

Palm Beach County, Florida

Citizens Advisory Committee on Health & Human Services (CAC/HHS)

Process to Follow when Filling a Vacant CAC/HHS Seat

(Modified on January 9, 2020 by the CAC/HHS – Modifications highlighted in yellow)

STRATEGIC REVIEW OF MEMBERSHIP

- A strategic review of CAC/HHS membership will occur at the CAC/HHS Annual Meeting scheduled to be held in December.
- A strategic review of CAC/HHS membership will occur in the event of an unplanned vacancy in compliance with Resolution R-2013-1563, Section 4. Membership, B. Member Nominations.
- A strategic review of CAC/HHS membership will be initiated by the CAC/HHS Executive Committee to solicit and recommend member nominations for transmittal to the Board of County Commissioners in compliance with Resolution R-2013-1563, Section 4. Membership, B. Member Nominations and Section 6. Meetings
- Strategic review of CAC/HHS membership will include consideration of:
 - Representation from key components of the health & human services system of care
 - Racial, ethnic and geographic diversity

RECRUITMENT

On the CAC/HHS Regular Committee agenda, New Member Recruitment will be posted.

- To fill any system component representation and demographic diversity gaps, CAC/HHS members will suggest names of potential members at CAC/HHS Regular Committee meetings.

- The CAC/HHS Chair will assign a CAC/HHS member to reach out and contact a potential member. The CAC/HHS member will explain the general roles and responsibilities of CAC/HHS membership to the potential member.
- If a potential member is interested in becoming a CAC/HHS member, they will be invited to attend a CAC/HHS Regular Committee meeting and be introduced to the entire Committee.
- An invitation to complete the “*Palm Beach County Board of County Commissioners Boards/Committees Application*” & “*CAC/HHS Application for Membership*” will be extended to the potential member.
- CAC/HHS applicants are required to attend at least one CAC/HHS Regular Committee meeting before their application is accepted and reviewed by the CAC/HHS.
- It is strongly encouraged that the applicant attend CAC/HHS meetings during the BCC approval process.

APPLICATION PROCESS

Notification/Communication:

Community Service Department staff notifies the following individuals about a CAC/HHS vacancy:

1. CAC/HHS Chair,
2. CAC/HHS Executive Committee,
3. CAC/HHS Members,
4. County Administration staff; and,
5. County Commissioners.

Documents:

Potential Applicants are requested to complete the following documents and forward the completed documents to Community Service Department staff:

1. PBC BCC Boards/Committees Application Form
2. PBC Code of Ethics Training Acknowledgement Form
3. PBC Commission on Ethics – Code of Ethics Training document
4. CAC/HHS Application for Membership

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 individuals Commissioners will be transmitted to the Board of County Commissioners. An approved Board appointment form, with attached resume and associated documents, must be completed for all nominees prior to transmittal.

CAC/HHS Executive Committee

- CAC/HHS Executive Committee members will hold a meeting to review completed documents submitted to Community Service Department staff.
- Community Service Department staff will notify that the applicant that a CAC/HHS Executive Committee will be held and request their attendance.
- Individuals seeking to be a CAC/HHS member must indicate their area of expertise during the interview process and on all applicable applications.
- CAC/HHS Executive Committee members will review application documents to determine if the area of expertise fills a gap that currently exists and may pose questions to the applicant.

- Applicants will be offered the opportunity to speak, present themselves and answer questions.
- Applicants are encouraged to attend CAC/HHS meetings.
- Applicants will be asked about their willingness/availability to attend CAC/HHS meetings.
- CAC/HHS Executive Committee comments will be forwarded to CAC/HHS members at the next available CAC/HHS Regular Committee meeting.
- Applicants not having knowledge of at least one component of the System of Care as defined by Resolution R-2013-1563 will not have their applications forwarded to CAC/HHS Regular Committee members.

CAC/HHS Regular Committee

- At the first available CAC/HHS Regular Committee meeting, Committee members will receive comments expressed at the CAC/HHS Executive Committee meeting concerning application(s) reviewed.
- Community Service Department staff will notify the applicant that a CAC/HHS Regular Committee meeting will be held and request their attendance.
- CAC/HHS Regular Committee members will review application documents and may pose questions to the applicant.
- Applicants will be offered the opportunity to speak, present themselves and answer questions.
- Membership applications and comments expressed at the CAC/HHS Executive Committee and CAC/HHS Regular Committee will be forwarded to County Administration to be placed on the first available BCC agenda.
- Community Service staff will notify applicant(s) when the BCC will be reviewing their application for CAC/HHS membership.

County Administration will notify Community Service staff concerning BCC decisions pertaining to CAC/HHS membership appointment(s).

ORIENTATION

- Newly appointed CAC/HHS members will meet with Community Service staff and be provided with orientation materials/documents.
- Orientation materials/documents provided by Community Service staff will be reviewed with newly appointed CAC/HHS members.
- The CAC/HHS Regular Committee Annual Meeting held in December will include an agenda item titled “Membership Orientation”.
- Newly appointed CAC/HHS members and the CAC/HHS Chair may schedule a meeting together to discuss roles and responsibilities. Should a meeting be scheduled, the meeting shall be publicly noticed.

dmr11122019

File: CAC/2020/DraftPBCCACHHSapplicaitonprocessdocument 02072020

Modified by DMR on 11/27/2019 (12:24 pm)

Modified by DMR on 12/4/2019 (11:13 am)

Modified by DMR on 1/7/2020 (1:30 pm)

Modified by CK/DMR on 1/7/2020 (4:18 pm)

Modified by DMR on 2/7/2020