

PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS  
BOARD APPOINTMENT SUMMARY

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Meeting Date: December 10, 2024

Department  
Submitted By: Community Services  
Advisory Board: Community Action Advisory Board  
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I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to approve:

A) appointment of one (1) new nominee to the Community Action Advisory Board (CAAB), for the term beginning December 10, 2024 through September 30, 2025; and

<u>Seat No.</u>	<u>Appointment</u>	<u>Seat Requirement</u>
12	Gabrielle Monroe	Representative of the Low-Income Sector

B) reappointment of one (1) nominee to the CAAB, for the term beginning December 10, 2024 through September 30, 2027:

<u>Seat No.</u>	<u>Appointment</u>	<u>Seat Requirement</u>
14	Yves Saint-Hillien	Representative of the Low-Income Sector

**Summary:** Community Action Agencies (CAA) were created by the Economic Opportunity Act of 1964 on the premise that local citizens are the most knowledgeable and best equipped to address poverty-related issues in their communities. Per Resolution No. R2018-0372, adopted April 10, 2018, amending Resolution R2014-0588, the CAA is governed by a board of up to 15 directors. The board must include 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 targeted neighborhoods. Ms. Monroe was selected through a democratic election in West Palm Beach, and Mr. Saint-Hillien was selected through a democratic election in Lake Worth Beach. Florida Department of Commerce (FDOC) is the primary conduit to receive and disperse Community Services Block Grant (CSBG) funds to the local agency. These funds are allocated to provide services, assistance, and other activities of sufficient scope and size to support low-income individuals and families throughout Palm Beach County. This initiative aims to make progress towards eliminating poverty and its root causes by developing employment opportunities, improving human performance, motivation, and productivity, and improving the conditions under which people live, learn, and work.

Ms. Monroe and Mr. Saint-Hillien both meet all applicable guidelines and requirements outlined in the resolution. The diversity count for the 10 seats that are currently filled is African-American: 7 (70%) and Caucasian: 3 (30%). The gender ratio (female: male) is 7:3. Ms. Monroe and Mr. Saint-Hillien are both African-American. Staff is addressing the need to increase diversity within our boards and will continue to encourage efforts to expand this Board's diversity. Countywide (HH)

**Background and Justification:** The Board of County Commissioners established the CAAB in 1974 to qualify the County to receive CSBG funds. The CSBG agreement continues to require a CAAB and require its members to 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

=====  
Recommended By: Tanner McIlhenny 11/6/24  
Department Director Date  
Legal Sufficiency: Helene C. Stang 11-6-24  
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 résumé to this form.

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

Board Name: Community Action Advisory Board (CAAB) Advisory  Not Advisory

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

Appointment Term of 1 Years. From: 12/10/24 To: 9/30/2025

Appointment: Low - Income (West Palm Beach) Seat #: 12

Seat Requirement:  \*Reappointment or  New Appointment

or  to complete the term of Diane Lewis Due to:  resignation  other

Completion of term to expire on: 9/30/2025

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

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

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

Name: Monroe Gabrielle

Occupation/Affiliation: ANNUAL GIVING & ALUMNI ENGAGEMENT MANAGER

Owner  Employee  Officer

Business Name: PALM BEACH STATE COLLEGE

Business Address: 4200 CONGRESS AVENUE

City & State: LAKE WORTH, FL Zip Code: 33461

Residence Address: 1319 13th St

City & State: WEST PALM BEACH Zip Code: 33401

Home Phone: (404) 218-6311 Business Phone: ( ) Ext. \_\_\_\_\_

Cell Phone: ( ) Fax: ( )

Email Address: gemonroe@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

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

<u>Contract/Transaction No.</u>	<u>Department/Division</u>	<u>Description of Services</u>	<u>Term</u>
<u>Example: (R#XX-XX/PO XX)</u>	<u>Parks &amp; Recreation</u>	<u>General Maintenance</u>	<u>10/01/00-09/30/2100</u>
_____	_____	_____	_____
_____	_____	_____	_____

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

NONE

NOT APPLICABLE/  
(Governmental Entity)


**ETHICS TRAINING:** All board members are required to read and complete training on Article XIII, the Palm Beach County Code of Ethics, and read the State Guide to the Sunshine Amendment, **Article XIII**, and the training requirement can be found on the web at: <http://www.palmbeachcountyethics.com/training.htm>. Ethics training is on-going, and pursuant to PPM CW-P-79 is required before appointment, and upon reappointment.

