

F. Consent Agenda - Housing and Human Services
ITEM 11.



AGENDA REPORT
April 23, 2019

Appointments, Re: Community Action Advisory Board

SUBJECT:

Appointments, Re: The Community Action Advisory Board.

FISCAL IMPACT:

Fiscal Year 2018/2019 - There will be no impact to the General Fund.

Fiscal Year 2019/2020 - There will be no impact to the General Fund.

DEPT/OFFICE:

Housing and Human Services

REQUESTED ACTION:

It is requested that the Board of County Commissioners appoint Pastor Jerome Dukes, as a Private Sector appointee and approve the re-appointments of Tauheedah Hamilton and Latonya Hubbard as Low Income Sector members on the Community Action Advisory Board.

SUMMARY EXPLANATION and BACKGROUND:

The Board of County Commissioners, per 42 U.S. Code, Section 9910, established the Brevard County Community Action Board. This rule mandates that the composition of the Community Action Board be of a tripartite nature, made up of equal members from the Public Sector (elected public officials or their representatives), the Low Income Sector (democratically chosen by low-income communities), and the Private Sector (business, veteran's groups, religious/faith based groups, affordable housing groups, etc.). All representatives either elected or appointed to the Community Action Board must be a resident of Brevard County. Representatives of the private and low income sector may serve for two (2) consecutive three (3) year terms. Terms for Public Sector appointments can run concurrent with the appointing public official.

The Community Action Board's primary function is to review and recommend programs for the Brevard County Community Action Agency through the use of Community Services Block Grant funds and Low Income Home Energy Assistance Program funds. Community Services Block Grant and Low Income Home Energy Assistance Program funds are used to address the needs of low-income families and help them achieve self-sufficiency. An advertisement was placed in the Florida Today Newspaper seeking interested persons from the private sector to sit on the Community Action Advisory Board. Pastor Dukes submitted his application and resume. Pastor Dukes meets the criteria for a Private

Sector appointee through his affiliation with a religious based organization. Tauheedah Hamilton was elected through a democratic process carried out in the North Tropical Trail Community Neighborhood Strategy Area and Latonya Hubbard was elected through a democratic process carried out in the West Cocoa Community Neighborhood Strategy Area, as required by the Community Action Board's Bylaws and 42 U.S. Code, Section 9910. All residents present were allowed to participate and both were elected by majority vote to serve as representatives for their perspective low-income sectors. The Board of County Commissioners approved their first term appointments on March 15, 2016. Both Tauheedah Hamilton and Latonya Hubbard have expressed their interest in remaining on the Community Action Board.

CLERK TO THE BOARD INSTRUCTIONS:

None.

ATTACHMENTS:

Description

- ▢ **Florida Today Newspaper Advertisement**
- ▢ **Pastor Dukes' Volunteer Application**
- ▢ **Pastor Dukes' Resume**
- ▢ **Tauheedah Hamilton's Volunteer Application**
- ▢ **Tauheedah Hamilton's Resume**
- ▢ **Latonya Hubbard's Volunteer Application**
- ▢ **Latonya Hubbard's Resume**



Classified Ad Receipt
(For Info Only - NOT A BILL)

Customer: BREVARD COUNTY HOUSING & HUMAN

Address: 2725 JUDGE FRAN JAMIESON WAY
MELBOURNE FL 32940
USA

Ad No.: 0003402502

Pymt Method: Invoice

Net Amt: \$171.52

Run Times: 1

No. of Affidavits: 1

Run Dates: 02/26/19

Text of Ad:

AD#3402502, 2/26/2019
PUBLIC NOTICE

THE BREVARD COUNTY BOARD OF COUNTY COMMISSIONERS
IS ACCEPTING APPLICATIONS TO FILL A VACANT POSITION ON THE COMMUNITY
ACTION BOARD

The Brevard County Board of County Commissioners is seeking interested applicants for the Community Action Board. This advisory board is responsible for providing oversight for services provided under Brevard County's Community Services Block Grant Funded Family Self-Sufficiency Program and tasks associated with the Community Based Organizations' Funding Program provided by the Community Action Agency.

