

RESOLUTION NO. R-26-031

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF MANATEE COUNTY, FLORIDA, ESTABLISHING A HEALTH AND HUMAN SERVICES INVESTMENT REVIEW COMMITTEE; MAKING CERTAIN FINDINGS, PROVIDING FOR PURPOSE AND AUTHORITY, PROVIDING FOR COMPOSITION AND QUALIFICATIONS, PROVIDING FOR TERMS AND APPOINTMENTS, PROVIDING FOR OPERATING PROCEDURES, AND LIMITATIONS; PROVIDING FOR REPORTING; PROVIDING FOR SEVERABILITY; PROVIDING FOR SUNSET AND REPEAL OF CONFLICTING PROVISIONS; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Board of County Commissioners of Manatee County, Florida, (Board) recognizes the importance of strategically investing limited public funds to maximize benefits to adult residents in need of human services; and

WHEREAS, the demand for such services continues to grow, and Manatee County (County) receives more funding applications from community organizations than available resources can support, requiring difficult allocation decisions; and

WHEREAS, the Board desires to utilize subject-matter expertise from the community to assist staff in evaluating funding applications through a structured and transparent scoring process; and

WHEREAS, the County is fortunate to have residents with expertise in philanthropy, healthcare, housing, finance, and human services who are willing to volunteer their knowledge in service to the community; and

WHEREAS, establishing a formal advisory committee to assist in evaluating funding applications will enhance transparency, accountability, and public confidence in the County's community investment-making process; and

WHEREAS, it is in the best interest of the public health, safety, and welfare of the County for the Board to establish a Health and Human Services Investment Review Committee to serve in an advisory capacity regarding health and human services funding allocations.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF MANATEE COUNTY, FLORIDA, AS FOLLOWS:

SECTION 1. FINDINGS. The recitals set forth above are hereby adopted as findings of the Board and incorporated herein by reference.

SECTION 2. ESTABLISHMENT AND PURPOSE. The Health and Human Services Investment Review Committee ("IRC") is hereby established as an advisory body to the Board. The purpose of the IRC is to provide independent, expert evaluation and scoring of funding applications for County-funded adult health and human services programs, thereby assisting County staff in developing funding recommendations for Board consideration.

SECTION 3. ADVISORY AUTHORITY AND LIMITATIONS. The IRC shall serve exclusively in an advisory and scoring capacity. The IRC shall review and score applications using Board-approved criteria, assess programmatic feasibility and alignment with County priorities, conduct limited due diligence as appropriate, and provide scoring results with written feedback to County staff and the Board. The IRC shall not have authority to approve or deny funding, bind the County or Board, manage contracts or budgets, conduct formal audits, or take policy positions on behalf of the County. Final funding decisions remain solely with the Board. The IRC shall not initiate projects or assignments not referred by the Board or County staff.

SECTION 4. COMPOSITION AND QUALIFICATIONS. The IRC shall consist of seven (7) voting members appointed by the Board, with one (1) seat designated for a member possessing expertise in each of the following areas: philanthropy or foundation management; financial analysis; housing; medical or public health; licensed healthcare; senior services; and contract management or higher education. All voting members shall be Manatee County residents and shall have no conflicts of interest with the applicant organizations. County staff from Public Safety and Community and Veterans Services shall serve as non-voting liaisons to provide administrative support, to ensure procedural compliance, and to be responsible for posting/publishing the proper notices of meetings and selecting meeting locations that are accessible to the public, and act as the point of contact between the IRC and the Board.

SECTION 5. TERMS AND APPOINTMENTS. Voting members shall serve staggered three (3) year terms, with no member serving more than two (2) consecutive full terms. Notwithstanding the foregoing, to establish rolling appointments and continuity, the initial term for the first two (2) seats and the next two (2) seats listed in section 4 of this resolution shall be two (2) years and three (3) years, respectively. Members shall be appointed through standard County advisory board procedures and serve at the pleasure of the Board. Terms shall commence October 1 and expire September 30, regardless of appointment date. Mid-term vacancies shall be filled for the remainder of the unexpired term by the Board following the standard application and appointment process. Any member who misses three (3) consecutive regular meetings without being excused by the Chair shall be deemed to have resigned, and the seat shall be declared vacant. The Chair may excuse absences for good cause.

