

**DRAFT Proposed Resolution R \_\_\_\_\_ (with amendments)**

**DMR version – December 26, 2019**

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

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

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

- A. To make recommendations on the collection of data necessary to analyze the health and human service needs of the people of Palm Beach County.
- B. To create a forum for citizens participation for all phases of the Health and Human Services Element of the Palm Beach County Comprehensive Plan development and amendment process. Further, the Committee shall make recommendation to the Planning Commission and the Board of County Commissioners regarding amendments to the Health and Human Services Element of the Palm Beach County Comprehensive Plan, and shall review the implementation status of the Health and Human Services Element of the Comprehensive Plan on an annual basis.
- C. To create a forum for citizens participation, the Committee shall specifically provide for consumer, minority and affected party input on an issue by issue basis to allow for those affected to be involved in the Committee’s activities.
- D. To serve as a link to local and regional health and human service planning organizations. Linkages may include ex-officio member appointments of the Committee, participation in other agency planning processes, and multi-agency task forces to resolve specific problems. Further, all agencies and staff within the auspices of the Board of County Commissioners shall provide data,, information and such support as reasonably required and shall otherwise work in cooperation with the Committee in pursuing the Board of County Commissioner’s health and human serve goals, objectives and policies. The purpose of such linages is to facilitate the Committee in achieving its mission.
- ~~E. Submit an annual narrative report to the Agenda Coordinator. The form, substance and submittal dates for annual narrative reports are established by PPM CW O 060.~~
- F. To perform such other duties as may be required from time to time assigned by the Board of County Commissioners.

**Section 4. Membership.** The Committee shall be comprised of eleven (11) members. The total membership of the Committee shall, at a minimum, represent the components of the Health and

Human Services System of Care: public health, physical health, behavioral health, developmental services, children and family services, adults and elderly services, education, recreation, workforce development, municipalities, business and economic development, planning/research & evaluation, transportation, and housing (*possibly expand representation*). All members must reside in Palm Beach County at the time of appointment and while serving on the Board, and have knowledge of at least one component of the System of Care. Membership shall be representative of the racial, ethnic and geographic diversity of Palm Beach County. At least one member shall be a resident west of 20 Mile Bend. At least one member shall be a representative of the Palm Beach County League of Cities. At least one member shall be a representative of the Florida Department of Health in Palm Beach County.

- A. Appointment. Members shall be appointed at large by the Board of County Commissioners, and serve for staggered terms of three (3) years, with a limit of three (3) consecutive terms. Terms shall begin on October 1<sup>st</sup>, and end on September 30<sup>th</sup>. Vacancies occurring during a term shall be filled for the unexpired portion of the term, and shall not count toward the member's term limits.
- B. Member Nominations. The nomination process shall begin ninety (90) days prior to the expiration of a member's term, or immediately in the event of an unplanned vacancy. The Board of County Commissioners shall be notified and requested to provide nominations for committee appointment. The Palm Beach County Health Department and Palm Beach County League of Cities will each be requested to submit a nomination. Nominees submitted by the Committee, the Palm Beach County League of Cities, the Palm Beach County Health Department and individual Commissioners will be transmitted to the Board of County Commissioners. An approved board appointment form, with attached resume, must be completed for all nominees prior to transmittal.
- C. Ex-officio Members: Ex-officio members may be appointed by a majority vote of the Committee, or as directed by the Board of County Commissioners, for the purpose of assisting the Committee in achieving its mission. (*possibly include verbiage about attendance at CAC/HHS meetings and application process*)
- D. Conflict of Interest: Members shall be governed by the applicable provisions of Florida Code of Ethics for Public Officers and Employees and the applicable provisions of the Palm Beach County Code of Ethics.
- E. Compensation. Members shall receive no compensation for services, but may be entitled to travel reimbursement incurred only for travel outside Palm Beach County necessary to fulfill board member responsibilities and only when sufficient funds have been budgeted and available as set forth in PPM CW-O-038. Approval Authority for pre-authorized board member travel is designated to the County Administrator and Deputy County Administrator and shall be in accordance with PPMCS-F-009. No other expenses will be reimbursable except document long distance telephone calls to the liaison County department.
- F. Attendance: Members shall be automatically removed for lack of attendance. Lack of attendance is defined as failure to attend three (3) consecutive meetings or a failure to attend more than one-half of the meetings scheduled during a calendar year. Participation for less than three-fourths of a meeting shall be the same as a failure to attend a meeting.

Members removed pursuant to this paragraph shall not continue to serve on the Committee and such removal shall create a vacancy.

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

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

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

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

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

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

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

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

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

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

The forgoing Resolution was offered by Commissioner ~~Taylor~~ who has move its adoption. The motion was seconded by Commissioner ~~Berger~~, and upon being put to a vote, the vote was as follow:

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

The Chair thereupon declared the Resolution duly passed and adopted this ~~5<sup>th</sup>~~ day of ~~November, 2013~~

APPROVED AS TO FORM  
LEGAL SUFFICIENCY

PALM BEACH COUNTY, FLORIDA  
BOARD OF COUNTY COMMISSIONERS

~~Sharon R. Boek~~, Clerk & Comptroller  
Palm Beach County

By: \_\_\_\_\_  
County Attorney

By: \_\_\_\_\_  
~~Sharon R. Boek~~, Clerk and Comptroller