Currently there is one (1) vacancy for the Private Sector. Appointments shall be made from members or officials of private groups or interests within the community, business, industry, labor, religious, law enforcement, education, or other major groups. Representatives may serve for two (2) consecutive three (3) year terms. Advisory Board members are subject to the Florida-in-the-Sunshine Law, and do not receive compensation for their services. Meetings are held monthly at the Brevard County Government Center.

Persons interested in being considered for this position should submit an application, resume and/or bio identifying their qualifications.

Submit To: Shaunna Heffernan, Brevard County Housing and Human Services Department, 2725 Judge Fran Jamieson Way, Bldg. B, Suite B-106, Viera, FL 32940 Telephone (321) 633-2076 or e-mail shaunna.heffernan@brevardcounty.us.



Tammy Rowe, Clerk to the Board, 400 South Street • P.O. Box 999, Titusville, Florida 32781-0999

Telephone: (321) 637-2001
Fax: (321) 264-6972
Tammy.Rowe@brevardclerk.us

April 24, 2019

Pastor Jerome Dukes
1803 Hudson Drive
Rockledge, FL 32955

Dear Pastor Dukes:

Re: Appointment to Community Action Board

The Board of County Commissioners, in regular session on April 23, 2019, acknowledged your appointment to the Community Action Board. Said term of appointment expires December 31, 2020. Enclosed are memorandums explaining the "Sunshine Law" and 2018 changes to Voting Conflict Law for your information.

Your continued willingness to serve the citizens of Brevard County in this capacity is appreciated.

Sincerely,

BOARD OF COUNTY COMMISSIONERS
SCOTT ELLIS, CLERK

Tammy Rowe

Tammy Rowe, Deputy Clerk

/dt

Encls. (2)

cc: Housing and Human Services



Department of Housing and Human Services
Volunteer Application Form
COMMUNITY ACTION BOARD MEMBER

Name/Title	RECEIVED
Jerome Dukes, Pastor	
Organization Represented	MAR 25 2019
Private Sector	
Employer	HOUSING/HUMAN SERV
Retired	
Preferred Mailing Address	
1803 Hudson Drive	
City/State/Zip	
Rockledge, Florida 32955	
Business Phone	321-639-1603
Email <u>jerryjky@bellsouth.net</u>	
Home Phone	321-639-1603
Fax	
Cell Phone <u>321-698-7010</u>	

I have lived in Brevard County for 60 _____ years.

I prefer to receive correspondence by X email _____ fax _____ mail.

I can attend CAB meetings on the 3rd Tuesday of each month (9 am - 11:00 am) in the Brevard County Government Center at Viera.

Please attach a brief resume describing your experience that would benefit the Community Action Board. Thank You

Jerome Dukes
Signature

3/19/19
Date

PLEASE CHECK GROUPS YOU HAVE EXPERIENCE OR AN INTEREST		For staff use only					
		M	A	V	T	P	I
<input type="checkbox"/>	Affordable Housing Council						
<input type="checkbox"/>	CDBG Advisory Board						
<input type="checkbox"/>	Commission on Aging						
<input type="checkbox"/>	Commission on Mental Health and Community Solutions						
<input type="checkbox"/>	Commission on the Status of Women						
<input checked="" type="checkbox"/>	Community Action Board						
<input type="checkbox"/>	Homeless Task Force						
<input type="checkbox"/>	Together in Partnership						
<input type="checkbox"/>	Youth TIP Committee						

JEROME DUKES

1803 HUDSON DRIVE
ROCKLEDGE, FL 32955
321-698-7010
JERRYJKY@BELLSOUTH.NET

QUALITY ASSURANCE EXPERT

Confident, articulate and results-oriented quality assurance professional offering a strong foundation of education and experience. Creative and enthusiastic with a proven record of success in prioritizing and processing heavy workflows without supervision. Leverages strategic investigative techniques to ensure full compliance with contract, federal and organizational regulations. Exceptional communication skills and possesses a keen attention to detail.

