



ADOPTED - REGULAR MEETING MINUTES

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

MEETING DATE and TIME: April 8, 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 (IP), Randy Palo (IP), Anne Caroline Valtin (IP), Dr. Constance Siskowski (IP), Heather Tate-Boldt (V), Inger Harvey (V), Elisa Cramer (V), Dr. Thomas Cleare (V).

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

OTHERS IN ATTENDANCE: Nancy Bolton (IP) , James Green (IP), Taruna Malhotra (V), Helene Hvizd (V), Meghan Parnell (IP), David Rafaidus (IP), Stessy Cocerez (IP), John Dlugosz (IP), Jodie Boisvert (V) , John Hulick (V) , Sharon Rose (V) , Lesley George (V), Jennifer Rey(V) , Renee Constantino (V), Rande Gabriel (V), Emily Gorman (V) , Julie Kreadle (V), Teresa Pedicino (V), Sharon Rose (V), Jill Singer (V), Julie Ubilla (V), Gillian Moxey (IP), Jeriise Hansen (V), Jessica Pagan (V), Julie Swindler (V), Julie Ubilla (V), Lauren Scirroto (V), Leigh Routman (V), Seth Bernstein (V), Tammy Lampi (V), Tammy Martinez (V), Carlos Poveda (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 is excited to see the continued rollout of vaccines in Palm Beach County and is looking forward to the full committee meeting in person once again.

CONSENT ACTIONS OF MEETING

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

Discussion: Dr. Christine Koehn asked for any suggestions for additions, deletions & substitutions.

Action Taken: None - no physical quorum present.

REGULAR BUSINESS - ACTIONS OF MEETING

Agenda Item: 3.A. *Adoption of CAC Regular Committee Minutes from (December, 2020, January, 2021, February, 2021, March, 2021)*

Discussion: None

Action Taken: None - no physical quorum present. *Note: A physical quorum of CAC/HHS members was not present therefore the adoption of the agenda and minutes will be deferred to the May 13, 2021 Regular Committee meeting.*

REGULAR BUSINESS

Agenda Item: 3.B PDIC Committee Procedures & Meeting Location (Dr. Cleare, Randy Palo & Meghan Parnell)

- Dr. Cleare provided an update on the current status on the PDIC and the current Domains that are being worked on. In addition, Dr. Cleare provided updates to the new process being adopted by the PDIC regarding editing of the Domains.
- Meghan Parnell gave an overview on the new process that the PDIC committee will be using to edit and review the Domains within Google Drive.

REGULAR BUSINESS

Agenda Item: 3.C. Review of Health Wellness Domain - PDIC Final Draft (Dr. Cleare & Randy Palo)

- David Rafaidus provided an update as to how the Health and Wellness Domain, Child Care Domain, and Food/Hunger Domain will be re-evaluated by the PDIC based on the new process that Meghan previously explained.

REGULAR BUSINESS

Agenda Item: 3.D. Review of Hunger Relief System (Julie Kreafle)

- Jeff Koons made several public comments concerning food distribution systems within Palm Beach County. Additionally, Mr. Koons expressed that the Palm Beach County Government should use a systemic approach to address the ad-hoc systems that are currently addressing hunger relief.
- Julie Kreafle presented a PowerPoint document about hunger relief in Palm Beach County. Julie also presented on the history of hunger relief, current partners, what was set up, and what has taken place through the COVID-19 pandemic to address hunger relief.

REGULAR BUSINESS

Agenda Item: 3.E. Review of Food/Hunger Domain (Dr. Cleare & Randy Palo)

- The Food/Hunger Domain is going back to the PDIC and will be placed on the Google Drive.

REGULAR BUSINESS

Agenda Item: 3.F. Notice of Funding Opportunities (NOFO) - Updates (Meghan Parnell)

- Meghan Parnell informed the CAC/HHS about the status of the ongoing NOFOs for Homelessness and Behavioral Health. She also thanked Scot Kannel for volunteering to serve on two (2) review panels and she thanked other members of the CAC who are also serving on review panels.

REGULAR BUSINESS

Agenda Item: 3.G. CAC/HHS Meeting Schedule – November 11, 2021 (Veterans Holiday) & CAC/HHS Retreat (December 9, 2021) – David Rafaidus

- David Rafaidus discussed the current schedule of the CAC/HHS meetings and upcoming events. He also mentioned the possibility of rescheduling meetings and confirming a date for the CAC retreat.

REGULAR BUSINESS

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

- Dr. Koehn discussed the current CAC/HHS membership, its current composition, and dates related to re-appointment. Additionally, Dr. Koehn requested CAC/HHS members contact David Rafaidus if they are planning to seek reappointment. Currently, four (4) CAC/HHS members will have their terms expire in September 2021.
- Dr. Koehn also discussed the need to continue to build out the CAC/HHS membership and emphasized the importance of identifying and inviting people with the needed expertise to join the CAC/HHS.

REGULAR BUSINESS

Agenda Item: 3.I. CAC Presentation Schedule work groups (Dr. Koehn & Meghan Parnell)

- Meghan Parnell discussed the current schedule for upcoming presentations on future NOFOs and the CAC/HHS.

- Meghan also discussed some of the proposed challenges and proposed format changes with regards to working together and compliance with Sunshine Laws.

OTHER BUSINESS

Agenda Item: 4.A. Staff Information Updates

- James Green announced the upcoming Racial Equity Institute Trainings on July 21, 2021 and July 22, 2021.
- James Green announced a partnership with other community stakeholders to assist individuals with accessing their stimulus checks.
- James Green provided an update on the Rebel Recovery needle exchange program – it is now operational.
- James Green provided an update on the establishment of a mobile outreach unit for the Emergency Rental Assistance Program. It will assist communities of low internet connectivity and where language barriers are prominent.
- Meghan Parnell presented the FAA FY2020 Annual Demographic and Outcomes Report as well as the 2020 Annual Report for Community Services. She also explained how people who were not present at this meeting could access the report.

OTHER BUSINESS

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

- None

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

- None

DATE OF NEXT REGULAR MEETING(S):	<i>May 13, 2021 (9:00 AM)</i>	&	<i>June 10, 2021 (9:00 AM)</i>
DATE OF NEXT EXECUTIVE MEETING(S):	<i>April 22, 2021 (9:00 AM)</i>	&	<i>May 27, 2021 (9:00 AM)</i>
DATE OF NEXT PDIC MEETING(S):	<i>April 22, 2021 (2:30 PM)</i>	&	<i>May 22, 2021 (2:30 PM)</i>

ACTIONS OF MEETING

Agenda Item: 5. Meeting Adjournment

Discussion: None

Action Taken: Meeting Adjourned by Dr. Koehn. All in favor.

THESE MINUTES APPROVED AND ADOPTED by the CAC Regular Committee on June 10, 2021.

*Adopted by CAC on June 10, 2021
 Modified by DMR on April 13, 2021
 Modified by SC on May 14, 2021
 Modified by DMR on June 7, 2021*