

RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF PALM BEACH COUNTY, FLORIDA, REPEALING AND REPLACING RESOLUTION R-2013-1563; PROVIDING FOR THE CITIZENS ADVISORY COMMITTEE ON HEALTH AND HUMAN SERVICES

WHEREAS, the Florida Statutes and the Florida Administrative Code recognize the importance of citizen participation in the development and evaluation of comprehensive plans; and

WHEREAS, the Board of County Commissioners of Palm Beach County, Florida, established the Citizens Advisory Committee on Health and Human Services (CAC/HHS) on November 13, 1990, pursuant to Resolution R-90-1978; and

WHEREAS, Resolution R-90-1978 was subsequently amended by Resolutions R-93-317, and R-99-54, which were repealed and replaced by Resolution R-2001-0193 and subsequently repealed and replaced by R-2013-1563; and

WHEREAS, R-2013-1563 provided clarification regarding the CAC/HHS'S roles and responsibilities and also brought the resolution into compliance with the Board of County Commissioners' uniform policies and procedures on advisory boards as provided in Resolution R-2013-0193; and

WHEREAS, the CAC/HHS proposed amendments to the Health and Human Services Element of the Palm Beach County Comprehensive Plan, which amendments were adopted by the Board of County Commissioners on February 1, 2023 in Ordinance No. 2023-004, effective March 18, 2023; and

WHEREAS, there is a need to further amend the resolution to more clearly define the alignment of the Health and Human Services Element with the Board of County Commissioners' priorities as provided in Ordinance No. 2023-004; and

WHEREAS, repealing and replacing Resolution R-2013-1563 will simplify future reference.

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

- I. **Repeal and Replacement of Prior Resolution;** Resolution R-2013-1563 is hereby repealed and replaced in its entirety with the following:

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 citizen 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 recommendations 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 citizen 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 make recommendations on an annual basis during the Financially Assisted Agency funding process regarding service and funding priorities, and outcomes.
- E. 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 service goals, objectives and policies. The purpose of such linkages is to facilitate the Committee in achieving its mission.
- 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 System of Care as depicted in the Health and Human Services Element: Housing and Homelessness, Employment, Transportation, Food and Hunger, Health and Wellness, Education, Safety and Justice, and Child Care. All members must reside in Palm Beach County at the time of appointment and while serving on the Board, and have expertise of at least one (1) component of the System of Care. Membership shall be representative of the racial, ethnic and geographic diversity of Palm Beach County. The following five (5) representatives are deemed as required seats: at least one (1) member shall be a resident living west of the 20 mile bend; at least one (1) member shall be a representative of the Palm Beach County League of Cities; at least one (1) member shall be a representative of the Florida Department of Health in Palm Beach County; at least one (1) member shall be a representative of Birth to 22: United for Brighter Futures alliance; at least one (1) member shall be a member of the public representing the County as a whole with lived experience in the Health and Human Services System of Care. The remaining six (6) representatives are at-large seats that are aligned with the Health and Human Services Element.

- 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 and end on September 30. Vacancies occurring during a term shall be filled for the unexpired portion of the term, and shall not count towards 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, the Palm Beach County League of Cities, and the Birth to 22 alliance will each be requested to submit a nomination. Nominees 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 should have expertise in the Health and Human Services System of Care. Palm Beach County employees with expertise in the Health and Human Services System of Care may serve as ex-officio members of the CAC/HHS. No ex officio member may vote on any matter. Palm Beach County employees who are ex officio members must also abstain from discussion of matters that would constitute prohibited conduct under Section 2-443 of the Palm Beach County Code of Ethics. Ex-officio members may be appointed by a majority vote of the Committee after the candidate's application has been reviewed by the CAC/HHS Executive Committee and forwarded to the CAC/HHS, or as directed by the Board of

County Commissioners, for the purpose of assisting the Committee in achieving its mission.

- D. Conflict of Interest. Members shall be governed by the applicable provisions of the 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 PPM CW-F-009. No other expenses will be reimbursable except documented 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 for a term of one (1) year, but not to exceed two (2) consecutive terms in any one office. The duties of the chair shall be to:

1. Call Committee meetings and organize the agenda for the same;
2. Preside at committee meetings;
3. Establish subcommittees, appoint subcommittee chairs, and charge subcommittee with specific tasks;
4. Serve as primary liaison with staff; and
5. 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. Twenty-five percent (25%) of the appointed members must be present in-person to 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, work groups, and other appropriate forums as needed. The Executive Committee will consist of the Officers, the Immediate Past Chair, the representative residing west of the 20-mile bend, the representative of the Palm Beach County League of Cities, the representative of the Florida Department of Health in Palm Beach County, the representative of Birth to 22, and the representative with lived experience. 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 a 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 meetings shall be

provided. All meetings 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 Community Services Department.

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.

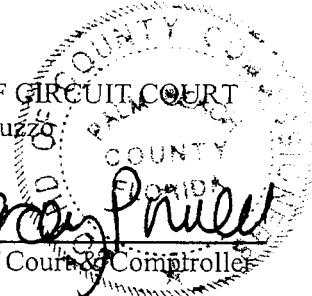
The foregoing Resolution was offered by Commissioner Marino, who moved its adoption. The motion was seconded by Commissioner Bernard, and upon being put to a vote, the vote was as follows:

- Commissioner Maria Sachs, Mayor - Aye
- Commissioner Maria G. Marino, Vice Mayor - Aye
- Commissioner Gregg K. Weiss - Aye
- Commissioner Michael A. Barnett - Aye
- Commissioner Marci Woodward - Aye
- Commissioner Sara Baxter - Aye
- Commissioner Mack Bernard - Aye

The Mayor thereupon declared the Resolution duly passed and adopted this 20th day of August 2024.

ATTEST:
CLERK OF CIRCUIT COURT
Joseph Abruzzo

By: [Signature]
Clerk of Court & Comptroller



PALM BEACH COUNTY, Florida
By its Board of County Commissioners

By: [Signature]
Maria Sachs, Mayor

APPROVED AS TO FORM &
LEGAL SUFFICIENCY:

By: [Signature]
Assistant County Attorney

APPROVED AS TO CONTENT:

Signed by:
By: [Signature]
Taruna Malhotra
Deputy Director