Core Strengths:

Continuous Quality Improvement * ISO 9000 * Process Analysis * Value-Added Processes * Time Management * Trend Information * Customer Service * Vendor Management * Interpersonal Skills
* Organized * Crisis Management Skills

Manages Vendor Quality Systems
Administers Responsive QA Programs
Translates Trend Data into Quality Systems
Federal and Government Laws and Regulations

Employment Summary

Quality Assurance/Contracting Representative

09/1978 - 01/2015

United States Government

Patrick AFB, FL

- Conducted audits-surveillance of maintenance programs to ensure compliance and standards
- Developed discrepancy trend charts/graphs as required to depict quality performance
- Verified proper procedures, tools and technical data used while conducting maintenance
- Performed audits and surveillance's of the maintenance programs to ensure compliance with the Quality Control and Maintenance Plans
- Ensured maintenance safety procedures were complied with at all times
- Inspected products that were in preparation for outbound shipments
- Monitored all materials being shipped were properly packaged for transport
- Evaluated suppliers on price, quality, and delivery speed
- Interviewed vendors and visited suppliers' plants and distribution centers to examine and learn about products, services, and prices
- Worked out agreements with suppliers, such as when products will be delivered
- Maintained and reviewed records of items bought, costs, deliveries, product performance, and inventories
- Experienced with completing Unsatisfactory Reports on material failures

JEROME DUKES

Logistics Quality Control Inspector

07/1986 - 10/2013

USAF

Cape Canaveral, FL

- Evaluated processes compliance, performed audit functions and technical data package reviews
- Exercised surveillance over the Quality Assurance program having ten or more contractors concerned with weapons and manned space flight systems, including assembly , subsystem testing , combined systems test and launch activities
- Evaluated all elements of the contractors Quality Assurance system
- Observed contractor personnel to determine compliance with written procedures
- Reviewed contractor records for evidence upon which an Air force decision was in place to accept the contractors supplies and services
- Interprets, accepts and rejects equipment based telemetry data and printouts generated by testing of the subsystem
- Performed inspections in accordance with technical publications and Quality Control regulations

Education Profile

Issuing Institution	Qualification	Course of Study
Brevard Christian University	Master's Degree	Christian Counseling
Rollins College	Bachelor's Degree	Business Administration, Management, General
Brevard Community College	Associate's Degree	Associate of Arts

Occupational Certificates

Certification Title	Issuing Organization	Completion Date
Certified Acquisition Professional Level 3	USAF	07/1992
Certified Acquisition Professional Level 2	USAF	08/1990
Certified Acquisition Professional Level 1	USAF	05/1988

References Available on Request



Tammy Rowe, Clerk to the Board, 400 South Street • P.O. Box 999, Titusville, Florida 32781-0999

Telephone: (321) 637-2001
Fax: (321) 264-6972
Tammy.Rowe@brevardclerk.us

April 24, 2019

Tauheedah D. Hamilton
418 Lincoln Avenue
Merritt Island, FL 32953

Dear Ms. Hamilton:

Re: Reappointment to Community Action Board

The Board of County Commissioners, in regular session on April 23, 2019, acknowledged your reappointment to the Community Action Board. Said term of appointment expires December 31, 2020.

Your continued willingness to serve the citizens of Brevard County in this capacity is always appreciated.

Sincerely,

BOARD OF COUNTY COMMISSIONERS
SCOTT ELLIS, CLERK

Tammy Rowe

Tammy Rowe, Deputy Clerk

/dt

cc: Housing and Human Services



Department of Housing and Human Services
Volunteer Application Form
COMMUNITY ACTION BOARD MEMBER

Name/Title	Tauheedah D. Hamilton
Organization Represented	Tropical Organization
Employer	Law office of Jeremiah Walters
Preferred Mailing Address	418 Lincoln ave
City/State/Zip	merritt island FL 32953
Business Phone	321-799-3040
Email	thamilton2007@outlook.com
Home Phone	321-305-6462
Fax	
Cell Phone	321-261-1386

I have lived in Brevard County for ____ years.

