



## **ADOPTED – REGULAR MEETING MINUTES**

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

**MEETING DATE and TIME:** July 13, 2023 at 9:00 AM

**MEETING LOCATION:** Virtual & First Floor Conference Room – 2300 Vista Parkway, West Palm Beach, FL 33411.

**PERSON PRESIDING:** Dr. Merlene Ramnon (Chair) (IP)

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

**EX-OFFICIO MEMBERS IN ATTENDANCE:** Scot Kannel (IP), Aruna Gilbert (IP), Marie Presmy (V)

**OTHERS IN ATTENDANCE:** Dr. James Green (IP), Taruna Malhotra (IP), Helene Hvizd (V), Dr. Joanna Reid-Enoise (IP), Stessy Cocerez (IP), Adam Reback (IP), Maybe Alfau (IP), Angela Cruz (IP), Dr. Poulomy Chakraborty (IP), Wendy Tippet (IP), Andres Torrens (Families First, IP), Karen Harris (Healthcare District of PBC, IP)

**DISCLOSURES:** None.

**CHAIR & STAFF COMMENTS:** Dr. Merlene Ramnon welcomed all attendees and confirmed that there is no quorum for today’s meeting.

### **CONSENT ACTIONS OF MEETING**

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

**Discussion:** None.

**Action Taken:** Motion was made to adopt the agenda by Dr. Barbara Cox Gerlock. Second by Randy Palo. All in favor. Motion passed.

### **REGULAR BUSINESS**

**Agenda Item:** *3.A. Adoption of CAC/HHS Regular Committee Meeting Minutes (March 9, 2023 and May 11, 2023)*

**Discussion:** None.

**Action Taken:** Motion was made to adopt the agenda by Dr. Thomas Cleare. Second by Randy Palo. All in favor. Motion passed.

### **REGULAR BUSINESS**

**Agenda Item:** *3.B. Housing & Homelessness Presentation (Wendy Tippet)*

- Wendy Tippet presented on the Point-in-Time and Housing Inventory for 2023. The PIT count took place on January 27<sup>th</sup>, 2023. Ms. Tippet provided numbers on the PIT Unsheltered and Sheltered count (including

Emergency Shelter and Transitional Housing). Ms. Tippet then shared demographics of those included in the PIT count such as gender, race, household type, subpopulations, special populations, individuals vs families and health conditions. Lastly, Ms. Tippet spoke about past outreach efforts such as the implementation of the Lewis Center and the Annex, and she reminded everyone of all the services the County offers related to prevention and rapid re-housing.

- Dr. James Green spoke about the Leading the Way Home addendum, the County’s strategic response to increased homelessness in Palm Beach County.
  - Scot Kannel asked if there are any efforts happening to reduce the economic situation. Wendy Tippet responded and stated that there are efforts happening at the state level and that Palm Beach County was asked to sit on some of the board meetings as leading agencies.
  - Randy Palo asked what would happen now that the \$250 million that was helping people keep a roof over their head is have now exhausted. Taruna Malhotra answered and said that they were able to secure additional funding from other jurisdictions and with it being limited, the County is going to be more strategic with the way it will be spent.

### **REGULAR BUSINESS**

#### **Agenda Item: 3.C. CAC/HHS Membership Structure Discussion (Dr. Christine Koehn and Dr. James Green)**

- Dr. Christine Koehn explained the intended efforts to shift the way the committee is structured in order to ensure it best aligns with the new Element. She explained that everyone has selected their area of expertise; in essence, each domain should at least have one (1) member associated with it. Lastly, she mentioned that at the next CAC meeting, she hopes to have a recommendation on how to continue to fill each domain and area of expertise.
  - Scot Kannel recommended expanding how the CAC recruits ex-officios. Dr. Christine Koehn stated that the subcommittee will search for a way to establish recruitment steps for the CAC as well.

### **OTHER BUSINESS**

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

- Dr. James Green shared that the summarized brochure of the Citizens Advisory Committee has been completed. This will be another way to easily share what the CAC is, who the board members are, and how the CAC makes recommendations.
- Dr. Joanna Reid-Enoise shared with the members that the department is beginning the strategic process for 2024 – 2029. Part of the process includes a survey that will ask the board members how they are connecting with the committee and the mission. Additional activities for the strategic plan include client and stakeholder interviews, a SWOT analysis, and an OLA survey. Dr. Reid-Enoise hopes to complete the strategic plan by the beginning of 2024.

### **OTHER BUSINESS**

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

- Dr. Merlene Ramnon stated that the Florida Department of Health and a large number of Palm Beach County agencies are having back to school events including a series of health and wellness activities in the Western communities.

### **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**

- Jon Van Arnam and John Hulick are expected to present in September on Behavioral Health
- Randy Palo requested an update on the county’s budget and how it is affecting health and human services in the community.

**ACTIONS OF MEETING**

**Agenda Item: 5. Meeting Adjournment**

**Discussion:** None.

**Action Taken:** Motion was made to adopt the agenda by Dr. Thomas Cleare. Second by Randy Palo. All in favor. Motion passed.

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<b>DATE OF NEXT REGULAR CAC/HHS MEETING(S):</b>	<i>August 10th, 2023 (9:00 AM) if needed</i>	<b>&amp;</b>	<i>September 14, 2023 (9:00 AM)</i>
<b>DATE OF NEXT EXECUTIVE CAC/HHS MEETING(S):</b>	<i>August 10th, 2023 (8:30 AM) if needed</i>	<b>&amp;</b>	<i>September 14, 2023 (8:30 AM)</i>

*Reviewed & finalized by SC on September 8, 2023  
Prepared by Maybe Alfau on August 17, 2023*