

**PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS**

**BOARD APPOINTMENT SUMMARY**

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Meeting Date: November 19, 2024	<input checked="" type="checkbox"/> Consent	<input type="checkbox"/> Regular
	<input type="checkbox"/> Ordinance	<input type="checkbox"/> Public Hearing

Department  
 Submitted By: Community Services  
 Advisory Board: Citizens Advisory Committee on Health and Human Services (CAC/HHS)

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**I. EXECUTIVE BRIEF**

**Motion and Title: Staff recommends motion to approve:** Three (3) appointments to the Citizens Advisory Committee on Health and Human Services (CAC/HHS), for the term November 19, 2024 to September 30, 2027:

<u>Seat No.</u>	<u>Appointment</u>	<u>Seat Requirement</u>	<u>Nominated By</u>
1	LaNita Sanders	Designated Seat: Representative of Birth to 22	<ul style="list-style-type: none"> <li>• Vice Mayor Maria Marino</li> <li>• Commissioner Gregg Weiss</li> <li>• Commissioner Marci Woodward</li> </ul>
3	Kate Magro	A Component of the Health and Human Services System of Care	<ul style="list-style-type: none"> <li>• Vice Mayor Maria Marino</li> <li>• Commissioner Gregg Weiss</li> <li>• Commissioner Marci Woodward</li> </ul>
7	Steven Gustafson	A Component of the Health and Human Services System of Care	<ul style="list-style-type: none"> <li>• Vice Mayor Maria Marino</li> <li>• Commissioner Gregg Weiss</li> <li>• Commissioner Marci Woodward</li> </ul>

**Summary:** The CAC/HHS shall provide recommendations to sustain core services within the Systems of Care by defining basic needs, surveying emergent and/or urgent needs, prioritizing resources to address these needs, and making funding recommendations to the Board of County Commissioners (BCC) to fill critical service gaps. The CAC/HHS consists of six (6) at-large members and five (5) designated members. This includes at least one (1) member who is a resident west of the 20 Mile Bend, at least one (1) member who is a representative of the Palm Beach County League of Cities, at least one (1) member who is a representative of the Florida Department of Health in Palm Beach County, at least one (1) member who is a representative of Birth to 22, and at least one (1) member with lived experience in the HHS System of Care, per Resolution R2024-0917. 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 September 12, 2024, requesting nominations for appointments. (Continued on Page 2)

**Attachments:**

1. Board Committee Applications with Commissioner Signatures
2. Applicant Resumes/Bios
3. Resolution No. R-2024-0917
4. Current Membership List

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Recommended By: <u><i>[Signature]</i></u>	<u>10/23/24</u>
Department Director	Date

Legal Sufficiency: <u><i>[Signature]</i></u>	<u>10-24-24</u>
Assistant County Attorney	Date

**Summary (Continued from Page 1)**

The CAC/HHS received appointment applications for three (3) candidates and determined that these candidates would be beneficial to the board. All candidates meet the applicable guidelines and requirements outlined in the resolution. The diversity count for the seven (7) currently filled seats is as follows: Caucasian: 2 (29%), African-American: 3 (43%), Asian-American: 1 (14%), and both African-American and Caucasian 1: (14%). The gender ratio (female: male) is 7:0. LaNita Sanders identifies as an African-American and Native American female. Kate Magro identifies as a Caucasian female. Steven Gustafson identifies as a Caucasian male. Staff has addressed 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 tasked with assisting the BCC in assessing needs, planning, implementing, and evaluating 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 requirements of Section 163.3181, Florida Statutes which requires that the local planning agencies and local government units adopt procedures to provide effective public participation in the comprehensive planning process.

**II. REVIEW COMMENTS**

**A. Other Department Review:**

\_\_\_\_\_  
Department Director

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 rdsmd to this form.

Section II (Department): (Please Print)

Board Name: Citizens Advisory Committee on 11#5 Advisory [X] Not Advisory [ ]

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

Term of Appointment: 3 Years. From: 11-19-24 To: 09/30/27 Birth to 22 Seat#: 1

Seat Requirement:

[ ] \*Reappointment [X] New Appointment [ ] Ex-Officio Appointment

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

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 III (Applicant): (Please Print) APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT

Name: Sanders LaNita F. Last First Middle Community Planning and Partnership Lead

Occupation/Affiliation: Owner [ ] Employee [X] Officer [ ]

Business Name: Children's Services Council of PBC Business Address: 2300 High Ridge Rd. City & State: Boynton Beach FL Zip Code: 33426

Residence Address: 4725 Lucerne Lake Blvd #211 City & State: Lake Worth FL Zip Code: 33467

Home Phone: 317 487 9627 Business Phone: 561 374-7258

Cell Phone: ( ) Same Fax: ( )

Email Address: lanita.sanders@cscpbcl.org

Mailing Address Preference: [X] business [ ] Residence

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

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

**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 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 9-5-2024  
 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: Lanita Sanders Date: 9-5-24

Any questions and/or concerns regarding Article XIII of the Palm Beach County Code of Ethics, please visit the Commission on Ethics website [www.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:  
 Adam Reback, Community Services Department  
 810 Datura Street, West Palm Beach, FL 33401, 561-355-4774. AReback@pbc.gov

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

Appointment to be made at BCC Meeting on: 11-5-2024

Commissioner's Signature: [Signature] Date: 9-17-2024

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_____	_____	_____	_____
_____	_____	_____	_____

(Attach Additional Sheet(s), if necessary)

OR

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NOT APPLICABLE  
(Governmental Entity)

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810 Datura Street, West Palm Beach, FL 33401. 561-355-4774. [AReback@pbc.gov](mailto:AReback@pbc.gov)

