

|              |
|--------------|
| Meeting Date |
| 3/15/16      |



| AGENDA   |          |
|----------|----------|
| Section  | Consent  |
| Item No. | II. B. 2 |

**AGENDA REPORT**  
 BREVARD COUNTY BOARD OF COUNTY COMMISSIONERS

|              |   |
|--------------|---|
| SUBJECT:     | APPOINTMENTS, RE: COMMUNITY ACTION BOARD (CAB)        |
| DEPT/OFFICE: | COMMUNITY SERVICES GROUP / HOUSING AND HUMAN SERVICES |

Requested Action:

It is requested that the Board of County Commissioners approve the appointments of Tauheedah Hamilton and Latonya Hubbard who were elected by the community to fill the low-income sector seats on the Community Action Board.

Summary Explanation & Background:

The Board of County Commissioners (BOCC), per Florida Administrative Rule 9B-22.011 & Public Law 97-35, established the Brevard County Community Action Board (CAB). This rule mandates that the composition of the CAB 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 CAB 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.

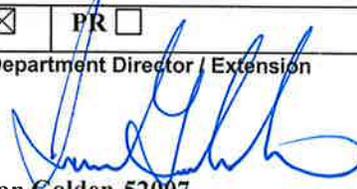
The CAB's primary function is to review and recommend programs for the Brevard County Community Action Agency through the use of Community Services Block Grant (CSBG) funds and Low Income Home Energy Assistance Program (LIHEAP) funds. CSBG and LIHEAP funds are used to address the needs of low-income families and help them achieve self-sufficiency. Additionally, the CAB provides Community Based Organizations (CBO) funding recommendations to the BOCC.

Tauheedah Hamilton was elected through a democratic process carried out in the North Tropical Trail Community Neighborhood Strategy Area as required by the CAB By-Laws and Florida Administrative Rule 9B-22. The election was publicly advertised on December 28, 2015 and the meeting was held at the Woody Simpson Community Center on January 5, 2016. Latonya Hubbard was also elected through a democratic process carried out in the West Cocoa Community Neighborhood Strategy Area as required by the CAB By-Laws and Florida Administrative Rule 9B-22. The election was publicly advertised on January 14, 2016 and the meeting was held at the Cocoa West Community Center on January 25, 2016. All residents present were allowed to participate and both were elected by majority vote to serve as representatives for their perspective low-income sectors.

Fiscal Impact: FY 15/16 – There will be no impact to General Fund.  
**FY 16/17 – There will be no impact to General Fund.**

Contact: Shaunna Heffernan, Community Impact Manager (633-2007)

Exhibits Attached: Tauheedah Hamilton and LaTonya Hubbards' resumes and applications, and, copy of advertisements

|                                    |   |                             |                                 |                          |    |   |    |                          |
|------------------------------------|---|-----------------------------|---------------------------------|--------------------------|----|---|----|--------------------------|
| Contract /Agreement (If attached): |   | Reviewed by County Attorney | Yes                             | <input type="checkbox"/> | No | <input checked="" type="checkbox"/>   | PR | <input type="checkbox"/> |
| County Manager                     | Deputy County Manager                     |                             | Department Director / Extension |                          |    | <br>Ian Golden-52007 |    |                          |
| Stockton Whitten                   | Assistant County Manager-Venetta Valdengo |                             |                                 |                          |    |   |    |                          |



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

March 16, 2016

Latonya Hubbard  
United Way of Brevard  
3795 Catalina Drive  
Cocoa, FL 32926

Dear Ms. Hubbard:

Re: Appointment to Community Action Board

The Board of County Commissioners, in regular session on March 15, 2016, acknowledged your appointment to the Community Action Board, replacing Curbie Wynn. Said term of appointment expires March 15, 2019. Enclosed are memorandums explaining the "Sunshine Law" and changes to Voting Conflict Law for your information.

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

Sincerely,

BOARD OF COUNTY COMMISSIONERS  
SCOTT ELLIS, CLERK

*Tammy Rowe*

Tammy Rowe, Deputy Clerk

cc: Each Commissioner  
Housing and Human Services



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

March 16, 2015

Curbie Wynn  
3734 Wood Circle  
Cocoa, FL 32926

Dear Mr. Wynn:

Re: Service to Community Action Board

The Board of County Commissioners, in regular session on March 15, 2016, acknowledged Latonya Hubbard as your replacement on the Community Action Board. The Board also recognized your outstanding service and expressed its appreciation for the valuable contributions made during your tenure.

Thank you again for your dedicated service to the citizens of Brevard County.

