



ADOPTED - REGULAR MEETING MINUTES

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

MEETING DATE and TIME: July 13, 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: Elizabeth Hernandez Cayson, Sharon Greene, Dr. Thomas Cleare, Barbara Jacobowitz, Anne Gerwig, Sandra Chamblee, Pamela Gionfriddo, Dr. Christine Koehn

EX-OFFICIO MEMBERS IN ATTENDANCE: Houston Tate, Edward Holloway

OTHERS IN ATTENDANCE: Nancy Bolton, James Green, Taruna Malhotra, Helene Hvizd, David Rafaidus, Stessy Cocerez, Geoffrey Downie, Jared Greene (Boystown), Seth Bernstein (United Way of PBC), Donna Quinlan (United Way of PBC), Adam Reback (DoH – Palm Beach), Clinton Forbes (Palm Tran), Louis Ferri (Palm Tran), Carlos Serrano (DES and Housing), Sharon L'Herrou (211)

DISCLOSURES: Pam Gionfriddo disclosed that her organization currently receives FAA funding and has also re-applied this year for FAA funding. Sandra Chamblee also disclosed that she serves on the Board of Arc of the Glades.

CHAIR & STAFF COMMENTS: Ed Holloway announced that this would most likely be his last CAC meeting due to medical reasons; Dr. Patrick Halperin commented that he hoped Ed could attend a least one more meeting.

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 Sharon Greene. 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 (May 25, 2017)***

Discussion: None.

Action Taken: Motion to approve the minutes by Sandra Chamblee. Second by Sharon Greene. Minutes approved and adopted by unanimous vote.

REGULAR BUSINESS

Agenda Item: ***3.B. Department of Economic Sustainability and Housing (Carlos Serrano)***

- Mr. Carlos Serrano gave a presentation on the Department of Economic Sustainability and Housing (DES&H) and their contribution to the Health and Human services.
- The Department of Economic Sustainability and Housing manages business, housing, and community assistance initiatives for the Board of County Commissioners through investments of federal, state, and local resources.
- Economic (\$43 million), Housing (\$94 million), and Community (\$72 million) Development funds have added up to \$209 million since 2010.
- DES&H partners with numerous entities such as other County departments, developers of affordable housing, PBC Housing Finance Authority, municipalities and CRAs, Private non-profit social service agencies, business development boards, private businesses and entrepreneurs, business incubators, and private financing institutions.
- The DES&H has accomplished the financing of about 54 projects, has invested \$315 million in program funds, has leveraged \$474 million in private funds, has assisted over 7,000 businesses, and has created/retained over 3,000 jobs.