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

Appointment to be made at BCC Meeting on:

11-5-2024

Commissioner's Signature:

[Signature]

Date:

9/17/24

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Return this FORM to:

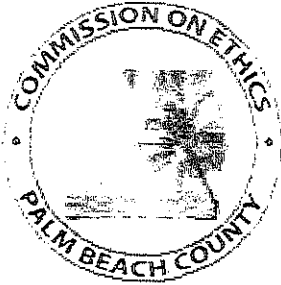
Adam Reback, Community Services Department  
810 Datura Street, West Palm Beach, FL 33401. 561-355-4774. AReback@pbc.gov

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

Appointment to be made at BCC Meeting on:

November 5, 2024

Commissioner's Signature: [Signature] Date: 9-24-24



**PALM BEACH COUNTY**  
**CODE OF ETHICS**  
**TRAINING ACKNOWLEDGEMENT**

*Honesty - Integrity - Character*

Legal Name: LaNita F. Sanders (Please print clearly) Employee

Identification Number: \_\_\_\_\_

Agency/Municipality: CSL PBC Dept/Board: Comm. Planning & Partnership

By signing this acknowledgement, I am attesting that I have done the following:

Read the Palm Beach County Code of Ethics Ordinance (Ctrl+Click to follow link)

**AND**

Have completed additional training by viewing one of the following:

The Code of Ethics Training Program on the Intranet/Internet. (Ctrl+Click to follow link)

The Code of Ethics Training Program on YouTube. (Ctrl+Click to follow link) [

] The Code of Ethics Training Program on DVD.

A live presentation given on \_\_\_\_\_, 20\_\_\_\_.

I understand that I am responsible for understanding and abiding by the Palm Beach County Code of Ethics as I conduct my assigned duties during my term of employment. I also understand that the information in this policy is subject to change. Policy changes will be communicated to me by my supervisor or through official notices.

LaNita F. Sanders  
(Legal Signature)

9-5-24  
(Date)

**Officials and Employees:** Submit signed forms according to your agency's policy

**Advisory Board Members:** Submit signed forms to Appropriate Advisory Board Representative

**PLEASE SUBMIT THIS FORM TO APPROPRIATE PARTY AS HIGHLIGHTED ABOVE**

**PLEASE DO NOT SUBMIT THIS FORM TO THE COMMISSION ON ETHICS**

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300 North Dixie Highway, Suite 450, West Palm Beach, FL 33401 PHONE:  
561.355-1915 FAX: 561.355-1904  
Hotline: 877.766.5920 E-mail: [ethics@palmbeachcountyethics.com](mailto:ethics@palmbeachcountyethics.com)  
Website: [www.palmbeachcountyethics.com](http://www.palmbeachcountyethics.com)

# LaNita F. Sanders

317-487-9627 (h) 561-374-7558 (w)

[lsandersg@yahoo.com](mailto:lsandersg@yahoo.com)(h) [lanita.sanders@cscpbcc.org](mailto:lanita.sanders@cscpbcc.org) (w)

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## PROFESSIONAL SUMMARY

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Possess extensive experience in corporate- and community-based program and grant management, including program plan development, defining, and confirming the project goals and objectives, identifying strategies and associated tasks for achieving goals, quantifying the resources needed, and determining budgets, timelines for completion, and state and federal grant research/writing. Experience working with residents and communities groups, institutions of high learning, health management and education, supervising the implementation of program plans, utilization of data to inform decision-making, disseminating information through written and oral presentation, and partnership engagement.

## AREAS OF EXPERTISE

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- Program Management
- Health Education
- Training & Supervision
- Educational Instruction
- Relationship Building
- Grass Roots Advocacy
- Volunteer Management
- Policy/Procedures Development
- Process Improvement
- Staff Training
- Community Development
- Presentations
- Research
- Marketing
- Public Relations
- Supervision
- Recruitment
- Communication
- Technical Assistance
- Quality Control

## EDUCATIONAL & PROFESSIONAL ACCOMPLISHMENTS

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Master of Science in Gerontology, University of Indianapolis, Indpls., IN. in-progress Master of Science in Management, Indiana Wesleyan University, Indpls., IN.

Bachelor of Arts, Degree, Marketing, Indiana University, Bloomington, IN.

Various Trainings in Collective Impact, Racial Equity Institute (African American and LatinX), Creative & Critical Thinking, Cultural Competency, Emotional Intelligence, Community Trauma & Systemic Thinking, and Meeting Facilitation

Certification, Master Trainer, Stanford University Chronic Disease Self-Management

Certification, Marketing-Fundraising School, Center on Philanthropy

Community Management Program Certification, United Way of Central Indiana

## WORK EXPERIENCE

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### Children’s Services Council of Palm Beach County

#### Community Planning and Partnership Lead, 2017-current

Responsible for leading and participating in countywide planning efforts that advance CSC’s goals to assess needs and develop strategies that address issues related to children and families. Provides management



and oversight of funding initiative established to identify and support small community-based nonprofits serving children and families. Leverages the organization's assets to build and manage partnerships and alliances to advance and refine strategies, including Hunger Relief, Racial Equity, Resident and Community Engagement, Family Stabilization, Early Care and Education, and Organizational Capacity Building. Communicates plans, needs, and priorities to internal and external stakeholders. Synthesizes and utilizes qualitative and quantitative data to identify strengths, needs, gaps, and duplication of services for children and families in Palm Beach County. Interacts with all practice areas within Program and working with key experts at the state and national levels, develops strategies and action plans to fulfill objectives, and assisting in designing and implementing new initiatives.

