

PALM BEACH COUNTY, FLORIDA  
Citizens Advisory Committee on Health and Human Services  
Meeting Date – April 29, 2008  
Community Services Department – Human Services Meeting Room 2<sup>nd</sup> Floor

“Executive Meeting”  
MINUTES

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**CAC Executive Members Present:**

Dr. Richard Galeta (Chair)  
Barbara Jacobowitz (1<sup>st</sup> Vice-Chair)  
Thomas Arnedos (2<sup>nd</sup> Vice-Chair)  
Dr. Barbara Cox Gerlock (Past-Chair)

**Others Presents:**

Renee Constantino  
David Rafaidus  
Linda Gordon

**Absent Executive Member:**

Sandra Chamblee (Glades Representative)

**Ex-Officio Member Present:**

Brenda Gail Oakes

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**Agenda Items**

**1. CALL TO ORDER**

- A. Roll Call – Linda Gordon – 9:33 a.m.
- B. Disclosures
  - None
- C. Public Input on Agenda Items
  - None
- D. Chair Comments
  - None
- E. Staff Information Updates
  - None

**2. AGENDA APPROVAL**

- A. Additions, Deletions, Substitutions
  - None
- B. Adoption of the Agenda
  - *Barbara Jacobowitz – Motion to Approve and Adopt the Agenda.*
  - *Dr. Barbara Cox Gerlock – Seconded the Motion to Approve and Adopt the Agenda.*
  - *No Discussion*
  - *Motion to Approve and adopt the Agenda passed unanimously.*

### 3. REGULAR BUSINESS (Action Items)

#### AGENDA ITEM 3A: Adoption of the CAC Executive Committee Minutes (March 13, 2008)

- *Barbara Jacobowitz – Motion to Approve and Adopt the Executive Committee Minutes of March 13, 2008.*
- *Dr. Barbara Cox Gerlock – Seconded the Motion to Approve and Adopt the Executive Committee Minutes of March 13, 2008.*
- *No Discussion*
- *Motion to Approve and Adopt the CAC Executive Committee Minutes of March 13, 2008 passed unanimously.*

#### AGENDA ITEM 3B: CAC Work Plan presented by Dr. Richard Galeta

**Dr. Richard Galeta** – He inquired whether the CAC was going to address the Palm Beach County Homeless Advisory Board’s “Goals and Action Steps to Ending Homelessness” at the next Regular Committee meeting.

**Dr. Barbara Cox Gerlock** – She said she read in the newspaper that the “Goals and Action Steps to Ending Homelessness” (heretofore “Homelessness Goals/Action Steps”) was already presented to the Board of County Commissioners (BCC).

**Dr. Richard Galeta** – He believes that the BCC will be voting on it next month (May 2008).

**Dr. Barbara Cox Gerlock** – She asked if the BCC had any questions, concerns or comments? The CAC had concerns about funding for the project and what could be done if some of the funding is not put in place since the funding seemed to be the first step. Where is the money going to come from for the assessment centers?

**Barbara Jacobowitz** – She agreed with Dr. Gerlock’s concern about what happens to the later stages if the beginning stages aren’t funded and moved forward. She has read in the newspaper was that there was concern about where to place the assessment center which would be the core of getting the Homelessness program started.

**Dr. Richard Galeta** – He suggested that a list of comments should be put in writing so they can be passed on to the BCC.

**David Rafaidus** – He explained that, at the last CAC Meeting, it was recommended that all CAC Members forward their comments and concerns to him so that a list of comments could be presented to the entire BCC at one time. The CAC would still have to publically express what the Committee’s opinion is, and also have a consensus or an opposing viewpoint. Then the information would have to be drafted into some type of format to give to Community Services Administration to forward to the BCC. In the alternative, the information could be in letter form from Dr. Richard Galeta as Chair of the CAC Committee.

Also, Claudia Tuck may be able to address some of the comments and concerns about the Homelessness Goals/Action Steps.

**Barbara Jacobowitz** – She mentioned the recently published book ‘Underbelly: The Palm Beach No One Talks About’. It is a written and pictorial of a number of homeless individuals in Palm Beach County. For the majority of the people interviewed, the County doesn’t have some of the services needed by them. She will bring her copy to the May 8, 2008 CAC meeting for people to look at.

**David Rafaidus** – He followed up with the perspective of the role of the Citizens Advisory Committee (CAC) is and also of the Element, which does have a goal and policies relative to homelessness. The portions of the Element pertaining to Homelessness will be sent out in the May 8, 2008 CAC meeting packet.

