



## **ADOPTED - REGULAR MEETING MINUTES**

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

**MEETING DATE and TIME:** February 9<sup>th</sup>, 2017 at 9:00AM

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

**PERSON PRESIDING:** Dr. Patrick Halperin (Current Chair)

**REGULAR MEMBERS IN ATTENDANCE:** Chief Deputy Michael Gauger, Randy Palo, Sharon Greene, Dr. Thomas Cleare, Sandra Chamblee, Dr. Christine Koehn, Elizabeth Hernandez Cayson

**EX-OFFICIO MEMBERS IN ATTENDANCE:** Edward Holloway, Dr. Barbara Cox Gerlock

**OTHERS IN ATTENDANCE:** Nancy Bolton, Taruna Malhotra, Sonja Holbrook, Helene Hvizd, David Rafaidus, Stessy Cocerez, Sharon O'Neill, Roger Nielsen, Matthew Tochtenhagen, Geoffrey Downie, Karis Engle (The Glade's Initiative), Sharon Alexander (Unicorn Children's Foundation), Sharon L'Herrou (211), Tessy LaCroix (AVDA), Santiago Jimenez (Boystown), Jared Greene (Boystown), Nancy Yarnall (AAA), Dayna Morgan (Palm Beach Hab Center)

**DISCLOSURES:** None.

**CHAIR & STAFF COMMENTS:** Dr. Patrick Halperin commented that he was extremely pleased to see so many agencies and organizations participating in this and other community meetings.

### **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 Chief Deputy Michael Gauger. Second by Randy Palo. Agenda approved and adopted by unanimous vote.

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

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

Discussion: None.

Action Taken: Motion to approve the minutes by Dr. Thomas Cleare. Second by Sharon Greene. Minutes were approved and adopted by unanimous vote.

### **REGULAR BUSINESS**

Agenda Item: *3.B. Nomination and Election of CAC/HHS Officers (David Rafaidus)*

Discussion:

- David Rafaidus stated that currently, the CAC only has a Vice-Chair.
- Sandra Chamblee nominated Dr. Halperin as Chair and Elizabeth Hernandez Cayson as Vice-Chair.
- Dr. Barbara Cox Gerlock noticed that proceeding with the aforementioned nomination would lead to a conflict on the CAC executive committee because they would be one member short.
- Helene Hvizd confirmed this but also stated that there wasn't a specific number of members that needed to be a part of the executive committee.
- In order to avoid complicating the nominations any further, Ms. Chamblee retracted her initial nomination for Vice-Chair.
- Chief Deputy Michael Gauger nominated Randy Palo as Vice-Chair, and Ms. Chamblee seconded.

Action Taken: Motion to nominate Dr. Patrick Halperin as Chair by Sandra Chamblee and motion to nominate Randy Palo as Vice-Chair by Chief Deputy Michael Gauger. Nominations were approved and adopted by unanimous vote.

### **REGULAR BUSINESS**

Agenda Item: ***3.C. Financially Assisted Agency (FAA) RFP & Public Forum (Behavioral Health & Special Needs / Developmental Disabilities) Updates (Sonja Holbrook)***

