

RESOLUTION NO. 22-124

**A RESOLUTION OF ST. LUCIE COUNTY, FLORIDA
ESTABLISHING A HOMELESS ADVISORY COMMITTEE;
PROVIDING FOR COMPOSITION, APPOINTMENTS,
TERMS, VACANCIES, ROLES, RESPONSIBILITIES,
MEETINGS, OFFICERS, ANNUAL REPORT, AND
STAFFING; AND PROVIDING FOR AN EFFECTIVE DATE.**

WHEREAS, the Board of County Commissioners of St. Lucie County, Florida (“Board”), has made the following determinations:

1. On June 2, 2020, the Board adopted the core elements of the FY 2021 – 2023 Strategic Plan framework.
2. Goal 4.4 of the Strategic Plan is to develop and implement a comprehensive housing program to meet the community needs, and Goal 5.3 is to address needs and provide options for our most vulnerable populations.
3. There is a need to implement a systemic response with actionable strategies to prevent, reduce and end chronic individual homelessness – specifically to develop and implement a path forward to achieve a functional end to individual homelessness throughout St. Lucie County.
4. In furtherance of these goals, the Board established a One St. Lucie Community Homelessness Task Force (“Task Force”) to explore and evaluate the issues and needs in St. Lucie County relative to homelessness and provide recommendations on ways to address the issue of homelessness in St. Lucie County.
5. The Report of the Task Force was presented to the Board on July 5, 2022 (“Report”).
6. The Report recommended that the Board establish a Homeless Advisory Committee to develop a Ten-Year Plan to End Homelessness as conceived by the U.S. Department of Housing and Urban Development and assist the County in reaching its Ten-Year Plan to End Homelessness goals.

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of St. Lucie County, Florida:

1. **Ratification of the Recitals.** The foregoing recitals are hereby ratified and confirmed as true and correct and are hereby made a part of this Resolution.
2. **Establishment of the Homeless Advisory Committee.** There is hereby established an advisory board to be known as the “Homeless Advisory Committee” herein referred to as the “Advisory Committee.”

3. **Composition.** The Advisory Committee shall be comprised of nine members as follows:

- a. St. Lucie County Commissioner
- b. City of Port St. Lucie Councilmember
- c. City of Fort Pierce Commissioner
- d. Social Worker/Case Manager from a governmental or non-profit entity with experience or expertise in homelessness
- e. Treasure Coast Homeless Services Council representative
- f. Mental Health Professional
- g. Banker/Financer with experience in affordable housing
- h. School Board Member
- i. County business/owner/stakeholder

4. **Appointments, Terms, and Vacancies.**

- a. All members of the Advisory Committee shall be residents of St. Lucie County, Florida, at the time of appointment and while serving on the Advisory Committee.
- b. Terms of office for the Advisory Committee shall be 4 years. There shall be no limit on the number of terms an individual may serve.
- c. Each member that is an elected official from St. Lucie County, the City of Port St. Lucie, and the City of Fort Pierce, shall be appointed by the governing board of his or her respective jurisdiction.
- d. Appointments for the remaining members shall be made by the Board of County Commissioners based on staff recommendation.
- e. A vacancy occurring during a term shall be filled for the unexpired term and in the manner prescribed above.
- f. Members shall be subject to the Operational Procedures for Advisory Boards and Committees as set forth in Resolution No. 12-156 as may subsequently be amended.

5. **Roles and Responsibilities.** The roles and responsibilities of the Advisory Committee shall be to develop and assist the County in reaching its Ten-Year Plan to End Homelessness goals and they shall have the authority and power to accomplish this through the following:

- a. Gather community input on homelessness;
- b. Assist in the preparation and development of the Ten-Year Plan to end Homelessness as conceived by HUD; “leading a collaborative planning

process to design, execute, and evaluate programs, policies and practices to prevent and end homelessness.”