Sincerely,

BOARD OF COUNTY COMMISSIONERS  
SCOTT ELLIS, CLERK

Tammy Rowe, Deputy Clerk

cc: Each Commissioner  
Housing and Human Services



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

March 16, 2016

Tauheedah Hamilton  
418 Lincoln Avenue  
Merritt Island, FL 32953

Dear Ms. Hamilton:

Re: Appointment to Community Action Board

The Board of County Commissioners, in regular session on March 15, 2016, acknowledged your appointment to the Community Action Board, replacing Mary Williams. Said term of appointment expires March 15, 2019. Enclosed are memorandums explaining the "Sunshine Law" and changes to Voting Conflict Law for your information.

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

Sincerely,

BOARD OF COUNTY COMMISSIONERS  
SCOTT ELLIS, CLERK

Tammy Rowe, Deputy Clerk

cc: Each Commissioner  
Housing and Human Services



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

March 16, 2015

Mary Williams  
P. O. Box 540819  
Merritt Island, FL 32954

Dear Ms. Williams:

Re: Service to Community Action Board

The Board of County Commissioners, in regular session on March 15, 2016, acknowledged Tauheedah Hamilton as your replacement on the Community Action Board. The Board also recognized your outstanding service and expressed its appreciation for the valuable contributions made during your tenure.

Thank you again for your dedicated service to the citizens of Brevard County.

Sincerely,

BOARD OF COUNTY COMMISSIONERS  
SCOTT ELLIS, CLERK

Tammy Rowe, Deputy Clerk

cc: Each Commissioner  
Housing and Human Services

## **TAUHEEDAH D. HAMILTON**

418 Lincoln Ave.

Merritt Island Fl. 32953

Phone: 321.261.1386

[thamilton2007@outlook.com](mailto:thamilton2007@outlook.com)

[www.linkedin.com/pub/tauheedah-hamilton/43/410/38a](http://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**

| <b>Issuing Institution</b> | <b>Location</b> | <b>Qualification</b> | <b>Course of Study</b> |
|----------------------------|-----------------|----------------------|------------------------|
| BREVARD COMMUNITY COLLEGE  | 2012 FL         | Associates Degree    | GENERAL EDUCATION      |

**Occupational Licenses & Certificates**

| <b>Certification Title</b>   | <b>Issuing Organization</b>      | <b>Completion Date</b> |
|--|----------------------------------|------------------------|
| Certificate of Completion<br>Health Unit Coordinator<br>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**



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

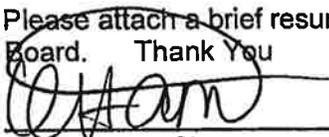
Cell Phone 321-261-1386

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

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



## Education and Training

| <b>Completion Date</b> | <b>Issuing Institution</b> | <b>Location</b> | <b>Qualification</b>                                   | <b>Course of Study</b>    |
|------------------------|----------------------------|-----------------|--|---------------------------|
|                        | 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



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 321-409-7100 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

[Signature]  
Signature

10-15-15  
Date

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

For Staff Use: Representing: \_\_\_ North County \_\_\_ Central County \_\_\_ South County

A Daily Publication By:



RECEIVED  
DEC 30 2015  
HOUSING/HUMAN SERVICES

~~Ruby Mg~~  
BREVARD COUNTY HOUSING & HUMAN  
2726 JUDGE FRAN JAMIESON WAY  
MELBOURNE FL 329406605

STATE OF FLORIDA COUNTY OF BREVARD:  
Before the undersigned authority personally appeared  
Kim Curro, who on oath says that he or she is a Legal  
Advertising Representative of the FLORIDA TODAY, a  
daily newspaper published in Brevard County, Florida  
that the attached copy of advertisement, being a Legal  
Ad in the matter of

**Legal Notices**

as published in FLORIDA TODAY in the issue(s) of:

12/28/15

Affiant further says that the said FLORIDA TODAY is a  
newspaper in said Brevard County, Florida and that the  
said newspaper has heretofore been continuously  
published in said Brevard County, Florida each day and  
has been entered as periodicals matter at the post office  
in MELBOURNE in said Brevard County, Florida, for a  
period of one year next preceding the first publication of  
the attached copy of advertisement; and affiant further  
says that he or she has never paid nor promised any  
person, firm or corporation any discount, rebate,  
commission or refund for the purpose of securing this  
advertisement for publication in the said newspaper.

