds for the reduction of poverty, the revitalization of low-income communities, and the empowerment of low-income families and individuals to become fully self-sufficient; and

WHEREAS, Palm Beach County through the Department of Community Services wishes to comply with HHS requirements regarding the Community Action Advisory Board; and

WHEREAS, the Board of County Commissioners was previously designated as the Community Action Council and the grantee for the CSBG program through ordinances 74-20 and 04-042, which have been repealed; and

WHEREAS, pursuant to ordinances 74-20 and 04-042, a Community Action Council Administering Board was established.

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

**SECTION 1: DESIGNATION OF THE BOARD OF COUNTY COMMISSIONERS AS THE COMMUNITY ACTION COUNCIL AND CSBG GRANTEE**

The Board of County Commissioners is hereby designated as the Community Action Council and the grantee of CSBG funding received by Palm Beach County.

**SECTION 2: ESTABLISHMENT OF THE COMMUNITY ACTION ADVISORY BOARD AND DESIGNATION AS THE CSBG ADVISORY COMMITTEE**

There is hereby established an advisory board to be known as the Community Action Advisory Board, herein referred to as the "Advisory Board." Said Advisory Board is also designated as the Community Services Block Grant Advisory Committee pursuant to the CSBG guidelines of the State of Florida Department of Economic Opportunity.

**SECTION 3: COMPOSITION**

A. The Advisory Board shall be comprised of fifteen (15) members, as follows:

- 1) One-third (1/3) of the members of the Advisory Board shall be elected public officials holding office on the date of selection, or their representatives. A letter reaffirming agreement to serve as an Advisory Board member or delegation to a representative, signed by the elected official, shall be required each year until the official's elective term ends.
- 2) Not fewer than one-third (1/3) of the members of the Advisory Board shall be persons chosen in accordance with democratic selection procedures adequate to assure that they are representatives of low income individuals and families in the target neighborhood served. Each representative of the low-income sector selected to represent a specific target neighborhood within the community must reside in the neighborhood served. The county will define what constitutes a target neighborhood.
- 3) The remainder of the members of the Advisory Board shall be persons who can bring pertinent and significant resources from the private sector to the Community Action mission of assisting low income persons to acquire greater control over their lives and to increase their degree of self-sufficiency.

**SECTION 4: APPOINTMENTS, TERMS, VACANCIES AND COMPOSITIONS**

- A. All members of the Advisory Board shall be residents of Palm Beach County, Florida at the time of appointment and while serving on the Advisory Board.
- B. Terms of office for the Advisory Board members shall be three (3) year terms. An individual may serve three (3) consecutive full terms. Terms shall begin on October 1 and end on September 30.
- C. Terms shall be staggered such that one-third (1/3) of the advisory board members shall be selected each year.
- D. Nominations shall be requested by County staff upon adoption of this resolution and generally every year thereafter in a manner that will provide for appointment or reappointment prior to the term expiration. The public sector members are appointed by the Board of County Commissioners, a democratic selection process will be held to fill seats from the low-income sector, the Advisory Board will recommend individuals to fill the seats for the private sector. All nominations shall be approved by the Board of County Commissioners.
- E. A vacancy occurring during a term shall be filled for the unexpired term and in the manner prescribed above.
- F. All Advisory Board members serve at the pleasure of the Board of County Commissioners.
- G. Members appointed pursuant to Section 3.A1 will no longer be eligible to serve on the advisory Board if they, or the elected official they represent, no longer hold elected public office.

**SECTION 5: AUTHORITY**

- A. The Advisory Board shall have the authority and power to advise the Board of County Commissioners on the development, planning, implementation and evaluation of the CSBG program to serve low-income communities.
- B. Members shall be subject to the rules and procedures of the Advisory Board, if rules and procedures are created, and to the overall authority of the Board of County Commissioners of Palm Beach County, Florida.

**SECTION 6: SUNSHINE LAW AND STATE CODE OF ETHICS**

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

**SECTION 7: PALM BEACH COUNTY CODE OF ETHICS**

Advisory Board members are to comply with the applicable provisions of the Palm Beach County Code of Ethics as codified in Section 2-254 through 2-250 of the Palm Beach County Code.

**SECTION 8: TRAVEL EXPENSES, REIMBURSEMENT AND APPROVAL AUTHORITY**

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

**SECTION 9: ELIGIBILITY TO SERVE**

County employees, other than Commissioners Aides, are not eligible to serve on the Advisory Board unless the County employee is an elected official within Palm Beach County and is nominated for inclusion on the board by an entity other than the Board of County Commissioners. Employees of other units of local government may not represent their respective governments on boards, unless otherwise provided by statute or other rule of law. Former Board of County Commissioners members may not be appointed to the Advisory Board for at least two (2) years following their last day in office as a County Commissioner.