SECTION 6. OPERATING PROCEDURES AND LIMITATIONS. The IRC shall elect a Chair and Vice-Chair annually from among voting members. The County staff liaison shall serve as Secretary, responsible for taking minutes. All IRC meetings and business shall comply with Florida's Sunshine Law and all other applicable laws regarding public business, meetings, and records. Members shall complete required ethics and public records training, to include the Florida Government-in-the-Sunshine Law (Chapter 286, F.S.), the Florida Public Records Law (Chapter 119, F.S.), and the Code of Ethics. For each funding cycle members shall be prohibited from engaging in communication with applicants outside of open and public IRC meetings beginning when applications are released until recommendations are provided to the Board. Members shall disclose conflicts of interest and recuse themselves as appropriate. Failure to do so may result in removal from the IRC. Four (4) voting members shall constitute a quorum. Absent a quorum, the IRC may not conduct business other than to adjourn. While physical attendance is preferred, IRC members are permitted to appear electronically so long as all applicable Florida laws regarding open and noticed public meetings are followed, however physical presence is required to count toward being "present" for a quorum. The IRC may adopt additional operating procedures consistent with this Resolution.

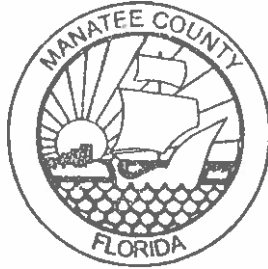
SECTION 7. REPORTING. The IRC shall submit scoring summaries and qualitative observations to County staff at the conclusion of each review cycle. Staff shall include IRC summaries in Board briefing materials when presenting funding recommendations. The County Administrator shall provide the Board with a summary of IRC activities and effectiveness yearly. County shall maintain records of all IRC meetings, minutes, scoring, recommendations, and disclosures.

SECTION 8. SEVERABILITY. If any provision of this Resolution is held invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the remaining provisions of this Resolution.

SECTION 9. SUNSET. Unless extended by Board action, the IRC shall sunset ten (10) years from the effective date of this Resolution.

SECTION 10. EFFECTIVE DATE. This Resolution shall become effective immediately upon adoption by the Board of County Commissioners.

ADOPTED WITH A QUORUM PRESENT AND VOTING THIS 19th DAY
OF May 2026.



BOARD OF COUNTY COMMISSIONERS
OF MANATEE COUNTY, FLORIDA

By: 
Chairperson

ATTEST: ANGELINA COLONNESO
CLERK OF THE CIRCUIT COURT AND COMPTROLLER

By: 
Deputy Clerk



May 19, 2026 - Regular Meeting

Subject

Adoption of Resolution R-26-031, establishing a Health and Human Services Investment Review Committee, Thu Le, Health Information Services Manager - Countywide

Category

CONSENT AGENDA

Briefings

Briefing Provided Upon Request

Contact and/or Presenter Information

Thu Le, Health Information Services Manager x 8173
James Crutchfield, Deputy Director of Public Safety x1648
Renese Remy, Criminal Justice Policy Coordinator x 3722
Tracie Adams, Deputy Director of Community and Veterans Services x3646

Action Requested

Adoption of Resolution R-26-031, establishing a Health and Human Services Investment Review Committee

Enabling/Regulating Authority

Florida Statutes, Chapter 125.01

Applicable Advisory Board

N/A

Background Discussion

Each year, the County invests funding in community organizations that deliver Adult Health and Human Services programs for adults in need. The County receives more funding requests than it has resources, so allocation decisions must be fair, transparent, and well-informed.

On January 27, 2026, the Board of County Commissioners approved updated funding priority areas and directed staff to establish a formal committee to assist in reviewing funding applications. Resolution R-26-031 fulfills that direction by creating the Health and Human Services Investment Review Committee (IRC). The IRC will utilize subject-matter experts to evaluate funding applications and serve in an advisory capacity regarding funding allocations. The IRC shall consist of seven (7) Manatee County residents, appointed by the Board of County Commissioners, each with expertise in one of the following areas:

- philanthropy or foundation management
- financial analysis
- housing
- medical or public health
- licensed healthcare
- senior services
- contract management or higher education

Following the adoption of R-26-031, the County will advertise the seven committee seats through the standard County advisory board application process. Interested Manatee County residents with relevant expertise are encouraged to apply. Applications will be reviewed by staff and appointment recommendations will be brought back to the Board of County Commissioners for approval and appointment.

All final funding decisions remain with the Board of County Commissioners. IRC Members will serve staggered three (3) year terms, and the committee will sunset after ten (10) years unless extended by the Board of County Commissioners.

