

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

=====  
**Meeting Date: February 11<sup>th</sup>, 2025**

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

**I. EXECUTIVE BRIEF**

**Motion and Title:** Staff recommends motion to approve: the reappointment of one (1) member to the Palm Beach County HIV Comprehensive AIDS Resources Emergency Act Council (HIVCC), for the term February 11, 2025 to February 10, 2028:

<b><u>Seat No:</u></b> 14	<b><u>Appointment:</u></b> Brittany S. Henry	<b><u>Recommended By:</u></b> HIV CARE Council
------------------------------	---	---

**Summary:** HIVCC establishes priorities for the allocation of Ryan White (RW) HIV/AIDS Program funds within Palm Beach County (County); and develops a comprehensive plan for the organization and delivery of health services described in 42 U.S.C. § 300ff, et seq., that is compatible with any existing state or local plan regarding the provision of health services to individuals with HIV disease. The United States Department of Health and Human Services, through the Health Resources and Services Administration (HRSA), requires the County to maintain a planning council, and the HIVCC serves as that council. Federal law requires that the planning council's composition reflect the demographics of individuals with HIV/AIDS in the County. At least 33% of its members must be consumers of RW services who are not affiliated with subrecipient service providers. The law also requires that the planning council represent designated categories including health care providers, social service providers, community-based organizations, local public health agencies, non-elected community leaders, and grantees of Federal HIV programs. According to Resolution No. 2011-1560, the total membership for the HIVCC shall not exceed 33 at-large members. The HIVCC recommends the reappointment of Ms. Brittany S. Henry, who is employed by FoundCare, Inc. This agency has a contract with the County for services; however, HIVCC does not provide regulation, oversight, management, or policy-setting recommendations regarding the contracts or transactions with FoundCare, Inc. Disclosure of this contractual relationship at a duly noticed public meeting is provided in accordance with the provisions of Section 2-443 of the County's Code of Ethics. The diversity count for the 24 seats that are currently filled is African-American: nine (9) (38%), Caucasian: eight (8) (33%), Hispanic-American: five (5) (21%) and Asian-American: two (2) (8%). The gender ratio (male: female) is 10:14. Ms. Henry is African American. The staff has addressed the need to increase diversity within our boards and will continue to promote efforts to expand this Board's diversity. Countywide (HH)

**Background and Justification:** In accordance with the RW Comprehensive AIDS Resources Emergency Act of 1990 (RW Care Act) (P.L.101-381), the County was designated an eligible metropolitan area disproportionately affected by the HIV epidemic, with a demand for services exceeding the capacity of local resources. HRSA has made funds available to the County. In order to access these funds, Title I (Part A) of the RW Care Act mandates that the County designate a Title I (Part A) HIV Services planning council. Accordingly, the Board of County Commissioners (BCC) established the HIVCC, per Resolution No. R2011-1560, dated October 18, 2011, and amended it on January 23, 2018. The RW CARE Act Amendments of 1996 mandate a nomination process for appointments to Title I (Part A) planning councils. As vacancies occur on the HIVCC, replacements are selected in accordance with the nominations process that was adopted and approved by the HIVCC on June 25, 2012.

- Attachments:**
1. Boards/Committees Application and Resume
  2. Inventory of Seats
  3. Resolution 2011-1560

=====  
**Recommended By:** Signed by:  
Tanina Malhotra 1/14/2025  
Department Director Date  
  
**Legal Sufficiency:** Helene Cottiglia 1-15-25  
Assistant County Attorney Date

**II. REVIEW COMMENTS**

**A. Other Department Review:**

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

PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS  
BOARDS/COMMITTEES APPLICATION

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

Section I (Department): (Please Print)

Board Name: PBC HIV CARE COUNCIL Advisory  Not Advisory

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

Term of Appointment: 3 Years. From: Feb 11<sup>th</sup> 2025 To: Feb 10<sup>th</sup> 2028

Seat Requirement: \_\_\_\_\_ Seat #: 14

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: Henry Brittany S  
Last First Middle

Occupation/Affiliation: Director of Grants / FoundCare, Inc.  
Owner  Employee  Officer

Business Name: FoundCare, Inc.

Business Address: 2330 S. Congress Avenue  
City & State: West Palm Beach, FL Zip Code: 33406

Residence Address: 7170 Okeechobee Blvd  
City & State: West Palm Beach FL Zip Code: 33411

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

Cell Phone: (861) 713-4749 Fax: ( )

Email Address: bhenry@foundcare.org

Mailing Address Preference:  Business  Residence

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

If Yes, state the court, nature of offense, disposition of case and date: \_\_\_\_\_

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

**Section II Continued:**

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

<u>Contract/Transaction No.</u>	<u>Department/Division</u>	<u>Description of Services</u>	<u>Term</u>
<u>Example: (R#XX-XX/PO XX)</u>	<u>Parks &amp; Recreation</u>	<u>General Maintenance</u>	<u>10/01/00-09/30/2100</u>
<u>R2024-0527</u>	<u>Community Services</u>	<u>HIV Services</u>	<u>03/01/24-02/08/27</u>

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

NONE

NOT APPLICABLE/  
(Governmental Entity)

**ETHICS TRAINING:** All board members are required to read and complete training on Article XIII, the Palm Beach County Code of Ethics, and read the State Guide to the Sunshine Amendment, Article XIII, and the training requirement can be found on the web at: <http://www.palmbeachcountyethics.com/training.htm>. Ethics training is on-going, and pursuant to PPM CW-P-80 is required before appointment, and upon reappointment.

