

PALM BEACH COUNTY, FLORIDA
Citizens Advisory Committee on Health and Human Services
Meeting Date – May 22, 2008
Community Services Department – Basement Conference Room

“Executive Committee Meeting”
MINUTES

CAC Executive Members Present:

Dr. Richard Galeta (Chair)
Barbara Jacobowitz (1st Vice-Chair)
Sandra Chamblee

Others Present:

David Rafaidus
Linda Gordon

Absent CAC Executive Members:

Thomas Arnedos (2nd Vice-Chair)
Dr. Barbara Cox Gerlock

Ex-Officio Member Present:

Brenda Gail Oakes

Agenda Items

1. CALL TO ORDER

- A. Roll Call – Linda Gordon – 3:00 p.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.*
 - *Sandra Chamblee – 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 CAC Executive Committee Meeting Minutes (April 29, 2008)

- *Barbara Jacobowitz – Motion to Approve and Adopt the CAC Executive Committee Meeting Minutes of April 29, 2008 with the spelling correction of ‘Arnedos’ on page 1.*
- *Sandra Chamblee – Seconded the Motion to Approve and Adopt the CAC Executive Committee Meeting Minutes of April 29, 2008 with the spelling correction of ‘Arnedos’ on page 1.*
- *No Discussion*
- *Motion to Approve and Adopt the CAC Executive Committee Meeting Minutes of April 29, 2008 with the spelling correction of ‘Arnedos’ on page 1 passed unanimously.*

AGENDA ITEM 3B: CAC Work Plan 2008-2009 (Dr. Richard Galeta)

David Rafaidus – In review, at the last Regular Committee Meeting, the CAC asked that the Work Plan 2008-2009 chart be completed as far as the Staff Roles, End Products, and Time Frames. Since that meeting, Renee Constantino has listed the Staff Roles. It might be best to begin with prioritizing the Tasks and then determining the Time Frames.

He thinks the following could be listed as Priority-A on the Work Plan: The Health and Human Services Element Task; the Community Benchmarks Task; and the Identification of Who Is Collecting Human Services Data and What the Data Represents Task.

The Homeless Strategic Plan Task was already declared a Priority-A by the CAC at the last Regular Committee Meeting. The Time Frame for that would be provided by both County Administration and Human Services.

He sees the Element comprised of two (2) phases: Phase 1) Doing a mini-Evaluation and Appraisal Report (EAR) and providing it to the Element Sub-Committee Chair, Barbara Jacobowitz for review and presentation; and Phase 2) Indicating what type of amendments may be needed to the Element based upon the mini-EAR.

Barbara Jacobowitz – That approach is fine. The CAC okayed and voted on the Goals and Action Steps to Ending Homelessness in Palm Beach County. However, she is still concerned about what the whole Homeless Strategic Plan looks like. Is the Homeless Advisory Board (HAB) going to present the whole Plan to the BCC? There isn't complete information.

David Rafaidus – The Homeless Advisory Board did present one workshop to the BCC. It's his understanding that additional information will be forthcoming.

Barbara Jacobowitz – So is the CAC saying it is done or not done with the Homeless Strategic Plan at this point? Will the CAC be expecting other information?

David Rafaidus – Instead of calling it the “Homeless Strategic Plan”, maybe we should use

the actual document title which is the “Goals and Action Steps to Ending Homelessness in Palm Beach County”.

The “Goals and Action Steps to Ending Homelessness in PBC” is only the first document of the entire component relative to homelessness. Maybe some of the activity dates will be based upon additional information coming in from additional reports, but that would have to be referred to Claudia Tuck.

The policies within the Element dealing with homelessness have to be modified because some of them are out-of-date. The CAC could set a Time Frame to amend the Element so that it is consistent with the Homeless Strategic Plan.

Dr. Richard Galeta – Has Claudia Tuck given you any indication of when the Homeless Advisory Board is going to the BCC again?

