



## **ADOPTED - REGULAR MEETING MINUTES**

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

**MEETING DATE and TIME:** December 10, 2020 at 9:00AM

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

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

**REGULAR MEMBERS IN ATTENDANCE:** Dr. Thomas Cleare (Vice-Chair), Alan Bottorff, Randy Palo, Anne Caroline Valtin, Anne Gerwig, Dr. Merlene Ramnon, Dr. Constance Siskowski, Heather Tate-Boldt, Inger Harvey, Elisa Cramer

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

**OTHERS IN ATTENDANCE:** Nancy Bolton, Taruna Malhotra, Helene Hvizd, Meghan Parnell, David Rafaidus, Stessy Cocerez, John Dlugosz, Jodie Boisvert, Casey Messer, John Hulick, Richard Radcliffe, Sharon Rose, Karis Engle, Lesley George, Jared Greene, Jennifer Rey

**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. She addressed the difficult year that it's been and expressed hopeful sentiments for a better future to come.

### **CONSENT ACTIONS OF MEETING**

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

**Discussion:** Dr. Christine Koehn requested swapping the 3.C. presentation with the 3.B. presentation.

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

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

**Agenda Item:** *3.A. Adoption of CAC Regular Committee Minutes (October 8, 2020)*

**Discussion:** None

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

### **REGULAR BUSINESS**

**Agenda Item:** *3.B FAA Budget & BCC Priorities (Nancy Bolton & James Green)*

- James Green mentioned there is only preliminary information available at this time.
- Nancy Bolton concurred but added that FY2022 will probably be challenging; administration is anticipating a \$45 million short fall in the budget.

### **REGULAR BUSINESS**

**Agenda Item:** *3.C. Securing our Future Initiative (SOFI) Update (James Green & Elisa Cramer)*

- James Green reviewed a PowerPoint presentation on SOFI and gave information on the program background and context.

- Elisa Cramer discussed the Palm Beach County Ecosystem and the importance of working together to break down and eliminate barriers.
- Ms. Cramer listed the programs that participated in the previous fiscal year and emphasized the importance of assisting families to move them into the ALICE level.
- Mr. Green gave an update on the SOFI timeline. It was also mentioned that Community Caring Center of Palm Beach County terminated their SOFI contract and merged with Feeding South Florida and The Urban League of Palm Beach County also terminated their contract after being unable to continue with the program.
- Mr. Green also went over some of the data collected during the past year.
- Ms. Cramer briefly discussed the zip code regions and commissioner districts that were served through the initiative.
- Mr. Green spoke about the different services that had been provided and how the data is being collected.
- Mr. Green also mentioned the progress of the initiative and shared a few success stories.

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

#### **Agenda Item: 3.D. NOFO Funding (James Green)**

**Discussion:** James Green discussed the funding amount available and spoke about all the programs that applied. Due to the funding availability, only one (1) agency/program was recommended to receive FAA funding. The decision was made based on how the proposal fared in both its scoring and ranking.

**Action Taken:** Motion to move forward with the proposed funding recommendations by Dr. Constance Siskowski. Second by Anne Gerwig. Recommendations approved by unanimous vote.

### **REGULAR BUSINESS**

#### **Agenda Item: 3.E. PDIC Update (Dr. Thomas Cleare & Dr. Christine Koehn)**

- Dr. Thomas Cleare briefly reviewed the status of the Draft HHS Element.
- Dr. Cleare also presented the timeline and the progress made.
- Dr. Christine Koehn addressed the challenges of this year but added that the progress made has been impressive. She gave many thanks to the PDIC and the Community Services staff.
- Dr. Koehn encouraged CAC members and all attendees to participate and collaborate with the PDIC if they wish to contribute to this work.
- David Rafaidus also added the importance of the creation of the Draft template to ensure essential language is not omitted from the different sections of the Element. Mr. Rafaidus wishes for the template to be reviewed at the next PDIC meeting.

