



## **ADOPTED - REGULAR MEETING MINUTES**

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

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

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

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

**REGULAR MEMBERS IN ATTENDANCE:** “Virtual” = (V) & “In-Person” = (IP): Alan Bottorff (V), Randy Palo (IP), Dr. Constance Siskowski (IP), Dr. Thomas Cleare (IP), Dr. Merlene Ramnon (IP), Anne Gerwig (IP), Anne Caroline Valtin (V), Heather Tate-Boldt (V)

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

**OTHERS IN ATTENDANCE:** James Green (IP), Taruna Malhotra (V), John Hulick (V), Nancy Bolton (V), Helene Hvizd (V), Meghan Parnell (IP), David Rafaidus (IP), Stessy Cocerez (IP), John Dlugosz (IP), Michael Wright (V), Jodie Boisvert (V), Casey Messer (V), Nancy Yarnall (IP), Richard Radcliffe (IP), Clive Henry (V), Renee Constantino (V), Kwankila Corbin (V), Kelly Cronin (V), Reginald Durandisse (V), Melissa Engelberg (V), Karis Engle (V), Elsa Galioto (V), Kat Hammer (V), Faith Manfra (V), Erin McConnell (V), Mary Claire Mucenic (V), Pam O’Brien (V), Teresa Pedicino (V), Ann Marie Puente (V), Iris Reed (V), Jennifer Rey (V), Sharon Rose (V), Glenda Sheffield (V), Angela Stevenson (V), Darlene Williamson (V), Pam O’Brien (CI).

**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.

### **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 Anne Gerwig. 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. Thomas Cleare. Second by Anne Gerwig. Motion accepted and passed.

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

**Agenda Item:** *3.A. Adoption of Informational Meeting Minutes from August 30, 2021*

**Discussion:** Dr. Christine Koehn asked for clarification regarding approval of the informational meeting minutes and Helene Hvizd advised to approve the informational meeting minutes.

**Action Taken:** Motion was made to approve the informational meeting minutes by Dr. Thomas Cleare. Second by Alan Bottorff. Motion accepted and passed.

## **REGULAR BUSINESS**

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

- Dr. Thomas Cleare provided an overview of the PDIC review of the Transportation and Employment Domains.
- Dr. Cleare noted that Palm Tran would have additional opportunities for input on the Transportation Domain during the annual retreat.
- Dr. Cleare acknowledged Julia Dattolo and her team's excellent work on drafting and editing the Employment domain.
- Dr. Cleare noted that both the Transportation and Employment Domains have been recommended to the CAC for review and for review at the annual retreat.
- Additional general discussion occurred around a reference to special needs and developmental disabilities in the Employment domain and about the preference of broader language throughout the domains.

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

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

**Discussion:** See bullet points above.

**Action Taken:** Motion was made to approve the Transportation and Employment Domains (as currently crafted) by Anne Gerwig. Second by Heather Tate-Boldt. Motion accepted and passed.

## **REGULAR BUSINESS**

### **Agenda Item: 3.C. Education Presentation (Dr. Connie Siskowski & Dr. Glenda Sheffield)**

- Dr. Constance Siskowski introduced Dr. Glenda Sheffield and Mary Mucenic and provided a brief biography on each of the presenters.
- Dr. Glenda Sheffield presented a PowerPoint on the status of Education in Palm Beach County, which focused on much of the current work that is taking place and what is being done within the Palm Beach County School District. The presentation discussed several topics such as current programs, educational pedagogy, academic supports, graduation rates, educational gaps, funding, general statistics, mental health, and COVID-19 impacts.
- Additional general discussion occurred around the different phases of the Student Academic Support Plan, student eligibility and their access to transportation, and how Florida House Bill 945 will affect students and operations.

## **REGULAR BUSINESS**

### **Agenda Item: 3.D. Seniors - Efforts in Palm Beach County and Common Themes (Faith Manfra & Nancy Yarnall)**

- Nancy Yarnall presented on the efforts of the aging network in Palm Beach County that are consistent with the Health and Human Services Element and Health and Human Services Key Community Indicators Report.
- Faith Manfra presented on the Structure of the Division of Senior and Veteran Services within the Community Services Department. Faith Manfra also provided an overview of the programs, services, and resources that are provided by the Division of Senior and Veteran Services.
- Additional general discussion occurred around the prevalence of senior homelessness, the limitations of services for seniors, the planning efforts for seniors outlined in the Area Plan, and various resources for seniors throughout the community.

## **REGULAR BUSINESS**

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

- Meghan Parnell provided information on the upcoming Economic Stability/Mobility and Poverty NOFO.
- Ms. Parnell also provided information on the upcoming Community Conversations and Facilitator training. She informed everyone that once the data is received from the Community Conversations, a steering committee would be created in November or December to facilitate the development of the NOFO.

## **REGULAR BUSINESS**

### **Agenda Item: 3.F. *Upcoming CAC/HHS Retreat (Dr. Christine Koehn & CSD Staff)***

- General discussion occurred on whether the annual retreat should be held in person, as a hybrid or completely virtual. After the discussion, the group consensus was to have staff move forward with planning for the retreat.

