



## **ADOPTED - REGULAR MEETING MINUTES**

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

**MEETING DATE and TIME:** November 14, 2019 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), Randy Palo, Heather Tate-Boldt, Alan Bottorff, Dr. Merlene Ramnon, Dr. Constance Siskowski

**EX-OFFICIO MEMBERS IN ATTENDANCE:** Scot Kannel

**OTHERS IN ATTENDANCE:** James Green, Helene Hvizd, Meghan Parnell, David Rafaidus, Stessy Cocerez, John Hulick, Vivian Blackmon-Taylor, Tammy Lampi, Jared Greene (Boystown), Jennifer Rey (AVDA), Diane Gutman (Wellington Cares), Lauren Henley (Wellington Cares), Charles Baldwin (DOH)

**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. Dr. Constance Siskowski is employed by American Association of Caregiving Youth, which is a recipient of FAA funding dollars.

**CHAIR & STAFF COMMENTS:** None.

### **CONSENT ACTIONS OF MEETING**

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

**Discussion:** Dr. Christine Koehn wished to discuss the potential for a guiding document to be drafted that outlines the CAC member application process and to have this be presented at December's meeting.

**Action Taken:** Motion to approve the amended agenda by Dr. Christine Koehn. Second by Dr. Thomas Cleare. Agenda approved and adopted by unanimous vote.

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

**Agenda Item:** *3.A.I. Adoption of CAC Executive Committee Minutes (October 10, 2019)*

**Discussion:** None.

**Action Taken:** Motion to approve the minutes by Dr. Thomas Cleare. Second by Dr. Christine Koehn. Minutes approved and adopted by unanimous vote.

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

**Agenda Item:** *3.A.I. Adoption of CAC Regular Committee Minutes (October 10, 2019)*

**Discussion:** None.

**Action Taken:** Motion to approve the minutes by Dr. Christine Koehn. Second by Heather Tate-Boldt. Minutes approved and adopted by unanimous vote.

### **REGULAR BUSINESS**

**Agenda Item:** *3.B. CAC/HHS Membership Update (David Rafaidus)*

- David Rafaidus reiterated that there are a total of eleven seats on the CAC/HHS. Three (3) of the eleven (11) seats are currently vacant.

- There are several interested candidates for the vacant seats.
- Applications for CAC/HHS membership will not be forwarded to the CAC/HHS, County Administration or BCC until County staff and the CAC/HHS finalizes the CAC/HHS application process.

### **REGULAR BUSINESS**

#### **Agenda Item: 3.C. Notice of Funding Opportunity (NOFO) Timeline (Meghan Parnell)**

- Meghan Parnell noted that the NOFO process for Behavioral Health is underway and the “public forum” has been satisfied by the Facing the Crisis event on September 24, 2019.
- The NOFO is expected to be released in January 2020.
- CAC volunteers for the Steering Committee and Review Panels are currently being recruited.

### **REGULAR BUSINESS**

#### **Agenda Item: 3.D. Plan Development Implementation Plan (PDIC) Report (Dr. Thomas Cleare & David Rafaidus)**

- Dr. Thomas Cleare gave an overview of the first PDIC meeting on November 4, 2019.
- The guiding document for the CAC PDIC modification process was introduced.
- There was specific interest brought to step #2 of the document.
- As the committee continues to work on the process, updates will be brought back to the CAC.

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

#### **Agenda Item: 3.D. PDIC Report Approval**

**Discussion:** The committee discussed the Draft document.

**Action Taken:** Motion to approve the proposed Draft document by Randy Palo. Second by Dr. Thomas Cleare. Motion approved by unanimous vote.

### **REGULAR BUSINESS**

#### **Agenda Item: 3.E. CAC/HHS Application Process (Dr. Christine Koehn & David Rafaidus)**

- David Rafaidus announced that Allan Federman has chosen to withdraw his application to the CAC/HHS.
- Mr. Rafaidus also gave an overview of the current application process and reiterated certain requirements.
- Since the initial process was developed, there has also been an expertise matrix created to ensure all Resolution topics are addressed.
- General discussion occurred regarding the process and what topics have gaps that should be addressed.
- Dr. Christine Koehn asked for staff’s assistance in developing more of a voice from the community as a whole.
- More information will be discussed at the December meeting.

### **REGULAR BUSINESS**

#### **Agenda Item: 3.F. Wellington Cares Presentation (Diane Gutman)**

- Diane Gutman gave a presentation on the Non-profit organization, Wellington Cares.
- The agency attempts to provide services for individuals aged 65 and older who are Aging in Place; services are free thanks to the help of volunteers.
- Ms. Gutman described the various services that are provided including transportation, food pantry, and companionship.
- After the presentation, attendees praised the agency and held general discussion on related topics.

### **OTHER BUSINESS**

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

- James Green announced the upcoming Community Services Department (CSD) Annual Meeting on December 11, 2019 at 8:00 am.
- Mr. Green also mentioned that CSD is hosting Vocational Training Program Orientation sessions on November 12, 13, 14, and 20.

**OTHER BUSINESS**

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

- Dr. Thomas Cleare welcomed Dr. Merlene Ramnon and Dr. Constance Siskowski to the CAC/HHS.

**OTHER BUSINESS**

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

- None.

**OTHER BUSINESS**

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

- None.

**OTHER BUSINESS**

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

- Desired potential presentations mentioned for future meetings include information from Southeast Florida Behavioral Health Network (SEFBHN)/Ronik and Radlauer or the Be Well Initiative regarding Behavioral Health.

**DATE OF NEXT REGULAR MEETING:** *December 12, 2019* & *January 9, 2020*  
**DATE OF NEXT EXECUTIVE MEETING:** *January 23, 2020* & *February 27, 2020*  
**DATE OF NEXT PDIC MEETING:** *December 9, 2019 (10AM)* & *January 6, 2020 (9AM)*

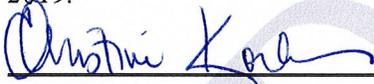
**ACTIONS OF MEETING**

**Agenda Item: 5. Meeting Adjournment**

Discussion: None.

Action Taken: Motion to adjourn the meeting by Randy Palo. Second by Alan Bottorff. Meeting adjourned by unanimous vote.

**THESE MINUTES APPROVED AND ADOPTED** by the CAC Regular Committee on *December 12, 2019.*

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

*Prepared by SC – November 14, 2019*  
*Modified by DMR – December 4, 2019*