



## **ADOPTED – REGULAR MEETING MINUTES**

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

**MEETING DATE and TIME:** January 12, 2023 at 9:00 AM

**MEETING LOCATION:** Virtual & Basement Conference Room – 810 Datura St., West Palm Beach, FL 33401

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

**REGULAR MEMBERS IN ATTENDANCE: “Virtual” = (V) & “In-Person” = (IP):** Dr. Thomas Cleare (IP), Randy Palo (IP), Dr. Constance Siskowski (IP), Inger Harvey (V), Elisa Cramer (V), Dr. Barbara Cox Gerlock (IP).

**EX-OFFICIO MEMBERS IN ATTENDANCE:** Scott Kannel (V), Houston Tate (V), Aruna Gilbert (V), Marie Presmy (V).

**OTHERS IN ATTENDANCE:** James Green (IP), Taruna Malhotra (IP), Helene Hvizd (V), Dr. Joanna Reid-Enoise (IP), Adam Reback (IP), Maybe Alfau (IP), Doris Davis (IP).

**DISCLOSURES:** None.

**CHAIR & STAFF COMMENTS:** Dr. Christine Koehn took a moment to thank everyone who was present in person and virtually.

### **CONSENT ACTIONS OF MEETING**

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

**Discussion:** No additions, deletions, or substitutions were made.

**Action Taken:** Motion was made to approve the agenda by Dr. Constance Siskowski. Second by Randy Palo. All in favor, motion passed.

### **REGULAR BUSINESS**

**Agenda Item: 3.A. Adoption of CAC/HHS Regular Committee Meeting Minutes (December 8, 2022)**

**Discussion:** No changes or suggestions to the minutes.

**Action Taken:** Motion was made to approve minutes by Dr. Barbara Cox Gerlock. Second by Dr. Constance Siskowski. All in favor, motion passed.

### **REGULAR BUSINESS**

**Agenda Item: 3.B. OSCARSS and the Resource and Referral Portal (Doris Davis)**

- Doris Davis presented on OSCARSS and explained the variety of services and capabilities of the software. She then elaborated on how staff and external agencies can act as a proxy for clients when using OSCARSS. The software is able to allow agencies to revise, submit and upload documents in order to help said client. Clients are also able to track the status of their applications.
- Doris Davis further presented on how OSCARSS can be a great tool for vendors, external agencies and can also be a resource and referral portal for Palm Beach County.

- OSCARSS can also show performance metrics, analytics, create informational table, sync with other systems such as HMIS and maintain data for agencies.
- Taruna Malhotra and Dr. James Green followed on Doris Davis presentation by explaining that OSCARSS is partnering with other organizations in order to make the software something universal within the county.
- Several additional questions were posed by the committee members and ex-officios in reference to documentation, accessibility, client data sharing and consent, and linkage to behavioral health agencies.
- Taruna Malhotra shared that the software is meant to work with all agencies and that she hopes it will soon work with other platforms from the state, not only the county.
- Taruna Malhotra described the consent form that all clients sign when submitting an application through OSCARRS. The data is only shared with agencies that are part of the Palm Beach County network. Ms. Malhotra assured that the county takes client privacy very seriously and OSCARSS is built to also protect the client.
- Dr. James Green also added that every behavioral health agency uses a different software and their privacy is protected. Conversations on decisions related to the future of the behavioral agencies with FAA are ongoing.

### **REGULAR BUSINESS**

#### **Agenda Item: 3.C. CAC Membership Matrix, Recruitment, Reappointments (Dr. Christine Koehn)**

- Dr. Christine Koehn provided the board with an update on the recruitment process. The board is still looking for someone who has experience and knowledge in transportation.
- Dr. James Green and Taruna Malhotra stated that they will try to reach out to Palm Tran to see if there might be someone who can serve as an ex-officio.
- Scott Kannel also brought up that developmental services is something that needs attention. The board would benefit in having an additional person whose specific area of expertise is developmental services. Dr. James Green agreed and stated that he would potentially have a candidate whose expertise and knowledge would align with what the board is looking for.

### **OTHER BUSINESS**

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

- Dr. James Green provided updates on the following items:
  - Prosperity Cottage Homes in Lake Worth will break ground on January 19, 2023
  - The new Homeless Resource Center 2 will open in PBC in July 2023.
  - There will be two Black History month bus tours hosted by CSD, Palm Tran and the CAC on February 13 and 17, 2023.
  - The first meeting for the new behavioral health advisory board is on January 12, 2023.
  - A new senior meal site will open on January 23, 2023. This is the 13<sup>th</sup> site in the county.
  - The Point-in-Time Count will take place on January 23 and 27, 2023.
  - The 2<sup>nd</sup> cohort of Advancing the Mission is on January 25, 2023.
- Taruna Malhotra stated that the behavioral health NOFO is postponed until further notice. Contracts between the county and the state are still ongoing. A new update should be available in the upcoming months.

### **OTHER BUSINESS**

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

- Dr. Constance Siskowski mentioned that one of the members from her advisory council board is working on a project with different universities around the country to receive a stipend program.
- Houston Tate informed the board that there is currently a \$10,000 grant (offered through NEAT) for the CCRT and the Glades residents. The Neighborhood Engagement and Transformation Program (NEAT) provides funding to neighborhood-based groups and/or organizations for projects that improve the quality of life in their communities.

**OTHER BUSINESS**

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

Discussion: Dr. Christine Koehn mentioned that the board would like to meet every other month rather than monthly.

Action Taken: Motion was made to approve the new meeting schedule timeline by Randy Palo. Second by Dr. Christine Koehn. All in favor, motion passed

**OTHER BUSINESS**

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

- None.

**OTHER BUSINESS**

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

- None.

**OTHER BUSINESS**

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

- Dr. Christine Koehn asked to discuss membership recruitment steps at an upcoming meeting.
- Dr. James Green and Taruna Malhotra suggested to have a subcommittee meeting once the Element is finalized in order to further discuss what the board might need in regards to finding additional members.
- Randy Palo suggested to add an economic stability and mobility update with employment; as well as FAA updates.

**ACTIONS OF MEETING**

Agenda Item: **5. Meeting Adjournment**

Discussion: None.

Action Taken: Motion was made to adjourn the meeting by Dr. Barbara Cox Gerlock. Second by Dr. Randy Palo. All in favor, motion passed.

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<b>DATE OF NEXT REGULAR CAC/HHS MEETING(S):</b>	<i>February 09, 2023 (9:00 AM) if needed</i>	<b>&amp;</b>	<i>March 9, 2023 (9:00 AM)</i>
<b>DATE OF NEXT EXECUTIVE CAC/HHS MEETING(S):</b>	<i>February 09, 2023 (9:00 AM) if needed</i>	<b>&amp;</b>	<i>March 9, 2023 (9:00 AM)</i>

*Revised by SC on May 1, 2023 – according to notes from CAC on March 9, 2023  
Reviewed by SC on January 25, 2023  
Prepared by Maybe Alfau on January 24, 2023*