**Children's Services Council of Palm Beach County**

**Program Performance Officer, 2012-2017**

Responsible for development, implementation and management of contract creation, execution, and analysis for the purpose of child and family service provision, maximization of financial and operational performance in the area of Maternal and Child Health. Have provided oversight and management for contracts ranging from \$500,000 to \$31 million, including place-based education, awareness and service provision, teen outreach and childcare/afterschool/summer scholarship initiatives. Serve on system integration cross functional leadership team, birth outcomes equity sustainability leadership team, early literacy steering committee, and more.

**National Council on Educating Black Children, Indianapolis, IN**

**STEM Program Manager (Contractual,) 2011-2012**

Managed \$100,000 Science Technology Engineering Math (STEM) contract in Municipal School District of Lawrence Township middle schools. Assisted with national corporate marketing efforts, fundraising and conference planning.

**Indiana Black Expo, Inc., Indianapolis, IN**

**ITPC Statewide Program Coordinator, 2009-2011**

Managed \$890,000 FSSA state grant used to develop/implement/manage tobacco prevention and cessation program through the twelve Chapter-Cities across Indiana. Focused on education, awareness and advocacy to reduce the number of adult and teen smokers, those exposed to secondhand smoke and pass city and state legislation. Additional duties included management of social media outlets including E-blast (10,000 weekly readership) and Website (100,000 viewers annually) to promote annual fundraising event, one of the largest exhibitions of its kind in the country.

**University of Indianapolis, Center for Aging & Community**

**Project Director, 2007-2009**

Managed Communities for Life Naturally Occurring Retirement Communities (NORC) program for Indiana's five communities, including selection process, design, implementation and macro/micro analysis. Provided staff, volunteers and CFL NORCs with on-going training, technical assistance, best practices and communication of pertinent information regarding the development and sustainability of livable communities for senior citizens. Presentations to local, state and national audiences. Also

served as a Chronic Disease Self-Management Master Trainer, providing adult learners with life skills and tools to successfully navigate the management of their lifestyles with chronic diseases.

**Alzheimer's Association of Greater Indiana, Indianapolis, IN**

**Associate Director of Family Services, 2003-2007**

Management and supervision of staff responsible for Caregiver Information and Referral, Care Consultation, Support Groups and Family and Community Education; Served as Research Team Member responsible for managing the recruitment of participants for on-going state-wide Alzheimer's disease research projects and clinical trials. Collaborated with researchers, project managers and research assistants to inform and recruit for available clinical trials and research projects pertaining to Alzheimer's disease and other related dementias. Special expertise in reaching underserved populations through various grassroots initiatives. Efforts resulted in 200 percent increase in services to African American community.

**Eli Lilly & Co., LTC South, Indianapolis, IN**

**Regulatory Affairs Editor, 2001-2003**

Participated in process improvement initiatives related to submission planning, preparation, publishing, distribution, and archiving of information in support of clinical investigations and product registration. Maintained product information portfolios for 50 drugs in support of eight (8) international markets utilizing various database systems; Coordinated initial stages of the annual reporting process for all products manufactured in Indianapolis, requesting all information pertinent to chemistry, manufacturing and control changes as they pertain to regulatory commitment documents.

**Indianapolis Public School #48, Indianapolis, IN**

**Elementary Special Education Teacher, 2000-2001**

Provided educational instruction, academic advising and conflict resolution to elementary students diagnosed as emotionally handicapped. Managed individual training plans utilizing modified educational curriculum to better meet the academic, social and emotional needs of the students. Utilized management skills in the development of reward system that improved student performance, heightened self-esteem and encouraged peaceful conflict resolution.

**Earlham College, Richmond, IN**

**Assistant Director, Multicultural Affairs, 1996-2000**

Provided academic advising, conflict resolution and diversity training for 300 students campus-wide. Responsible for creating and maintaining an atmosphere of inclusion and interconnectedness for students of color related to the general student population and programming. Coordinated recruitment/retention efforts resulting in 25% increase in under-represented populations. Managed student staff.

**BOS Community Development Corporation, Indianapolis, IN**

**Director of Marketing, 1986-1992**

Duties included development and implementation of corporate marketing plan for the redevelopment and preservation of cultural and physical fabric in an historic downtown Indianapolis neighborhood. Managed all fundraising activities including corporation and individual campaigns, grant research and writing, and contract negotiations; responsible for the submission and ultimate receipt of a \$3 million federal grant for

commercial and job development; developed and managed media and public relations activities, including annual stakeholder's meeting, ground breaking ceremonies, open house events and other special events in collaboration with funders and partners; served as corporate liaison to local neighborhood association and community-based organizations.

## **PUBLICATIONS and PRESENTATIONS**

---

Community Dialogue for Child Outcomes, National Family & Community Engagement Conference Presenter, July 2015

Elders of Color Find Support in Naturally Occurring Retirement Communities, Diversity Currents, Vol. 9 Number 1, Author, Fall 2008

African Americans and Alzheimer's disease. Lifestyle Indiana Minority Health Coalition Quarterly Magazine Author, 2005 (pp. 25-27).

How the Church Can Help Families Living with Alzheimer's disease. AME Church Christian Recorder, Author, 2005 (pp. 10-12).