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

By watching the training program on the Web, DVD or VHS on August 12, 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 Guide to the Sunshine Amendment & State of Florida Code of Ethics:

\*Applicant's Signature:  Printed Name: Gabrielle Monroe Date: 8/12/2024

Any questions and/or concerns regarding Article XIII, the Palm Beach County Code of Ethics, please visit the Commission on Ethics website [www.palmbeachcountyethics.com](http://www.palmbeachcountyethics.com) or contact us via email at [ethics@palmbeachcountyethics.com](mailto:ethics@palmbeachcountyethics.com) or (561) 355-1915.

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 02/01/2016

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# GABRIELLE MONROE

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GEMONROE@GMAIL.COM



404\*218\*6311

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## OBJECTIVE

Aspiring Executive Director with a proven track record in strategic cultivation, innovative marketing, and successful collaboration. Passionate about driving creative, sustainable change in how we live, educate, work and play.

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## SKILLS

A results-driven leader committed to leveraging diverse soft & hard skills to propel organizations towards excellence.

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## SOFT SKILLS

Teamwork  
Adaptability  
Problem-Solving  
Interpersonal Skills

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## EXPERIENCE

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### **PALM BEACH STATE COLLEGE** ANNUAL GIVING & ALUMNI ENGAGEMENT MANAGER

September 2022 – Current  
(45hr/wk)

- Spearheaded the strategic development of a comprehensive \$150,000 major gift proposal aimed at enhancing our hospitality program infrastructural. Led a cross-functional team in crafting a compelling case for support outlining a state-of-the-art demo kitchen on student learning and industry engagement, successfully securing funding through adept negotiation and relationship building skills.
- Established a comprehensive strategic plan for alumni engagement and annual giving goals covering various elements including events, stewardship, communications, marketing, and data analysis with a cohesive approach to awareness and fundraising. Established various campaigns recognizing first time donors and newly inducted alumni encouraging repeat gift.
- Identify high profile donors, cultivate relationships, and write program/grant/sponsorship proposals to secure funds supporting various institutional advancement needs; stewarding board members, partners and alumni in specific educational fields ultimately developing a series of events entitled, "Cultivating Partnerships," to highlight successes, enhance professional growth and provide networking opportunities.
- Collaborate with front line fundraisers and marketing and communications departments to execute an annual giving campaign for Giving Tuesday 2023, utilizing the Give Campus platform, securing \$11,000 within the first 2 months of hire.
- Developed a student alumni club, Student Alumni Organization (SAO), implementing initiatives and activities supporting student engagement on campus and creating networking opportunities to build relationships with alumni in complementing career fields and access to showcase talents and interests.
- Developed an alumni newsletter using platforms Canva, Constant Contact, Raiser's Edge, Lightcast and Flickr to design, determine audience, identify demographic base and write content to enhance engagement and awareness between alumni and the college.

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CONFERENCES

CASE Summer Institute – UW 2023

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HARD SKILLS

Salesforce  
Canva  
Constant Contact  
Raisers Edge  
Microsoft Tools  
G-Suite  
Blackbaud  
Adobe  
Photoshop

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AWARDS

Chiquita Banana Grant Scholarship  
  
Ryan Cameron Foundation  
Scholarship

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ADDITIONAL WORK EXPERIENCE

**State Farm**  
Digital Sales & Marketing Manager  
October 2013 – March 2016

**CBS Radio WPGC-VI03FM**  
Public Relations and Community  
Outreach Assistant  
January 2007 – May 2013

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VOLUNTEER AND LEADERSHIP  
EXPERIENCE

**MILAGRO CENTER**  
Youth Empowerment Mentor

INDEPENDENT CONTRACTOR

June 2021 - July 2022  
(40hr/wk)

***Mystique Management — Sponsorship Director***

- Secured \$20K in sponsorships, identifying prospects, managing a sales team, creating marketing materials and sponsor contracts for 3 consecutive annual events.

***Sickle Cell Palm Beach County — DEIB Training and Outreach Facilitator***

- Facilitated recruitment, educational training, workshops, data compilation, and audit processes to meet all criteria for the Sickle Cell Palm Beach County CHAMPS grant.

