



ADOPTED - REGULAR MEETING MINUTES

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

MEETING DATE and TIME: October 14, 2021 at 9:00AM

MEETING LOCATION: Virtual & First Floor Conference Room – 2300 Vista Parkway, West Palm Beach, FL 33411

PERSON PRESIDING: Heather Tate-Boldt (Chair) (IP)

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

EX-OFFICIO MEMBERS IN ATTENDANCE: Scot Kannel (IP), Dr. Barbara Cox Gerlock (V)

OTHERS IN ATTENDANCE: James Green (IP), Taruna Malhotra (IP), Nancy Bolton (V), Anne Helfant (V), Meghan Parnell (IP), Stessy Cocerez (IP), John Dlugosz (IP), Michael Wright (V), Jodie Boisvert (V), Nancy Yarnall (V), Renee Constantino (V), Melissa Engelberg (V), Jennifer Rey (V), Sharon Rose (V), Darlene Williamson (V), Steve & Jan West (V), Claudine Bolivar (V), Katia Cavalie (V), Mary Eisele (V), Kristie Giles (V), Patty Isola (V), Jacqueline McGee (V), Dayna Morgan (V), Kelsey Peterson (V), Claudia Roberts (V), Leigh Routman (V), Richard Radcliffe (IP).

DISCLOSURES: Dr. Constance Siskowski is employed by the American Association of Caregiving Youth, which is a recipient of Financially Assisted Agencies (FAA) funding dollars.

CHAIR & STAFF COMMENTS: Heather Tate-Boldt welcomed everyone and thanked the CAC/HHS and Community Services Department (CSD) staff for the opportunity to serve on the CAC. Ms. Tate-Boldt also thanked Dr. Merlene Ramnon for joining her on this journey.

CONSENT ACTIONS OF MEETING

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

Discussion: None

Action Taken: Motion was made to approve the agenda by Dr. Constance Siskowski. Second by Dr. Thomas Cleare. Motion accepted and passed.

REGULAR BUSINESS - ACTIONS OF MEETING

Agenda Item: *3.A. Adoption of CAC Regular Committee Minutes from August 12, 2021*

Discussion: None

Action Taken: Motion was made to approve the minutes by Dr. Christine Koehn. Second by Dr. Thomas Cleare. Motion accepted and passed.

REGULAR BUSINESS

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

- Randy Palo provided an overview of the last PDIC meeting on the review of the Safety and Justice Domain.

- Randy Palo discussed how Elisa Cramer, as a representative from DCF, had reviewed the Safety and Justice Domain.
- Elisa Cramer suggested that Chief Sterling from the Department of Juvenile Justice, and Judge Kroll, the Chair of the Community Alliance, be given an opportunity to review the Safety and Justice Domain. As of this meeting, neither individual had submitted additional comments or suggestions in regards to the Safety and Justice Domain.
- Randy Palo also discussed how the Education Domain would be reviewed during the next PDIC meeting.
- The Safety & Justice domain was accepted by the CAC and the committee gave their recommendation that the document be moved forward as long as no major changes arise.
- Randy Palo gave a brief synopsis of the current PDIC process and the collaboration being done with the subject matter experts.

REGULAR BUSINESS

Agenda Item: 3.C. *Securing Our Future Initiative (SOFI) Presentation (James Green & Jodie Boisvert)*

- James Green provided a refresher on what the purpose of the Securing Our Future Initiative (SOFI) is.
- James Green provided an overview of what is taking place within SOFI and discussed the process that is taking place to set, prioritize and recommend a policy agenda and how the policy agenda will be vetted through the CAC.
- Committee members asked several questions such as whether anyone is looking at policies within smaller companies to see how to better provide support for working family caregivers, if community conversations will be used to gather SOFI policy information, and if the poverty workgroup is different from the SOFI policy committee.
 - Mr. Green said that Congress is looking into equitable policies but he would need to do more research before providing more information. In response to the SOFI questions, Mr. Green confirmed that the community conversations would be used to gather data for the SOFI policies and that the poverty workgroup and the SOFI policy committee are essentially the same.
- James Green asked anyone interested in participating on the Poverty or Policy workgroup for SOFI to please contact Meghan Parnell or Stessy Cocerez. Dr. Christine Koehn expressed interest in participating.
- Inger Harvey and Dr. Merlene Ramnon both participated in the community conversations and expressed their gratitude towards CSD staff for their hard work.

REGULAR BUSINESS

Agenda Item: 3.D. *CAC Retreat Update (Meghan Parnell)*

- Meghan Parnell provided information on the survey that was recently sent to CAC members regarding the December retreat. The survey indicated that the most reasonable format for the retreat would be a hybrid approach (both in-person and virtual).
- Dr. Christine Koehn expressed interest in assisting with the retreat; as did Anne Caroline Valtin.
- The CAC retreat will be tentatively held on December 9, 2021 at the Vista Center from 8:30AM to 12:00PM. Additional information will be forthcoming.

REGULAR BUSINESS

Agenda Item: 3.E. *Notice of Funding Opportunity (NOFO) & Community Conversations (Meghan Parnell)*

- Meghan Parnell gave an overview of the Community Conversation event and shared how the feedback from the community was well received. Ms. Parnell added that the event was an exceptional experience that yielded useful information.
- In addition, Meghan Parnell explained that the information gathered is currently being processed and as more data emerges, it will be shared with the CAC in the near future.
- The goal is to release the upcoming NOFO in the first quarter of 2022.

