



ADOPTED - REGULAR MEETING MINUTES

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

MEETING DATE and TIME: February 23rd, 2017 at 9:00AM

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

PERSON PRESIDING: Dr. Patrick Halperin (Chair)

REGULAR MEMBERS IN ATTENDANCE: Chief Deputy Michael Gauger, Randy Palo, Dr. Thomas Cleare, Sandra Chamblee, Anne Gerwig, Pamela Gionfriddo, Barbara Jacobowitz, Dr. Christine Koehn, Elizabeth Hernandez Cayson

EX-OFFICIO MEMBERS IN ATTENDANCE: Dr. Barbara Cox Gerlock

OTHERS IN ATTENDANCE: James Green, Taruna Malhotra, Sonja Holbrook (by phone), Helene Hvizd, David Rafaidus, Stessy Cocerez, Amalia Hernandez, Randy Paul, Scot Kannel (The Arc of the Glades), Katie Petrassi (AAA), Bonnie Conrad (AAA), Shalonda Warren (Sickle Cell Foundation), Seth Bernstein

DISCLOSURES: Sandra Chamblee said she was on the Board of the Glade's Initiative. Pam Gionfriddo said her agency, Mental Health Association, will be applying for FAA funding this year.

CHAIR & STAFF COMMENTS: Dr. Patrick Halperin brought everyone's attention to the document provided by Nancy Yarnell of Area Agency on Aging.

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 Anne Gerwig. Second by Pam Gionfriddo. Agenda approved and adopted by unanimous vote.

REGULAR BUSINESS - ACTIONS OF MEETING

Agenda Item: *3.A. Adoption of CAC Regular Committee Minutes (January 12th, 2017)*

Discussion: None.

Action Taken: Motion to approve the minutes by Elizabeth Hernandez Cayson. Second by Sandra Chamblee. Minutes were approved and adopted by unanimous vote.

REGULAR BUSINESS

Agenda Item: *3.B. Financially Assisted Agency (FAA) RFP & Public Forum Update on Behavioral Health & Special Needs/Developmental Disabilities (Taruna Malhotra)*

Discussion:

- Taruna Malhotra – RFP Guidance was distributed to the CAC members last meeting. All of the findings from FAA align with those of the South East Florida Behavioral Health Network (SEFBHN) consultants (Ronik & Radlauer) and Unicorn Children's Foundation (UCF).
- The current timeline was outlined as follows: The RFP Guidance will be released on February 27th, 2017. The last day to submit written questions to staff will be March 30th, 2017. The last day to submit proposal applications will be March 31st, 2017 at noon. Review panels will be held on April 24th and April 25th, tentatively. Documents will be presented to County Administration in June; it will go before the Board of County Commissioners (BCC) in July.