By signing below I acknowledge that I have read, understand the Sunshine Law Overview for Advisory Board Members and agree to abide by the Florida Sunshine Law and the Florida and Palm Beach County Code of Ethics, and I have received the required Ethics training (in the manner checked below):

By watching the training program on the Web, DVD or VHS on 12-11-2024  
 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: [Signature] Printed Name: Brittany Henry Date: 12-11-2024

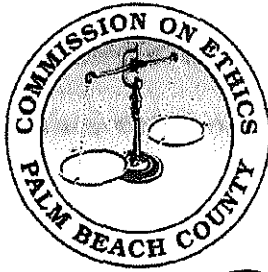
Any questions and/or concerns regarding Article XIII, the Palm Beach County Code of Ethics, please visit the Commission on Ethics website [www.palmbeachcountyethics.com](http://www.palmbeachcountyethics.com) or contact us via email at [ethics@palmbeachcountyethics.com](mailto:ethics@palmbeachcountyethics.com)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

Return this FORM to:  
{Insert Liaison Name Here}, {Insert Department/Division Here}  
{Insert Address Here}

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

Appointment to be made at BCC Meeting on: \_\_\_\_\_

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



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

Legal Name: Brittany Henry (Please print clearly)

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

Department/Board: \_\_\_\_\_

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

Read the Palm Beach County Code of Ethics Ordinance. (Click to open)

**AND**

Have completed additional training by viewing one of the following:

The Code of Ethics Training Program on the Intranet/Internet. (Click to view)

The Code of Ethics Training Program on YouTube. (Click to view)

The Code of Ethics Training Program on DVD.

A live presentation given on the following date \_\_\_\_\_.

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.

[Handwritten Signature]  
(Legal Signature)

12/11/2024  
(Date)

[Click here to submit form automatically to Human Resources](#)  
**PLEASE DO NOT SUBMIT IF YOU ARE AN ADVISORY BOARD MEMBER**

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

**PLEASE SUBMIT THIS FORM TO APROPRIATE 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 Website: [www.palmbeachcountylethics.com](http://www.palmbeachcountylethics.com)

# BRITTANY HENRY

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

## EDUCATION

---

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

## WORK EXPERIENCE

---

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

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

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

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

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

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

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

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

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

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

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

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

## SKILLS

---

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

# Palm Beach County HIV CARE Council BOARD ROSTER

Seat Updated 12/17/2024

**CC B Laws Page 6 Article III – SECTION 7:** The CARE Council member term of office shall be three years. There shall be a limit of three (3) Consecutive three-year terms that a member can serve. This provision is effective as of March 1, 2013, and applies to any member who is appointed or reappointed subsequent to that date.

{Please make sure all the members have a files with all the updated documents}

SEAT	OCCUPANT	PROVIDERS SEATS 1-6	ORGANIZATION	CURRENT TERM EXPIRES	TERM LEFT AFTER CURRENT TERM EXPIRES	DEMOGRAPHIC INFO.
1	Vacant	Health care provider, including federally qualified health centers	Found Care, Inc.	11/04/2026	0	HW
2	Kristen Harrington	Community-Based Organizations serving affected populations/AIDS Service Organizations	AHF	10/04/2026	1	WF
3	Damion Baker	Community-Based Organization serving affected populations/AIDS Service Organizations	Monarch Inc.	08/21/2026	1	BM
4	Dr Youssef Motii	Social Service Providers, including housing and homeless service providers	Oceana Healthcare	04/17/2026	2	BM
5	Kim Rommel Enright	Social Service Providers, including housing and homeless service providers	Legal Aid	03/21/2025	3	WF
6	Nancy McConnell	Substance Abuse and/or Mental Health Providers	Rebel Recovery	10/18/2024	3	WF

# Palm Beach County HIV CARE Council BOARD ROSTER

SEAT	OCCUPANT	NON-ELECTED COMMUNITY LEADERS – SEATS 7-10	ORGANIZATION	CURRENT TERM EXPIRES	TERM LEFT AFTER CURRENT TERM EXPIRES	DEMOGRAPHIC INFO.
7	Dr Jyothi Gunta	Local Public Health Agencies	PBC Health Department	Appointed 07/02/2024 Term Expired 05/16/2025	3	Asian
8	Denise Grigoriou	State Medicaid Agency	Planned Parenthood	05/16/2025	3	HW
9	Christian Johnston	Local Public Health Agencies	Florida Department of Health	Appointed 07/0/2024 Term Expired 05/16/2025	3	WM
10	Ashnika Ali	Hospital Planning Agencies or other health care planning agencies	Health Council of South East Florida	Appointed 10/18/2024 Term Expired 10/17/2027	1	APIF