**Barbara Jacobowitz** – She reminded everyone of the issues brought up at the April 10, 2008 CAC Regular Committee Meeting regarding the 2008/2009 Work Plan: Definitions, and who is responsible for what tasks.

**Dr. Barbara Cox Gerlock** – She is concerned about who was going to do the “Principal Activities” and the “Work Product”, the CAC or the Staff? As for the Homeless Goals/Action Steps, once the CAC makes its recommendations, who is going to do the correlation with the goals and objectives in the Element?

**David Rafaidus** – He said that in his opinion it will be Staff that does the correlation. Based upon the input from the CAC, Staff will compile the information, prepare the document, and provide it to the CAC for concurrence or not.

Also regarding Health and Human Services data, the CAC will identify who is collecting the data and what it represents. For example, if the CAC knows of an agency that is producing data that Staff does not have, Staff will obtain it. A “catalog” of data publications will be created. The actual data will be obtained once the CAC determines a specific topic that it wants to evaluate and comment on.

**Barbara Jacobowitz** – She has provided to Palm Healthcare the research book she prepared for them for their strategic planning. She thinks the three (3) most important sections in the book that would be related back to the CAC are: 1) The listing of all the major funders of Health and Human Services in Palm Beach County describing what they fund; 2) The listing of all of the collaborative structures that have been developed and what has happened with them and where they are headed; and 3) The documents that have been put together over the last seven (7) years from the various entities and what conclusions those documents contain, and what type of information.

**David Rafaidus** – The information needs to be based upon some baseline of data. There could be different conclusions if one person is using 2005 data and another person is using 2007 data. Having a baseline of data will be especially important when it comes to funding.

**Thomas Arnedos** – He does not think the date of the data is something the CAC or Staff can do something about. We will just have to accept the data we can obtain. The action taken on the data may not be right on-target, but he doesn’t think it will be far off.

**Barbara Jacobowitz** – She agreed with Thomas Arnedos. The CAC is really looking for direction about what services are missing.

**Dr. Barbara Cox Gerlock** – The CAC’s and Staff’s limited time is going to be a factor. Is it realistic that we can take all the information other people spend full-time gathering and be able to coalesce it? Maybe the CAC and Staff should just find out who is doing what and where there is no one working in a particular area, instead of getting nitty-gritty into the data.

**Barbara Jacobowitz** – She said the book for Palm Healthcare took her three (3) weeks to prepare, full-time, with staff.

**Dr. Richard Galeta** – He thinks the CAC needs to look for gaps in services where whole areas are being ignored and what the effects are.

**Barbara Jacobowitz** – You do have to recognize the impact of moving funds from agencies.

**Renee Constantino** – She clarified that it is the 2010 budget year that the Work Plan is for. The year 2009 is a contract-extension year.

**Barbara Jacobowitz** – For review only, she is going to provide to Dr. Richard Galeta, as Chair of the CAC, a copy of the book she did for Palm Healthcare. She does not feel it is right to distribute the book yet until Palm Healthcare has its session on May 28, 2008. This will allow Dr. Galeta to see if the book is on-target with what is expected.

**Thomas Arnedos** – When you’re struggling as to how to get somewhere, then you start with how you want to end up, and work backward from there. Also, the BCC may be funding a lot of services, but do they know what the waiting time is to get the services?

**Barbara Jacobowitz** – She asked David Rafaidus if the Work Plan could be modified as to the CAC’s role and the Staff’s role?

**David Rafaidus** – Under “Principal Activities” he can put a Staff section and a CAC section. A separate column can be set up for “End Work Product”.

**Thomas Arnedos** – According to the “Renewed Focus” paper from Jon Van Arnam, the End Work Product is to be an Annual Report of unmet needs by the CAC for the BCC.

**David Rafaidus** – He said he thinks the CAC could look at the Homelessness Goals/Action Steps and what the Element says. For example the CAC could express its support of the Homelessness Goals/Action Steps based upon the policies and goals within the Element. The CAC and staff would then have a means to indicate whether policies are consistent or not, and then make additional recommendations.

**Dr. Barbara Cox Gerlock** – She asked if the Homelessness Goals/Action Steps is in line with the Element, or are there pieces in the Element that don’t line up?

**Barbara Jacobowitz** – We haven’t looked at the recommendations. Were there any benchmarks in the thicker document?

**Renee Constantino** – She stated that there may be another thicker document that will go along with the Homelessness Goals/Action Steps, though she doesn’t know if it includes benchmarks because she has not seen it.

