



## **ADOPTED - REGULAR MEETING MINUTES**

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

**MEETING DATE and TIME:** June 11, 2020 at 9:00AM

**MEETING LOCATION:** Virtual & 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:** James Green, Taruna Malhotra, Meghan Parnell, David Rafaidus, Stessy Cocerez, Helen Hvizd, Doris Davis Inger Harvey and John Hulick.

**DISCLOSURES:** Dr. Constance Siskowski is employed by American Association of Caregiving Youth, which is a recipient of FAA funding dollars.

**CHAIR & STAFF COMMENTS:** Dr. Koehn welcomed everyone to the meeting and encouraged a discussion regarding future meetings, COVID and possible cancellations due to the Coronavirus.

### **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 Dr. Thomas Cleare. Second by Heather Tate-Boldt. Agenda approved and adopted by unanimous vote.

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

**Agenda Item:** *3.A.I. Adoption of CAC Regular Committee Minutes (March 12, 2020)*

**Discussion:** None.

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

### **REGULAR BUSINESS**

**Agenda Item:** *3.B. CAC/HHS Membership Matrix & Procedures (Dr. Christine Koehn)*

- Dr. Christine Koehn asked the CAC members to review the information on the Matrix and to inform David Rafaidus if any modifications were necessary in areas of expertise.
- Include an X in the Housing column for Anne Gerwig.
- Include an X in Education column for Randy Palo.
- Dr. Koehn clarified that the overall idea is to cultivate a System of Care that incorporates all of the domains represented on the Matrix and the CAC is looking for individuals who have expertise in these systems.
- Dr. Koehn expressed the desire for the Matrix to be of value to the Plan Development Implementation Committee (PDIC) in order to ensure that meaningful recruitment occurs. Dr. Koehn would also like the Membership Matrix and Procedures to be completed in the next month or two.

- Dr. Christine Koehn wishes to work alongside CAC members and staff in order to develop a recruitment methodology that not only addresses the usual application process but also considers applicants who may be recommended by the Board of County Commissioners (BCC). Dr. Koehn asked the CAC members for volunteers. Dr. Cleare volunteered to assist with the process.
- 

### **REGULAR BUSINESS**

#### **Agenda Item: 3.C. CAC/HHS Recruitment (Dr. Christine Koehn)**

- Dr. Koehn mentioned that there are four (4) applications for CAC/HHS membership. Anne Gerwig is seeking reappointment as the League of Cities representative. Inger Harvey is seeking appointment as a representative west of 20 Mile Bend (Glades Representative). Elisa Cramer and Anne Caroline Valtin are seeking At-Large seats.
- The Executive Committee will be meeting on June 25, 2020 concerning the applicants.
- David Rafaidus mentioned that all applicant information will be forwarded to CAC/HHS members, ex-officios and staff before the Executive Committee meets on June 25, 2020.

### **REGULAR BUSINESS**

#### **Agenda Item: 3. D. CAC/HHS Retreat – November 12, 2020 (James Green & Dr. Christine Koehn)**

- Dr. Koehn mentioned that the CAC/HHS Retreat was originally scheduled to occur on April 9, 2020. The Coronaviru situation prevented this from occurring. The Retreat has been tentatively rescheduled to be held on November 12, 2020. The idea of the Retreat is provide an opportunity for us to engage our community in support of work that is happening with the Element by bringing everyone to the table so we can all be behind common goals. The Retreat will be at the Village of Wellington Community Center.
- James Green mentioned that we need to use the Health & Human Service Element in the Comprehensive Plan as a focus point to align what is occurring in the community. Using the various Domains would be a method to ensure we have a solid system of care.

### **REGULAR BUSINESS**

#### **Agenda Item: 3.E. PDIC Update (Dr. Thomas Cleare)**

- Dr. Thomas Cleare explained that the committee has continued to meet regularly and work on the Element and different domains. He has had good responses from various subject matter experts. The full CAC/HHS will receive draft recommendations from the PDIC.
- Dr. Koehn mentioned that the PDIC is working with Domain leaders to provide input and engage these system partners to have them appreciate how the County is really interested in collaborating and working with them. Additionally a Draft of the proposed HHS Element would be presented at the Retreat for individuals to provide their input.