# Palm Beach County HIV CARE Council BOARD ROSTER

SEAT	OCCUPANT	NON-ELECTED COMMUNITY LEADERS – SEATS 11-14	ORGANIZATION	CURRENT TERM EXPIRES	TERM LEFT AFTER CURRENT TERM EXPIRES	DEMOGRAPHIC INFO.
11	Ashaki Sypher'	Part D, or if none present, representatives of organizations addressing the needs of children, youth, and families with HIV	Families first of PBC	Appointed 8/20/2024 Term Expire 8/19/2027	1	BF
12	Lysette Perez	Other federal HIV Programs: HIV Prevention Program	Compass	Appointed 8/20/2024 Term Expire 8/19/2027	1	HF
13	Miguel Vazquez	Other federal HIV Programs: HOPWA	Housing Authority of PBC	05/16/2025	1	HM
14	Brittany Henry	Other federal HIV Programs: Other	FOUNDCARE,INC	02/07/2025	3	BW

# Palm Beach County HIV CARE Council BOARD ROSTER

SEAT	OCCUPANT	NON-ELECTED COMMUNITY LEADERS – SEATS 15-18	ORGANIZATION	CURRENT TERM EXPIRES	TERM LEFT AFTER CURRENT TERM EXPIRES	DEMOGRAPHIC INFO.
15	Tyrina Pinkney	Representative of/or formerly incarcerated People Living with HIV/AIDS	The Lords Place	05/16/2025	2	BF
16	Angelie Diya	Non-Elected Community Leader	Community Member	06/13/2025	0	BW
17	Hector Bernadino	Non-Elected Community Leader	Midway Health Inc.	Appointed 10/18/2024 Expired 10/17/2027	0	HM
18	Thomas McKissack	Non-Elected Community Leader	Ret. Jerome Golden	12/19/2025	0	BM

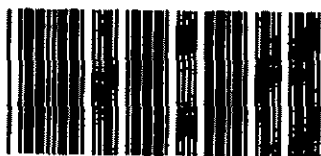
# Palm Beach County HIV CARE Council BOARD ROSTER

People Living with HIV & Community <i>(continued)</i>						
SEAT	OCCUPANT	AFFECTED COMMUNITIES, INCLUDING PLWH AND HISTORICALLY UNDER-SERVED SUBPOPULATIONS AND/OR INDIVIDUALS CO-INFECTED WITH HEPATITIS B/C – SEATS 19-27	POSITION/ ORGANIZATION	CURRENT TERM EXPIRES	TERM LEFT AFTER CURRENT TERM EXPIRES	DEMOGRAPHIC INFO.
19	Vacant	Affected communities, including PLWH and historically under-served subpopulations and/or individuals co-infected with Hepatitis B/C		08/21/2026	3	
20	Vacant	Affected communities, including PLWH and historically under-served subpopulations and/or individuals co-infected with Hepatitis B/C		08/21/2026	3	
21	Cecil Smith	Affected communities, including PLWH and historically under-served subpopulations and/or individuals co-infected with Hepatitis B/C	Community Member	10/02/2026	3	
22	Mary Jane Reynolds	Affected communities, including PLWH and historically under-served subpopulations and/or individuals co-infected with Hepatitis B/C	Community Member	07/12/2024	3	BF
23	Dominique Lane	Affected communities, including PLWH and historically under-served subpopulations and/or individuals co-infected with Hepatitis B/C	Community Member	05/16/2025	3	BF
24	Cynthia Walker	Affected communities, including PLWH and historically under-served subpopulations and/or individuals co-infected with Hepatitis B/C	Community Member	6/13/2025	3	BW
25	Tad Fuller	Affected communities, including PLWH and historically under-served subpopulations and/or individuals co-infected with Hepatitis B/C	Community Member	03/11/2025		WM
26	Richardo Jackson	Affected communities, including PLWH and historically under-served subpopulations and/or individuals co-infected with Hepatitis B/C	Community Member	05/16/2025	2	BM
27	VACANT	Affected communities, including PLWH and historically under-served subpopulations and/or individuals co-infected with Hepatitis B/C	Community Member	10/02/2026	1	WM

*Demographic info key: BF= Black Female, BM= Black Male, HAIF= Haitian Female, HAIM= Haitian Male, WF= White Female, WM= White Male, HISF= Hispanic Female, HISM= Hispanic Male, M= Multi-Race, APIF= Asian Pacific Islander Fem*

R-2011-1560

# Document Type



\* P B C 0 8 \*

## R-number

Place Interim Doc  
Label Here →



\* P B C I N T 0 \*

Place Restricted Doc  
Label Here →



\* P B C R D 0 \*



RESOLUTION NO. R-2011-1560

**RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF PALM BEACH COUNTY, FLORIDA, DESIGNATING THE PALM BEACH COUNTY HIV COMPREHENSIVE AIDS RESOURCES EMERGENCY COUNCIL, HEREAFTER REFERRED TO AS "CARE COUNCIL", AS THE HIV SERVICES PLANNING COUNCIL REQUIRED UNDER PART A OF THE RYAN WHITE ACT; REPEALING RESOLUTION NO. R97-1067; AND UPDATING GRANT TITLE TO RYAN WHITE PART A AND PART B.**