- Sonja Holbrook gave an overview of the RFP Process Summary Reports for Special Needs / Developmental Disabilities and Behavioral Health.
- Ms. Holbrook mentioned that the department staff has been working closely with the South East Behavioral Health Network's consultants, Ronik & Radlauer, Inc. as well as with the Unicorn Children's Foundation.
- FAA Staff findings coincide with findings from both the Behavioral Health Needs Assessment and Unicorn Children's Foundation's Special Needs assessment. The funding recommendations were derived from the parallel between these data sources.
- Several enhancements were made this year in response to feedback that was received last year; for example, there will no longer be any extra points awarded during the panel scoring and the addendum portion of the application will now be incorporated into the rest of the application.
- Ms. Holbrook gave a quick review of the funding recommendations. One section spoke specifically about training. Dr. Barbara Cox Gerlock asked if planning for training sessions would negatively impact an agency's 15% administrative cap? Taruna Malhotra informed her that this would not impact the agencies in a negative way because it would be a separate budget line provided by FAA administration and it will be highlighted in the guidance.
- Dr. Barbara Cox Gerlock asked how the agencies would know when the RFP Guidance is available online. Ms. Holbrook and Ms. Malhotra informed her that it would be notified through an E-Blast to our current providers and those on our nonprofits contact list, it will be posted on our facebook page, and we hope that other community providers will spread the word as well.
- Randy Palo asked about the parameters of the Cone of Silence. Helene Hvizd clarified that any questions that any community member has in regards to the RFP should be put in writing and submitted to the FAA staff. The Cone of Silence applies to the Board of County Commissioners (BCC) and their immediate staff but it is always best to simply assume that you could be held liable if you communicate about the RFP to anyone other than staff. The Cone of Silence begins on the last day that proposals are submitted (March 31<sup>st</sup>, 2017) through the date that the BCC awards the funding. Helene will verify the wording and will share the results with David and the rest of the CAC members.
- David Rafaidus also mentioned an upcoming CAC Retreat that was recommended by James Green. One of the goals of this retreat is to discuss what the FAA level of funding should be.
  - Nancy Bolton also added that while the BCC has a number of priorities that they are focused on, the thoughts and discussion on the changing level of funding for the FAA division is always welcome on behalf of the CAC.
  - Randy Palo was concerned because FAA funding was actually lower now than it was a couple years ago and although he understood that there were underlying reasons for this happening, he hoped that an overarching goal for the department could be to get back to the level of funding from before.
  - Ms. Malhotra assured him that this information would be reflected in their Budget packet. She also added that the funding has been moved around over the last couple of years to different departments or programs and the money itself has not actually been removed from FAA.
  - Dr. Christine Koehn expressed concern over asking for a large funding increase from the BCC because of the recent implementation of the penny tax. Ms. Bolton told the room that the purpose for the sales tax is to initially address safety issues. Mr. Palo said a request of that nature might be better received if it were a goal of increasing funds over the next three years or so.
  - Ms. Malhotra recommended that the CAC put together a memo or a cover letter in which they discuss the funding and can justify why they feel the extra funding would be beneficial. Mr. Rafaidus agreed.
- Mr. Palo asked if the agencies who were not up for RFP this year would still receive an increase in funding. Ms. Malhotra said that this has typically been done in the past but staff is looking into different approaches such as placing extra funds into whatever categories are being RFP'd that particular year and locking in those funds for the next three years; this method would cut down on a lot of guesswork and a lot of administrative work for FAA staff.

- Dr. Halperin asked if any of the members wished to create a sub-committee to work on a funding memo to the BCC. Mr. Palo explained that there needs to be a process explanation prior to deciding what amount the CAC should ask for in terms of funding for the FAA division. Mr. Rafaidus agreed and suggested including a background portion in the memo that explained why the amounts varied over time.

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

Agenda Item: **3.C. Financially Assisted Agency (FAA) RFP & Public Forum (Behavioral Health & Special Needs / Developmental Disabilities) Updates (Sonja Holbrook)**

Discussion: The CAC members discussed the documents presented to them by staff but decided they would need more time to look it over. For this reason, they proposed canceling the March meeting and instead rescheduling that for the end of February.

Action Taken: Motion to move March meeting up to February 23<sup>rd</sup> by Sandra Chamblee. Second by Randy Palo. Motion was approved and adopted by unanimous vote.

### **REGULAR BUSINESS**

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

- David Rafaidus gave an overview of the updated Indicator Report. He mentioned that a few changes from community partners are still trickling in.
- Mr. Rafaidus said the report is 99.99% done. Once blessings are received, it will be forwarded to the Graphics Department. After that, administration will add a brief narrative on the purpose of the document.
- Once the previous items have been taken care of, the process will enter the next stage of asking the CAC to analyze the issues and brainstorm on how to best address them. Based upon these findings, Mr. Green is seeking to hold a CAC retreat in April to discuss these matters.
- Elizabeth Hernandez Cayson asked if Human Trafficking was included in the Domestic Abuse / Sheltering section. Chief Deputy Michael Gauger said it is best categorized under crimes. Ms. Cayson also asked where the opiate crisis is addressed, since it is a current issue in the community. She also mentioned that it would be beneficial to bring these recent issues up to the BCC when asking for more funding. She also asked if there were more recent data sources. Mr. Rafaidus clarified that once the document is fully released, the more in depth analysis on how to reclassify current issues will begin.
- Mr. Rafaidus also reminded the CAC members and public that by the time the CAC retreat occurs, there will be more resources that can be utilized.
- Dr. Thomas Cleare asked if any of the new assessments that are going to be released in the upcoming weeks will be incorporated into the Indicator Report. Mr. Rafaidus informed him that they would not although there are references to those documents that have assisted in informing the data. Also, if the assessments show consistencies or inconsistencies amongst other community partners, that would be folded into the next report.
- Ms. Malhotra added that we are currently looking at all the needs assessments within the community and we are putting together an inventory which we can later map out and have a one stop shop to see what services are already being addressed and by who and to see what the gaps might be. Mr. Rafaidus concurred and briefly mentioned that sometimes it is not that staff is not informed of the gaps but that certain gaps may already have a specific agency or organization that addresses them.
- Mr. Palo mentioned that he feels there is an urgency to release this updated Indicator Report. Ms. Malhotra assured him that the report is a constant work in progress and the goal was originally to update it every year. Ms. Cayson reminded the CAC that they all wanted to put this report together in order to present it to the BCC on their behalf as a way to justify their request.
- Mr. Rafaidus said that all concerns with the document will be forwarded to Mr. Green who will seek to further address the concerns at the CAC retreat. Mr. Rafaidus also mentioned that with all the different studies that have been released, it may be a good idea to look into changing the goals and tying them into the Element; and if the goals are consistent with other community findings, maybe we need to update the Element. At this time, it is not plausible to go through and change all of the goals in the updated report but it may be beneficial to add footnotes to indicate that the current Indicator Report will be looking at the changes from the last report but there are requests that seek to change the goal in the future to something else based on newer data and additional findings in the community.
- Dr. Barbara Cox Gerlock requested that a glossary of terms be added to the Indicator Report. She also expressed concern over keeping the red, green, and yellow graphic because it may lead the public to believe that it is addressing the contributions of all of the county funders and not just those related to FAA.

