



## **DRAFT - REGULAR MEETING MINUTES**

**COMMITTEE:** Citizens Advisory Committee on Health and Human Services (CAC/HHS)

**MEETING DATE and TIME:** December 12, 2019 at 9:00AM

**MEETING LOCATION:** Basement Conference Room – 810 Datura Street, West Palm Beach, FL 33401

**PERSON PRESIDING:** Dr. Christine Koehn (Chair)

**REGULAR MEMBERS IN ATTENDANCE:** Dr. Thomas Cleare (Vice-Chair), Anne Gerwig, Randy Palo, Heather Tate-Boldt, Alan Bottorff, Dr. Merlene Ramnon, Dr. Constance Siskowski

**EX-OFFICIO MEMBERS IN ATTENDANCE:** Scot Kannel

**OTHERS IN ATTENDANCE:** Nancy Bolton, James Green, Taruna Malhotra, Helene Hvizd, Meghan Parnell, David Rafaidus, Stessy Cocerez, Natalie Diaz-Rodriguez, Jared Greene (Boystown), Andres Torrens (Families First), Elisa Cramer (DCF), Karis Engle (The Glades Initiative), Sharon Rose (Wisdom Associates), Teresa Pedicino (DOSS)

**DISCLOSURES:** Heather Tate-Boldt is employed by El Sol, JNRC, Inc., which is a recipient of Financially Assisted Agencies (FAA) funding dollars. Dr. Christine Koehn is employed by United Way of Palm Beach County, which is a recipient of FAA funding dollars. Dr. Constance Siskowski is employed by American Association of Caregiving Youth, which is a recipient of FAA funding dollars.

**CHAIR & STAFF COMMENTS:** Dr. Koehn wished everyone a Happy December and Happy Holidays and thanked everyone for attending. David Rafaidus announced that he will be creating binders for all the CAC members that contain the regularly referenced guidance documents for the committee in an effort to go green; everyone was also encouraged to bring their electronic devices to the meetings so they have a way to pull up online documents easily if needed.

### **CONSENT ACTIONS OF MEETING**

**Agenda Item:** *2.A/B. Additions, Deletions, Substitutions / Adoption of Agenda*

**Discussion:** None.

**Action Taken:** Motion to approve the agenda by Heather Tate-Boldt. Second by Dr. Thomas Cleare. Agenda approved and adopted by unanimous vote.

### **REGULAR BUSINESS - ACTIONS OF MEETING**

**Agenda Item:** *3.A.1. Adoption of CAC Regular Committee Minutes (November 14, 2019)*

**Discussion:** None.

**Action Taken:** Motion to approve the minutes by Randy Palo. Second by Dr. Connie Siskowski. Minutes approved and adopted by unanimous vote.

### **REGULAR BUSINESS**

**Agenda Item:** *3.B. Welcome & Purpose (Dr. Christine Koehn, Anne Gerwig, & James Green)*

- a. Overview of Documents with the Board Manual
- b. Brief Training on the following documents:
  - i. BCC Resolution (R-2013-1563)
  - ii. Health & Human Services Element

- iii. Indicator Report
- iv. Code of Conduct/Code of Ethics
- v. Sunshine Law
- vi. Revised Version of Plan Development Implementation Committee (PDIC) Process
- vii. Discussion and Approval of the Finalized new Board Membership Process

- Dr. Christine Koehn welcomed and thanked everyone for being present today. The purpose of today's meeting is to allocate more time to dive deeper into the committee's role throughout the County.
- James Green did a quick overview of the documents that the CAC plans to discuss during today's meeting. (a)
- Several members of the committee voluntarily read through the BCC resolution aloud. There was discussion and clarification surrounding the CAC's role and responsibility in decision-making. There was also deliberation on the CAC's membership requirements and selection of officers as well as the attendance requirements. (b.i.)
- James Green summarized the overall Health and Human Services Element and the committee talked briefly about each of the goals and objectives. (b.ii.)
- Mr. Green and David Rafaidus gave an overview on the Indicator Report and explained how it ties into the other documents being discussed today. (b.iii.)
- Helene Hvizd shared the County's Code of Ethics/Code of Conduct and briefly went through the Sunshine Law. (b.iv. & b.v.)
- Meghan Parnell updated the committee on the changes associated with the PDIC document – specifically around potential new members and how they're introduced to the CAC, training and orientation of new members, and modifications to the application. Ms. Parnell and James Green also presented the new Board Membership Process. (b.vi. & b.vii.)