- The guidance itself did not change but addendum items have been absorbed into the rest of the application; there will be no additional points.
- Ms. Malhotra gave a brief overview on the ranking for the priorities.
- Elizabeth Hernandez Cayson asked if the CAC will see the recommendations after County Administration approves them but before they go to the BCC.
 - Taruna Malhotra informed her that this would in fact occur but it would probably not happen until about May.
- Dr. Barbara Cox Gerlock asked if the \$3 million for Opioid crisis that the county is receiving will come out of the FAA funds.
 - Taruna Malhotra said it would not as those are additional funds appointed by the BCC specifically for that crisis. \$1 million is for the current year for planning purposes and the additional \$2 million is requested in the next year's budget.
 - Dr. Gerlock asked if there should be verbiage in the guidance to deter agencies from providing services to address the opioid crisis since that issue is already going to be addressed with the \$3 million.
 - Ms. Malhotra said that it should not be excluded because it is still a part of Substance Abuse but it will still be communicated to all of the panelists when it comes time for them to review the applications.
- Dr. Barbara Cox Gerlock expressed concern about how to get all the monies to align together in the System of Care.
- Dr. Patrick Halperin added that in looking at aligning processes, it is important to continue monitoring programs to ensure that they are doing what they said they would do.
- James Green supported Ms. Malhotra's language and mentioned how pleased he's been with the comprehensive process that the R&R and UCF consultants went through and how staff has been able to align our results with theirs.
- Dr. Christine Koehn clarified that they are looking to pull funders together with the idea that the SEFBHN strategic plan would assist in determining how to align the dollars. There have already been two conversations amongst funders about the System of Care and there is a third conversation in the horizon. The goal, however, is to have this project be a community-driven plan.
- Dr. Seth Bernstein asked if there was any thought in providing language in the RFP around tying the services and the outcomes with the Indicator Report.
 - James Green said that in the process of putting together the IR, it has been a priority to ensure that there has been consistency in putting together the information. Taruna Malhotra added that the document would also be available as reference to the agencies who will be applying for funding this year.
 - Dr. Bernstein wished to expand further into his question by citing an example; if the current IR cites the mental health indicator as suicide rate, will the agencies who apply for Behavioral Health funding this year be asked to track Baker Acts, suicide attempts, etc. or anything similar in order to tie their outcomes back to the indicator.
 - Mr. Green said that agencies are given a general direction through the priorities and gaps that have been identified but they will not be given specified outcomes to fulfill.
- Dr. Koehn added to the previous conversation thread by suggesting that it may be a good idea to outline the desired outcomes beforehand and include them in the RFP guidance and have the agencies apply to follow through with those outcomes. It may be a good idea to take a look at this process over the next year and see how the funding priorities fit with the indicators.
 - Ms. Malhotra agreed. She said the department's plan is to move towards that over time but for this RFP, the goal was to align the service priorities with the community needs assessments that have been done. She also mentioned that with the creation of a Strategic Plan in the future for the Community Services Department, there will also be an opportunity to look at every aspect of the RFP process, like service categories, to continue to enhance it over time.
 - Dr. Halperin was very pleased to hear this and reiterated his encouragement of the direction that the department is moving towards.
- Chief Deputy Michael Gauguer expressed his frustration in understanding that the reality of the situation is that there is not enough funding to address every issue.
- Randy Palo asked if the needs assessments would be available to the applicants and the reviewers as that information will be more specific on the life areas that should be addressed in each category than the RFP