David Rafaidus – He would have to check with Claudia Tuck. There is a Homeless Advisory Board symposium tomorrow with the funders, the advocacy groups, and community organizers.

Barbara Jacobowitz – Wouldn't the End Product actually be adoption of the Homeless Strategic Plan and then consistency with the Health and Human Services Element?

David Rafaidus – The first Time Frame would be the CAC acknowledgement of the Homeless Strategic Plan per its recommendation of the “Goals and Action Steps to Ending Homelessness in PBC”, which the CAC has already done. The second thing is to concur with the Time Frames in the “Goals and Action Steps to Ending Homelessness” document. The third thing is to relate the Homeless Strategic Plan to the Element so there's consistency.

Brenda Gail Oakes – The CAC has to review and vote on the draft letter of recommendation of the Homeless Strategic Plan. She would like the final recommendation letter provided to the BCC prior to the Homeless Strategic Plan going to the BCC for final approval.

David Rafaidus – At the last meeting, the CAC said it concurred with the Homeless Strategic Plan. The draft letter to be signed by Dr. Richard Galeta as CAC Chair would be along the lines of ‘at the May 8, 2008 CAC Regular Committee Meeting, the Citizens Advisory Committee for Health and Human Services recommended the approval of the Homeless Strategic Plan as presented to them’.

Dr. Richard Galeta – The CAC is not going to do a letter until the rest of the Homeless Strategic Plan comes through.

Barbara Jacobowitz – Her problem is with just calling it the “Homeless Strategic Plan” because it really isn't. It's the “Goals and Action Steps to Ending Homelessness in Palm Beach County” of the Homeless Strategic Plan which the CAC has already said ‘yes’ to.

David Rafaidus – There is the “Homeless Strategic Plan” that Claudia Tuck was talking about. Then there is the document entitled “Goals and Action Steps to Ending Homelessness

in Palm Beach County” which is just the first step in the writing of the Homeless Strategic Plan. The CAC is simply saying that it is accepting this first step of what the Strategic Plan is going to be. That’s his understanding.

Dr. Richard Galeta – That was his understanding too.

Brenda Gail Oakes – Her understanding was different. At the last meeting, she recalls that the “Goals and Action Steps to Ending Homelessness in PBC” was still a draft document. Claudia Tuck said that the BCC had asked the Homeless Advisory Board to go back and make some changes or to clarify some things, and then it would become final.

Dr. Richard Galeta – He spoke with Jon Van Arnam and Jon did not want a letter right now on the actions the CAC took at the May 8, 2008 Regular meeting.

What we might want to do is to separate the Homeless Strategic Plan into two (2) tasks. One task would be Implementation, Time Frames and Benchmarks. The second would be the information that Barbara Jacobowitz is looking for.

David Rafaidus – Okay, one will be the Implementation with Benchmarks. The second will be the remainder of the Plan and its consistency with the Element.

Dr. Richard Galeta – So at this point we have no control over the Homeless Strategic Plan listed on the CAC Work Plan 2008-2009.

Now to the Identification of Who Is Collecting HHS Data and What the Data Represents Task within the Work Plan. That will be an ongoing task and it’s one of the primary items.

David Rafaidus – He sees ‘data collection’ as a running inventory of data. First, a CAC member or an Ex-officio or a Staff member will identify a document as having health and human services data, what the data represents, and who prepared the document. Then that document will go into a catalogue with a list of that information under the name of the private project name and purpose and who did it.

Barbara Jacobowitz – She thinks of it a little differently. There has got to be a baseline. From what year forward will data be collected? Then the CAC needs to decide the subject(s) to be researched. As new information comes out about a catalogued subject, it will be Staff’s responsibility to provide it to the CAC.

Brenda Gail Oakes – She was thinking more of an outline of what is available, like a matrix that would show which entity has what information on any given day, and the name of the contact person.

David Rafaidus – He would list the name of the publication at the top of the page, and then list the headings and categories. The data within the document may not all pertain to the agency reporting the data, and it may include data obtained from other agencies. The data must be relevant to the CAC and to FAA funding.

