



## **ADOPTED - REGULAR MEETING MINUTES**

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

**MEETING DATE and TIME:** July 8, 2021 at 9:00AM

**MEETING LOCATION:** Virtual & 1<sup>st</sup> Floor Conference Room – 2300 Vista Pkwy, WPB, FL 33411

**PERSON PRESIDING:** Dr. Christine Koehn (Chair) (IP)

**REGULAR MEMBERS IN ATTENDANCE: “Virtual” = (V) & “In-Person” = (IP):** Dr. Christine Koehn (IP), Alan Bottorff (V), Randy Palo (IP), Dr. Constance Siskowski (V), Inger Harvey (V), Dr. Thomas Cleare (IP), Dr. Merlene Ramnon (IP), Elis Cramer (IP), Anne Gerwig (IP), Anne Caroline Valtin (IP)

**EX-OFFICIO MEMBERS IN ATTENDANCE:** Scot Kannel (IP)

**OTHERS IN ATTENDANCE:** James Green (IP), Taruna Malhotra (IP), John Hulick (IP), Helene Hvizd (V), Meghan Parnell (IP), David Rafaidus (IP), Stessy Cocerez (IP), John Dlugosz (IP), Gillian Moxey (V), Jodie Boisvert (V), Joanne Reid (IP), Mary Barnes (V), Wanda Figuera (IP) Chelsea James (IP), Marie Estemey (IP), Michael Wright (V), Karis Engle (V), Julie Kreaflle (V), Elsa Galioto (V), Mary M. Barnes (V), Denita Jones (V), Jill Singer (V), Karen Fay (V), Nancy Yarnall (V), Cornesha Dukes-Chisholm (V), Ashley Phister (V), Erin Gallagher (V), Renee Constantino (V), Darlene Williamson (V), Sharon Rose (V), Jennifer Rey (V), Amy Blechman (V), Emily Gorman (V), Jared Greene (V), Jodie Greenblatt (V), Pam O’Brian (V), Rande Gabriel (V), Richard Radcliffe (V), Tequisha Myles (V)

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

**CHAIR & STAFF COMMENTS:** Dr. Christine Koehn welcomed everyone to the meeting.

### **CONSENT ACTIONS OF MEETING**

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

**Discussion:** Dr. Christine Koehn asked if there were any suggestions for additions, deletions or substitutions.

**Action Taken:** Motion to approve the agenda by Alan Bottorff. Second by Anne Gerwig. Motion accepted and approved unanimously.

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

**Agenda Item:** 3.A. *Adoption of CAC Regular Committee Minutes from (June 10, 2021)*

**Discussion:** Dr. Christine Koehn asked for a motion to accept the past minutes.

**Action Taken:** Motion to approve the minutes by Anne Gerwig. Second by Dr. Thomas Cleare. Motion accepted and approved unanimously.

### **REGULAR BUSINESS**

**Agenda Item:** 3.B. *PDIC Update (Dr. Thomas Cleare and Randy Palo)*

- Dr. Thomas Cleare provided several updates regarding the PDIC’s work on current and upcoming Domains.
- Dr. Cleare informed everyone that the PDIC meeting in June was canceled and the next meeting will take place in July.
- Dr. Cleare informed everyone that the draft Transportation Domain has been started and will most likely be reviewed at the end of July. Dr. Cleare stated that the next two (2) Domains that will be worked on by the PDIC are Employment and Safety & Justice.

- James Green identified CareerSource and Community Action as the subject matter experts for the Employment Domain. Mr. Green identified the Criminal Justice Commission and Department of Children and Families as the subject matter experts for the Safety & Justice Domain.
- Additional general discussion and related comments also occurred.

### **REGULAR BUSINESS**

#### **Agenda Item: 3.C. Legal Aid Presentation (Tequisha Myles and Denita Jones)**

- Denita Jones and Tequisha Myles presented on the impact of the COVID-19 pandemic. They also discussed how the Legal Aid Society and Florida Rural Legal Services are collaborating with Palm Beach County to address the issue of evictions.
- Denita Jones and Tequisha Myles gave an overview of the CDCs eviction moratorium, discussed prevalent issues and challenges faced by tenants, and mentioned various eviction assistance opportunities and the proposed plans of action to prevent further evictions.

### **REGULAR BUSINESS**

#### **Agenda Item: 3.D. Update on Federal Funding (Taruna Malhotra)**

- Taruna Malhotra discussed how the Federal funding has been utilized through the Community Services Department (CSD) to address the many issues related to the COVID-19 pandemic.
- Ms. Malhotra also mentioned that the Federal funding has totaled over \$100 million across various grants; much of the money has been used to provide services directly to residents of Palm Beach County through the OSCARSS system and in-person services.
- Ms. Malhotra added that CSD is strategically using the Federal funding and it will be budgeted through 2024 to maximize the positive impact in Palm Beach County.
- Ms. Malhotra also discussed how many of the programs within CSD are using the various funding streams and how services are being provided. There was also mention of how additional Federal programs that are forthcoming will affect Palm Beach County.