Co-produced A Caregivers' Guide to Alzheimer's Disease and Other Related Diseases, Alzheimer's Association of Greater Indiana, 2005

How the AME Church Can Support Families Living with Alzheimer's Disease. Connectional AME Church Convention, Presenter 2005

Recognizing Alzheimer's Disease, Fourth District AME Church Lay Convention 2006

## **AFFILIATIONS**

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Delta Sigma Theta Sorority, Inc., Member

Indiana Healthy Weight Initiative, Past Member

Peace Learning Center, Board of Directors, Former Chair - Governance Committee National Council on Educating Children, Past Second Vice President

National Society of Fund Raising Executives, Past Member

Indiana Wesleyan University, Corporate Marketing Outreach Task Force, Past Member

AME Church - Indiana Conference Organization, Past State-wide Youth Director

Kensington Farms Neighborhood Association, Past Board Member

Richmond Public Schools, Community Advocacy Council, Past Member

## **ADDITIONAL SKILLS**

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Microsoft Word, Publisher, Power Point, Excel, Access and Box Database

*References available upon request*

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: Health & Human Services Advisory Board Advisory  Not Advisory

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

Term of Appointment: 3 Years. From: 11-19-24 To: 9-30-2027

Seat Requirement: At-Large Seat Seat #: 3

\*Reappointment  New Appointment  Ex-Officio Appointment

or  to complete the term of \_\_\_\_\_ 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: Magro Kathryn A  
Last First Middle

Occupation/Affiliation: Education: Associate Vice President for Student Engagement

Owner  Employee  Officer

Business Name: Palm Beach Atlantic University

Business Address: 901 S. Flagler Drive

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

Residence Address: 323 34th St.

City & State: West Palm Beach, FL Zip Code: 33407

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

Cell Phone: 808 281-3045 Fax: ( ) \_\_\_\_\_

Email Address: kate-magro@pba.edu

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

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 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: Kathryn A Mayo Date: 27/Sept/24

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Return this FORM to:  
**Adam Reback, Community Services Department**  
 810 Datura Street, West Palm Beach, FL 33401. 561-355-4774. [AREback@pbc.gov](mailto:AREback@pbc.gov)

**Section III (Commissioner, if applicable):** 11-5-2024  
 Appointment to be made at BCC Meeting on: \_\_\_\_\_  
 Commissioner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Revised 01/09/2023

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

Return this FORM to:  
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810 Datura Street, West Palm Beach, Florida 33401  
(561) 355-4774 – [AREback@pbcgov.org](mailto:AREback@pbcgov.org)

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

Appointment to be made at BCC Meeting on: 11-5-2024

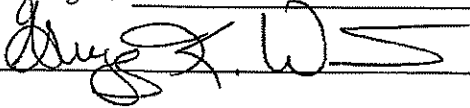
Commissioner's Signature: *Maria Manto* Date: 9/17/24

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Commissioner's Signature:  Date: 9/17/24

PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS  
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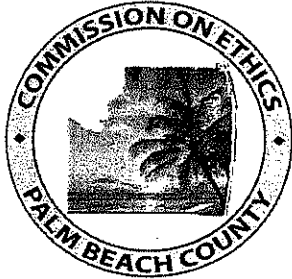
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Section III (Commissioner, if applicable):

Appointment to be made at BCC Meeting on: November 5, 2024  
Commissioner's Signature: Marci Woodward Date: 9-24-24

Kathryn Magro  
Citizens Advisory Committee on Health and  
Human Services  
Seat #3





**PALM BEACH COUNTY  
CODE OF ETHICS  
TRAINING ACKNOWLEDGEMENT**

*Honesty - Integrity - Character*

Legal Name: Kathryn A Magro (Please print clearly)

Employee Identification Number: \_\_\_\_\_

Agency/Municipality: \_\_\_\_\_ Dept/Board: CAC/HHS

By signing this acknowledgement, I am attesting that I have done the following:

Read the Palm Beach County Code of Ethics Ordinance (Ctrl+Click to follow link)

**AND**

Have completed additional training by viewing one of the following:

The Code of Ethics Training Program on the Intranet/Internet. (Ctrl+Click to follow link)

The Code of Ethics Training Program on YouTube. (Ctrl+Click to follow link)

The Code of Ethics Training Program on DVD.

A live presentation given on \_\_\_\_\_, 20\_\_.

I understand that I am responsible for understanding and abiding by the Palm Beach County Code of Ethics as I conduct my assigned duties during my term of employment. I also understand that the information in this policy is subject to change. Policy changes will be communicated to me by my supervisor or through official notices.

[Signature]  
(Legal Signature)

24/Sept/2024  
(Date)

~~Officials and Employees: Submit signed forms according to your agency's policy~~

~~Advisory Board Members: Submit signed forms to Appropriate Advisory Board Representative~~

**PLEASE SUBMIT THIS FORM TO APPROPRIATE PARTY AS HIGHLIGHTED ABOVE  
PLEASE DO NOT SUBMIT THIS FORM TO THE COMMISSION ON ETHICS**

---

300 North Dixie Highway, Suite 450, West Palm Beach, FL 33401  
PHONE: 561.355-1915 FAX: 561.355-1904  
Hotline: 877.766.5920 E-mail: [ethics@palmbeachcountyethics.com](mailto:ethics@palmbeachcountyethics.com)  
Website: [www.palmbeachcountyethics.com](http://www.palmbeachcountyethics.com)

**KATE MAGRO**

Kate.Magro@gmail.com | 304.281.3045

**HIGHER EDUCATION LEADER**

OPERATIONS | LEADERSHIP | MANAGEMENT | INNOVATION

Experienced academic professional, well versed on meeting unexpected problems and delays with creative solutions and persistence. Skilled in fostering relationships, collaborating and working with a wide array of stakeholders ranging from faculty, staff, students, and community leaders. Created an environment supporting academic excellence in both domestic and international contexts. Dedicated to mentoring people and equipping them for leadership.

