



## **ADOPTED - REGULAR MEETING MINUTES**

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

**MEETING DATE and TIME:** May 12, 2022 at 9:00 AM

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

**PERSON PRESIDING:** Dr. Merlene Ramnon (Chair) (IP)

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

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

**OTHERS IN ATTENDANCE:** James Green (IP), Helene Hvizd (V), Meghan Parnell (IP), Stessy Cocerez (IP), Michael Wright (IP), Jodie Boisvert (IP), Rebecca Reinsburrow (V), Adam Reback (V), Ashley Pfister (V), Dan Shorter (V), Karis Engle (V), Randee Gabriel (V), Lyndsey Morrell (V), Dannie Matevia (V), Cory Campbell (V), Darlene Williamson (V), Debbie Lee (V), Brandy Macaluso (V), Renee Constantino (V), Cristobal Perez (V), Sharon Rose (V), Ann Koebe (V), Schiller Ambroise (V), Elsa Galioto (V), Emily Gorman (V), Stephanie Thompson (V), Renee Constantino (V), Tammy Thomas (IP), Danielle Hanson (IP), Patty Isola (IP), Sheila Shegos (IP)

**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. Merlene Ramnon welcomed and thanked all the committee members and staff for attending today’s meeting.

### **CONSENT ACTIONS OF MEETING**

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

**Discussion:** Dr. James Green asked to omit item 3.D. from the agenda, as the Funding Recommendations will be presented at another meeting.

**Action Taken:** Motion was made to approve the agenda with the agenda changes by Dr. Constance Siskowski. Second by Anne Caroline Valtin. All in favor, motion passed.

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

**Agenda Item:** *3.A. Adoption of CAC Regular Committee Minutes from March 10, 2022*

**Discussion:** None.

**Action Taken:** Motion was made to approve the minutes by Anne Caroline Valtin. Second by Elisa Cramer. All in favor, motion passed.

## **REGULAR BUSINESS**

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

- Dr. Thomas Cleare announced that the Introduction Language to the Element was discussed and several adjustments were agreed upon during the meeting.
- The Health and Wellness Domain was also presented again for a quick overview following the changes that had been incorporated from the PDIC meeting on February 24, 2022.
- The PDIC officially finalized all the Domains and the introduction language.
- The next step will be to submit the full Element document to Planning, Zoning, and Building (PZB) staff by the end of July and/or beginning of August.
- Stessy Cocerez will send out the completed Element document to the CAC members following the May 12 meeting. The goal is for everyone to have a chance to read the full document and the CAC to vote to forward the document to PZ&B staff at the July 14 CAC meeting.
- Dr. James Green also added that the Assistant County Attorney would review the Element draft before there is any further movement in the process.
- Dr. Merlene Ramnon thanked all the PDIC participants for their dedication and hard work.

## **REGULAR BUSINESS**

### **Agenda Item: 3.C. Financially Assisted Agencies (FAA) Overview Presentation (Meghan Parnell and Michael Wright)**

- Meghan Parnell shared a PowerPoint presentation on FAA Performance Updates.
- Ms. Parnell gave a summary on the FY 2021 categories and subcategories, as well as how many agencies, programs, and people were served.
- The presentation also went over the process, the performance outcomes by service category, percentage of outcomes met by fiscal year (last three years), and the amount of funding expended.
- Ms. Parnell provided a summary of the main challenges and proposed recommendations for improving the performance of FAA-funded agencies.
- Michael Wright introduced himself and his Contract Compliance and Program Performance (CCPP) team and provided a brief overview of how long the team members have worked for the County.
- Mr. Wright also discussed the main areas of focus for the CCPP team.
- Dr. Merlene Ramnon shared that it was incredibly helpful to know how agencies were accomplishing their outcomes when making decisions. Dr. Ramnon also thanked CSD staff for their work on the FAA Demographic Report.
- Randy Palo asked how the billing is done for FAA-funded agencies and commended the overall expended percentage average for FAA-funded agencies. Michael Wright informed him that it was done through reimbursements.
- Scot Kannel also thanked FAA for changes over the years to continue improving the timing of funding allocations to the agencies.

## **REGULAR BUSINESS**

### **Agenda Item: 3.D. FAA Funding Recommendations for FY 2023 NOFO (Dr. James Green)**

- This item will be discussed at a follow-up meeting.