Dr. Richard Galeta – But don’t you want to find out service gaps too?

David Rafaidus – That was the End Product that Thomas Arnedos previously brought up: ‘What is the gap and where is the documentation that goes with it?’ Gathering the data about perceived gaps is an easier approach versus searching through a voluminous inventory and matrix of all topics in order to find out if there really is a gap.

Barbara Jacobowitz – She was looking at it a little differently. She looks at the needs assessments. If the last needs assessment was done back in 2000, then are the identified gaps still there? What services, if any, have been provided to alleviate some or all of those gaps?

Sandra Chamblee – If we are really looking to identify gaps, then that needs to be somewhere on the Work Plan. But if the CAC just wants to look at data, then she thinks the current wording speaks to that. Is the ultimate purpose of looking at data it to identify gaps and how they can best be closed?

David Rafaidus – On page 2 of the Work Plan, there is the Focus on Unmet Needs in the Community Task which would have Position Papers to the BCC as the Work Product. Doing some different word-smithing might include identifying gaps.

Brenda Gail Oakes – Just because you collect the data doesn’t mean there is an unmet need. The CAC might find as they did with 211, that none of us really know because nothing is being collected. For example, if we want to determine how many Alzheimer’s services do we have and how many people are we serving at any given time, and no one can tell us that, it doesn’t mean it’s an unmet need. It just means that no one is collecting the data.

Dr. Richard Galeta – He thinks maybe one of the recommendations should be that the 211 data be collected.

Sandra Chamblee – Identify who is collecting data and what the data represents. Then the other part of that is what data is not being collected.

David Rafaidus – He knows that 211 has some sort of a data information collection process of their 211 services. However, you don’t know what the results are from the service provider or from the person who has received the services.

Data may be available but not reported. Or there may be several reasons why data is not being collected: There is a lack of funding; collecting data is not a priority; or collecting data has nothing to do with their mission.

Dr. Richard Galeta – A requirement that the Financially Assisted Agencies collect data may be a suggestion that the CAC wants to give to the BCC.

Brenda Gail Oakes – The CAC could recommend to the BCC that the FAA’s be required to complete a basic demographic form. Right now, we have to rely on other agencies.

David Rafaidus – Remember though that Jon Van Arnam said the CAC is just identifying who is collecting data. We’re not giving all the documents to the BCC; it’s simply who has the data and what the data represents.

Dr. Richard Galeta – At what point could we ask 211 for information?

David Rafaidus – What we really need is to have the expert, Susan Buza, to come in and say yes there is or no there isn't reporting after the fact for collection of data.

He thinks it is better to go out to the community to seek information about a specific topic versus asking in general who has what information. As for as unmet needs, it's unlikely they would be funded in the near future.

Brenda Gail Oakes – But at least the CAC could say that it had face time with the Board of County Commissioners and informed them of the unmet need. Then the BCC can decide if it wants to provide funding or not

Barbara Jacobowitz – She sees that planning really needs to go along two (2) areas: One side is what do we want to collect, what plan parameters are we currently using? Are we looking at life stages? Are we looking at a system? Are we looking at a continuum of care? Then we plan who is collecting what data, and how deep is that information?

The other side is the development of Community Benchmarks and adopting a certain number of priority benchmarks to target for improvement. Then, what services are needed for the improvement to occur and then how will we continue to measure the trends?

But they both need to occur to in order for you to have a really true planning body.

David Rafaidus – At this meeting, what CAC Executive Committee needs to do at this meeting is to take the Work Plan 2008-2009 and set the priorities for the Tasks and to provide Times Frames.

The Element is going to take basically one (1) year in which to have an Evaluation and Appraisal Report (EAR) done and to revise the Element. That is the Time Frame on the HHS Element Task.

Dr. Richard Galeta – What we ought to do is number the Tasks and identify Health and Human Services information that is important or relevant. He sees those as two (2) priorities.