**ODYSSEY MEDIA / POSH Communications**  
DEIB SENIOR CHIEF OF STAFF/DIRECTOR CLIENT  
RELATIONSHIPS

(60 hrs/wk)

September 2018 – May 2021

- Senior Chief of Staff focused on Diversity & Inclusion initiatives, managing B2B sales, digital marketing campaigns, resource allocation, legal review, branding initiatives and staff performance in support of the CEO, Global Sales Marketing Executives and General Counsel, executing on contractual deliverables for over 40 clients, simultaneously, ultimately leveraging business growth and client retention.
- Served as direct point of contact between Odyssey Media Executives, Fortune 50 Corporate Clients and international stakeholders, executing business strategies for D&I internal project execution overseeing Salesforce initiatives, public and private events, and confidential materials, playing a key role in two net new contracts totaling \$1 million in revenue.
- Supervised market projections and data over multiple campaigns with C-Suite Executives; preparing pitch decks, contractual agreements, D&I data research providing advanced preparation and onsite execution of logistics.
- Managed and directed the executive schedule and internal project prioritization, maintaining master schedules and calendar for project tasks including preparing, coordinating, presenting, and training 6 team members.

**BLACK VILLAGE VOICE**  
Executive Board Member

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EDUCATION

**B.A BROADCAST  
JOURNALISM / 2011**  
Howard University

**EVENT & MEETING  
MANAGEMENT / 2016**  
FAU, Business School

**THE RIVIERA BEACH COMMUNITY  
REDEVELOPMENT AGENCY**

Event Center Manager, Marina Village Program Coordinator  
(50hr/wk)

February 2016 – September 2018

- Managed a 30,000 sq. ft. event facility and 2,000 sq ft. outdoor arena serving the public, city officials, city departments and local agencies, overseeing a team during the pre and post event process, operational planning, permitting and licensing.
- Established timelines, prepared agendas, led weekly/special meetings to commission, board of directors and internal team, responsible for compiling research to evaluate and revise plans and execution of set fiscal goals.
- Performed advanced-level project management, team management and program coordination in support of the Riviera Beach Community Redevelopment Agency (CRA), City of Riviera Beach, and Riviera Beach City Marina and CRA Board of Commissioners direct point of contact.
- Managed an assigned staff of ten (10) including receptionist, event coordinator and multiple property ambassadors during office hours, after hours and during special events, ensuring code and permit compliance. Provided training, tools and support. Largely responsible for marketing, promoting, and monitoring property activities and center operations; managing a fiscal special event budget of \$150,000, partnering with civic leaders and organizations to manage Signature CRA Events, providing fiscal year end reports.

**THE BOYTON BEACH CHAMBER OF COMMERCE**

Project Manager, Events & Program Coordinator Intern  
May 2016 – December 2016

(40hr/wk)

- Contributed to the achievement of the Chambers financial attendance goals by planning and coordinating Chamber Signature events, managing the renewal, onboarding, and sales of memberships. Event and project management included but not limited to; Business Awards Gala, Golf Tournament, Harvest Fest, Food Wine and Brew Festival, Business after Hours, Lunch & Learn, Quarterly Summits and Networking Over Easy, providing preparation and onsite execution of logistics.

- Performed event and meeting management tasks to ensure goals are met in a timely manner including, implementing all meeting, preparing RFP (Request for Proposals), creating master timeline, budgets and coordinating event advertising, marketing and sales promotions.
- Juried vendor selection process hiring event volunteers, providing training and direction while overseeing talent, vendors and guests while working alongside the President and CEO to ensure program buy in membership.



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

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**Section I (Department):** (Please Print)Board Name: YVES E. SAINT-HILLIEN Advisory  Not Advisory  At Large Appointment or  District Appointment / District #: \_\_\_\_\_Term of Appointment: 3 Years. From: 12/10/24 To: 9/30/27Seat Requirement: Low Income - Lake Worth Seat #: 14 \*Reappointment or  New Appointmentor  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: SAINT-HILLIEN Yves E  
Last First Middle