## **REGULAR BUSINESS**

### **Agenda Item: 3.E. CAC Membership Matrix, Recruitment, Reappointments (Dr. Merlene Ramnon)**

- Dr. Merlene Ramnon reminded the committee that there are currently two (2) vacant seats and asked for recommendations on any potential candidates.
- Dr. Ramnon also mentioned that CSD staff is still working on researching a transportation representative.
- Dr. Ramnon also asked for nominations for Vice-Chair.
- Stessy Cocerez gave a quick update on the reappointment status of Dr. Merlene Ramnon and Dr. Thomas Cleare. Once all necessary documents are collected from both CAC members, a memo will be sent to the BCC to begin the agenda item process for reappointment.
- Ms. Cocerez also brought up an ex-officio application that is currently in queue to be reviewed and discussed by the CAC Executive Committee. Because of this, Dr. Merlene Ramnon called an Executive meeting to be held on Thursday, June 2, 2022 at 10:30 am.

## **ACTIONS OF MEETING**

**Agenda Item:** 3.E. *CAC Membership Matrix, Recruitment, Reappointments*

**Discussion:** See bullet points above

**Action Taken:** Motion was made to nominate Dr. Christine Koehn as Vice-Chair of the CAC for the remainder of the term by Elisa Cramer. Second by Randy Palo. All in favor, motion passed.

## **REGULAR BUSINESS**

**Agenda Item:** 3.F. *Membership Process Committee Update (Dr. Christine Koehn)*

- Dr. Merlene Ramnon announced that she appointed Dr. Christine Koehn as the Chair of the Membership Process Committee.
- Dr. Christine Koehn shared that the Membership Committee consists of Dr. Merlene Ramnon, Dr. Connie Siskowski, Inger Harvey, Scot Kannel, and herself. The Committee reconvened on Friday, April 29, 2022 and reviewed a process document provided by staff, which was a rewrite of the document that was adopted by the CAC in July 2020.
- The document was reviewed and input was provided into the process steps for new members (whether it is for a CAC seat, and ex-officio seat, or an unsolicited application).
- The group discussed reviewing the matrix and the makeup of the seats in a future meeting, as well as the demographic makeup of those who sit on the board.
- The committee anticipates having a few more meetings before coming back to the CAC with a draft document for review.

## **OTHER BUSINESS**

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

- Dr. James Green shared the flyer for the Securing Our Future Economic Mobility Summit. The event will be held on September 28, 2022 at the Palm Beach Convention Center. Additional information will be shared, as it is known. Mr. Green clarified that this event will be different from the Economic Development Summit in June.
- Anne Caroline Valtin volunteered to assist at or before the event as needed.
- Dr. James Green also shared his desire to present the FAA Recommendations at a separate meeting. After brief discussion with the committee members in attendance, Dr. Merlene Ramnon called an additional CAC/HHS meeting for Thursday, May 19, 2022 at 4:00 pm in the Basement Conference Room located at CSD's main location (810 Datura Street, West Palm Beach, FL 33401). The meeting will count towards member attendance and is a public meeting open to anyone.

## **OTHER BUSINESS**

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

- Dr. Merlene Ramnon congratulated Dr. James Green once again for obtaining his Doctorate degree.

## **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 shared that legislative aids in Washington made a formal request to the United States Government Accountability Office (GAO) to produce a new national survey on the prevalence of caregiving youth and it has been accepted.
- Dr. James Green shared that \$1 million of federal funds were allocated for medical respite beds. Additional information will be provided in the near future.
- Dr. Green also mentioned the groundbreaking for the Homeless Resource Center 2, which should be completed by July 2023, and the upcoming groundbreaking for the cottage homes.
- Randy Palo announced the release of the Children's Services Council Request for Proposal (RFP) on Great Initiatives. Mr. Palo will share additional information for Stessy Cocerez to distribute.

- Dr. Christine Koehn announced that FoundCare opened a new health center in Rivera Beach. The new initiative will allow FoundCare to expand and offer primary care services.

## **OTHER BUSINESS**

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

- Dr. Merlene Ramnon reminded everyone of the upcoming meeting dates and times –
  - May 19, 2022 at 4:00 pm will be the FAA Funding Recommendation presentation
  - June 2, 2022 at 10:30 am will be the CAC/HHS Executive Committee meeting
- Dr. Ramnon also reminded everyone that there would not be a Regular CAC meeting on June 9, 2022.
- Dr. Ramnon and Dr. Thomas Cleare also confirmed their presentation in July on the Needs Assessment.

## **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 Elisa Cramer. All in favor, motion passed.

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**Future Meetings:** CAC/HHS Regular Meetings (9:00 AM): July 14, 2022; August 11, 2022  
CAC/HHS Executive Meetings: June 2, 2022 (10:30 AM)  
PDIC Meetings (2:30 PM): *Additional meetings TBD*

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*Updated with notes from August 8<sup>th</sup> CAC meeting by SC on 09/01/2022  
Prepared by SC on 05/12/2022*