- In addition, DES&H has also financed about 350 homebuyers, has built 510 new rental units, has built 44 new owner units, has rehabbed 1,450 rental units, has demolished 35 structures, has managed a portfolio of over 3,500 mortgages, has assisted 95 non-profit agencies, and has provided 17,000 persons with social services.
- DES&H has completed 41 paving and drainage projects, 18 water and sewer projects, 11 parks and recreational facilities, and 5 community centers.
- DES&H has a connection with the Community Services Department (CSD) through the Health and Human Services Element for Objective 2.1 – Protection of Vulnerable Populations, Objective 2.4 – Housing, Objective 2.5 – Reducing Poverty, and Objective 2.6 – Reducing Homelessness.
- DES&H and CSD are continuously sharing data and information, planning and coordinating on different programs, and collaborating on funds and delivery of services throughout the community.
- Several of the DES&H and CSD collaborations include Emergency Solutions Grant Program (ESG), SHIP Rental Entry Assistance Program, HOME Tenant Based Rental Assistance, Philip D. Lewis Center, Program REACH Family Emergency Shelter, Homeless and Housing Alliance, and CDBG Public Service Activities.
- Several of the shared Health and Human Services between DES&H and CSD include Domestic Abuse/Sheltering agencies such as YWCA, Homelessness agencies such as Adopt-A-Family, Maternal Health and Child Care agencies such as Healthy Mothers/Healthy Babies, School Readiness agencies such as RCMA Child Development Center, and Special Needs/Developmental Disabilities agencies such as CILO.
- DES&H participates in the community through numerous venues such as the Housing Leadership Council, Affordable Housing Collaborative, Homeless Advisory Board, Homeless and Housing Alliance, Special Needs Advisory Coalition, Lake Okeechobee Region Economic Alliance, Countywide Community Revitalization Team, and the Glades Technical Advisory Committee.
- Questions/Comments –
 - Ed Holloway asked if the Department of Economic Sustainability and Housing (DES&H) funds Waterford. Mr. Serrano informed him that they do not.
 - Elizabeth Hernandez Cayson asked if DES&H still offers First Time Homebuyer’s Assistance. Mr. Serrano informed her that they do provide this through SHIP money and other funds.
 - Sandra Chamblee asked how the First Time Homebuyer’s Assistance Program is accessed. Mr. Serrano told her that anyone interested gets placed on a waiting list and must fill out an application to be considered and be eligible to continue with the process. He also mentioned that the application was released mid-June of this year.
 - Dr. Christine Koehn asked how the simultaneous funding occurs between DES&H and Community Services. Mr. Serrano told her that there is not currently an RFP process through DES&H and deciding on what services to fund comes from community and cooperated conversations.
 - Dr. Patrick Halperin asked how DES&H coordinates with the Community Services Department (CSD). Mr. Serrano informed him that coordination is done amongst regular and executive staff on a continuous basis in order to strategize the best way to address needs.
 - James Green added that he would go into more detail on this partnership between CSD and DES&H during his segment of the CAC meeting today.

REGULAR BUSINESS

Agenda Item: *3.C. Palm Tran – Overall Goals, Planning & Transportation Issues Relating to Disabilities & Senior Communities (Clinton Forbes and Louis Ferri)*

- Clinton Forbes and Louis Ferri gave a presentation on Palm Tran and their contribution to the Health and Human services.
- Mr. Forbes explained that the service area for Palm Tran spanned 1900 square miles from Jupiter to Boca Raton and from Palm Beach to the Glades.
- The routes run 7 days a week on 35 fixed routes.
- There are 150 buses that serve an average of 35,000 customers per weekday.
- Palm Tran also offers paratransit, door-to-door, and shared services that are complimentary to fixed-routes. This service greatly benefits seniors and individuals with disabilities or those who are considered transportation disadvantaged.
- Mr. Forbes spoke about several projects currently underway including the expansion of the Palm Tran Delray Facility, set to be completed in the fall of 2018. Other projects include infrastructure improvements to the bus waiting areas such as mini seats, the alteration of light signals for bus prioritization, interoperable fare payment systems to allow for various payment types by riders, and the use of Route Performance Maximization (RPM) to create more efficient paratransit routes.
- Louis Ferri spoke about Palm Tran Connection.

- Palm Tran manages paratransit services, which is a door-to-door, non-fixed, shared transportation option. It is not a Taxi service and it is comparable to Fixed Route Services.
- Palm Tran determines rider eligibility for the paratransit services, they accept reservations, they prepare vehicle manifests, they schedule and dispatch all trips, they handle customer concerns & praises, and they monitor the performance of the Transportation Providers.
- There are several eligible programs such as ADA (Americans with Disabilities Act), Transportation Disadvantaged (qualified individuals below the poverty level or disabled), and Division of Senior Services (provide transportation for seniors 60 years of age or older to specific County meal sites).
- There is an average of over 4,000 scheduled trips per weekday, 3,300 completed passengers per weekday, and close to 1 million miles per month of trip travel.
- Most trips are for simple day-to-day chores and for Medical purposes.
- Palm Tran measures the quality and effectiveness of their services through the measurements of safety, productivity, on-time performance, customer service, availability, cancel/no-show rates, telephone hold times, and travel times.
- Questions/Comments –
 - Barbara Jacobowitz thanked Palm Tran for helping her father-in-law with his transportation needs.
 - James Green asked if Palm Tran coordinates with MPO (Metropolitan Planning Organization) or other similar entities to design and implement transit plans. Mr. Forbes said yes.
 - Elizabeth Hernandez Cayson hopes that Palm Tran will consider alternatives to low ridership regions instead of eliminating full access in those areas. Mr. Forbes told her this has to be the community's transportation plan so ensuring access to these areas will be part of the robust discussion with the Board of County Commissioners (BCC).
 - Dr. Patrick Halperin said it was important to place emphasis on the elderly communities in order to assist in reducing their direct participation on the road for safety reasons. One example of this is the designated rides to specific areas on predetermined days that occurs in King's Point. Mr. Ferri said will be taken into consideration and will be done in coordination with regions such as King's Point.
 - Anne Gerwig asked what was being considered for millennials in terms of bus conveniences like Wi-Fi or charging ports? Mr. Forbes confirmed that there will be upcoming enhances such as these to the buses.
 - Taruna Malhotra asked if GPS has been implemented into all the routes now in order to track where the vehicle is. Mr. Ferri confirmed that this was indeed the case. Ms. Malhotra then asked if the reservation system could only be done over the phone. Mr. Ferri said currently yes, but soon it will also be available online.