**Dr. Barbara Cox Gerlock** – She asked how do the public tax dollars get directed to the places that the Comp Plan says the monies are supposed to go to when the State has created separate boards that are able to up their own plans?

**David Rafaidus** – Mentioned that what his understanding of what the CAC wanted the Work Plan to say is something like: Here are what the CAC's responsibilities are and here are the work products based on the responsibilities. The HHS Element does not specifically direct how tax dollars are to be allocated. An amendment to the Element would need to be initiated and approved by the BCC.

**Dr. Barbara Cox Gerlock** – She pointed out that in a six-month time period, gaps in services could change entirely.

**David Rafaidus** – At this moment, all the components within the CAC Work Plan cannot be completed in a year. The initial idea is to prioritize Tasks within the Work Plan, begin work on the Plan priority by priority, and create a foundation of information and resources from which recommendations can be made to the BCC or County Administration.

**Thomas Arnedos** – He thinks what the CAC is aiming for are the glaring unmet needs.

**Renee Constantino** – She agrees with Dr. Barbara Cox Gerlock in that, what the County is about to go through during the next six months will be a shifting that the CAC probably does need to pay attention to. Her concern is how to address the next step of providing funding. This year [2008] will not be the bad year, but 2009 will be. You can recognize the priorities identified by the agencies, but once funding is cut here and there, the whole system moves because a part of the system has become unstable. How do we do a good needs-assessment, and how do we know that what is moved and changed doesn't shift the whole system.

**Thomas Arnedos** – The County only has a piece of the responsibility for FAA funding to agencies that provide birth to death services. The CAC is simply trying to inform the Board of County Commissioners (BCC) of the big picture and where the needs are. Then, within their resources, the BCC may choose to address some of the priorities.

**Brenda Gail Oakes** – She thinks that the CAC's role is to get a 'snapshot' of what the needs are today and recognize that in six months it will not look the same. The CAC should focus on *where* to put the *County's* dollars. The CAC might want to recommend that the BCC not fund any children's services because the Children's Services Council already has \$100 Million; or that the CAC recommend that the BCC not fund health-related services because the County has a Health Care District and there are a number of foundations that are already focused on health care.

**Barbara Jacobowitz** – She pointed out that there is a danger in stopping funding because the BCC does not know what is happening with the other funders.

**Brenda Gail Oakes** – She agreed that the CAC won't know what is happening with the other funders, however the BCC is never going to know exactly what the other funders are doing. She doesn't think that there should be arbitrary cuts of programs this year. Whatever cuts that have to be made should be made on the basis of the gaps in services. For instance, a

mentoring program may be a good program but families cannot live without food and shelter. It may come down to meeting people's basic needs vs. some of the enhancement programs.

**Thomas Arnedos** – He noted that there is data that can be collected, but the CAC should also listen to what the people are telling us the needs are.

**Barbara Jacobowitz** – She thinks that first the step before that is to identify what is already being done to address a certain need. There may be programs available that can help, but the issue may be one of educating the public about what services are out there.

**Brenda Gail Oakes** – She noted that there is a 'funders committee' made up of all the major funders in the County. The funders committee has been working with a consultant to come up with some sort of a plan. Maybe the CAC could get an update on where they are.

**Dr. Richard Galeta** – He believes that the CAC's purpose is to identify the problems, not to solve them. All we can do is to give the BCC the information the CAC has collected. Then it is up to the BCC to make the decisions.

**Barbara Jacobowitz** – She provided suggestions for clarifying the Work Plan by adding the Staff Role, the CAC Role, the End Product, and Time Frame. In identifying gaps in services, the CAC should also look at where Palm Beach County needs to be. Along the System of Care, perhaps three (3) Tasks could be selected.

**David Rafaidus** – He envisions each Task being set-out on one sheet of paper and using a different format. Listed below the Task would be the End Product, the Principal Activity, the Principal Responsibilities (Staff Role/CAC Role), Work Products, and the Time Frame. There may be twenty (20) Tasks, but the CAC would pick three (3) of them to begin with.

**Dr. Richard Galeta** – At the next CAC Regular Committee Meeting, isn't there going to be some input on the Homeless Strategic Plan?

**David Rafaidus** – He assured everyone that the April 10, 2008 CAC Regular Committee Meeting Minutes and a copy of excerpts from the Element pertaining to homelessness will be mailed out today to the entire CAC, Ex-Officios, and Staff Members so that CAC members will be ready for the discussion at the May 8, 2008 CAC Regular Committee Meeting.