Attorney Review

Other (Requires explanation in field below)

The County Attorney's Office provided legal review of a prior version of the resolution and suggested that final version be resubmitted for review before being presented to the Board, but staff elected not to resubmit the final resolution to the County Attorney's Office for review.

Instructions to Board Records

Please ensure that the Chairperson signs page 4 of the resolution.

Please email a copy of the approved agenda item to thu.le@mymanatee.org, renese.remy@mymanatee.org, and healthservices@mymanatee.org.

Distributed 5/20/26, RT

Cost and Funds Source Account Number and Name

N/A

Amount and Frequency of Recurring Costs

N/A

From: [Pamela DAgostino](#)
To: [Thu Le](#)
Cc: [Tracie Adams](#); [James Crutchfield](#)
Subject: RE: Resolution re: Health & Human Services Investment Review Committee; RLS No. 25/26-0216
Date: Tuesday, April 28, 2026 1:01:34 PM
Attachments: [image001.png](#)
[image002.png](#)

Please ensure that the agenda item does not give the impression that the CAO performed legal review of the final resolution and instead indicates that you have elected not to submit the final resolution to the CAO for legal review.

Sincerely,

Pamela J. D'Agostino
County Attorney
Manatee County Government
Office of the County Attorney
1112 Manatee Avenue West, Suite 969
Bradenton, Florida 34205
pamela.dagostino@mymanatee.org
Phone: 941-745-3750
Fax: 941-749-3089



From: Thu Le <thu.le@mymanatee.org>
Sent: Tuesday, April 28, 2026 12:57 PM
To: Pamela DAgostino <pamela.dagostino@mymanatee.org>
Cc: Tracie Adams <tracie.adams@mymanatee.org>; James Crutchfield <james.crutchfield@mymanatee.org>
Subject: RE: Resolution re: Health & Human Services Investment Review Committee; RLS No. 25/26-0216

Hi Pam,

Thank you for your response. I do not need any additional review and plan on submitting an agenda item for either the BOCC meeting on 5/19 or 6/2.

Have a great rest of the week!

--

Thu Le, MPH | Health Information Services Manager
Manatee County Government

Public Safety Department
2101 47th Terrace E, Bradenton, FL 34203
Office: 941-749-3500, Ext. 8173
Cell: 941-704-8585
[Public Safety Department Website](#)

Under [Public Records Act](#), email communications sent to and from this address may be subject to public disclosure.

Please be advised that any correspondence may be retained as a public record and could be disclosed upon request.



From: Pamela DAgostino <pamela.dagostino@mymanatee.org>
Sent: Thursday, April 23, 2026 11:28 AM
To: Thu Le <thu.le@mymanatee.org>
Cc: Tracie Adams <tracie.adams@mymanatee.org>; James Crutchfield <james.crutchfield@mymanatee.org>; Sharon McClellan <sharon.mcclellan@mymanatee.org>; Renese Remy <renese.remy@mymanatee.org>
Subject: RE: Resolution re: Health & Human Services Investment Review Committee; RLS No. 25/26-0216

Good Morning Thu:

In my RLS response, I specifically said "Once you have analyzed my comments and suggested changes and further revised the resolution consistent with addressing those, I suggest you send the resolution to me again."

Your email, below, says that (1) you have attached a copy of the resolution in case I need to review it again and (2) that you plan to present this at the next available meeting date, but gives no indication as to which meeting that is.

The CAO, generally, doesn't decide whether something is legally reviewed a second time or not. We look to County staff (and supervision) to make that judgment call.

If you want additional legal review performed, please advise as such,

and (1) indicate as to what our scope of review should be (e.g., for complete legal sufficiency, or to focus on a particular clause, provision, or other legal issue which you have identified as worthy of review), (2) provide a requested deadline for the response, and (3) indicate the Board meeting you are hoping to present this matter. Keep in mind that the CAO's role is limited to legal review. Final review of documents, including proofreading, remains with the departments, who are responsible for ensuring documents are accurate and complete.

I expect the requested deadline for a response to give me a reasonable amount of time to complete said review in light of the nature and scope of the review requested. Clearly, you have had the benefit of our legal guidance since March 10 and needed more than a month to assimilate our legal guidance and implement the revisions. I trust you are not expecting this matter to somehow be prioritized ahead of other pending assignments.