Collaborative Retention	Program Development Program Management	Effective Communicator Training & Presenting
Team Management Strategic Planning	Data Analysis & Assessment Data-driven Decision Maker	Creates Partnerships Case Management

**CAREER HIGHLIGHTS, AWARDS, and HONORS**

• 4 Million Hours of Community Service milestone	2024
• Employee of the Year, Palm Beach Atlantic University	2021
• Led University COVID Operations	2020-22
• Leadership Florida, Connect Class 18	2019
• Young Athena Award Finalist, Chamber of Commerce of the Palm Beaches	2017
• Excellence in Service Award, United Way of Palm Beach County	2016-17
• 3 Million Hours of Community Service milestone	2016
• Engaged Campus of the Year Award, Florida Campus Compact	2016
• Campus-Community Partnership Award, Florida Campus Compact	2014
• Volunteer of the Year Award, Hands on Network	2007

**HIGHER EDUCATION EXPERIENCE**

PALM BEACH ATLANTIC UNIVERSITY, West Palm Beach, Florida

*Associate Vice President for Student Development*

July 2021-present

*Assistant Vice President for Student Development*

July 2019-June 2021

*Assistant Dean of Students*

May 2018-June 2019

Provides leadership to various departments over 5+ years with 3-7 direct reports / 50 indirect reports, Career Development, First Year Experience & Transfers, Workshop, Accessibility and Academic Resources, Counseling & Wellness, Multicultural programming, Student Activities, and Student Care. Serves as the Chair for the Student Care and Concerns committee which provides institution wide support for students who have encountered a significant barrier to their success, such as family crisis or hospitalization. Collaborates with other divisions to find, identify, and resolve barriers to retention and persistence and provides oversight to the University's software retention management system.

*Instructor & Field Supervisor, Master of Science in International Development*

May 2016-July 2024

Co-taught two required courses within the program. Fostered strategic partnerships with international businesses and non-governmental organizations in Uganda, Rwanda, Tanzania, Costa Rica, and India. Liaised between graduate students and field work partners to ensure effective communication, completion of advance preparatory work, logistics including transportation and travel documentation. Conducted scouting visit to countries to determine viability of work site, and provide on-site supervision once student is assigned to a field work location.

*COVID Response- Director of Operations*

August 2020-May 2022

Designed and implemented a Health Alert team that provided the support needed for the University to open and remain open for in-person instruction and programming. Designed and started a on-campus COVID Testing Center, as well as screening testing program that ensured compliance with NCAA competition rules, as well as CDC best practices. Communicated on a regular basis with the PBC Dept. of Health (DOH), as well as FL DOH. Conducted a study of COVID spread in the classroom and changed quarantine requirements based on results.

**Director—Workshop Community Service Program**

May 2014-April 2018

**Assistant Director—Workshop Community Service Program**

April 2013-April 2014

Revitalized the community service program. Leveraged Workshop data to improve reporting on economic impact. Used data working with Advancement to obtain grants, as well as establish corporate partnerships totaling over \$150,000. Built collaborative relationships with faculty through the design and implementation of service learning courses.

GO ED STUDY ABROAD PROGRAM, Food for the Hungry, Kampala, Uganda

**Country Coordinator- Uganda**

May 2009-May 2010

Organized, planned and implemented U.S. based and field based orientation for college students. Provided challenge and support for college students living in a cross-cultural environment. Implemented procedures to ensure the safety, security, and health of students. Designed and supervised field based learning placements in tandem with field staff.

HUNTINGTON UNIVERSITY, Huntington, IN

**Resident Director**

August 2003- May 2006

**OTHER INTERNATIONAL and DISASTER RELIEF EXPERIENCE**

AECOM, Kampala, Uganda

**Director- East Africa Regional Business Office**

January 2011-November 2012

**Transition Manager**

May 2010-December 2011

Oversaw logistical support to Department of State AFRICAP projects in Mali, Mauritania, Democratic Republic of the Congo, Burundi, Nigeria, South Sudan, and Somalia. Served as a liaison to Ugandan government officials, members of the Uganda Peoples Defence Force, and members of the Force de Defense Nationale, Burundi.

SAMARITAN'S PURSE, Lira, Uganda

**Program Intern**

June 2007-November 2007

HANDS ON GULF COAST, Biloxi, MS

**AmeriCorps Volunteer-Hurricane Katrina Response**

July 2006-May 2007

**PRESENTATIONS, PANELS & COURSES**

- How to Respectfully Navigate Conversations about Race and Diversity, Palm Beach Atlantic University (PBA), November 8, 2023
- Seminar in International Development DEV 5001 (co-taught), PBA, August 2017-August 2023
- Fieldwork Seminar- International and Community Development DEV 5002 (co-taught) May 2018-May 2024
- First Year Experience Course FYE 1001, PBA, 2014, 2015, 2016
- "Finding Great Purpose through Community Service" ACSD Conference, Anderson, NC, June 2023
- "Your Great Purpose is More than Work" ACSD Conference, Anderson, NC, June 2023
- "Implementing Vocational Discernment" CICNetVUE Conference, Charlotte, NC, March 23, 2017
- "What's Your Flavor? -- Savor Your Life," PBA, Fall 2015 and Spring 2016
- "With Our Powers Combined: How to achieve cross-institutional support and stakeholder collaboration in a multi-sector community development project" Campus Compact National Conference, Boston, MA, March 2016
- Spiritual Disciplines January term course (co-taught), Huntington University, January 2004

**UNIVERSITY SERVICE**

- Emergency Management Team, Co-Chair
- Council for Intercultural Engagement
- Academic Calendar Committee
- Retention Committee
- Student Care & Concerns, Chair
- FYE Revisioning Task Force
- Planning Committee Quality Enhancement Plan- SACS/COC (2017)

**EDUCATION & TRAINING**

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**M.A., Christian Education**, Asbury Theological Seminary, Wilmore, KY, 2003