Brenda Gail Oakes – It is difficult for me prioritize until I can read through all of the Tasks to determine the ultimate goal and then assign a priority level. Before you can set your goal for your unmet needs, you must have data.

David Rafaidus – The CAC makes its next recommendations on FAA funding in February 2010. So the CAC will have to receive all FAA information from Staff by October or, at the very latest, November 2009 in order to vote on the recommendations in December 2009.

Brenda Gail Oakes – She thinks the CAC should have a final polished product by November 2009.

Sandra Chamblee – She views the data collection and the service gaps are long-range goals. Certainly, the Homeless Strategic Plan is a long-range goal, but our buy-in to what's been

done thus far is coming up pretty quickly. So I think we need to get the information that we've identified, and time-line from Claudia Tuck.

Dr. Richard Galeta – So far our goals are to update the Health and Human Services Element, to identify gaps, and to identify benchmarks.

Brenda Gail Oakes – We have representation on this Board from multi-disciplines. Everybody has their own little area of expertise. There is no sense in David looking for data that CAC members can easily provide to him.

David Rafaidus – I agree with that, but I think we need to focus on what data and what reports.

Barbara Jacobowitz – What do we want to collect? That's the first question.

By what method is the CAC going to do that? Let's stick to one way and not go back and forth because we won't get anywhere. In Palm Beach County, we've done it several different ways: By targeted geographic areas; by identification of one major issue within the whole County; by evidence-based studies where a program has worked in another place in the United States and that evidence-based study (model) is applied to Palm Beach County.

I think we have to decide what is it we're going to collect. Are we looking just where we want the FAA funding to go; where it will make the greatest difference? Are we really looking for what the model would be for Palm Beach County if we really had a lot more money and then go backward from there?

Dr. Richard Galeta – I think we have two (2) responsibilities. One is the Element and one is the FAA's. I see two priorities.

Barbara Jacobowitz – Well the Element is very generic and almost anything can fit into it. There are a lot of decisions to be made, and we really need to make them and move forward. I think the problem is that we start on a direction and then other people say, well what about this and what about that. We have to make some decisions and stick to them.

Brenda Gail Oakes – The issue of health and human services collectively is overwhelming because it's so huge with so many agencies. I think that's why we struggle so much.

David Rafaidus – If the goals of the CAC are going to be the collection of information by a topic, then FAA funding is a topic. The CAC could see what each agency receives in County funds, what the each agency's mission is, and what other funding each agency receives by service categories. That itself would be a major report. Benchmarks could then be looked at geographically and be additionally explored to identify possible gaps in services.

Brenda Gail Oakes – I look at it too in terms of how Community Services is broken down by different divisions like Senior Services and Veteran's Services. If there is already a Division within the County that is responsible for that population, shouldn't all their issues be handled by that Division?

Dr. Richard Galeta – My opinion is that we need to stick with the Financially Assisted Agencies.

Barbara Jacobowitz – I think that first of all, we need to identify each one of the Tasks as to whether it is a ‘process’ issue or a ‘project’ issue. Then once we’ve done that, we have to prioritize within them what we are going to be working on.

David Rafaidus – Is the Homeless Strategic Plan Task a project or a process?

Barbara Jacobowitz - A project.

David Rafaidus – Is the Identification of Who Is Collecting HHS Data and What the Data Represents Task a process or a project?

Brenda Gail Oakes – It’s both a process and a project.

Barbara Jacobowitz – She believes it’s a process. Holding Regular Committee Meetings, that’s a process.

David Rafaidus – The Annual Report Task is a project or a process?

Barbara Jacobowitz – A project.

David Rafaidus – The FAA Grant Process Task is a process or a project?

Sandra Chamblee – For the CAC, it is a process.

David Rafaidus – It’s part of the CAC’s responsibility.

Barbara Jacobowitz – The project part is identifying the FAA priorities.