REGULAR BUSINESS

Agenda Item: 3.F. *Financially Assisted Agencies (FAA) Budget & BCC Priorities (James Green & Taruna Malhotra)*

- James Green shared that there were not many changes to the overall budget or the FAA budget other than the expected deficit due to the COVID impact.
- James Green also added that property values have increased, interest rates remain stable, inflation remains low, and job availability is up - all of which indicate a positive impact on Palm Beach County.
- James Green expressed concern over the increase in rental rates, and housing costs in general. Mr. Green added that many people are being forced to leave Palm Beach County for more affordable housing. In addition, Mr. Green outlined some of the measures that Palm Beach County Government and the Community Services Department are taking to address the rise in housing costs.
- James Green also mentioned that when the budget was approved, a 3% increase was received for the behavioral health category.

REGULAR BUSINESS

Agenda Item: 3.G. *Review of CAC/HHS Membership Process (Membership Process (Matric & Applications) (Heather Tate-Boldt & Meghan Parnell)*

- Heather Tate-Boldt acknowledged that several members of the CAC expressed interest in the review process of the CAC/HHS Membership Matrix subcommittee and asked if additional members would be interested in participating. If any members are interested in participating in the subcommittee, they should contact Meghan Parnell or Stessy Cocerez.

OTHER BUSINESS

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

- James Green discussed the upcoming Poverty Awareness Week events:
 - October 19, 2021: CSD is collaborating with CareerSource to put on a Career Fair for SOFI families.
 - October 25, 2021: CSD will participate in the Proclamation event for Poverty Awareness Month.
 - October 26-27, 2021: Virtual Poverty and Racial Wealth Gap Simulation
 - October 28, 2021: Dr. Christine Koehn and other community partners will be hosting a Poverty Webinar.
- Taruna Malhotra shared that Emergency Rental Assistance Program (ERAP) 1 met its target and is moving on to another allocation; ERAP 2 allocation has opened in its place.
- Taruna Malhotra also described that a deep dive into collected data was done and the results show that around 60% of applicants are single mothers. Another issue that was evident was how landlords are now requiring additional deposits during lease renewals and this is greatly impacting families because there are no provisions within the available funds to cover this.
- Taruna Malhotra summarized that \$38 million have been spent and 8,500 unduplicated families have been served since March 2021.
- Taruna Malhotra emphasized that CSD is doing more research on all funding sources and that the county will aim to request additional funding dollars for the community but this can only be done once the spending target is met for ERAP 2.
- In addition, Taruna Malhotra also mentioned that CSD provided \$1,000 utility credits and the department plans to provide \$400 food cards to families during the holidays.
- Stessy Cocerez gave an update on the BCC's approval of the CAC/HHS membership applications for Heather Tate-Boldt, Dr. Christine Koehn, Dr. Constance Siskowski and Randy Palo.

OTHER BUSINESS

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

- Heather Tate-Boldt reminded everyone that the Regular CAC/HHS meeting initially scheduled for November 11, 2021 has been changed to November 4, 2021 due to the Veterans Day holiday.
- Dr. Constance Siskowski, from the American Association of Caregiving Youth (AACY), shared that there has been a trickle-down effect showing an increase of abuse reports from the Department of Children and Families (DCF).

OTHER BUSINESS

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

- None

OTHER BUSINESS

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

- Dr. Constance Siskowski is a faculty member on the Raised Family Caregiver Council (formed by the Department of Health and Human Services) and she shared that her council was able to file a report with Congress that included twenty-six (26) recommendations partly derived from concerns of the children enrolled within the American Association of Caregiving Youth organization.

OTHER BUSINESS

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

- Meghan Parnell mentioned that an updated presentation schedule will be developed with the assistance of Heather Tate-Boldt. In addition, Ms. Parnell advised of the need to discuss the membership process and possibly giving a presentation on those updates.
- Stessy Cocerez also provided a reminder that the location of the November 4th Regular CAC meeting has been changed to the basement conference room at 810 Datura Street in West Palm Beach.

DATE OF NEXT REGULAR MEETING(S):	<i>November 4, 2021 (9:00 AM)</i>	&	<i>December 9, 2021 (9:00 AM)</i>
DATE OF NEXT EXECUTIVE MEETING(S):	<i>November 4, 2021 (8:15 AM) if reserved</i>	&	<i>December 9, 2021 (8:15 AM) if reserved</i>
DATE OF NEXT PDIC MEETING(S):	<i>October 28, 2021 (2:30 PM)</i>	&	<i>November 2021 TBD</i>

ACTIONS OF MEETING

Agenda Item: **5. Meeting Adjournment**

Discussion: None

Action Taken: Motion was made to adjourn the meeting by Dr. Christine Koehn. Second by Dr. Thomas Cleare. Motion accepted and passed.

THESE MINUTES APPROVED AND ADOPTED by the CAC Regular Committee on November 4, 2021.

*Finalized for CAC by SC on October 25, 2021
Reviewed by MP on October 22, 2021
Revised by SC on October 21, 2021
Prepared by JD on October, 19, 2021*