Sincerely,

Pamela J. D'Agostino
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1112 Manatee Avenue West, Suite 969
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Phone: 941-745-3750
Fax: 941-749-3089



From: Thu Le <thu.le@mymanatee.org>
Sent: Thursday, April 23, 2026 10:19 AM
To: Pamela DAgostino <pamela.dagostino@mymanatee.org>
Cc: Tracie Adams <tracie.adams@mymanatee.org>; James Crutchfield <james.crutchfield@mymanatee.org>; Sharon McClellan <sharon.mcclellan@mymanatee.org>; Renese Remy <renese.remy@mymanatee.org>
Subject: RE: Resolution re: Health & Human Services Investment Review Committee; RLS No. 25/26-0216

Good morning,

Thank you so much for reviewing this RLS.

Edits have been made as suggested. I've attached a copy of it here in case you need to review it again – I left the comments, marked as resolved.

Please let us know if there is anything else. We plan to present this at the next available meeting date.

--

Thu Le, MPH | Health Information Services Manager
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2101 47th Terrace E, Bradenton, FL 34203
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[Public Safety Department Website](#)

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Please be advised that any correspondence may be retained as a public record and could be disclosed upon request.



From: Pamela DAgostino <pamela.dagostino@mymanatee.org>
Sent: Tuesday, March 10, 2026 11:44 AM
To: Renese Remy <renese.remy@mymanatee.org>
Cc: Tracie Adams <tracie.adams@mymanatee.org>; Thu Le <thu.le@mymanatee.org>; James Crutchfield <james.crutchfield@mymanatee.org>; Sharon McClellan <sharon.mcclellan@mymanatee.org>; Sarah Brown <sarah.brown@mymanatee.org>; Jodie Fiske <jodie.fiske@mymanatee.org>; Courtney DePol <courtney.depol@mymanatee.org>
Subject: Resolution re: Health & Human Services Investment Review Committee; RLS No. 25/26-0216

Good Morning Renese:

This email and its attachment are my response to the Request for Legal Services (RLS) asking the County Attorney's Office (CAO) to review a draft resolution establishing the Health and Human Services Investment Review Committee consistent with the Board's recent direction and

guidance. Specifically, you asked the CAO to ensure that the resolution:

1. Is legally sufficient;
2. Reflects the Board's direction; and
3. Appropriately addresses governance considerations (including advisory authority, committee structure, and compliance with applicable public meeting and ethics requirements).

As requested, the attachment is a redlined copy of the draft resolution which contains my legal advice, comments, and recommended changes. Please carefully examine the comments (they are extensive) as there are various areas which require additional attention before I would recommend presenting this resolution to the Board. In direct response to the request you have made of the CAO, I offer the following additional commentary:

1. Whether or not the resolution reflects the Board's direction is not a legal question for the County Attorney's Office to answer. The motion adopted by the Board authorized staff to move forward with preparing a resolution to create the committee but did not provide specific direction regarding its composition, qualifications for service, terms, operating procedures, reporting requirements, or potential sunset provisions.
2. Similarly, the majority of governance considerations are primarily policy decisions or operational decision and not legal in nature, although they have legal implications.
3. As revised, the aspects of the resolution which address the committee's advisory authority and structure are legally sufficient.
4. A committee of this nature must comply with Florida's public meetings and records laws and I have thus revised the resolution to include certain details regarding same (although inclusion of this language is not legally required in a resolution to establish an advisory board).
5. This RLS does not identify or indicate what, if any, ethics requirements are intended to be imposed upon members of this committee. For this reason, I am unable to evaluate whether the resolution is legally sufficient as to this issue.
6. While I have no legal concerns regarding establishing an advisory board of this nature and have provided suggested edits to the resolution, I am unable to advise that the resolution is legally sufficient and ready to be presented to the Board at this time. Once you have analyzed my comments and suggested changes and further revised the resolution consistent with addressing those, I suggest you send the resolution to me again.

I express no opinion as to the business judgment or policy decision of establishing this advisory board, its purpose, composition, duties, and operations. Provided that the resolution is eventually finalized consistent with the above and attached advice, I do not anticipate having any legal objection to staff presenting same to the Board for consideration. Except as otherwise indicated, I have not reviewed or revised the resolution for thoroughness, accuracy, typographical errors, or ADA accessibility.

This completes my response to your RLS. Please contact me for any additional legal assistance so this resolution can be finalized expeditiously and presented to the Board.

Sincerely,

Pamela J. D'Agostino
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