I prefer to receive correspondence by ☒ email ____ fax ____ mail.

I can attend CAB meetings on the 3rd Tuesday of each month (9 am - 11:00 am) in the Brevard County Government Center at Viera.

Please attach a brief resume describing your experience that would benefit the Community Action Board. Thank You

(Signature)
Signature

2/3/2016
Date

PLEASE CHECK GROUPS YOU HAVE EXPERIENCE OR AN INTEREST		For staff use only						
		M	A	V	T	P	I	
<input type="checkbox"/>	Affordable Housing Council							
<input type="checkbox"/>	CDBG Advisory Board							
<input type="checkbox"/>	Commission on Aging							
<input type="checkbox"/>	Commission on Mental Health and Community Solutions							
<input type="checkbox"/>	Commission on the Status of Women							
<input checked="" type="checkbox"/>	Community Action Board							
<input type="checkbox"/>	Homeless Task Force							
<input type="checkbox"/>	Together in Partnership							
<input type="checkbox"/>	Youth TIP Committee							

For Staff Use: Representing: ____ North County ____ Central County ____ South County

TAUHEEDAH D. HAMILTON

418 Lincoln Ave.

Merritt Island Fl. 32953

Phone: 321.261.1386

thamilton2007@outlook.com

www.linkedin.com/pub/tauheedah-hamilton/43/410/38a

Objective

To utilize my leadership skills, loyalty, and love to my community and make a difference for the citizens of Brevard County.

Ability Summary

SKILLS PROFILE

- Experienced typing and computer software Skills
- Basic Computer and Computer software Troubleshooting
- Good leadership abilities
- Completed Telephone Etiquette Program
- Excellent organizational skills
- Work well with others
- Excellent customer service skills
- Bookkeeping skills

Employment History

Legal Secretary

05/2012 - Current

Barry Kucik Attorney at Law

1980 North Atlantic Avenue suite 725,
Cocoa Beach , FL

Perform secretarial duties using legal terminology, procedures, and documents. Prepare legal papers and correspondence, such as warranty deeds Estate planning Documents, motions and petitions, fully trained in Court E-filing. Frequent usage of Hotdocs and Swiftpage Act software. May also assist with legal research.

Operating Room Secretary

10/2006 - 03/2009

Cape Canaveral Hospital

Cocoa Beach, FL

Answering Telephones, data entry, entering doctors orders, entering all patient surgical information, ordering office supplies, keeping all medical supplies up to date. Updating the surgical and on-call sheet. Updating surgical procedure board.

Health Unit Coordinator

03/2004 - 10/2006

Holmes Regional Medical Center

Melbourne, FL

Unit Secretary, entered doctor's orders, updated the Medication Administrative Record (MARs), and Treatment Administrative Record (TARs). Utilized printer, copier and fax machine. Updated patient room assignment, updated vital sign forms.

Education and Training

Issuing Institution	Location	Qualification	Course of Study
BREVARD COMMUNITY COLLEGE 2012	FL	Associates Degree	GENERAL EDUCATION

Occupational Licenses & Certificates

Certification Title	Issuing Organization	Completion Date
Certificate of Completion Health Unit Coordinator Notary Public State of Florida	Health First Center for Learning	06/2005

Honors & Activities

- Tutored Elementary aged students at Woody Simpson Community Center
- Student Mentor for the T.R.I.O program at Brevard Community College
- Youth Director at Greater Mount Olive A.M.E Church Merritt Island ,Florida

Detailed References: Upon Request



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Telephone: (321) 637-2001
Fax: (321) 264-6972
Tammy.Rowe@brevardclerk.us

April 24, 2019

Latonya Hubbard
1619 Dozier Circle SE
Palm Bay, FL 32909

Dear Ms. Hubbard:

Re: Reappointment to Community Action Board

The Board of County Commissioners, in regular session on April 23, 2019, acknowledged your reappointment to the Community Action Board. Said term of appointment expires December 31, 2020.