Sworn to and Subscribed before me this 28th of  
December 2015, by Kim Curro who is personally known  
to me

Ruby Royer  
Notary Public for the State of Florida  
My Commission expires January 30, 2018

AD#940385 PUBLIC NOTICE 12/28/2015  
THE BREVARD COUNTY BOARD OF COUNTY COMMISSIONERS  
IS SEEKING TO FILL ONE (1) VACANT POSITION ON THE  
COMMUNITY ACTION BOARD

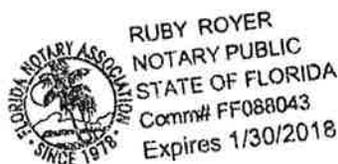
The Brevard County Board of County Commissioners is seeking an income-eligible representative for the Community Action Board. This advisory board is responsible for providing oversight for services provided under Brevard County's Community Services Block Grant Funded Family Self-Sufficiency Program and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

Brevard County Housing and Human Services Department staff will host a public meeting on January 5, 2016 to elect one (1) member to serve on the Brevard County Community Action Board (CAB). There is currently one (1) vacancy for the low-income sector in the North Tropical Trail area in Merritt Island FL. Income-eligible residents or their representatives will have the opportunity to nominate and elect an individual from their area whom they feel will best represent them on the CAB. All residents of the North Tropical Trail Community are invited to attend. Individuals interested in becoming a board member MUST RESIDE WITHIN the North Tropical Trail Community and are encouraged to attend the January 5, 2016 6:00PM Community meeting that will be held at:

Woody Simpson Community Center, 1590 Schoolhouse Street, Merritt Island FL 32953  
If you need transportation please contact Space Coast Area Transit at (321) 633-1878.

Persons with disabilities requiring special accommodations should call Brian Breslin at the Housing and Human Services Department at (321) 633-2007 at least 48 hours prior to the meeting.

Publication Cost: \$191.08  
Ad No: 0000940385  
Customer No: BRE-6BR212



A Daily Publication By:



JAN 14 2016

HOUSING & HUMAN SERVICES

Robert M. Sciorino

BREVARD COUNTY HOUSING & HUMAN
2725 JUDGE FRAN JAMIESON WAY
MELBOURNE FL 329406605

STATE OF FLORIDA COUNTY OF BREVARD:
Before the undersigned authority personally appeared
Kim Curro, who on oath says that he or she is a Legal
Advertising Representative of the FLORIDA TODAY, a
daily newspaper published in Brevard County, Florida
that the attached copy of advertisement, being a Legal
Ad in the matter of

Legal Notices

as published in FLORIDA TODAY in the issue(s) of:

01/14/16

Affiant further says that the said FLORIDA TODAY is a
newspaper in said Brevard County, Florida and that
the said newspaper has heretofore been continuously
published in said Brevard County, Florida each day and
has been entered as periodicals matter at the post office
in MELBOURNE in said Brevard County, Florida, for a
period of one year next preceding the first publication of
the attached copy of advertisement; and affiant further
says that he or she has never paid nor promised any
person, firm or coporation any discount, rebate,
commission or refund for the purpose of securing this
advertisement for publication in the said newspaper.

Sworn to and Subscribed before me this 14th of January
2016, by Kim Curro who is personally known to me

Linette Sanchez
Notary Public for the State of Florida
My Commission expires January 28, 2017



AD#980508

PUBLIC NOTICE: THE BREVARD COUNTY BOARD OF COUNTY
COMMISSIONERS SEEKS TO FILL ONE (1) VACANT POSITION
ON THE COMMUNITY ACTION BOARD

1/14/2016

The Brevard County Board of County Commissioners is seeking an income-eligible rep-
resentative for the Community Action Board (CAB). This advisory board is responsible
for providing oversight for services provided under Brevard County's Community Ser-
vices Block Grant Funded Family Self-Sufficiency Program and tasks associated with the
Community Based Organizations' Funding Program provided by the Community Ac-
tion Agency.

Brevard County Housing and Human Services Department staff will host a public
meeting on January 25, 2016 to elect one (1) member to serve on the Brevard County
CAB. There is currently one (1) vacancy for the low-income sector in the West Cocoa
area. Income-eligible residents or their representatives will have the opportunity to
nominate and elect an individual from their area whom they feel will best represent
them on the CAB. All residents of the West Cocoa Community are invited to attend.
Individuals interested in becoming a board member MUST RESIDE WITHIN the West
Cocoa Community and are encouraged to attend the W.L.C. Homeowners' Association
Meeting January 25, 2016 at 6:30 pm that will be held at:

Cocoa West Community Center, 230 South Burnett Road, Cocoa FL 32926

If you need transportation please contact Space Coast Area Transit at (321) 633-1878.

Persons with disabilities requiring special accommodations should call Brian Breslin at
the Housing and Human Services Department at (321) 633-2007 at least 48 hours prior
to the meeting.

Publication Cost: \$143.48
Ad No: 0000980508
Customer No: BRE-6BR212