**SECTION 10: QUALIFICATION AS A CANDIDATE**

Advisory Board members shall not be prohibited from qualifying as a candidate for elected office.

#### SECTION 11: RESPONSIBILITIES

The responsibilities of the Community Action Advisory Board shall include the following:

- A. Conduct regular assessments of the circumstances of low income individuals and families and of the resources available and needed in the community to support movement by low income persons toward greater self-sufficiency;
- B. Create a forum for citizen participation that maximizes participation of those served so as to best stimulate and take full advantage of capabilities for self-advancement and assure that programs and projects are meaningful to and widely utilized by their intended beneficiaries;
- C. Participate fully in the development and implementation of programs and projects designed to serve the poor or low income citizens of the county;
- D. Review and recommend programs and projects for the use of the CSBG funds;
- E. Foster and promote cooperation between governmental agencies, community-based non-governmental non-profit organizations and business interests in order to achieve the goals and outcomes of community action plans;
- F. Submit an annual report to the board of county commissioners on activities undertaken and accomplishments made during the preceding year;
- G. Receive reasonable advance notice of, and an opportunity to make recommendations, concerning:
  - 1) Appointment of the program coordinator;
  - 2) Determination of overall program plans and priorities;
  - 3) Approval of program proposals and budgets;
  - 4) Enforcement of compliance with all conditions of federal and state grants;
  - 5) Corrective measures to remove roadblocks affecting program implementation;
  - 6) Determination, subject to federal, state, and local regulations and policies, of rules of procedure for the advisory board;
  - 7) Any changes to this Resolution. In the event that the Advisory Board determines a public meeting is necessary to address any changes to this Resolution, said public meeting will be arranged prior to submission of any such change to the board of county commissioners.
- H. To perform such other duties as may be from time to time assigned by the Board of County Commissioners.

#### SECTION 12: MEETINGS

- A. The Advisory Board shall meet a minimum of ten (10) times a year; however, members may be required to attend additional meetings.
- B. A majority of the members appointed shall constitute a quorum for the conduct of the Advisory Board's business.
- C. In the presence of a quorum, Advisory Board business shall be conducted by a vote of a majority present and be governed by Robert's Rules of Order.
- D. The Chair shall have the authority to call emergency meetings, as is needed and appropriate, by informing members at least three days in advance.
- E. Public notice of all Advisory Board meetings shall be provided consistent with the requirements of the Florida Department of Community Affairs and Florida laws, and all such meetings shall be open to the public at all times.

#### SECTION 13: OFFICERS

A chair, vice-chair, and secretary shall be elected by a majority vote of the administering board and shall serve for a term of one (1) year, but not to exceed two (2) consecutive terms in any one (1) office.

##### A. Duties of the Chair:

- 1) Call and set the agenda for Advisory Board meetings;
- 2) Preside at Advisory Board meetings;
- 3) Establish committees, appoint committee chairs and charge committees with specific tasks;
- 4) Serve as primary liaison with program staff; and
- 5) Perform other functions as the Advisory Board may assign by rule or order.

- B. The Vice Chair shall perform the duties of the Chair in the Chair's absence, and such other duties as the Chair may assign.
- C. The Secretary shall be responsible for Board record-keeping and documentation.

Vacancies in any officer position shall be filled for the remainder of the term by the Advisory Board.

**SECTION 14: REMOVAL FOR LACK OF ATTENDANCE**

Members of the Advisory Board shall be automatically removed for lack of attendance. Lack of attendance is defined as failure to attend three (3) consecutive meetings or failure to attend more than one-half of the meetings scheduled during a program year. Participation for less than three-fourths of a meeting shall constitute lack of attendance. Members removed under this paragraph shall not continue to serve until a new appointment is made and removal shall create a vacancy.

**SECTION 15: EFFECTIVE DATE**

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

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

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

The Mayor thereupon declared the Resolution duly passed and adopted this 6th day of May, 2014.

APPROVED AS TO FORM AND  
LEGAL SUFFICIENCY

ATTEST:  
SHARON R. BOCK,  
CLERK & COMPTROLLER

BY: *Tammy K. Fields*  
Tammy K. Fields  
Sr. Assistant County Attorney

BY: *Sharon R. Bock*  
Deputy Clerk

