



DRAFT - REGULAR MEETING MINUTES

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

MEETING DATE and TIME: March 12, 2020 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, Houston Tate

OTHERS IN ATTENDANCE: Nancy Bolton, James Green, Taruna Malhotra, Meghan Parnell, David Rafaidus, Stessy Cocerez, Richard Radcliffe (League of Cities), Jared Greene (Boystown), Rebecca Rensburrow (AVDA), Marci Ronik (Ronik and Radlauer), Lesley George (PBC), Carlos Serrano (PBC), Jill Sorensen (SEFBHN), Julie Kreaflle (United Way), Teresa Pedicino (DOSS)

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 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 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 (February 13, 2020)*

Discussion: None.

Action Taken: Motion to approve the minutes by Dr. Thomas Cleare. Second by Dr. Merlene Ramnon. 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 there were any misrepresentations.
- David Rafaidus and James Green gave an interpretation around the meaning of 'Recreation' on the Matrix.
- 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.
- There was discussion on how to address current CAC members that may not represent some of the categories and how this might be referenced directly in the Element.

- There was discussion on how to move forward with qualified applicants interested in joining the CAC.
- 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.

REGULAR BUSINESS

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

- 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 and asked Meghan Parnell to represent Community Services staff.
- Ms. Parnell suggested the inclusion of ex-officio members in the recruitment process as well.
- There was general discussion on the process for how an ex-officio is currently initiated into the CAC.
- Currently, Inger Harvey has not applied yet but is interested in representing the seat West of the 20 Mile Bend once she relocates to the Glades area. Elisa Cramer has applied but her application is on hold right now.

REGULAR BUSINESS

Agenda Item: 3.D. Notice of Funding Opportunities (NOFO) Process (James Green & Nancy Bolton)

- James Green said not much has changed in terms of the NOFO from the last CAC meeting. The Needs Assessment is still in the works.
- Nancy Bolton mentioned that the BCC is in communication right now with the Health Care District to look at their expanding role in the provider space for Behavioral Health. Because of this, there has been a recommendation to delay the NOFO and extend the current contracts for an additional year, pending the outcome of the conversations with Health Care District.
- Ms. Bolton stated that the idea of this shift to the Health Care District started three years prior and it is centered on the medical capabilities of the HCD and the funding sources and being able to create a more comprehensive and improved system of care for Behavioral Health.
- There was discussion on possible opportunities to improve the NOFO process in the future.

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.
- Dr. Cleare added that United Way provided input on the food security piece. Additional subject matter experts are expected to provide further input on the other domains.
- Dr. Cleare also expressed interest in gathering more input from additional subject matter experts during the breakout session at the April CAC Retreat.
- The hope is to complete the document and present the final draft to the CAC in the next few months.
- David Rafaidus added that the PDIC also examined the eco-system wheel to see what should be updated.
- Mr. Rafaidus said there will need to be two (2) domains completed in each of the upcoming meetings in order to finish the document in the next few months.
- Dr. Christine Koehn praised the work that has been done on the Element update so far. Dr. Koehn also thanked the community partners for their collaboration to ensure the document will serve as the guiding principle for the work done by the CAC and CSD staff.

REGULAR BUSINESS

Agenda Item: 3.F. CAC/HHS Retreat – April 9, 2020 (James Green & Dr. Christine Koehn)

- James Green mentioned that he was considering postponing the retreat for a later date.
- Mr. Green said the goal was to bring all the partners together, not just the system leaders, but also providers.

- Mr. Green also added that he would like attendees to pick their seating based on the domains from the Element. Facilitators will then gather information and when results have been collected, they will be brought back to the CAC.
- The Retreat should also serve to identify specific values and how they relate to the System of Care.
- Mr. Green would also like to use the Retreat as an opportunity to recruit additional community partners.

REGULAR BUSINESS

Agenda Item: 3.G. Behavioral Health Needs Assessment (Ronik and Radlauer – Marci Ronik)

- Marci Ronik gave a presentation on the Palm Beach County Needs Assessment for Behavioral Health.
- The presentation included a brief background of the study and the phases of assessment.
- Ms. Ronik also went over the environmental context during the study (aka. Accomplishments since last assessment, the closing of Jerome Golden Center, the creation of BeWellPBC, and various funding changes).
- The Needs Assessment also included a funding analysis based on data collected from SouthEast Florida Behavioral Health Network (SEFBHN), Health Care District (HCD), Palm Beach County Community Services Department (PBC CSD), Palm Beach County Youth Services Department (PBC YSD), Department of Juvenile Justice (DJJ), ChildNet, and Children’s Services Council (CSC).
- Based on the information collected during the Needs Assessment, the following recommendations were given:
 - a. The creation of a centralized intake system
 - b. A better methodology for addressing co-occurring instances
 - c. More focus on support services and peer support services

REGULAR BUSINESS

Agenda Item: 3.H. 5-Year Consolidated Plan (Carlos Serrano)

- Carlos Serrano gave a presentation on the 5-Year Consolidated Planning Process required by the U.S. Department of Housing and Urban Development (HUD).
- The planning process consists of the following: collection of stakeholder input, determination of needs and priorities, and the development of the plan.
- Research is done on the following subjects of interest within the County: household income and a comparison of income between urban areas and the Glades region, household cost burden, homelessness, the special needs population, target areas, fair housing, and the economic makeup of the job market.
- Stakeholders are made up of County residents, various councils and boards, non-profit service providers, and County departments/staff. Input is collected through outreach, public comments, surveys, and meetings.
- Mr. Serrano also noted that based on current funding trends, the County will receive an estimated \$9 million annually from HUD between 2020 and 2024.
- Mr. Serrano and the CAC members discussed the various eligible uses of funds and potential increases moving forward.
- The priority needs determined during the process helps guide funding allocation for FY2020 through FY2024.
- The next steps in the planning process include drafting the consolidated plan, publishing the draft plan for public review, holding public meetings, and presenting the plan to the BCC for final approval in July 2020.

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)**

- Nancy Bolton noted that the BCC approved the John Prince Park housing plan as a temporary solution while the Homeless Resource Center 2 (HRC2) is completed.

OTHER BUSINESS

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

- The hope is to gather information from future presentations that directly relate to the upcoming NOFO.
- Dr. Christine Koehn suggested further discussion about improving the NOFO process.
- Other potential agenda items include: A presentation by BeWellPBC, an overview of Homelessness in the County, a cross sector engagement of support services, an overview of BCC priorities, a discussion on the Special Needs population, and the Annual Meeting in December.
- Additional suggestions should be emailed to David Rafaidus.

DATE OF NEXT REGULAR MEETING(S):

TBD

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TBD

DATE OF NEXT EXECUTIVE MEETING(S):

TBD

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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 Alan Bottorff. Second by Dr. Thomas Cleare. All in favor. Meeting adjourned by unanimous vote.

THESE MINUTES APPROVED AND ADOPTED by the CAC Regular Committee on *June 11, 2020*.

_____, CHAIR

*Prepared by SC – March 25, 2020
Modified by DMR – May 21, 2020*