- guidance. He also mentioned that the more direction that could come from Administration or the BCC would better assist the agencies in their application process.
- Ms. Malhotra said the information will be posted on our webpage when it becomes available. She also said that the Department would work on receiving that verification from Administration and the BCC.
 - Elizabeth Hernandez Cayson noted that staff should emphasize to the reviewers the importance of being mindful of their comments during the panelist reviews, especially since they are recorded.
 - Dr. Barbara Cox Gerlock noted the importance of agencies to have well done and updated Letters of Support.
 - Randy Palo agreed. He also added that the Letters of Support should give a well-written description of how the agencies are actually working with other community partners.
 - Ms. Cayson said the applicants should be well-informed of what is expected of them because there is not a lot of money available and their proposals should be done as competitively as possible to ensure the best chances of scoring well and receiving funding.
 - Dr. Gerlock stated that since the reviewers will be reading the applications online, it is very important that the agency follow the proposal outline as articulated so the reviewers can easily follow what is being asked for and what the responses are. Agencies should also be considerate of copying and pasting.
 - Mr. Palo asked how the rating score, the priority ranking, and the funding recommendation ties into one another.
 - Ms. Malhotra said that particular process will be put together into some type of document to explain it more transparently.
 - When it comes time to allocate the funding amounts, staff looks at the available dollars, how much they applied for and received in the last proposal (if they are a currently funded FAA agency), if there are any increases to the overall budget, etc.
 - Ms. Malhotra also mentioned the idea of locking in funding for three years where agencies would receive the same amount until it came time for them to compete in their service category's RFP; at this time, any percentage increase in the overall budget would be put into that year's RFP category(ies).
 - Dr. Halperin took a moment to praise the Community Services staff on the positive evolution of their processes.
 - Anne Gerwig asked how the age breakdowns were chosen in the RFP for Behavioral Health. She also asked if there was a distinguished difference between the more commonly encountered substances and the abuse or dependency on those versus the abuse or dependency on rarer or unregulated substances.
 - Taruna Malhotra told her that information came directly from the SEFBHN consultants. She also told Ms. Gerwig that this was not separated, to her knowledge, but she would be happy to find out. Sonja Holbrook also concurred via telephone. The responses to this question would be included in the running FAQ list for the RFP to assist anyone who may have the same or similar question(s).
 - David Rafaidus assured the CAC members that a lot of the concerns regarding the FAA process are covered during the Bidder's Conference.
 - Dr. Koehn suggested creating a Logic Model for the department which would include the CAC's role within the department as well.
 - James Green really appreciated the idea and felt it was a great goal to work towards.
 - Ms. Cayson suggested addressing this at the CAC Retreat.
 - Mr. Rafaidus also summarized the document detailing the FAA funding changes.
 - Mr. Palo mentioned that although the document shows that the amounts of FAA funding have, in fact, gone down in the years from 2010 to 2016, it appears that there is an explanation on why that has occurred and how most of it has just been moved to other divisions or departments.
 - Mr. Green informed Mr. Palo that countywide, there is still a \$45 million shortfall.
 - Mr. Palo clarified that with the current process of increasing the budget by a couple percentage points each year, it would still take a long time to get back to where the FAA funding dollars used to be.
 - Mr. Palo's overarching message was that we cannot get more money unless we ask for it. Another suggestion was using a lack of ability to fund certain agencies due to a lack of money as evidence for attempting to restore the larger pot of FAA funds that were moved or re-allocated over the previous years.
 - Dr. Barbara Cox Gerlock also mentioned how important it is to consider the rising number of residents in Palm Beach County that require assistance from FAA agencies and the difference in monetary value in today's time versus years ago.

- Dr. Thomas Cleare noted that in his own personal experience, asking the BCC for restorative funds has not been successful. Instead, it may be more beneficial to identify needs and couple that with agency evidence on their role in tackling those needs and what their outcomes look like.
- The CAC members also discussed the challenge of keeping up with rising salaries.
 - Dr. Patrick Halperin felt that additional funds should go directly to providing services, not for paying administrative costs.
- James Green explained the department's goal in analyzing the data that we receive from agencies as evidence for funding.
- Mr. Scot Kannel from the Arc of the Glades noted that another issue with funding comes from the fact that funding streams can be affected in other mediums leaving agencies to deal with their changing budgets by looking to the local government for additional support.
- David Rafaidus reminded the CAC members that in the last meeting, the members agreed to put together a correspondence that would be forwarded to the BCC as evidence for why additional funds were needed. Since then, Nancy Yarnall from Area Agency on Aging wrote a correspondence in which she linked the Indicator Report to the Element, to their Outcomes, etc. basically everything that was mentioned at the CAC meeting. The question now is what the CAC wants to do with this letter.
 - Dr. Koehn expressed concern on requesting for more funds at this time because it will appear as though funds are only being requested for one specific funding area.
 - Dr. Koehn also mentioned that this type of document is the type of document that needs to be written on behalf of every service category.
 - Pam Gionfriddo mentioned that there may be many common themes that other agencies could extract from this document for the future.

Action Taken: Motion by Anne Gerwig to table the discussion on the AAA document for now but to use it as a reference in later discussions. Second by Dr. Christine Koehn. Motion was approved and adopted by unanimous vote.

Action Taken: Motion by Dr. Patrick Halperin to approve the RFP guidance as presented. Second by Dr. Christine Koehn. Motion was approved and adopted by unanimous vote.