### **REGULAR BUSINESS**

#### **Agenda Item: 3.F. CAC/HHS Retreat (James Green & Dr. Christine Koehn)**

- Dr. Christine Koehn explained what the Retreat should entail and why it was important to postpone it until it could be better planned for and executed.
- James Green mentioned that the previously proposed CAC/HHS Retreat date was scheduled to occur on April 8, 2021. The proposed Retreat date may change depending on the progress of completing the Draft HHS Element, CAC & PDIC meetings, COVID and other pending matters in the community.
- Dr. Koehn added the importance of preparing and finalizing a quality Draft of the HHS Element document for the Retreat. Dr. Koehn noted that the “*Revised Draft Timeline for Domain Review*” indicates the CAC/HHS Annual Retreat is scheduled to be held in December, 2021

### **OTHER BUSINESS**

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

- Taruna Malhotra gave an update on the rental, electric, and food payments made on behalf of the CARES funding – 21,000 payments have been made as of December 10, 2020; 2,000 payments are still in queue to be sent and 1,000 applications are still pending final approval; CARES funds will expire by December 31, 2020; the goal is to place emphasis on the neediest regions/families in the county; the regular portal reopened on December 8, 2020; there’s been an effort to collaborate more with the city governments; the total amount of CARES funds given to CSD to assist the PBC community was close to \$30 million.

- James Green shared how difficult this year has been for staff as well as our residents but he expressed his gratitude for all the hard work. Mr. Green also shared that the county is actively planning for upcoming hardships to appear throughout the community in the upcoming months.
- In addition to the CARES funds, CSD also contracted with United Way for \$4 million to also assist local nonprofits. Randy Palo mentioned that over 270 applications were submitted.
- Mr. Green spoke highly of United Way for stepping into this role and also shared his gratitude for the mobilization of the Community Health Workers; he hopes to continue this program alongside the Department of Health moving forward.
- David Rafaidus quickly reviewed the CAC/HHS meeting schedule for 2021 and the anticipated meeting locations and times.

**OTHER BUSINESS**

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

- Dr. Constance Siskowski presented information about high school graduation rates, tutoring and how this relates to systems of care. Staff mentioned how Birth to 22 is involved with gaps in services within the educational system.
- Heather Tate-Boldt addressed “virtual” vs “in-person” attendance at CAC/HHS meetings, COVID protocols pertaining to professional/personal/family responsibilities and how this may affect attendance records.
- Dr. Merlene Ramnon presented and update about the prescription drug monitoring program, databases and pharmacy/physician involvement and education training.
- Dr. Ramnon expressed that the DOH will not be participating in the South Florida Fair due to COVID dangers. She also added that the DOH distributed a survey with its employees to gather an idea of who will be taking the COVID vaccine but results are not available yet.

**OTHER BUSINESS**

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

- None.

**OTHER BUSINESS**

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

- David Rafaidus shared (on behalf of Houston Tate) the following information:
  - Monday, December 14, 2020 – OCR to partner with the Roger Dean Chevrolet Stadium to provide (1000) turkeys and bags of groceries to the CCRT communities.
  - Friday, December 18, 2020 – OCR to partner with Compson Place at Renaissance Commons and Living Hungry Inc. to provide (300) roast beef and (600) Veggie Boxes funded with CARES ACT dollars to CCRT communities and,
  - Friday, December 18, 2020 – OCR to partner with the Salvation Army Palm Beach County to provided toys and bicycles to (214) families in the Glades region
- James Green announced that the next Advancing the Mission session will be held on December 17, 2020.
- Mr. Green also mentioned that the ribbon cutting for the opening of the Non-Congregate Shelter in Belle Glade will be held on December 22, 2020.
- Anne Gerwig shared that the League of Cities is doing a toy drive. The City of Wellington will be distributing gift cards for the holidays.

**OTHER BUSINESS**

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

- Randy Palo suggested a future presentation on virtual learning, the digital gap, and how education has been affected this year.

**DATE OF NEXT REGULAR MEETING(S):**

January 14, 2021 (9:00 AM)
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**&**

February 11, 2021 (9:00 AM)
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**DATE OF NEXT EXECUTIVE MEETING(S):**

January 28, 2021 (9:00 AM)
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**&**

February 25, 2021 (9:00 AM)
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DATE OF NEXT PDIC MEETING(S):

TBD

&

TBD

**ACTIONS OF MEETING**

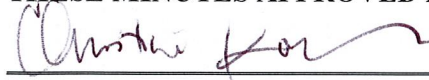
Agenda Item: **5. Meeting Adjournment**

Discussion: None.

Action Taken: Motion to adjourn the meeting by Anne Gerwig. Second by Dr. Connie Siskowski. All in favor. Meeting adjourned by unanimous vote.

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**THESE MINUTES APPROVED AND ADOPTED** by the CAC Regular Committee on May 13, 2021.

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

*Prepared by SC on December 11, 2020  
Modified by DMR on 12/28/2020 12/29/2020  
Modified by DMR on 2/4/2021  
Modified by DMR on 2/11/2021 at 3:48 pm  
Modified by DMR on 3/15/2021 at 3:16 pm  
Modified by DMR on 4/9/2021 at 9:01 am*

ADOPTED