**Dr. Richard Galeta** – He suggested that some type of time frame be set up for the collection of studies/data.

**Thomas Arnedos** – He stated that, before the CAC goes any further with data collection, he would like Dr. Richard Galeta to privately review Barbara Jacobowitz's Palm Healthcare Report and share his impressions with the Committee.

#### **4. OTHER BUSINESS**

##### **AGENDA ITEM 4A: Member Comments on Non-Agenda Items**

**Dr. Richard Galeta** – He stated that sometime in the future, he would like to know what County programs have to have matching dollars in order to get Federal dollars.

**Renee Constantino** – The sad truth is that if there are State budget reductions then the Federal match would be less, unless the local match is increased.

**Barbara Jacobowitz** – She has seen some news articles about looking possibly at some budget cuts at the State level that would eliminate the ability to get the Federal dollars.

**Dr. Richard Galeta** – He asked if the CAC could find out how the County dollars, for which it receives matching Federal dollars, are being used.

**Renee Constantino** – She believes that that information can be pulled out of the agency Contract Extension Requests. She said she will check on it. Also, the final draft of the Summary of the Focus Groups has been sent to Jon Van Arnam for review with the budget requests. Once she hears back from him, the Summary will be provided to the CAC.

**Dr. Richard Galeta** – He asked if the CAC has Staff support from the Senior Staff.

**Renee Constantino** – She said that she has not heard otherwise. Also, when the CAC requests data from Staff, the request must be very clear and specific about what type of data the CAC is looking for.

**Thomas Arnedos** – He attended one (1) of the Palm Beach County Public Meetings. There were a lot of comments about especially about ‘transportation’. Perhaps Jon Van Arnam could present the big topics of interest from the Public Meetings.

**Renee Constantino** – She added that ‘transportation’ was also way up on the top of the list for the Focus Groups.

**Brenda Gail Oakes** – She reminded everyone that the County no longer provides the free bus passes for not-for-profit agencies. As a result the agencies are already seeing a problem with not being able to help people get jobs. People are forced to try to find a job close to home because of transportation expenses.

**Dr. Richard Galeta** – Is there a way that the CAC could start obtaining data from 211 to find out: How many callers asked for a specific service; how many actually received that specific service; how many did not receive that specific service and the reason why not.

**David Rafaidus** – He said that the CAC needs to pose specific questions (Tasks) to 211 to elicit specific information. He will send Dr. Galeta’s data request in writing to Susan Buza and ask for a response in writing.

**Brenda Gail Oakes** – She suggested it could be as simple as whoever negotiates the next FAA contract with 211 Palm Beach/Treasure Coast, Inc. to make reporting data on services received or not received as part of 211’s scope of work.

**Renee Constantino** – It is not required that 211 provide reports or information as 211 is not monitored by FAA and Community Services. The paperwork is done by Community Services for 211 to get paid. A letter requesting funding is sent in by 211 and then the BCC votes on it; 211 does not have an FAA contract.

**Barbara Jacobowitz** – Maybe there could be some reporting requirements for 211. What the CAC really needs is the data.

**Renee Constantino** – Perhaps what can be done is to ask 211 to have a deliverable. There will definitely be BCC members who would be very much in favor of having some data reporting.

**Dr. Richard Galeta** – The CAC will take the first baby-step to try to get the 211 information.

**AGENDA ITEM 4B: Public Comments on Non-Agenda Items**

- None

**AGENDA ITEM 4C: Good News Items**

- None

**AGENDA ITEM 4D: Potential Agenda Items for Future Meetings**

- The Work Plan for 2008/2009 with Revisions
- The “Goals and Action Steps to Ending Homelessness in Palm Beach County” as Adopted by the Palm Beach County Homeless Advisory Board, March 19, 2008 (presented by Claudia Tuck)
- FAA Focus Group Summary presentation (Renee Constantino)
- Public Commission Workshop Summary (Jon Van Arnam)
- Update on the Funders Meetings (Jon Van Arnam)
- MAPP presentation (for a future agenda)

**5. ADJOURNMENT**

- *Barbara Jacobowitz – Motion to Adjourn the CAC Executive Committee Meeting.*
- *Thomas Arnedos – Seconded the Motion to Adjourn the CAC Executive Committee Meeting.*
- *No Discussion*
- *The Motion to Adjourn the CAC Executive Committee Meeting passed unanimously.*

**Future Meetings:**

*CAC Regular Meetings: May 8, 2008; June 12, 2008*

*Executive or Reserved meeting Dates: May 22, 2008; June 26, 2008*

Minutes approved by the CAC Executive Committee on **May 22, 2008** by

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Signature – Dr. Richard Galeta, Chair