**WHEREAS**, Palm Beach County has been identified as a locality which is disproportionately affected by the HIV epidemic and which has a substantial need for service; and

**WHEREAS**, the local demand for services far exceeds the capacity of local resources to meet that demand; and

**WHEREAS**, Congress has enacted the Ryan White Comprehensive AIDS Resources Emergency Act of 1990, P.L. 101-381, as amended, for the purpose of providing emergency financial support services to persons affected by the AIDS epidemic; and

**WHEREAS**, the Ryan White Act requires a grantee to establish or designate a HIV Services planning Council; and

**WHEREAS**, the current HIV Services Planning Association has worked with the grantees for Ryan White Part B and Housing Opportunities for Persons With AIDS (HOPWA) funds to establish a coordinated planning and advisory body to enhance the delivery of services to HIV-infected persons in Palm Beach County, and has created the CARE Council; and

**WHEREAS**, the Palm Beach County Board of County Commissioners wishes to designate the CARE Council as the HIV Services Planning Council.

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

- I. Designation of the CARE Council. The Board of County Commissioners hereby concurs with the establishment of a Board to be known as the Palm Beach County HIV Comprehensive AIDS Resources Emergency Council (CARE Council), and designates the CARE Council to serve as the Ryan White Part A HIV Services Planning Council as mandated under Part A of the Ryan White Act.
- II. Membership. The initial membership of the CARE Council shall consist of all members in good standing of the Palm Beach HIV Services Planning Council as constituted pursuant to Resolution R97-1067, on the day this resolution is enacted. Subsequently, the total membership shall be reduced to no more than 33 members through a process of attrition. As vacancies occur on the CARE Council, replacements shall be selected in accordance with the required "Nominations Process" which shall be adopted by the CARE Council. The nomination process must be in compliance with Article II of the CARE Council By-Laws and the requirements of Part A of the Ryan White Act, as amended.
- III. Meeting of the CARE Council: The Council may adopt such rules of procedure as it deems necessary. All meetings of the Council shall be open to the public and shall be subject to the requirement of Section 286.11, Florida Statutes. Palm Beach County will be provided copies of all agendas in advance of meetings and copies of all minutes of meetings.

IV. Duties and Responsibilities. The CARE Council shall:

- a) Develop a comprehensive plan for the organization and delivery of health services described in the Ryan White Act, as amended, that is compatible with any existing state or local plan regarding the provision of health services to individuals with HIV disease;
- b) Establish priorities and allocations of funds within the eligible area, including how to best to meet each such priority and additional factors that the grantee should consider, based on:
  1. Documented need of the HIV-infected population;
  2. Cost and outcome effectiveness of proposed service strategies and interventions, to the extent that such data are reasonably available (either demonstrated or probable);
  3. Priorities of the HIV-infected communities for whom the services are intended and;
  4. Availability of other governmental and non-governmental resources;
- c) Assess the efficiency of the administrative mechanism in rapidly allocating funds to the areas of greatest need within the eligible area and assess the effectiveness, either directly or through contractual arrangements, of the services offered in meeting the identified needs.
- d) Establish a grievance procedure to address grievances filed against the council.
- e) Participate in the development of a Statewide Coordinate Statement of Need initiated by the state public health agency responsible for administering grants under Part B of the Ryan White Act.
- f) Establish methods for obtaining input on community needs and priorities, which may include public meetings, conducting focus groups, and convening ad-hoc panels.
- g) Coordinate and monitor service provision and planning outcomes with a designated Lead Agency for the administration of Ryan White Part B funds.
- h) Provide a written report to the Board of County Commissioners by January 15<sup>th</sup> of each year on the membership, attendance records and activities and accomplishments of the CARE Council.

V. Grantee. Palm Beach County is the grantee for Part A Ryan White Act funds. The Board of County Commissions of Palm Beach County shall serve as the chief elected official for the purpose of applying for, receiving and distributing federal Part A Ryan White Act funds. The Department of Community Services shall provide administrative support, prepare grant applications and agreements and monitor funds necessary to comply with Part A requirements. Distribution of grant funds to Palm Beach County Providers shall be through agreements between the County and each provider. The application for and use of grant funds shall be in accordance with Ryan White Act.

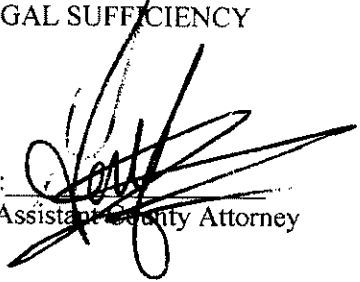
VI. Repeal of Resolution R97-1067. Resolution R97-1067 which created the HIV Services Planning Council is hereby repealed in its entirety.

VII. Effective date. This resolution shall become effective upon adoption. The foregoing Resolution was offered by Commissioner Aaronson, who moved its adoption. The motion was seconded by Commissioner Vana, and upon being put to a vote, the vote was as follows:

Commissioner Karen T. Marcus, Chair	-	Aye
Commissioner Shelley Vana, Vice-Chair	-	Aye
Commissioner Paulette Burdick	-	Aye
Commissioner Steven L. Abrams	-	Aye
Commissioner Burt Aaronson	-	Aye
Commissioner Jess R. Santamaria	-	Aye
Commissioner Priscilla A. Taylor	-	Aye

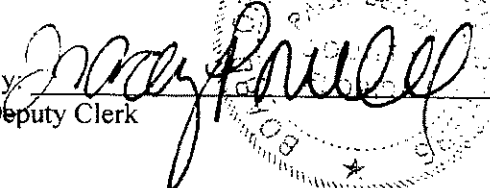
The Chair thereupon declared the resolution duly passed and adopted this 18th day of October, 2011.