Your continued willingness to serve the citizens of Brevard County in this capacity is always appreciated.

Sincerely,

BOARD OF COUNTY COMMISSIONERS
SCOTT ELLIS, CLERK

Tammy Rowe

Tammy Rowe, Deputy Clerk

/dt

Cc: Housing and Human Services



Department of Housing and Human Services
Volunteer Application Form
COMMUNITY ACTION BOARD MEMBER

Name/Title Latonya Hubbard

Organization Represented _____

Employer United Way of Brevard

Preferred Mailing Address 3795 Catalina Drive

City/State/Zip Cocoa FL 32926

Business Phone 321-409-1100 Email lhubbard@uwbrevard.org

Home Phone 321-637-4632 Fax _____

Cell Phone 321-749-8062

I have lived in Brevard County for 37 years.

I prefer to receive correspondence by ☒ email _____ fax _____ mail.

I can attend CAB meetings on the 2nd Tuesday of each month (9 am - 11:00 am) in the Brevard County Government Center at Viera.

Please attach a brief resume describing your experience that would benefit the Community Action Board. Thank You

Latonya Hubbard
Signature

10-15-15
Date

PLEASE CHECK GROUPS YOU HAVE EXPERIENCE OR AN INTEREST		For staff use only						
		M	A	V	T	P	I	
<input type="checkbox"/>	Affordable Housing Council							
<input type="checkbox"/>	CDBG Advisory Board							
<input type="checkbox"/>	Commission on Aging							
<input type="checkbox"/>	Commission on Mental Health and Community Solutions							
<input type="checkbox"/>	Commission on the Status of Women							
<input checked="" type="checkbox"/>	Community Action Board							
<input type="checkbox"/>	Homeless Task Force							
<input type="checkbox"/>	Together In Partnership							
<input type="checkbox"/>	Youth TIP Committee							

For Staff Use: Representing: _____ North County _____ Central County _____ South County

Phone: 321-637-4632
Alt Phone: 321-749-8062
latonyah1977@yahoo.com

To obtain full time employment with your company with chances to advance.

07/2010 - Current	Community Development Institute Serving Brevard County	Cocoa, FL
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Duties included:

- Planning and implementing daily activities
- Record keeping and data entry of children files
- Home visits and parent teacher conferences with families
- Maintaining strict confidentiality with families and staff
- Overseen monthly parent meeting
- Served as assistant director
- Recruited and held registration for parents for child care

01/2001 - 07/2010	Child Care Association of Brevard	Cocoa, FL
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Attend to children at schools, child care institutions. Perform a variety of tasks, such as dressing, feeding, bathing, and overseeing play.

- Planning and implementing daily activities
- Record keeping and data entry of children files
- Home visits and parent teacher conferences with families
- Maintaining strict confidentiality with families and staff
- Overseen monthly parent meeting
- Served as assistant director
- Recruited and held registration for parents for child care

Education and Training

Completion Date	Issuing Institution	Location	Qualification	Course of Study
	Brevard Community College	Cocoa, FL	3 Years of College or a Technical or Vocational School	Early Childhood Education

CERTIFICATIONS AND CREDENTIALS FCCPC Staff
Credential Verification Renewal Verification Birth - Five Director
Credential Level: Level I - 12/13/2005 -4/20/2012 VPK Exempt
Verified On: 12/22/2010 -12/22/15

COLLEGE COURSES: Early Literacy for Children Age Birth to Three Basic Guidance and Discipline Computer Technology for Child Care Professionals Early Childhood Computer Learning Centers Fire Safety and Emergency Preparedness Introduction to Child Care Behavioral Observation and Screening (10 Hr) Pre-School Appropriate Practices Special Needs Appropriate Practices Technology for Educator

Additional Information**Skills:**

- Customer service
- Microsoft office suite
- Conflict resolution and negotiating skills
- Time management