

**F. Consent Agenda - Housing and Human Services
ITEM 7.**



**AGENDA REPORT
August 21, 2018**

Appointment, Re: Community Action Advisory Board

SUBJECT:

Appointment, Re: Community Action Advisory Board.

FISCAL IMPACT:

FY 2017/2018 - There will be no impact to the General Fund.

FY 2018/2019 - 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 Ms. Patricia Seibert to the Community Action Advisory Board.

SUMMARY EXPLANATION and 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.

An advertisement was placed in the Florida Today Newspaper seeking interested persons from the private sector to sit on the Community Action Advisory Board. Ms. Patricia Seibert submitted her application and resume. Ms. Seibert meets the criteria for a Private

Sector appointee through her employment with Florida Department of Health in Brevard County, as confirmed by the Department of Economic Opportunity.

CLERK TO THE BOARD INSTRUCTIONS:

None.

ATTACHMENTS:

Description

- ▢ **Florida Today Newspaper Advertisement**
- ▢ **Ms. Patricia Seibert's Volunteer Application**
- ▢ **Ms. Patricia Seibert's Resume**



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

August 22, 2018

Patricia Seibert
2575 North Courtenay Parkway
Merritt Island, FL 32953

Re: Appointment to Community Action Board

Dear Ms. Seibert:

On the recommendation of the Board of County Commissioners, in regular session on August 21, 2018, acknowledged your appointment to the Community Action Board, replacing Bill Reittinger. Said term of appointment expires December 31, 2021. Enclosed are memorandums explaining the "Sunshine Law" and 2017 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, Deputy Clerk

/dt

Encls. (2)

cc: Housing and Human Services

AD#2862157, 4/17/2018

**THE BREVARD COUNTY BOARD OF COUNTY COMMISSIONERS (BOCC)
IS ACCEPTING APPLICATIONS FOR VACANT POSITIONS ON THE FOLLOWING ADVISORY
BOARDS:**

Affordable Housing Council

The eleven member Affordable Housing Council (AHC) was created to review policies & procedures, ordinances, and land development regulations that affect the production of affordable housing. The AHC makes recommendations to the BOCC regarding funding and policies that encourage the facilitation of affordable housing development. All members are appointed for a two year term.

- A resident who actively serves on the local planning agency pursuant to s. 163.3174. If the local planning agency is comprised of the governing board of the county or municipality, the governing board may appoint a designee who is knowledgeable in the local planning process.
- A resident who is actively engaged in the residential home building industry in connection with affordable housing.
- A resident who is actively engaged in the banking or mortgage industry in connection with affordable housing.

The AHC meets once each month, at 4 p.m. on Thursdays at the Government Center in Viera. All members are appointed at large by the BOCC. Interested parties should contact Dorenda Christian at (321) 633-2076 for additional information and/or an application or: <http://www.brevardcounty.us/HumanServices/HousingPrograms/AffordableHousingProgram/board>

Community Development Block Grant Advisory Board

The nine member Community Development Block Grant (CDBG) Advisory Board was created to provide citizen participation in the identification of housing and community development needs for low to moderate income citizens. The CDBG Advisory Board makes recommendations to the BOCC regarding policies and federal funding that encourage infrastructure and other community development projects and public service activities. Members are appointed for a one year term representing seven neighborhood strategy areas. One member, in finance, is appointed at large by the BOCC.

- A resident with expertise in the finance industry (i.e. infrastructure, redevelopment, real estate).
- A resident who represents the Micco Neighborhood Strategy Area. Located from Micco Road area south to Main Street area in Little Hollywood, west to Fleming Grant Road (Brevard County Commission District 3).

The CDBG Advisory Board meets once each month at 5:30 p.m. on third Tuesdays at the Government Center in Viera. Interested parties should contact Alan Woolwich, Planner at (321) 633-2076 for additional information and/or an application or: <http://www.brevardfl.gov/HumanServices/CommunityResources/CDBG/Home>.

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 are three (3) vacancies 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-106, Viera, FL 32940 (321) 633-2076 or shaunna.heffernan@brevardcounty.us.

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JUL 31 2018



HOUSING/HUMAN SERV

FLORIDA'S SPACE COAST



Department of Housing and Human Services
Volunteer Application Form

COMMUNITY ACTION BOARD MEMBER

Name/Title Patricia Seibert RN Exec Community Health Nursing Director
 Organization Represented Florida Dept of Health Brevard County
 Employer State of Florida
 Preferred Mailing Address 2575 North Courtenay Parkway
 City/State/Zip Merritt Island, FL 32953
 Business Phone 321-454-7131 Email Patricia.Seibert@flhealth.gov
 Home Phone 321-984-2803 Fax 321-454-7158
 Cell Phone 321-302-6009

I have lived in Brevard County for 26 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

Patricia Seibert
Signature

7/30/2018
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 checked="" 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 checked="" type="checkbox"/>	Together in Partnership						
<input type="checkbox"/>	Youth TIP Committee						