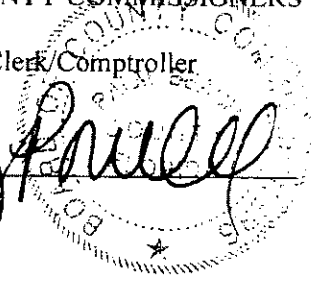
APPROVED AS TO FORM AND  
LEGAL SUFFICIENCY

By:   
Assistant County Attorney

PALM BEACH COUNTY, FLORIDA BY ITS  
BOARD OF COUNTY COMMISSIONERS

Sharon R. Bock, Clerk/Comptroller

By:   
Deputy Clerk



3 E 2

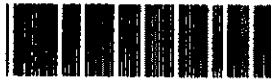
# Document Type



\* P B C 0 7 \*

# Agenda Item Backup

Place Interim Doc  
Label Here →

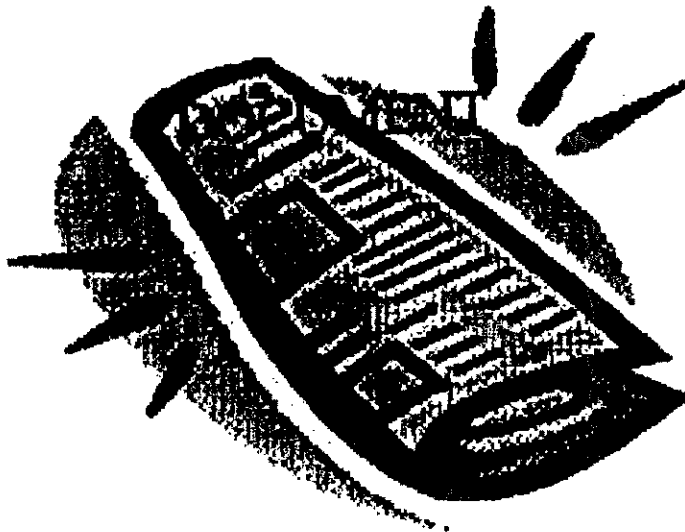


\* P B C I N T O \*

Place Restricted Doc  
Label Here →



\* P B C R D O \*





60-7

Agenda Item #:

R-97-1067

PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS  
AGENDA ITEM SUMMARY

m/mc 6-0  
E-cha

Meeting Date: 8/19/97 [ ] Consent [X] Regular  
[ ] Workshop [ ] Public Hearing

Department

Submitted By: Community Services  
Submitted For: Palm Beach County HIV Planning Services Council

I. EXECUTIVE BRIEF

- A. **Motion and Title:** Staff recommends motion to adopt: A resolution of the Board of County Commissioners of Palm Beach County, Florida, designating the Palm Beach County HIV Comprehensive AIDS Resources Emergency Council, hereinafter referred to as the "CARE Council", as the HIV Services Planning Council Required Under Title I of the Ryan White Care Act; Repealing Resolution No. 93-1182; and Providing for an effective date.
- B. **Summary:** The Palm Beach County HIV Services Planning Council, Title I, and the Palm Beach County AIDS Consortium, Title II, voted separately to recommend the establishment of one Council to effectively and efficiently carry out the mandates of Ryan White CARE Act Title I and Title II. The initial membership of the CARE Council shall consist of all members in good standing of the Palm Beach HIV Services Planning Council and the Palm Beach County AIDS Consortium, the Board formerly constituted to administer Title II funds, on the day this resolution is enacted. As vacancies occur on the CARE Council, replacements shall be selected in accordance with the required "Nomination Process" which shall be adopted by the CARE Council. The nomination process must be in compliance with Article II of the CARE Council By-Laws and the requirements of Title I of the Ryan White Care Act, as amended. The CARE Council shall provide a written report to the Board of County Commissioners by January 15th of each year on the membership, attendance records and activities and accomplishments of the CARE Council. (Ryan White) Countywide (TKF)
- C. **Background and Justification:** Per the Ryan White Comprehensive Aids Resources Emergency Act of 1990 (P.L. 101-381); Palm Beach County was designated an eligible metropolitan area disproportionately affected by the HIV epidemic and having a demand for services exceeding the capacity of local resources to meet that demand. The federal government, through the Department of Health and Human Services has made funds available to Palm Beach County to meet such demand. In order to access these funds, it is legally mandated that Palm Beach County designate a HIV Services Planning Council, which was done in 1993. The HIV Services Planning Council has worked with the grantees for the Title II and HOPWA funding to establish a coordinated planning and advisory system for all HIV funding in Palm Beach County. The CARE Council was established to fulfill this purpose. It is recommended by the currently appointed HIV Services Planning Council that the CARE Council be designated to fulfill the function of the HIV Services Planning Council as required under Title I of the Ryan White Care Act.