- Several CAC members recommended that the Indicator Report become a part of the CAC retreat due to the size of the data that needs to be reviewed.
  - Ms. Malhotra did not disagree but she also mentioned that with the current staff that is available to work on this document, it would be impossible to update every minute detail at this point in time. As of right now, we can go back to update the information with some of the current data, and then present it to the BCC and release the report. Because we need to move forward right now, it would be in everyone's best interest to address this issue further at the CAC retreat.
- Dr. Barbara Cox Gerlock suggested that a footnote is added to the document indicating that the data and findings are based on the Element.

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

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

**Discussion:** The CAC members discussed the documents presented to them by staff but decided they would need more time to look it over. For this reason, they proposed to approve the report for now and return to the matter on February 23<sup>rd</sup> to make any additional minor changes; addressing bigger changes will be done at a later date, or during the CAC retreat.

**Action Taken:** Motion to tentatively approve the Indicator Report as is by Elizabeth Hernandez Cayson. Second by Sandra Chamblee. Motion was approved and adopted by unanimous vote.

### **OTHER BUSINESS**

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

- Taruna Malhotra announced that Sonja Holbrook, Manager of Planning & Evaluation, is out on FMLA leave after adopting a baby boy in January.

### **OTHER BUSINESS**

#### **Agenda Item: 4.B. Member Comments on Non-Agenda Items**

- Sandra Chamblee announced that she has resigned from The Glade's Initiative board because they now receive funding from the Healthcare District and it would be a conflict for her.

### **OTHER BUSINESS**

#### **Agenda Item: 4.C. Public Comments on Non-Agenda Items**

- Karis Engle from The Glade's Initiative provided a verbal report regarding the agency's first quarter achievements which included, in part, the following: the number of clients who accessed benefits, the number of people who opened their e-blast newsletter, the number of outreach activities, participation in the Hunger Relief Plan, obtaining and setting up of the cold storage unit, distribution of food to the 14 Glades Food Bank partners, and preparation of the training sessions that will be provided to clients over the next 3 quarters. Taruna Malhotra stated that these achievements would be reviewed by the staff members who oversee the contract. It was requested from Glades Initiative that in the future a notice of the update be sent to David to ensure it is on the agenda.

### **OTHER BUSINESS**

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

- Karis Engle stated that the Great Charity Challenge was this past weekend and there were several FAA agencies who raised and won a great amount of money.

### **OTHER BUSINESS**

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

- Youth Master Plan
- Children's Services Council Community Needs Assessment
- Randy Palo suggested adding a list of future potential agenda items to the agenda in the future.

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**DATE OF NEXT REGULAR MEETING:** *February 23<sup>rd</sup>, 2017*  
**DATE OF NEXT EXECUTIVE MEETING:** *February 23<sup>rd</sup>, 2017*

**ACTIONS OF MEETING**

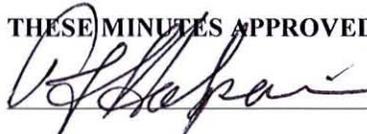
Agenda Item: **5. Meeting Adjournment**

Discussion: None.

Action Taken: Motion by Dr. Christine Koehn. Second by Sandra Chamblee. The meeting was adjourned by unanimous vote.

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**THESE MINUTES APPROVED AND ADOPTED** by the CAC Regular Committee on *February 23<sup>rd</sup>, 2017*.

 , CHAIR 2-23-17

*Prepared by SC - 02/14/2017*  
*Modified by DMR - 02152017*