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

Patricia A. Seibert, BSN, RN

1138 Essen Avenue NW, Palm Bay, Florida 32907
(H) 321-984-2803 (C) 321-794-5512

Florida RN license number: 2666132

Expiration date: April 30, 2020

Education

- D'Youville College School of Nursing, Buffalo, NY 1976 – 1980
- Graduated with Bachelor of Science in Nursing
- Centereach High School, Centereach NY 1972 – 1976
- Graduated with Regents Honor Diploma

Employment History

Florida Department of Health in Brevard County

Executive Community Health Nursing Director December 2016 – present

- Responsible for oversight of all clinical operations including Family Planning, STD, Maternity, Immunizations and Refugee Health
- Responsible for oversight of School Health Program
- Responsible for oversight of Women, Infant and Children program
- Responsible for oversight of Adult and Pediatric Dental Programs
- Responsible for oversight of program budgets and spending plans
- Support disaster response by staffing local Emergency Operations Center Emergency Support Function 8 desk and working in Points of Distribution (PODS) and Special Needs Shelters
- Direct and Indirect supervision for 228 employees
- Oversee all Personnel Issues for above departments
- Serve as Brevard County Health Department liaison for community partners and agencies
- Serve on multiple county and community boards
 - Brevard County's Commission on Aging
 - Eastern Florida State Advisory Board
 - Space Coast Health Foundation Advisory Board
 - Space Coast Opioid Task Force
 - Together in Partnership
 - University of Central Florida College of Nursing Advisory Board

Senior Community Health Nursing Director

May 2014 – December 2016

- Responsible for all clinical operations and functions for the Viera and Melbourne clinics
- Direct and Indirect supervision for all clinical and clerical staff for both clinics
- Responsible for hiring employees, staff evaluations and disciplines
- Responsible for Florida Breast and Cervical Cancer Program staff
- Coordinate clinical rotation schedules for fourteen local Obstetricians
- Support disaster response by staffing local Emergency Operations Center Emergency Support Function 8 desk
- Serve as supervisor of Point of Distribution sites during disaster response
- Serve as clinic liaison for multiple community partners and agencies

Assistant Community Health Nursing Director

June 2010 – May 2014

- Same responsibilities as previous position
- Support disaster response by staffing local Emergency Operations Center Emergency Support Function 8 desk
- Serve as supervisor of Point of Distribution sites during disaster response
- Responsible for hiring employees, staff evaluations and disciplines
- Work all clinical areas as needed
- Electronic Health Record Champion team for initiation of EHR in clinical areas

Senior Community Health Nursing Supervisor

Dec 2004 – June 2010

- Responsible for all clinical operations and functions for Melbourne clinic
- Direct and Indirect supervision for all clinical and clerical staff of the Melbourne clinic
- Coordinate clinical rotation schedules for eleven local Obstetricians
- Serve as clinic liaison for multiple community partners and agencies
- Serve as Special Needs Shelter Supervisor during disaster response
- Responsible for Komen Breast Cancer Screening Program, Florida Breast and Cervical Cancer Screening Program and grant applications
- Responsible for accurate vaccine for Children monthly accountability
- Responsible for hiring employees, staff evaluations and disciplines
- Work all clinical areas as needed

Senior Community Health Nurse

April 1993 – Dec 2004

- Lead RN in Maternity clinic
- Clinic Nurse working in all areas of Public Health Department...Adult and Pediatric Immunizations, Family Planning, Maternity, STD, Pediatrics
- Work in Special Needs Shelter during disaster response
- 1994...Developed, Implemented and operated Gateway Teen clinic

University Hospital at Stony Brook, Stony Brook, NY

Feb 1989 – Sept 1992

Teaching and Research Nurse II in Level I Emergency and Trauma Department

- Relief Charge RN on Evening shift
- Responsible for Pediatric and Adult triage, trauma, acute and non-acute emergencies
- BLS, ACLS, ATLS and PALS national certifications

Erie County Medical Center, Buffalo, NY

Jan 1987 – March 1988

RN in Pediatric Outpatient clinic

- Charge RN
- Responsible for Pediatric well child care and non-acute emergency care
- Pediatric immunizations
- Performed lead chelation for treatment of high lead levels in pediatric population

Lafayette General Hospital, Buffalo, NY

Staff RN

Sept 1980 – March 1986

- Charge RN of Level III Emergency Department
- Charge and staff RN on forty bed Medical / Surgical Acute care floor

St. James Health Related Facility

Patient Care Assistant

May 1979 – Sept 1979

- Assisted residents with ADL's and medications

Professional Accomplishments

- Outstanding Nursing Leadership award from the Florida Public Health Nurses Association in 2017
- Multiple Davis Awards for Productivity from State of Florida
 - STD Fast Track
 - Cruise Ship Disease Outbreak
 - Special Needs Shelters during Disaster Response
 - Gateway Teen Clinic
 - Teen Pregnancy Reduction Program
 - Vaccine Support Program

Professional Affiliations

Florida Association of Public Health Nurses

References

Available upon request