- D. **Attachments:**
  1. New Resolution
  2. Rescinded Resolution No. R93-1182

R97-1067

Recommended by: Edward P. White 8-6-97  
Department Director Date

Approved by: Jean Crum 8/7/97  
Assistant County Administrator Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	19__	19__	19__	19__	19__
Capital Expenditures	_____	_____	_____	_____	_____
Operating Costs	_____	_____	_____	_____	_____
External Revenues	_____	_____	_____	_____	_____
Program Income (County)	_____	_____	_____	_____	_____
In-Kind Match (County)	_____	_____	_____	_____	_____
<b>NET FISCAL IMPACT</b>	_____	_____	_____	_____	_____
<b># ADDITIONAL FTE POSITIONS (Cumulative)</b>	_____	_____	_____	_____	_____

Is Item Included in Current Budget? Yes \_\_\_\_\_ No \_\_\_\_\_  
 Budget Account No.: Fund \_\_\_\_\_ Agency \_\_\_\_\_ Org. \_\_\_\_\_ Object \_\_\_\_\_  
 Reporting Category \_\_\_\_\_

B. Recommended Sources of Funds/Summary of Fiscal Impact:

C. Departmental Fiscal Review: \_\_\_\_\_

III. REVIEW COMMENTS

A. OFMB Fiscal and/or Contract Administration Comments:

Elizabeth Branson AA  
 OFMB Contract Dev. and Control

B. Legal Sufficiency:

James D. [Signature]  
 Assistant County Attorney

C. Other Department Review:

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

This summary is not to be used as a basis for payment.

R97 1067

RESOLUTION NO. R97- 1067

RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF PALM BEACH COUNTY, FLORIDA, DESIGNATING THE PALM BEACH COUNTY HIV COMPREHENSIVE AIDS RESOURCES EMERGENCY COUNCIL, HEREAFTER REFERRED TO AS "CARE COUNCIL", AS THE HIV SERVICES PLANNING COUNCIL REQUIRED UNDER TITLE I OF THE RYAN WHITE CARE ACT; REPEALING RESOLUTION NO. 93-1152; AND PROVIDING FOR EFFECTIVE DATE.

WHEREAS, Palm Beach County has been identified as a locality which is disproportionately affected by the HIV epidemic, and which has a substantial need for service; and

WHEREAS, the local demand for services far exceeds the capacity of local resources to meet that demand; and

WHEREAS, Congress has enacted the Ryan White Comprehensive AIDS Resources Emergency Act of 1990, P.L. 101-381, as amended, for the purpose of providing emergency financial support services to persons affected by the AIDS epidemic; and

WHEREAS, the Ryan White Care Act requires a grantee to establish or designate a HIV Services Planning Council; and

WHEREAS, the current HIV Services Planning Association has worked with the grantees for Ryan White Title II and HOPWA funds to establish a coordinated planning and advisory body to enhance the delivery of services to HIV-infected persons in Palm Beach County, and has created the CARE Council; and

WHEREAS, the Palm Beach County Board of County Commissioners wishes to designate the CARE Council as the HIV Services Planning Council.

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

I. Designation of the Care Council. The Board of County Commissioners hereby concurs with the establishment of a Board to be known as the Palm Beach County HIV Comprehensive AIDS Resources Emergency Council (CARE Council), and designates the CARE Council to serve as the Ryan White Title I HIV Services Planning Council as mandated under Title I of the Ryan White Care Act.

R97 1067

II. Membership. The initial membership of the CARE Council shall consist of all members in good standing of the Palm Beach HIV Services Planning Council and the Palm Beach County AIDS Consortium, the Board formerly constituted to administer Title II funds, on the day a resolution is enacted. Subsequently, the total membership shall be reduced to no more than (45) but not less than (21) members through a process of attrition. As vacancies occur on the CARE Council, replacements shall be selected in accordance with the required "Nomination Process" which shall be adopted by the CARE Council. The nomination process must be in compliance with Article II of the CARE Council By-Laws and the requirements of Title I of the Ryan White Care Act, as amended.

III. Meetings of the Care Council. The Council may adopt such rules of procedure as it deems necessary. All meetings of the Council shall be open to the public and shall be subject to the requirements of Section 286.011, Florida Statutes. Palm Beach County will be provided copies of all agendas in advance of meetings and copies of all minutes of meetings.

IV. Duties and responsibilities. The CARE Council shall:

- (a) Develop a comprehensive plan for the organization and delivery of health services described in the Ryan White CARE Act, as amended, that is compatible with any existing state or local plan regarding the provision of health services to individuals with HIV disease;
- (b) Establish priorities for the allocation of funds within the eligible area, including how best to meet each such priority and additional factors that the grantee should consider, based on:
  1. documented needs of the HIV-infected population;
  2. cost and outcome effectiveness of proposed service strategies and interventions, to the extent that such data are reasonably available (either demonstrated or probable);
  3. priorities of the HIV-infected communities for whom the services are intended and;
  4. availability of other governmental and non-governmental resources;
- (c) Assess the efficiency of the administrative mechanism in rapidly allocating funds to the areas of greatest need within the eligible area and assess

0300

R97 1067

the effectiveness, either directly or through contractual arrangements, of the services offered in meeting the identified needs.