REGULAR BUSINESS

Agenda Item: 3.E. CAC/HHS Retreat – September 14, 2017 (James Green)

- James Green stated that at the retreat on September 14, the goal is to look at the various categories of the overall System of Care; what entities are already utilizing what space? What are the opportunities? What are the gaps? Etc.
- The overarching outcome is to become a gap-filling department
- Mr. Green also emphasized the importance of having a main, overseeing department or entity.
- Mr. Green would like to use the retreat as a medium to further define the roles of the CAC.
- Mr. Green is currently meeting with numerous community partners such as United Way, Department of Economic Sustainability and Housing, etc.
- This knowledge of the community should be used to see how the different players are aligned with the needs and priorities that we have identified through different needs assessments and it should tell us how FAA could potentially fill the gaps.
- We want to know how these services are interrelated (ex. Transportation and Medical Services) in order to develop effective plans to move the needle on the identified gaps.
- Questions/Comments –
 - Dr. Christine Koehn complimented Mr. Green and the department on their collaboration with Achieve Palm Beach County.
 - Sharon Green mentioned the importance of considering social determinants in the planning process.

REGULAR BUSINESS

Agenda Item: 3.F. FA Update (James Green & Taruna Malhotra)

- Taruna Malhotra confirmed that the BCC approved the FAA Funding Recommendations for Fiscal Year 2018.
- At the last CAC meeting, Randy Palo had asked how many agencies FAA has been historically funding and Ms. Malhotra confirmed that this list was emailed out to the current CAC members in the previous week.
- There was also a question of how the agencies would be notified of the funding decisions; Ms. Malhotra explained that those agencies who were approved for funding had already been notified, and those who were not would be receiving a letter shortly.
- Ms. Malhotra explained there was one current issue with Gratitude House in which the Department of Children and Families (DCF) has asked them to turn in their license as of June 30. The Community Services Department (CSD) has been working with SouthEast Florida Behavioral Health Network (SEFBHN) on this matter. There has been discussion on how to proceed and the finalized plan will be presented to the BCC during the contracts period.
 - There will no longer be services provided as of July 1.
 - All clients have been transitioned to Drug Abuse Foundation (DAF) and Wayside House.
- Questions/Comments –
 - Dr. Patrick Halperin asked when the BCC presentation on the Funding Recommendations had taken place. Ms. Malhotra informed him that this had occurred a couple days prior on July 11, 2017. Dr. Halperin asked to be notified of these meetings in the future. Ms. Malhotra confirmed that the CAC had been alerted at the previous CAC meeting. Mr. Green informed the members that this would be something we could add to their calendars in the future as well.

OTHER BUSINESS

Agenda Item: 3.G. CAC/HHS Reappointments/Nominations (David Rafaidus)

- David Rafaidus first wanted to confirm that everyone had received a CSD packet.
- Mr. Rafaidus said there were two individuals whose participation in the CAC was set to expire on September 30 – Anne Gerwig and Pam Gionfriddo. Mr. Rafaidus asked Ms. Gerwig and Ms. Gionfriddo to contact him if they wish to seek reappointment.