REGULAR BUSINESS

Agenda Item: ***3.C. Indicator Report (David Rafaidus)***

Discussion:

- David Rafaidus discussed a couple of issues and/or minor mistakes (grammatical) in the Indicator Report (IR).
- Mr. Rafaidus also outlined the additional documents that were added to the IR packet that will be sent to the BCC; additional documents included a definitions page, the document outlining funding changes per Randy Palo's request, and a memo from the CAC Chair, James Green, and Nancy Bolton.
- Dr. Barbara Cox Gerlock noted that there was no definition of Substance Abuse.
- Sandra Chamblee noted that the term "Mental Retardation" should be changed to the present term used by the State.
 - James Green initially suggested that the term be retained as it fit the context of the verbiage in the report.
 - Scot Kannel from Arc of the Glades commented and suggested that the term be updated to "Intellectual Disabilities". Anne Gerwig concurred. As did Mr. Green.
- Pam Gionfriddo mentioned that there were three different suicide rates in the first couple pages of the IR. She also said that the 4.8 target rate from the last IR in 2010 was a mistake because that Goal rate is too low. She was suggesting a change to the target rate by making it consistent with the Goal of Healthy People 2020, which is 10.2. Ms. Gionfriddo notes that suicide rate is not the only piece of information available in her portion of the IR.
 - Dr. Seth Bernstein suggested that a small group of people meet to review this section.
 - Ms. Gionfriddo said it was too far along to attempt this as input was suggested long ago to no avail.
 - Ms. Malhotra said that, for the future, it may be a good idea to create subcommittees made up of multiple community partners that could come together and work on the indicators together.
 - Ms. Gionfriddo commented that she had released this portion of the IR to the rest of the CAC members back in October in hopes of obtaining input from her peers but had not received any to date.

- Ms. Gionfriddo noted that as the author of that section, she wished the change to go through so that it would not be inaccurately referenced by the public.
- James Green asked Seth Bernstein to work with Ms. Gionfriddo on this piece. He also recognized that all of the issues would not be solved during today's meeting and suggested coming back to it at a later time.
- Mr. Halperin agreed with Mr. Green and suggested moving forward with the approval, with the understanding that there would be additional edits.

Action Taken: Motion by Dr. Christine Koehn to move ahead with the approval of the Indicator Report, pending any additional changes. Second by Barbara Jacobowitz. Motion was approved and adopted by unanimous vote.

OTHER BUSINESS

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

- Taruna Malhotra reminded the CAC that there will be no meeting in March.

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)**

- Chief Deputy Michael Gauger gave accolades to the Area Agency on Aging for their participation in assisting an older gentleman with his monetary losses after he was taken advantage of through a gypsy-like scam.
- Anne Gerwig congratulated a resident of Wellington, Stacey Washington, who volunteers remotely with the Veterans Affairs (VA) office and recently received a Presidential Award from President Obama's office for assisting with the enhancement of a VA database in just three weeks' time.
- Barbara Jacobowitz informed everyone that the Diabetes Coalition report will be presented at SCRIPPS and it will highlight the results of the November screenings that were done at the Palm Beach Outlets.

OTHER BUSINESS

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

- Dr. Patrick Halperin proposed keeping a running list of the potential agenda items for easy reference.

DATE OF NEXT REGULAR MEETING: *March 9th, 2017 (if necessary); April 13th, 2017; May 11th, 2017*

DATE OF NEXT EXECUTIVE MEETING: *March 23rd, 2017; April 27th, 2017*

ACTIONS OF MEETING

Agenda Item: **5. Meeting Adjournment**

Discussion: None.

Action Taken: Motion by Anne Gerwig. Second by Barbara Jacobowitz. The meeting was adjourned by unanimous vote.

THESE MINUTES APPROVED AND ADOPTED by the CAC Regular Committee on *April 13th, 2017.*

_____, CHAIR



*Prepared by SC – 02/28/2017
Modified by DMR – 3/1/2017*