(d) Establish a grievance procedure to address grievances filed against the council.

(e) participate in the development of a Statewide Coordinated Statement of Need initiated by the state public health agency responsible for administering grants under Title II of the CARE Act.

(f) establish methods for obtaining input on community needs and priorities which may include public meetings, conducting focus groups, and convening ad-hoc panels.

(g) coordinate and monitor service provision and planning outcomes with a designated Lead Agency for the administration of Ryan White Title II funds.

(h) provide a written report to the Board of County Commissioners by January 15th of each year on the membership, attendance records and activities and accomplishments of the CARE Council.

IV. Grantee. Palm Beach County is the grantee for Title I Ryan White Care Act funds. The Board of County Commissioners of Palm Beach County shall serve as the chief elected official for the purpose of applying for, receiving and distributing federal Title I Ryan White Care Act funds. The Department of Community Services shall provide administrative support, prepare grant applications and agreements and monitor funds necessary to comply with Title I requirements. Distribution of grant funds to Palm Beach County providers shall be through agreements between the County and each provider. The application for and use of grant funds shall be in accordance with the Ryan White Comprehensive AIDS Resources Emergency Act.

V. Repeal of Resolution R93-1182. Resolution R93-1183 which created the HIV Services Planning Council is hereby repealed in its entirety.

VI. Effective date. This resolution shall become effective upon adoption.

The foregoing Resolution was offered by Commissioner Marcus , who moved its adoption.

The motion was seconded by Commissioner McCarty , and upon being put to a vote, the vote was as follows:

0301

R97 1067

KAREN T. MARCUS	-	Aye
CAROL A. ROBERTS	-	Aye
WARREN H. NEWELL	-	Aye
MARY MCCARTY	-	Aye
BURT AARONSON	-	Aye
KEN L. FOSTER	-	Absent
MAULE FORD LEE	-	Aye


The Chairman thereupon declared the Resolution duly passed and adopted this

19th day of August, 1997.

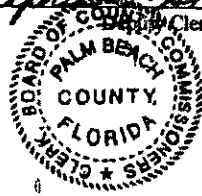
APPROVED AS TO FORM AND  
LEGAL SUFFICIENCY

PALM BEACH COUNTY, FLORIDA BY ITS  
BOARD OF COUNTY COMMISSIONERS

DOROTHY H. WILKEN, Clerk

By:   
Assistant County Attorney

By:   
Clerk



R97 1067

0302

Attachment 1 B

RESOLUTION NO. R93-33-1182

RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF PALM BEACH COUNTY, FLORIDA, CREATING THE PALM BEACH COUNTY HIV HEALTH SERVICES PLANNING COUNCIL, PROVIDING FOR PURPOSE, PROVIDING FOR MEMBERSHIP, PROVIDING FOR TERMS OF OFFICE AND COMPENSATION OF MEMBERSHIP, PROVIDING FOR ORGANIZATION, CHAIRMAN AND MEETINGS, PROVIDING FOR DUTIES AND RESPONSIBILITIES, PROVIDING FOR ADMINISTRATION, PROVIDING FOR SEVERABILITY, PROVIDING FOR INCLUSION IN ADMINISTRATIVE CODE, AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Palm Beach County has been identified as a locality which is disproportionately affected by the HIV epidemic, and which has a substantial need for services; and

WHEREAS, the local demand for services far exceeds the capacity of local resources to meet that demand; and

WHEREAS, Congress has enacted the Ryan White Comprehensive AIDS Resources Emergency Act of 1990, P.L. 101-381, for the purpose of providing emergency financial support services for persons affected by the AIDS epidemic; and

WHEREAS, The Palm Beach County Board of County Board of County Commissioners wishes to improve the availability of services in Palm Beach County by accessing this Federal funding.

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

1. Purpose: The Palm Beach County Board of County Commissioners shall hereby serve as the subject elected officials for the purpose of applying for, receiving and administering Federal Ryan White Comprehensive AIDS Resources Emergency Act funds.

2. Creation of HIV Health Services Planning Council: The Board of County Commissioners hereby create and establishes a Board to be known as the Palm Beach County HIV Health Services Planning Council, in accordance with the Federal Ryan White Comprehensive AIDS Resources Emergency Act.

3. Membership: The Palm Beach County HIV Health Services Planning Council shall consist of not less than seven members, to be appointed by the Board of County Commissioners. The Board of County Commissioners are requested to establish the membership of this Council as is authorized in the Administrative Code. Council shall include representatives of:

- (a) health care providers;
- (b) community-based and AIDS service organizations;
- (c) social service providers;
- (d) local health care providers;
- (e) local public health agencies;
- (f) hospital planning agencies or health care planning agencies;
- (g) affected communities, including individuals with HIV disease;
- (h) non-elected community leaders;
- (i) state government;

Coding: words in serifs type are deletions from existing text. words in underscores type are additions.

tc/AID99

1437/146

R93 1182

RECORDER'S MEMO, Legibles  
Writing, Typing or Printing  
Unsatisfactory in this document  
when received.