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

Owner  Employee  Officer Business Name: Excelsior Consulting Group LLCBusiness Address: 170 S. Olive Ave #305City & State: West Palm Beach FL Zip Code: 33401Residence Address: 8450 Linden WayCity & State: Lake Worth FL Zip Code: 33467Home Phone: 561 255-2552 Business Phone: ( ) Ext. \_\_\_\_\_Cell Phone: ( ) Fax: ( )Email Address: Yvesainhillien@hotmail.comMailing Address Preference:  Business  ResidenceHave 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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_____	_____	_____	_____
_____	_____	_____	_____

(Attach Additional Sheet(s), if necessary)

OR

NONE

NOT APPLICABLE/  
(Governmental Entity)

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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 Guide to the Sunshine Amendment & State of Florida Code of Ethics:

\*Applicant's Signature: [Signature] Printed Name: Yves E. Saint-Hilaire Date: 6/6/2024

Any questions and/or concerns regarding Article XIII, the Palm Beach County Code of Ethics, please visit the Commission on Ethics website [www.palmbeachcountylethics.com](http://www.palmbeachcountylethics.com) or contact us via email at [ethics@palmbeachcountylethics.com](mailto:ethics@palmbeachcountylethics.com) or (561) 355-1915.

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 02/01/2016

# Yves E. Saint-Hillien

Lake Worth FL 33467 | (561) 255-2552 [yesainthillien@hotmail.com](mailto:yesainthillien@hotmail.com)

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Highly motivated, dynamic, and result-driven professional with successful 20 + years of experience in leadership positions with non-for-profit setting organizations specializing in Management, Operations, with strong organizational operations and Program Development & Management skills. Knowledge of grant management, contract techniques and procedures.

## Areas of expertise include:

- **Leadership** – Adept liaison between Customer and Management. Coaching, training, performance management. Possess critical thinking skills to identify problems, evaluate course of action and implement decisions following established company protocols.
- **Marketing & Retention** – Synthesize, assess and illustrate the strengths and weaknesses of an organization's marketing plans to drive growth and develop retention policies and procedures. Marketing & Retention, Program Outcome
- **Customer Service** – Provide exceptional customer service in a variety of Refugee/Immigrant service industries. Excellent interpersonal communication skills, and ability to prioritize duties in a fast-paced environment. Multi-lingual: French, Haitian (Creole) and conversational Spanish
- **Financial Acumen** – Experience in financial statement preparation and review, grants and contract. Knowledge of grant/contract writing techniques and procedures. Proficient in Microsoft Office Suite

## WORK EXPERIENCE

Church World Services. Delray Beach FL

1/2023 to 12/2023

### Mentoring Program Case Manager/Outreach

- Responsible for the development and oversight of the newly funded CRS Mentoring Program under the Refugee Entrant Program.
- Ensures program quality and performance related to the program are delivered accordingly as per contract/grant requirements.
- Responsible for ensuring those services to Youth including unaccompanied-minors group-aged 14-24 years-old are centered culturally and linguistically appropriate, community-based services to immigrant youth who reside in the local community.
- Provided outreach and recruited and maintained database Mentors/Volunteers. Matched volunteer expertise to program, project or event for placement
- Extensive knowledge of immigrant community local resources.

For The Children Inc. Lake Worth Beach FL

2019-2022

### Chief of Operations & Director of Program Development

- Directly managed the day-to-day operations of five (5) Site Directors for 42 staff necessary to ensure that the organization achieves its objectives.
- Direct, plan, or implement policies, objectives, or activities of organizations or businesses to ensure continuing operations to maximize returns on investments or to increase productivity
- Directed or coordinated an organization's financial or budget activities to fund operations, maximized investments, or increase efficiency.
- Conferred with board members, organization officials, or staff members to discuss issues, coordinated activities, and resolved organizational issues.
- Prepared budgets for approval, including those for funding or implementation of programs.
- Prepared and presented reports concerning activities, expenses, budgets, government statutes or rulings, or other items affecting businesses or program services.
- Served as the Organization Human Resources/Volunteer Manager.

*Yves E. Saint-Hillien*

*yesainthillien@hotmail.com*

*(561) 255-2552*

Community Partner of South Florida, Bridges of Lake Worth Beach, FL.