## **REGULAR BUSINESS**

### **Agenda Item: 3.G. *Nomination and Election of CAC/HSS Officers (Dr. Christine Koehn & David Rafaidus)***

- Dr. Christine Koehn nominated Heather Tate-Boldt for the position of CAC Chair and Dr. Merlene Ramnon for the position of CAC Vice-Chair. Heather Tate-Boldt accepted the nomination for the position of CAC Chair and Dr. Merlene Ramnon accepted the nomination for Vice-Chair. No other nominations were voiced.
- Dr. Koehn welcomed Heather Tate-Boldt as the new incoming CAC Chair and Dr. Merlene Ramnon as the new incoming Vice-Chair. Dr. Koehn commented how she is looking forward to the transition in October and for Heather Tate-Boldt and Dr. Merlene Ramon's leadership in their new positions.
- James Green, on behalf of the Community Services Department, presented certificates of appreciation to Dr. Christine Koehn and Dr. Thomas Cleare in honor of their leadership, service and work on CAC.

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

### **Agenda Item: 3.G. *Nomination and Election of CAC/HSS Officers (Dr. Christine Koehn & David Rafaidus)***

**Discussion:** See bullet points above.

**Action Taken:** A vote was held to approve Heather Tate-Boldt to serve as the next CAC Chair and Dr. Merlene Ramnon to serve as the next CAC Vice Chair. All members present voted in favor, no opposing votes were voiced.

## **REGULAR BUSINESS**

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

- Dr. Christine Koehn discussed the Membership Matrix and mentioned how there may be areas of expertise held by individuals that would be valued as a part of the CAC. Dr. Koehn also discussed the possibility of identifying the areas of expertise that may be valued and how to target potential individuals with the desired expertise to become members of the CAC.
- General discussion occurred on reviewing applications for the CAC, identifying the expertise needed and possibly scheduling a future meeting to address the aforementioned topics. Dr. Koehn asked for participation from CAC members who may be interested in the application review process and bringing back the findings and recommendations to the CAC in October or November of 2021. Randy Palo, Heather Tate-Boldt and Dr. Constance Siskowski expressed their interest in participating in the application review process.
- Meghan Parnell and Stessy Cocerez agreed to work on the details and logistics of this review process committee.

## **OTHER BUSINESS**

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

- The CAC members acknowledged David Rafaidus and his retirement and presented him with a certificate of appreciation recognizing the unwavering leadership, dedication and expertise he has provided to the CAC.
- Several CAC members and staff wished David Rafaidus well and thanked him for his service.
- David Rafaidus thanked Palm Beach County Administration, Leadership, CAC members and fellow staff members for all of his experiences.
- James Green expressed his gratitude to David Rafaidus and mentioned how wonderful it has been working with him over the years and how much he will be missed.

**OTHER BUSINESS**

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

- James Green provided several updates on various topics and upcoming events such as the webinar on Preventing the Spread of COVID-19 in Palm Beach County, the Facing the Crisis event, and the webinar on Preventing Evictions in Palm Beach County.
- Mr. Green also provided an update on the Emergency Relief Act spending and the CAC funding recommendations to the Palm Beach County Board of Commissioners as well as the approvals for funding.
- Dr. Merlene Ramnon commented on the Transportation Local Disadvantaged Group and how they are looking for two (2) members to serve on their local coordinating boards. The two (2) boards are Children at Risk and the Elderly. If anyone is interested in serving on the boards, Dr. Ramnon requested that they contact her.
- Dr. Ramnon also shared that The Office of Minority Health and Health Equity at the state level has provided a grant to support the work of health equity in Palm Beach County. A new staff member will begin to work on this new two-year grant-funded project to address health equity issues in Palm Beach County.
- Anne Gerwig commented on how she will be attending the Mayor’s Literacy Luncheon in Wellington and the purpose of the Literacy Luncheon is to encourage literacy and raise literacy rates in community settings.
- Mayor Gerwig also provided information on walk-up COVID-19 testing that is being offered at the Pavilion in Wellington at no charge.

**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**

- Dr. Christine Koehn stated that she is looking forward to the update on the Securing Our Future Initiative scheduled for the next CAC meeting.
- Dr. Christine Koehn stated that the CAC might want to consider a presentation from CSD staff on behavioral health from a community perspective and the work that is currently being done for behavioral health in Palm Beach County.

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<b>DATE OF NEXT REGULAR MEETING(S):</b>	<i>October 14, 2021 (9:00 AM)</i>	<b>&amp;</b>	<i>November 4, 2021 (9:00 AM)</i>
<b>DATE OF NEXT EXECUTIVE MEETING(S):</b>	<i>October 14, 2021 (8:15 AM) if reserved</i>	<b>&amp;</b>	<i>November 4, 2021 (8:15 AM) if reserved</i>
<b>DATE OF NEXT PDIC MEETING(S):</b>	<i>September 23, 2021 (2:30 PM)</i>	<b>&amp;</b>	<i>October 28, 2021 (2:30 PM)</i>

**ACTIONS OF MEETING**

**Agenda Item: 5. Meeting Adjournment**

**Discussion:** None

**Action Taken:** Dr. Christine Koehn adjourned the meeting.

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**THESE MINUTES APPROVED AND ADOPTED** by the CAC Regular Committee on October 14, 2021.

*Adopted by the CAC on October 14, 2021  
Revised by SC and MP on October 7, 2021  
Prepared by JD on September, 10, 2021*