U 0303

R97 1067

(j) one or more of the following:

1. migrant health centers under section 329 (42 U.S.C. § 254b) or community health centers under section 330 (38 14) U.S.C. § 254c;
2. federal grantees under section 340 (U.S.C. § 256) (regarding health services for the homeless);
3. federal grantees under section 340 (401 142 U.S.C. § 300) (regarding family planning), other than the state;
4. comprehensive hemophilia diagnostic and treatment centers;
5. Federally-qualified health centers under section 1905 (1) (2) (B) of the Social Security Act; or
6. a non-profit private entity that provides comprehensive primary care services to populations at risk of HIV disease.

(k) the local agency of any Federal Health Resources and Services Administration adult and pediatric HIV-related care demonstration project operating in Palm Beach County.

The Council may also include a member of the Board of County Commissioners to be appointed by the Chairman of the Board.

IV. Term of office and compensation. The terms of the Council members shall be pursuant to the Palm Beach County Administrative Code. The members shall serve without pay, however, 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, and upon the prior approval of the Board of County Commissioners. No other expenses are reimbursable except documented long distance phone calls to the Dade County Department.

V. Organization, quorum and meetings. The Council shall select a Chairperson and such other officers as deemed necessary or desirable to conduct the business of the Council. All officers shall serve at the pleasure of the Council. A Majority of the members of the Council plus one shall constitute a quorum. A majority of those members present and voting at any meeting shall be sufficient to enable taking any action. The Council shall meet at any appropriate place and shall arrange a time for holding meetings of the Council as shall be necessary. The Council may adopt such rules of procedure as it deems necessary. All meetings of the Council shall be open to the public and shall be subject to the requirements of Section 286.011, Florida Statutes. The minutes of meetings shall be mailed to all members of the Council at least one (1) week in advance of the next meeting, where possible.

VI. Duties and responsibilities. The Palm Beach County HIV Health Services Planning Council shall:

Noting: Words in ~~XXXXXXXXXX~~ type are deletions from existing text. Words in XXXXXXXXXX type are additions.

re/AID-90-

R93 1182

1437 147

R97 1067

0304



(a) establish priorities for the allocation of funds within Palm Beach County. (Pursuant to 42 U.S.C. § 2604, any funds received pursuant to Title I of the Act shall be allocated in accordance with these priorities.)

(b) develop a comprehensive plan for the organization and delivery of health services described in 42 U.S.C. § 2604 that is compatible with any existing state or local plan regarding the provision of health services to individuals with HIV disease. The comprehensive plan shall be presented to the Board of County Commissioners within one hundred and twenty (120) days from the establishment of the Council or to meet any time frame necessary to capture available federal dollars;

(c) assess the efficiency of the administrative mechanism in rapidly allocating funds to the areas of greatest need within Palm Beach County;

(d) assist the County in applying for grants pursuant to the Ryan White Comprehensive AIDS Resources Emergency Act;

(e) perform such other functions as required of the Council by the Ryan White Comprehensive AIDS Resources Emergency Act.

vii. Administration. The Department of Community Services shall provide administrative support to the Council, prepare grant applications and agreements, and monitor any funds received under such grants. Distribution of grant funds to Palm Beach County providers shall be through agreements between the County and each provider. The application for and use of grant funds shall be in accordance with the Ryan White Comprehensive AIDS Resources Emergency Act.

Section 2.

~~SEVERABILITY.~~

If any section, sentence, clause or phrase of this Resolution is held to be invalid or unconstitutional by any court of competent

jurisdiction, the provisions of this Resolution shall nevertheless remain in full force and effect.

Coding: Words in bracket-through type are deletions from existing text. Words in underscored type are additions.

2-

1001437ma148

R93 1182

R97 1067

0 0305

Jurisdiction, then said holding shall in no way affect the validity of the remaining portions of this Resolution.

Section 3. INCLUSION IN ADMINISTRATIVE CODE.

It is the intention of the Board of County Commissioners that the provision of this resolution shall become and be made a part of the Palm Beach County Administrative Code; and that the sections of this Resolution may be renumbered or relettered and the word "resolution" may be changed to "section," "article," or such other appropriate word or phrase in order to accomplish such intentions.

Section 4. EFFECTIVE DATE.

This Resolution shall become effective upon adoption.

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

KAREN T. MARCUS	-	AYE
CAROL A. ROBERTS	-	AYE
WARREN H. HEWELL	-	AYE
MARY MCCARTY	-	AYE
BERT AARHOLM	-	AYE
FRAN FOSTER	-	AYE
MAUDE WIND LEE	-	AYE

The Chair thereupon declared the Resolution duly passed and adopted this 12th day of SEPTEMBER, 1997.

PALM BEACH COUNTY, FLORIDA BY ITS BOARD OF COUNTY COMMISSIONERS

DOROTHY H. WILKIN, Clerk.

By: Jane M. Miller  
Deputy Clerk

APPROVED AS TO FORM AND LEGAL SUFFICIENCY

[Signature]  
County Attorney



Coding: Words in strach-through type are deletions from existing text. words in underlined type are deletions.

R93 1182

19971437rev149

R97 1067

0306