2018-2019

**Outreach Coordinator**

- Worked with Site Director and administrative staff to assess volunteer needs and expertise as requested for ongoing assistance or for a special project or event.
- Established interpersonal business relationships to facilitate work activities
- Prepared operational budgets, and promoted products, services, or programs.
- Represented the organization in external relations.
- Extensive knowledge of immigrant community local resources

All-Force Staffing & Services Inc. Lake Worth, FL

2015-2016

**Managing Director**

- Responsible for the ongoing development, implementation and tracking of new client development operations and processes
- Reviewed financial statements, sales or activity reports, or other performance data to measure productivity to identify areas needing cost reduction or program improvement.
- Directed and coordinated activities of businesses or departments concerned with the production, pricing, sales, or distribution of products.

Youth Co-Op, INC, Refugee Employment Services, West Palm Beach Florida

**Job Developer/Recruitment Specialist**

2014-2015

- Conducted assessment interviews with potential participants to determine eligibility of participants under the Program scope.
- Administered and interpreted related skill assessments to design and implement an individual service plan to assist the participant identify and achieve career goals.
- Extensive knowledge of immigrant community local resources

Catholic Charities, Diocese of Palm Beach, West Palm Beach Florida

**Program Supervisor/Recruiter:**

2009-2012

Catholic Charities Human Services Archdiocese of Miami, Miami Florida

**Lead Job Developer/Case Manager/Recruiter:**

1996 -2001

- Supervised Anti-Human Trafficking program and Unaccompanied Minors Program through USCCB /ORR.
- Provided effective case management including assessment, orientation, and career advisement to qualified individuals for the Refugee Resettlement/Family Reunification
- Served as a Community Liaison/Outreach and Recruitment Specialist. Linked clients to other community providers to remove stressors to facilitate employment.
- Experienced with completion of individualized needs assessments for unaccompanied children (UC) and sponsor, and develop case plans with particular attention to culture, language, and special circumstances.
- Coordinated tasks performed by intake specialists to successfully meet COA regulations/accreditation and quotas requirements for grant renewal purposes.

**EDUCATION:**

**Northwood University – DeVos Graduate School of Management, West Palm Beach, FL**

Master of Business Administration (MBA),

2013

**Northwood University West Palm Beach, FL**

Bachelor of Science Organizational/Business Management

2010

**ACHIEVEMENTS/VOLUNTEER:**

Palm Beach County Community Action Advisory Board Member

2022 to Present



**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	Vacant	Member				Public Sector Representative			
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NOMINATED BY : District 7 Commissioner

2	Jonathan Maples maplesjm@gmail.com Northwestern Mutual 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	Vacant	Member				Public Sector Representative			
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NOMINATED BY : District 2 Commissioner

4	Vacant	Member				Public Sector Representative			
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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
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City of Delray Beach  
 100 NW 1st Ave  
 Delray Beach FL 33444

**NOMINATED BY :**

6	Sandra Savoie Wright	Member	CA	F	561-340-1060 X2424	Private Sector Representative	02/04/2020	10/04/2022	09/30/2025
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swright@ccareersourcepbc.com  
 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
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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
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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.vreeland@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 :**

**Vacant**

12	<del>Christina Reid                  c.reidmsw@gmail.com                   1108 W 27th St                  Riviera Beach FL 33404</del>	Member	AA	M	<del>707-342-0125</del>	<del>Representative of the Low-Income</del>	<del>10/01/2024</del>		<del>09/30/2027</del>
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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	Vacant	Member	AA	F	561-302-8064	Representative of the Low-Income	10/01/2024	9/30/2027
	Cynthia Ridley							
	cynridley58@gmail.com							

**NOMINATED BY :**

14	Vacant	Member				Representative of the Low-Income		
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**NOMINATED BY :**

15	Vacant	Member	AA	F	707-342-0125	Representative of the Low-Income	10/01/2024	9/30/2027
	Christina Reid							<del>10/30/2024</del>
	c.reidmsw@gmail.com							

**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.

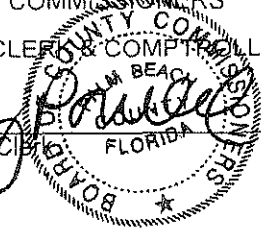
The foregoing Resolution was offered by Commissioner Burdick, who moved its adoption. The motion was seconded by Commissioner Bernard, and upon being put to a vote, the vote was as follows:

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 2-260 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  
Sr. Assistant County Attorney

BY:   
\_\_\_\_\_  
Deputy Clerk

