



## **DRAFT - REGULAR MEETING MINUTES**

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

**MEETING DATE and TIME:** January 9, 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

**EX-OFFICIO MEMBERS IN ATTENDANCE:** Scot Kannel, Houston Tate

**OTHERS IN ATTENDANCE:** Nancy Bolton, James Green, Taruna Malhotra, Helene Hvizd, Meghan Parnell, David Rafaidus, Natalie Diaz-Rodriguez, Vivian Blackmon-Taylor, Jared Greene (Boystown), Sharon Rose (Wisdom Associates), Rebecca Reinsburrow (AVDA), Richard Radcliffe (PBC League of Cities), Adam Reback (PBC Department of Health), Diane Gutman (Wellington Cares) Seth Bernstein (United Way of PBC).

**DISCLOSURES:** Heather Tate-Boldt is employed by El Sol, JNRC, Inc., which is a recipient of Financially Assisted Agencies (FAA) funding dollars. Dr. Christine Koehn is employed by United Way of Palm Beach County, which is a recipient of FAA funding dollars.

**CHAIR & STAFF COMMENTS:** Dr. Koehn thanked everyone for attending. Distribution of the newly created binders containing regularly referenced guidance documents for all CAC/HHS members, ex-officios and key County staff was discussed. All CAC/HHS agenda items will be electronically posted on the CAC/HHS web page. Additionally, electronic copies of agenda items will be forwarded to those on the CAC/HHS distribution list. Individuals who do not wish to have hard copies of agenda items printed for them should contact David Rafaidus. Everyone was also encouraged to bring their electronic devices to the meetings so they have a way to pull up online documents easily if needed.

### **CONSENT ACTIONS OF MEETING**

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

**Discussion:** James Green will be presentation additional information about mental health/substance abuse/opioids during agenda item 3.B.

**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 (November 14, 2019)*

**Discussion:** None.

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

### **REGULAR BUSINESS**

**Agenda Item:** *3.B. Update on NOFO Process (James Green & Meghan Parnell)*

- James Green discussed with the committee how the County is seeking to:

- leverage dollars,
- find gaps in services, and;
- determine what key factors to success for treatment are.

Additional conversation pertained to:

- SEBHN being the major funder of services
  - How does the County strategically allocate resources
  - The development of focus groups to review internal and external data
  - Future communication with other major funder who provide services and the populations they serve
  - Funding allocation strategies
  - The future structure of NOFO RFP wording
- Meghan Parnell distributed and reviewed the Draft FAA timeline. Discussion about submission deadlines occurred.
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### **REGULAR BUSINESS - ACTIONS OF MEETING**

**Agenda Item:** 3.C. *CAC/HHS Membership Matrix (Meghan Parnell & David Rafaidus)*

**Discussion:** Dr. Koehn presented the CAC/HHS membership matrix, discussed the inclusion of a *Strategic Review of Membership* section within the CAC/HHS Process to Follow when Filling a Vacant CAC/HHS Seat document, and how future communication with potential CAC/HHS members should occur between staff, the applicant and CAC.

**Action Taken:** Motion to approve the proposed process and document with the inclusion of the following wording “*Require that CAC/HHS applicants attend at least one CACHHS Regular Committee meeting before their application is accepted and reviewed by the CAC/HHS. We also strongly encourage the applicant to attend CAC/HHS meetings during the BCC approval process.*” by Anne Gerwig. Second by Randy Palo. Motion approved by unanimous vote.

### **REGULAR BUSINESS**

**Agenda Item:** 3.D. *PDIC Update (Dr. Cleare) CAC/HHS Membership Matrix (Dr. Cleare)*

Dr. Cleare reported that the PDIC Committee met on January 6, 2020. They reviewed possible modifications to Resolution R-2013, the HHS Element and creation of a Guiding Principles document. He further explained how Draft #1 of the HHS Element Outline was created and the relationship of the outline with the eight (8) domains mentioned in the PBC Opportunity Ecosystem diagram. Additionally how each domain represents a system of care focusing on quality of services, accessibility, availability, accountability and coordination. Dr. Koehn mentioned that the template developed for the Housing domain was very informative but questioned how the other seven (7) domains would be drafted and be applicable to the mission, roles and responsibilities currently associated with the CAC/HHS. James Green mentioned that the PDIC and staff will be contacting agencies associated with the domains and seeking their input concerning this matter. General discussion occurred about the importance and definition of a System of Care, what a System of Care can achieve and how it should operate in relationship with the CAC/HHS.

### **REGULAR BUSINESS**

**Agenda Item:** 3.E. *Potential Agenda Items for Future Meetings*

- A copy of future possible CAC/HHS presentations for 2020 was distributed. Some flexibility in the meeting schedule is necessary to ensure that upcoming CAC/HHS and community matters are addressed.

### **OTHER BUSINESS**

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

- James Green distributed copies of Palm Beach County’s Plan to End the Cycles of Homelessness Report (aka “*Leading the Way Home*”). Electronic copies of the document will be posted on the Community Service Department web page.
- Mr. Green also mentioned the upcoming 2020 Point-In-Time count that will be happening as well as the “needles exchange program” that is scheduled to be implemented in March, 2020.

**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**

- Jared Greene (Boystown) mentioned that Boystown provides case management for mental health & substance abuse for individuals up to the age of 18.

**OTHER BUSINESS**

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

- Anne Gerwig announced that the Town of Wellington will not be holding a municipal election this year because no candidates submitted applications to become elected officials. Therefore all current Town of Wellington Council members will be re-elected.

**OTHER BUSINESS**

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

- Ronik and Radlauer will be presenting at the February 13, 2020 CAC/HHS meeting.

<b>DATE OF NEXT REGULAR MEETING(S):</b>	<i>February 13, 2020</i>	<b>&amp;</b>	<i>March 12, 2020 (Retreat)</i>
<b>DATE OF NEXT EXECUTIVE MEETING(S):</b>	<i>January 23, 2020</i>	<b>&amp;</b>	<i>February 27, 2020</i>
<b>DATE OF NEXT PDIC MEETING(S):</b>	<i>January 23, 2020 (9AM)</i>	<b>&amp;</b>	<i>February 10, 2020 (1:00 PM)</i>

**ACTIONS OF MEETING**

**Agenda Item:** 5. *Meeting Adjournment*

Discussion: None.

Action Taken: Motion to adjourn the meeting by Dr. Cleare. Second by Heather Tate-Bolt. All in favor. Meeting adjourned by unanimous vote.

**THESE MINUTES APPROVED AND ADOPTED** by the CAC Regular Committee on *February 13, 2020.*

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

*Prepared by DMR - 01092020*