**B.A., Psychology/Christian Education**, Wheaton College, Wheaton, IL, 2001

**Mental Health First Aid Training**, West Palm Beach, FL, 2018, 2023

**SPLICE Cross Cultural Training**, Mission Training International, Palmer Lake, CO, 2009

**FEMA Shelter Management Training**, Gulfport, MS, 2007

**VOLUNTEER INVOLVEMENT**

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- Hunger Relief Advisory Committee, United Way of Palm Beach County, 2016-present
- Community of Hope, Campus Team Lead, 2023-2024
- Philanthropy Tank committee member
- Access Life, Board Member, 2017-2021
- Northwood Shores Neighborhood Assoc. Board, 2015-2019

**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 Advisory  Not Advisory   
 At Large Appointment or  District Appointment /District #: \_\_\_\_\_  
 Term of Appointment: 3 Years. From: 11/19/24 To: 9/30/27  
 Seat Requirement: At-Large Seat Seat #: 7  
 \*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: Gustafson Steven Karl  
Last First Middle  
 Occupation/Affiliation: First Vice President and Chief Operating Officer  
 Owner  Employee  Officer   
 Business Name: CareerSource Palm Beach County, Inc.  
 Business Address: 3400 Belvedere Road  
 City & State: West Palm Beach, FL Zip Code: 33406  
 Residence Address: 19771 Rugged Trunk Trail  
 City & State: Loxahatchee, FL Zip Code: 33470  
 Home Phone: ( ) Business Phone: (561) 340-1060 Ext. 2208  
 Cell Phone: ( ) 954-952-9977 Fax: (561) 340-1062  
 Email Address: Sgustafson@careersourcepbc.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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**AND**

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\*Applicant's Signature:  Steven Gustafson  Digitally signed by Steven Gustafson Printed Name:  Steven Gustafson  Date:  9/10/24

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

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Revised 01/09/2023

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_____	_____	_____	_____
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 Commissioner's Signature:  [Signature]  Date:  9/17/24

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Commissioner's Signature:  Marci Woodward  Date:  9/24/24

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Revised 01/09/2023

[gustafsonsk@gmail.com](mailto:gustafsonsk@gmail.com)  
[www.linkedin.com/in/stevenkgustafson](http://www.linkedin.com/in/stevenkgustafson)  
 West Palm Beach, FL  
 954-952-9977

## STEVEN KARL GUSTAFSON

### SUMMARY OF EXPERIENCE

Distinguished management career leading the planning, staffing, budgeting, technology, and operations of organizations throughout the U.S. and abroad. Expert in cross-functional team building and leadership, multi-cultural communications, change management, organization development, policy enactment, compliance, and quality/performance improvement. Experienced in managing federally funded workforce development programs across all levels of administration.

### POSITIONS

- Workforce & Economic Development Leadership (6 Years)
- Policy Development (10 Years)
- Instructor/Trainer (10 Years)
- Monitoring and Compliance (5 Years)
- Veteran Employment Advocacy (4 Years)
- Strategic Outreach (5 Years)
- United States Marine Corps, Active Duty (8 Years)

### PROFESSIONAL EXPERIENCE

**CHIEF OPERATING OFFICER | 1<sup>ST</sup> VICE PRESIDENT**  
**CAREERSOURCE PALM BEACH COUNTY**  
**WEST PALM BEACH, FLORIDA**

**MARCH 2022 - PRESENT**

Responsible for all workforce development program performance and compliance in Palm Beach County including a budget of over \$15 million dollars in federal workforce grant funding.

Provides strategic and operational leadership to facilitate the achievement of the goals established by the local workforce development board chair and Chief Elected Officials.

Servant leader to over 100 employees to promote mission accomplishment, employee welfare and staff development by establishing clear direction and guidance.

Responsible for developing compliance standards and for responding to monitoring issues identified both internally and externally by the Florida Department of Economic Opportunity.

Provides operational guidance through gap analysis of policies and procedures to ensure consistency and compliance in service delivery of workforce programs.

Develops policy and procedure, establishes long range goals to advance the priorities of the Local Workforce Development Board and Chief Elected Officials.

Provides high-level briefings to board and committee members to outline action steps being enacted to improve service delivery and program performance.

Implemented a human-centered service delivery model that implements aspects of trauma informed care to ensure career seekers are triaged and identified for all programs that can assist them in their return to economic self-sufficiency.

Created a family-oriented resource room to allow access to staff assistance and a computer area for individuals who arrive at the career center with children. iPads with children's games and a family waiting room allow for staff to ensure no individual is turned away from accessing career services.

Designed a referral and tracking system for the Hope Florida Program utilizing Smartsheet® technology that has been instituted in multiple local areas including Tampa, Northeast Florida, and Flagler-Volusia.

Implemented innovative changes and initiatives in the service delivery design for veteran services resulting in back-to-back FloridaCommerce Veteran Incentive awards in the category of large local workforce boards for excellence in veteran services.

Developed and implanted real time dashboards to track performance and the demographics of participants to ensure equity in service delivery. The dashboards were designed in response to the REACH Act to track outcomes that tell the story of what our agency does.

**WORKFORCE ADMINISTRATOR  
FLORIDA DEPARTMENT OF ECONOMIC OPPORTUNITY  
TALLAHASSEE, FLORIDA**

**MARCH 2020 - MARCH 2022**

Provided strategic guidance, supervision, and programmatic management of the Florida Department of Economic Opportunity (DEO) One Stop and Program Support's Statewide Programs to include: Jobs for Veterans' State Grant (JVSG); Trade Adjustment Assistance (TAA); National Dislocated Worker Grants (NDWG); Registered Apprenticeships; Rapid Response; Employer Support Services; Statewide Apprentice Programs; and Military Family Employment Advocacy Program.