OTHER BUSINESS

Agenda Item: 3.H. Indicator Report (David Rafaidus)

- David Rafaidus said participants had received a draft of the Indicator Report and had begun reviewing the information they originally submitted. These modifications will be reviewed by Mr. Green and Ms. Nancy Bolton and will be presented to the CAC at the upcoming meeting.
- Mr. Rafaidus added that Mayor Paulette Burdick had displayed the Indicator Report at the last BCC meeting as a sign that this report was indeed being used around the community.

OTHER BUSINESS

Agenda Item: 3.I. Potential Agenda Items for Future Meetings (David Rafaidus)

- David Rafaidus said the packets that were distributed to the CAC members included a document on the Potential Agenda items for Future Meetings.
- Anything in green has already been confirmed such as the Mission and Goals of United Way & Hunger/Food Insecurity and Mission and Goals of PBC Health Care District & Funding Streams on August 10. Anything in blue is pending confirmation. Anything highlighted in yellow is waiting to be rescheduled.
- This document states that CAC Retreat will be held on September 14 at the Mounts Auditorium off Military Trail. The time of the Retreat has been tentatively scheduled from 9:00am to 3:00pm. This retreat will be publicly noticed for anyone to attend if they wish to do so.
- After the retreat on October 12, Birth to 22 will present as well as the Overall Goals, Coordination Efforts & Funding Streams and Services on Homelessness, and the Mission and Goal of the Special Needs/Developmental Disabilities Community.
- If there are any other presentations that anyone would like to make or see, please contact David Rafaidus as soon as possible; please try to keep presentations to 15 minutes.

OTHER BUSINESS

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

- Taruna Malhotra informed everyone that the Ryan White Request for Proposals had been posted on July 7, 2017. The mandatory Bidder’s Conference was to be held on July 14, 2017. The notification for this RFP and the important dates had been distributed via email.
- Ms. Malhotra also added that Geoffrey Downie, current Manager for Ryan White, had submitted his resignation. He will be joining the Health Care District.
- David Rafaidus reminded the CAC members that he had emailed them the 2017 Legislative Session Final Report for Palm Beach County. Ms. Malhotra added that CSD is working to coincide the November CAC meeting with the next Non-Profit Legislative Summit.
- Ms. Malhotra informed everyone that CSD had applied for a \$200,000 three-year youth grant to fund a drop-in center. If the grant is awarded, funds will be available as of October 1, 2017. This is in collaboration with other community partners.
- Ms. Malhotra informed everyone that Sonja Holbrook, Manager of Planning and Evaluation, has resigned. Her last day is September 15, 2017 but she will still be working with the department as a temp for special projects.
- Ms. Nancy Bolton announced that David Rafaidus had been honored at the July 11 BCC meeting for his 30 years of service with the County.

OTHER BUSINESS

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

- Barbara Jacobowitz had surgery to remove two (2) tumors (no cancer) on June 22. She wanted to thank everyone for all of their good wishes.
- Edward Holloway announced that he would need to retire from the CAC soon due to medical issues and doctor recommendations.

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 presented a magazine cover of Chief Deputy Michael Gauger on the Wellington Magazine for his work in the community.
- Sandra Chamblee announced that she was done with her cancer treatment and she wanted to thank everyone for their ongoing support.

OTHER BUSINESS

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

- Please see section 3.I.

DATE OF NEXT REGULAR MEETING: *August 10, 2017, September 14, 2017(CAC/HHS Retreat)*

DATE OF NEXT EXECUTIVE MEETING: *July 27, 2017, August 24, 2017*

ACTIONS OF MEETING

Agenda Item: **5. Meeting Adjournment**

Discussion: None.

Action Taken: Motion by Elizabeth Hernandez Cayson. Second by Sandra Chamblee. The meeting was adjourned by unanimous vote.

THESE MINUTES APPROVED AND ADOPTED by the CAC Regular Committee on *August 10, 2017.*

 , CHAIR _____

*Prepared by SC – July 27, 2017
Modified by DMR – August 7, 2017*