#### **REGULAR BUSINESS - ACTIONS OF MEETING**

**Agenda Item:** *3.B.vii. Discussion and Approval of the Finalized new Board Membership Process*

**Discussion:** The committee discussed the process and would like to include ex-officios.

**Action Taken:** Motion to approve the proposed process and document with the inclusion of ex-officios by Anne Gerwig. Second by Heather Tate-Boldt. Motion approved by unanimous vote.

#### **REGULAR BUSINESS**

**Agenda Item:** *3.C. Envisioning Opportunity Palm Beach County (Dr. Christine Koehn & James Green)*

- Dr. Christine Koehn and James Green gave a PowerPoint presentation on their proposed vision of the opportunities throughout Palm Beach County.
- The discussion points included the importance of the System of Care, what a System of Care does and how it should operate, the value of assessing the System of Care, and what the next steps are.

#### **REGULAR BUSINESS**

**Agenda Item:** *3.D. Update on NOFO (Notice of Funding Opportunity) Process (Meghan Parnell)*

- Meghan Parnell mentioned that the previous timeline will be rewritten to potentially release the NOFO in February.
- The consulting group, Ronik and Radlauer, are still working on their research report surrounding Behavioral Health in Palm Beach County.
- Any committee members interested in participating in the process are welcome to contact Meghan or David.

#### **REGULAR BUSINESS**

**Agenda Item:** *3.E. Voices of Communication*

- Discussion tabled for later meeting

#### **REGULAR BUSINESS**

**Agenda Item:** *3.F. New Member Recruitment*

- Discussion tabled for next meeting

**OTHER BUSINESS**

**Agenda Item: 4.A. Staff Information Updates**

- James Green talked about the CSD Annual Recognition event on December 11, 2019 and thanked the CAC for all their support and efforts.
- Mr. Green also mentioned the upcoming 2020 Point-In-Time count that will be happening in January.

**OTHER BUSINESS**

**Agenda Item: 4.B. Member Comments on Non-Agenda Items**

- None.

**OTHER BUSINESS**

**Agenda Item: 4.C. Public Comments on Non-Agenda Items**

- Elisa Cramer (DCF) spoke highly of the CSD Annual Meeting on December 11, 2019 and praised the hard work of CSD staff and the CAC.

**OTHER BUSINESS**

**Agenda Item: 4.D. Good News Item(s)**

- Anne Gerwig announced that Wellington will be incorporating a summer work program for rising seniors.
- James Green congratulated Alan Bottorff for being recognized as a man of distinction for his outstanding work in the community.

**OTHER BUSINESS**

**Agenda Item: 4.E. Potential Agenda Items for Future Meetings**

- Ronik and Radlauer will be presenting at the next CAC meeting on NOFO recommendations.

**DATE OF NEXT REGULAR MEETING(S):**

*January 9, 2020*

**&**

*February 13, 2020*

**DATE OF NEXT EXECUTIVE MEETING(S):**

*January 23, 2020*

**&**

*February 27, 2020*

**DATE OF NEXT PDIC MEETING(S):**

*January 6, 2020 (9AM)*

**&**

*January 23, 2020 (9AM)*

**ACTIONS OF MEETING**

**Agenda Item: 5. Meeting Adjournment**

Discussion: None.

Action Taken: Motion to adjourn the meeting. All in favor. Meeting adjourned by unanimous vote.

**THESE MINUTES APPROVED AND ADOPTED** by the CAC Regular Committee on *January 9, 2020*.

\_\_\_\_\_, CHAIR \_\_\_\_\_

*Prepared by SC – December 13, 2019  
Modified by DMR - 01062020*