Responsible for oversight of the State Monitoring Unit to ensure local area compliance for workforce programs including Workforce Innovation and Opportunity Act (WIOA) Title I, Title III (Wagner-Peyser), Supplemental Nutrition and Assistance Program, Jobs for Veterans State Grant, Trade Adjustment Assistance, and Special Grants and Initiatives.

Provided detailed information, reports, briefings, and policy interpretation to agency leadership to inform decisions. Developed reports and presentations on behalf of the agency for the State Legislature and Governor's office.

Analyzed state and federal legislation and law to determine program requirements and establish state policy to ensure operational compliance amongst Florida's 24 Local Workforce Development Boards (LWDBs).

Facilitated high-level briefings to LWDB executive management and State leadership on the response to COVID-19 from Florida's workforce system.

Served as the DEO contract manager for the State's Management Information System and Labor Exchange System (Employ Florida). Spearheaded programmatic initiatives to

modernize and/or improve processes through coordination with DEO's Division of Information Technology.

Developed a series of policies and procedures to streamline and enhance service delivery for veteran career seekers through the Jobs for Veterans State Grant, to include Intake and Eligibility, Priority of Service, Case Management, and Staffing Requirements.

Developed Administrative Policies for operations, Rapid Response, data validation, and monitoring to ensure all data reported by Florida's 24 LWDBs adhere to federal and state guidance.

Communicated with LWDB Executive Directors regarding a myriad of topics, to include, workforce grant requirements, performance outcomes and data quality.

Conducted workgroups consisting of executive leadership and subject matter experts from local areas across the state to develop policy and guidance including, common exit, universal assessments, Rapid Response, and Jobs for Veterans State Grant program administration.

Conducted training and technical presentations on subjects ranging from Common Exit, participation requirements, Measurable Skills Gain, JVSG, and more.

Provided guidance to LWDBs regarding coordination of financial and programmatic requirements. Provided technical assistance to LWDBs to assist in meeting the requirements for work experience under the WIOA Youth Program.

Created monitoring tools specific to the Jobs for Veterans State Grant (JVSG) and assigned staff to conduct annual monitoring of local areas to ensure compliance with USDOL VETS guidance and state administrative policy.

Assisted the State Workforce Board in developing strategic guidance for the state of Florida to include the State WIOA Plan and strategic policy surrounding Rapid Response and Layoff Aversion.

Developed and published a Measurable Skills Gain MSG Resource Guide to improve statewide performance in the indicator.

**STATE TRADE AND RAPID RESPONSE COORDINATOR  
FLORIDA DEPARTMENT OF ECONOMIC OPPORTUNITY  
TALLAHASSEE, FLORIDA**

**MAY 2018 - MARCH 2020**

Collaborated with the United States Department of Labor and the Florida Department of Economic Opportunity for Trade Adjustment Assistance (TAA) administration.

Presented on a National webinar hosted by USDOL to discuss strategies used by Florida regarding our success in managing funding for the TAA program.

Interacted with a myriad of businesses and employers statewide in the execution of duties as the Rapid Response and Trade Coordinator by assisting with WARN notice and Trade Petition Application requirements.

Certified over 500 workers through outreach conducted following investigations of potential trade impact delivered through strategic business outreach.

Ensured compliance with federal and state policy and guidance by developing monitoring tools and auditing local workforce areas.

Conducted high-level briefings for over 250 employees who were trade impacted to provide an overview of program benefits and conduct question and answer sessions hosted by employers and their Human Resource departments.

Developed policy and innovative solutions to expand the program's service structure and capacity while maintaining compliance with federal regulations, including the first joint programmatic and financial policy in coordination with the DEO Chief of Financial Management.

**STATE DIRECTOR OF VETERANS EMPLOYMENT AND TRAINING  
UNITED STATES DEPARTMENT OF LABOR  
FRANKFORT, KENTUCKY**

**DECEMBER 2017 - APRIL 2018**

Provided leadership and technical assistance to achieve established goals within all aspects of the Veterans' Employment and Training Services (VETS), while maximizing resources to further enhance the State's employment and training programs and initiatives.

Monitored the effectiveness and performance of all VETS program activities within the State and acts to correct deficiencies, modify activities, and implement new programs and initiatives in line with VETS performance management system.

Provided managerial leadership, direction, and fiduciary oversight in the coordination and implementation of the Jobs for Veterans State Grant (JVSG) and the Homeless Veterans' Reintegration Program (HVRP) grants.

**ASSISTANT STATE VETERANS' PROGRAM COORDINATOR  
FLORIDA DEPARTMENT OF ECONOMIC OPPORTUNITY  
TALLAHASSEE, FLORIDA**

**JUNE 2017 - DECEMBER 2017**

Provided administrative and programmatic management, functional supervision, training, and support for the State of Florida's 24 LWDBs, which includes nearly 100 Career Centers throughout the state with over 150 personnel. In partnership with the State Coordinator, served as technical authority on rules, regulations and procedures relating to program operation and guidelines.

Reviewed and analyzed requirements for grants outlined in the Code of Federal Regulations, Training and Employment Guidance Letters, and Grant Award Notices to apply proper grant management principles, methods, and functions to advise leadership and staff on the proper administration of the workforce programs supported through formula grant funding.

Prepared annual and modification grant documents for JVSG in coordination with DEO leadership to ensure the proper administration of a multi-million-dollar grant which

provides specialized services for specific segments of the veteran population served by the state agency.

Utilized local workforce board grant management experience to assist the state in adjusting the ratio of the costs incurred for Personal Services and Personnel Benefits to the total costs, resulting in the ability to retain two (2) additional Disabled Veteran Outreach Program (DVOP) positions previously marked for deletion for fiscal year 2018.