### **REGULAR BUSINESS**

#### **Agenda Item: 3.E. Child Care Presentation (Cornisha Dukes-Chisholm, Amy Blechman & Erin Gallagher)**

- Cornisha Dukes-Chisholm, Amy Blechman, and Erin Gallagher from the Early Learning Coalition of Palm Beach County gave a presentation on what is being done to build a community-wide commitment for comprehensive, high quality early learning environments that benefit children and families of Palm Beach County.
- Ms. Dukes-Chisholm, Ms. Blechman, and Ms. Gallagher also reviewed the Early Learning Coalition's Master Plan to improve the quality of children's lives and spoke about current and future efforts surrounding services, accessibility, and engagement.

### **REGULAR BUSINESS**

#### **Agenda Item: 3.F. Notice of Funding Opportunity (NOFO) Updates (James Green)**

- James Green provided updates on the recent NOFOs of Homelessness and Behavioral Health.
- Mr. Green reviewed the funding recommendations for both service categories.
- In addition, general discussion occurred surrounding funding, funding changes due to changes in category alignments, and possible changes in funding due to budget shortfalls in Palm Beach County.

### **REGULAR BUSINESS**

#### **Agenda Item: 3.G. Community Conversations Update (Meghan Parnell and Dr. Christine Koehn)**

- Meghan Parnell provided a reminder of the Community Conversation that was held on June 10, 2021. There will be additional opportunities for CAC members to participate in future community conversations.
- Ms. Parnell mentioned that the planning process has begun for the Economic Stability NOFOs and how there will be several upcoming opportunities for CAC participation.
- Dr. Christine Koehn provided a general overview of some of the ways the CAC can be involved in the upcoming NOFO processes.

### **REGULAR BUSINESS**

#### **Agenda Item: 3.H. Review of CAC/HHS Membership Matrix & Applications (Dr. Christine Koehn)**

- David Rafaidus provided an update on the status of the four (4) CAC membership re-appointment applications.

- Mr. Rafaidus gave an overview on the nomination process and mentioned that the applicant recommendations will be scheduled for the BCC meeting on September 14, 2021.

**REGULAR BUSINESS**

**Agenda Item: 3.I. Draft CAC/HHS Meeting Schedule 2022/2023 (David Rafaidus)**

- David Rafaidus discussed the current scheduled meeting dates for the Regular & Executive committees as well as the PDIC.
- The CAC members discussed holding the Executive Committee meetings prior to the Regular CAC meeting times “on an as-needed basis”.

**REGULAR BUSINESS - ACTIONS OF MEETING**

**Agenda Item: 3.I. Draft CAC/HHS Meeting Schedule 2022/2023 (David Rafaidus)**

**Discussion:** See bullet points above.

**Action Taken:** Motion to schedule the Executive Committee meetings prior to the Regular CAC meeting and hold the Executive Committee meetings “on an as-needed basis by Dr. Thomas Cleare. Second by Anne Gerwig. Motion accepted and approved unanimously.

**OTHER BUSINESS**

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

- None

**OTHER BUSINESS**

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

- Dr. Merlene Ramnon recognized Chelsea James and Marie Estemey in attendance.

**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**

- David Rafaidus stated that for the next CAC Regular Committee meeting agenda, nominations will be sought for the Chair and Vice-Chair positions. If members are interested in seeking nomination, they should contact him.

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<b>DATE OF NEXT REGULAR MEETING(S):</b>	August 12, 2021 (9:00 AM)	&	September 9, 2021 (9:00 AM)
<b>DATE OF NEXT EXECUTIVE MEETING(S):</b>	August 26, 2021 (9:00 AM)	&	September 23, 2021 (9:00 AM)
<b>DATE OF NEXT PDIC MEETING(S):</b>	July 29, 2021 (2:30 PM)	&	August 26, 2021 (2:30 PM)

**ACTIONS OF MEETING**

**Agenda Item: 5. Meeting Adjournment**

**Discussion:** None

**Action Taken:** Motion to adjourn the meeting by Randy Palo. Second by Anne Gerwig. Motion accepted and approved unanimously.

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**THESE MINUTES APPROVED AND ADOPTED** by the CAC Regular Committee on August 12, 2021.

*Prepared by JD on August 5, 2021  
 Modified by MP, SC, DMR on August 5, 2021  
 Adopted by CAC on August 12, 2021*