



## **ADOPTED - EXECUTIVE MEETING MINUTES**

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

**MEETING DATE and TIME:** October 10, 2019 at 8:30 AM

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

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

**REGULAR MEMBERS IN ATTENDANCE:** Anne Gerwig, Alan Bottorff, Randy Palo, Dr. Thomas Cleare (Vice-Chair)

**EX-OFFICIO MEMBERS IN ATTENDANCE:** Scot Kannel, Houston Tate, Dr. Barbara Cox Gerlock

**OTHERS IN ATTENDANCE:** Taruna Malhotra, Meghan Parnell, David Rafaidus, Stessy Cocerez, Helene Hvizd, Allan Federman, Lisa De La Rionda, Richard Radcliffe

**DISCLOSURES:** None.

**CHAIR & STAFF COMMENTS:** None.

### **CONSENT ACTIONS OF MEETING**

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

**Discussion:** None

**Action Taken:** Agenda was approved and adopted by unanimous vote.

### **REGULAR BUSINESS**

**Agenda Item:** *3.A. CAC/HHS Membership & Applications for Membership (Helene Hvizd)*

- Dr. Christine Koehn discussed the current open seats and referred to the membership matrix to discuss the openings on the CAC.
- Anne Gerwig discussed her concern about not yet filling the seat for the representative residing West of the 20-Mile Bend. She also expressed that those on the board should have a depth of knowledge regarding Palm Beach County.
- Dr. Christine Koehn mentioned that the CAC does not currently have a standard process to select and recruit new board members based on the needs of the board. She discussed creating a process to get the right people into these seats.
- Helene Hvizd answered a question from Anne Gerwig about creating a process that puts qualifications on future board members. Ms. Hvizd explained that the requirement is to present to the Board of County Commissioners (BCC) applicants who qualify based on the resolution.

### **CONSENT ACTIONS OF MEETING**

**Agenda Item:** *3.B. CAC/HHS Membership & Applications for Membership (David Rafaidus)*

**Discussion:** The Executive CAC Committee reviewed the submitted applications.

Action Taken: Anne Gerwig made a motion to refrain from sending any further applications to the BCC until a process is developed that fulfill the requirements of the resolution. Dr. Christine Koehn seconded the motion.

**OTHER BUSINESS**

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

- None

**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**

- None.

**OTHER BUSINESS**

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

- None.

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**DATE OF NEXT REGULAR MEETING:** *November 14, 2019 and December 12, 2019 (Annual Meeting)*

**DATE OF NEXT EXECUTIVE MEETING:** *January 23, 2020 AND February 27, 2020*

**ACTIONS OF MEETING**

Agenda Item: **5. Meeting Adjournment**

Discussion: None.

Action Taken: The meeting was adjourned by unanimous vote.

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**THESE MINUTES APPROVED AND ADOPTED** by the CAC/HHS Executive Committee on *November 14, 2019.*

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

*Modified by SC – November 12, 2019  
Prepared by MP – November 12, 2019  
Modified by DMR – November 13, 2019*