### **REGULAR BUSINESS**

#### **Agenda Item: 3.F. HHS Element – Draft Revisions (Dr. Cleare)**

***See comments expressed in 3.D.***

### **REGULAR BUSINESS**

#### **Agenda Item: 3.G. Pandemic Update (Dr. Koehn & James Green).**

- Dr. Koehn mentioned that the County is providing weekly virtual webinar updates pertaining to the pandemic situation. She expressed her appreciation about the quality of the information and presenters.
- James Green gave an update about COVID. He also presented information about a possible public statement from the CAC/HHS and to facilitate discussion with system domain leaders. The webinars take place on Thursday afternoon at 2:30 pm.
- Discussion occurred about having a comprehensive statement about racial equity and the format in which it would be portrayed/communicated.
- Dr. Koehn recommended that the CAC/HHS Executive Committee meet to formulate a comprehensive statement. Helene Hvizd concurred that having the Executive Committee formulate a statement and bring it back to the entire CAC/HHS for review would be appropriate.
- James Green displayed a “Draft of PBC Community Departments’ Racial Equity Statement” for the CAC to view.

- Anne Gerwig made a motion that the CAC authorize the Executive Committee to draft a statement and send it out to CAC/HHS membership. Connie Siskowski seconded the motion. Scot Kannel indicated that the Racial Equity statement may be too small. There may be other components to include in the statement such as the distribution of responsibilities, other community service activities, etc... Dr. Koehn suggested that everyone forward to David Rafaidus their suggestions about wording that should be in the statement. Motion approved. No mention of opposition.
- Dr. Koehn and James Green discussed shortfalls in future funding for services due to COVID.

**REGULAR BUSINESS**

**Agenda Item: 3.H. Notice of Funding Opportunity (NOFO) (Meghan Parnell)**

- Meghan Parnell reported that all FAA agencies were sent an email indicating that NOFO was postponed until the New Year and that contracts have been extended. John Hulick and his staff have been involved in the process. Categories have been aligned this year for Special Needs and Behavioral Health. The FY21 Proposed funding for Behavioral Health is \$5,732,391 and Special Needs/Developmental Disabilities is \$1,763,817. The recommendations will be going to the BCC in July, 2020. Spreadsheet information was displayed for the Committee to view.

**OTHER BUSINESS**

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

- James Green mentioned that the County Lewis Center annex is proceeding as well as homeless housing assistance, use of facilities in Pahokee (housing & sheltering) and the needle exchange program is progressing. Using Senior Centers as distribution sites will continue probably until September.
- Scot Kannel mentioned that additional skill sets may need to be included in CAC/HHS membership application.

**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)**

- Anne Gerwig mentioned that the Village of Wellington is developing social distancing standards.
- Randy Palo mentioned that many funders have been collaborating in the non-profit community. Over 450 non-profits have submitted applications for funding.
- Helene Hvizd stated that due to a recent court ruling, there are no legal impairments with HRC2 moving forward.

**OTHER BUSINESS**

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

- A presentation by BeWellPBC, an overview of Homelessness in PBC and PDIC update.
- Additional suggestions should be emailed to David Rafaidus.

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

TBD
-----

**&**

TBD
-----

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

TBD
-----

**&**

TBD
-----

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

TBD
-----

**&**

TBD
-----

**ACTIONS OF MEETING**

**Agenda Item: 5. Meeting Adjournment**

Discussion: None.

Action Taken: Motion to adjourn the meeting by Dr. Cleare. Second by Anne Gerwig. All in favor. Meeting adjourned by unanimous vote.

---

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

*Justin Kals*

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

*Prepared by DMR  
Revised by DMR 07/09/2020*

ADOPTED