- c. Oversee implementation of the Ten-Year Plan to End Homelessness;
- d. Review progress made in the County towards achieving the objectives identified in the Ten-Year Plan to End Homelessness and make recommendations to the Board of County Commissioners. The primary recommendations may include systematic changes, policy changes, and funding recommendations.
- e. Foster and promote cooperation between governmental agencies, community-based non-governmental non-profit organizations and business interests in order to ensure the efficient and timely implementation of the Ten-Year Plan to End Homelessness.
- f. Provide information regarding the needs and other factors affecting the smooth implementation of the Ten-Year Plan to End Homelessness within St. Lucie County.
- g. Determine roadblocks affecting program implementation and recommend corrective measures to the Board of County Commissioners.
- h. Review and comment to the Board of County Commissioners on homeless legislation;
- i. Make program funding recommendations to the Board of County Commissioners; and
- j. Adopt rules and by-laws providing for the governance of the Advisory Committee which rules and by-laws will be adopted by a majority vote of the members of the Advisory Committee.

6. **Meetings.**

- a. The Advisory Committee shall meet a minimum of 6 times a year; however members may be required to attend additional meetings.
- b. A majority of the members appointed shall constitute a quorum for the conduct of the Advisory Committee's business. In the presence of a quorum, Advisory Committee business shall be conducted by a vote of a majority present.
- c. The Chair shall have the authority to call emergency meetings, as is needed and appropriate.
- d. All Advisory Committee meetings shall be open to the public at all times. Minutes of all meetings shall be taken.

7. **Officers.**

- a. The Chair shall be elected by a majority vote of the Advisory Committee and shall serve for a term of one year.

- i. Duties of the Chair:
 1. Call and set the agenda for Advisory Committee meetings;
 2. Preside at Advisory Committee meetings;
 3. Establish Committees, appoint committee chairs and charge committees with specific tasks; and
 4. Perform other functions as the Advisory Committee may assign by rule or majority vote.
- ii. If a vacancy occurs in the office of the Chair, the Advisory Committee will elect another member to fill the unexpired term.
- b. The Vice Chair shall be elected by a majority vote of the Advisory Committee and shall serve for a term of one year.
 - i. The Vice Chair shall perform the duties of the Chair in the Chair's absence, and such other duties as the Chair may assign.
 - ii. If a vacancy occurs in the office of the Vice Chair, the Advisory Committee will elect another member to fill the unexpired term.
- c. The Secretary shall be elected by a majority vote of the Advisory Committee and shall serve for a term of one year.
 - i. The Secretary shall be responsible for the record-keeping functions and will review all minutes and correspondence of the Advisory Committee.
 - ii. If a vacancy occurs in the office of the Secretary, the Advisory Committee will elect another member to fill the unexpired term.
- d. Removal for Lack of Attendance. Members of the Advisory Committee shall be automatically removed for lack of attendance. Lack of attendance is defined as failure to attend three consecutive meetings or failure to attend at least two-thirds of the meetings scheduled during a calendar year. Participation for less than three-fourths of a meeting shall constitute lack of attendance. Members removed under this paragraph shall not continue to serve until a new appointment is made and removal shall create a vacancy.

8. **Annual Report.** The Advisory Committee shall submit an annual report on or before June 1 of each year beginning on June 1, 2023, to the Board of County Commissioners. The annual report shall include:

- a. Recommendations to address homelessness within St. Lucie County; and
- b. Implementation strategy.

9. **Staffing.** The Community Services Director and his/her staff shall provide necessary professional support to the Board of Adjustment.

10. **Effective Date.** This resolution shall take effect on July 5, 2022.

After motion and second, the vote on this resolution was as follows:

Commissioner Sean Mitchell, Chair	AYE
Commissioner Frannie Hutchinson, Vice Chair	AYE
Commissioner Linda Bartz	AYE
Commissioner Chris Dzadoovsky	AYE
Commissioner Cathy Townsend	AYE

PASSED AND DULY ADOPTED this 5th day of July 2022.

ATTEST:

**BOARD OF COUNTY COMMISSIONERS
ST. LUCIE COUNTY, FLORIDA**

Uma Smith
DEPUTY CLERK



BY: *S. P. M...*
CHAIR

**APPROVED AS TO LEGAL FORM AND
CORRECTNESS:**

ASA
COUNTY ATTORNEY