Ensured federal compliance by deploying a Microsoft SQL (Structured Programming Language) query to extract data from the State's Management Information System (Employ Florida) to allow state and federal management to easily review the outcomes of the mandatory co-enrollment process between HVRP grantees and Florida's LWDBs.

**PROGRAM MANAGER**

**FLORIDA DEPARTMENT OF ECONOMIC OPPORTUNITY (CAREERSOURCE BROWARD)**

**FORT LAUDERDALE, FLORIDA**

**APRIL 2015 - JUNE 2017**

Provided programmatic and fiscal oversight to multiple workforce grants; to include Wagner-Peyser, TAA, RESEA and the JVSG. Analyzed data generated by the State systems to drive performance and improve processes. Provided direct supervision to 10 JVSG staff, to include 3 Local Veteran Employment Representatives (LVER) and 7 DVOPS.

Analyzed state and federal legislation and policy to determine local program requirements and establish local policy and procedure for CareerSource Broward.

Analyzed grant management requirements and budgets, identified variances and resolved discrepancies. Monitored monthly expenditures utilizing knowledge of proper accounting procedures for multiple federal grants in coordination with the Senior Vice President of Finance to ensure compliance.

Developed presentations for LWDB members to describe local processes, procedures, and policies in non-technical language to promote LWDB engagement and understanding.

Presented with general public regarding workforce programs and services, both in person and via radio and television to promote the local board's programs and services.

Developed written procedural documents to establish a linkage between DVOP and LVER staff using Six Sigma Lean methodology. Written procedures were developed and implemented to ensure job-ready veterans served by DVOP staff were actively marketed through job development contacts by LVER staff to increase the service capacity of the JVSG program and improve participant outcomes.

In coordination with the lead data analyst, developed a dashboard using Microsoft SQL technology which generated reports of veteran customers seeking employment in the State's MIS System Employ Florida.

Established and supervised a local Veterans Affairs (VA) Work-study program for CareerSource Broward. The program helped local veterans by offering work study opportunities while attending school through the GI Bill or Chapter 31.

## RESOLUTION NO. R2016 - 0038

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

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

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

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

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

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

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

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

**REPEAL AND REPLACEMENT**

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

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

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

**SECTION 2: COMPOSITION**

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

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

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

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



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

**SECTION 4: ROLES AND RESPONSIBILITIES**

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

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

**SECTION 5: MEETINGS**

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

**SECTION 6: OFFICERS**

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

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

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

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

**SECTION 8: RESIDENCY REQUIREMENTS**

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

**SECTION 9: ANNUAL NARRATIVE REPORT**

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

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

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

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

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

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

Travel reimbursement is limited to expenses incurred only for travel outside Palm Beach County necessary to fulfill board member responsibilities when sufficient funds have been budgeted and are available as set forth in PPM CW-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 Administrator and shall be in accordance with Countywide Policy and Procedures Memoranda (PPM) CW-F-009.

**SECTION 13: CONDUCT OF MEETING**

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

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

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

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

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

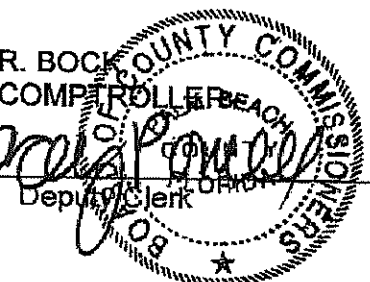
The Mayor thereupon declared the Resolution duly passed and adopted this 26th day of January, 2016.

APPROVED AS TO FORM AND LEGAL SUFFICIENCY

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

ATTEST:

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



**Citizens Advisory Council on Health & Human Services (CAC/HHS)  
Board Member Category and Seat Number: September 2024**

<b>Seat Number</b>	<b>Seat Requirement</b>	<b>Name of Member</b>	<b>Term of Appointment</b>	<b>Term</b>	<b>Resolution</b>
<b>1</b>	Representative of Birth to 22: United for Brighter Futures	New designated seat to begin October 2024 or when appointed	TBD-9/30/2027		Birth to 22
<b>2</b>	Health Department Representative	Dr. Merlene Ramnon	10/8/2019- 9/30/2025	2nd	Health Department
<b>3</b>	At-Large: have expertise of at least one component of the HHS System of Care	Vacant	TBD-9/30/2027		Component of the HHS System of Care
<b>4</b>	A Member of the Public with Lived Experience in the Health and Human Services System of Care	New designated seat to begin October 2024 or when appointed	TBD-9/30/2027		Member of Public with Lived Experience
<b>5</b>	At-Large: have expertise of at least one component of the HHS System of Care	Isis Williams	07/02/2024- 09/30/2026	1st	Safety and Justice
<b>6</b>	At-Large: have expertise of at least one component of the HHS System of Care	Dr. Belma Andric	09/17/2024- 09/30/2026	1st	Health (Physical and Behavioral)
<b>7</b>	At-Large: have expertise of at least one component of the HHS System of Care	Vacant	TBD-9/30/2027		
<b>8</b>	League of Cities Representative	Charlotte Leonard	1/10/2023- 9/30/2026	1st	League of Cities
<b>9</b>	Resident Living West of the 20 Mile Bend	Tammy Jackson-Moore	12/19/2023- 09/30/2026	1st	Resident Living West of the 20 Mile Bend
<b>10</b>	At-Large: have expertise of at least one component of the HHS System of Care	Aruna Gilbert	12/19/2023- 09/30/2026	1st	Child Care
<b>11</b>	At-Large: have expertise of at least one component of the HHS System of Care	Dr. Barbara Cox Gerlock	1/10/2023- 9/30/2025	1st	Education