Sandra Chamblee – But it’s a process to get to that priority.

David Rafaidus – The Identify HHS Information That Is Important and Relevant for the Community but Has Not Been Gathered or Reported Task is a project or a process?

Barbara Jacobowitz – A process.

David Rafaidus – Is the Community Benchmarks Task a process or a project?

Barbara Jacobowitz – A project.

David Rafaidus – The HHS Element Task is a process or a project?

Barbara Jacobowitz – A project.

David Rafaidus – The Focus on Unmet Needs in the Community Task is a process or project?

Sandra Chamblee – A process.

David Rafaidus – The Efficient Provision of HHS Services and Utilization of Funds Task is a process or a project? I see that as being a process because you are reviewing agencies, their purpose, and their delivery. It's a process that eventually ends with the Annual Report Task.

He reminded everyone that, at the last regular CAC meeting, he stated that each Task within the Work Plan 2008-2009 will be set-out individually on a single sheet of paper. Each page will state the Task and what it's about. It will be a little more self-explanatory.

Barbara Jacobowitz – She is willing to meet with David Rafaidus to try to complete and refine the Work Plan before the next CAC meeting, but she cannot meet immediately.

Brenda Gail Oakes – She would also like to attend the meeting in her capacity as an ex-officio member of the CAC.

David Rafaidus – He said that is not a problem. He also asked if the June 12, 2008 CAC Regular Meeting is needed since the Work Plan has not been completed and the Tasks not prioritized. He would rather skip a month rather than meeting for the sake of meeting.

Sandra Chamblee – She won't be present for the June CAC Meeting as she'll be in Detroit.

Dr. Richard Galeta – He thinks the next meeting should be skipped. That will give time for David Rafaidus to meet with Claudia Tuck about the Homeless Strategic Plan Time Frames, and to meet with Barbara Jacobowitz and Brenda Gail Oakes about the Work Plan.

The other thing we need time for is for Senior Staff to give us some Time Frames. We need some decisions from Staff. If we don't get that, we're sitting in the same boat all the time.

AGENDA ITEM 3C: CAC Correspondence to BCC

Sandra Chamblee – What happened regarding the letter to be drafted concerning the budget cuts and rising costs? We're in a knowledge vacuum. I didn't know what to suggest.

Dr. Richard Galeta – I didn't know either. I think the letter was to be general; that the cuts are going to hurt the programs.

[RECORDER'S NOTE: The CAC members were asked at the May 8, 2008 CAC meeting to send their comments and suggestions to David Rafaidus. He received none.]

Sandra Chamblee – The Board of County Commissioners does not always accept the recommendations. She doesn't want to respond to something that's not real. We don't know how the budget cuts are going to affect the FAA's.

Brenda Gail Oakes – She thinks that any agency that either cannot demonstrate or is unwilling to demonstrate that they are making their goals and meeting their objectives, should take the brunt of the entire hit.

David Rafaidus – As far as the Financially Assisted Agencies, there has got to be some sort of rational explanation of what the funding will be, and how it relates to the County budget. I am confident that most of the agencies will be providing input to the CAC or County Commissioners or Staff after that information is released.

County Administration is still meeting about funding. Also, Jon Van Arnam mentioned at an earlier CAC meeting that he was working with the major funders about what their overall missions, responsibilities and focuses are.

Dr. Richard Galeta – They need to consolidate some of the FAA's.

David Rafaidus – He will inform the CAC members that the June 12, 2008 meeting has been canceled and that the CAC will hopefully meet in July. He will also set up an appointment to meet with Barbara Jacobowitz and Brenda Gail Oakes about the Work Plan.

Dr. Richard Galeta – Senior Staff needs to review the Work Plan 2008-2009 and provide Time Frames.

David Rafaidus – There's no reason for the Executive Committee to meet until the Senior Staff has provided their comments.

Our next CAC Regular Meeting is on July 10, 2008. Also, June 26, 2008 is the next CAC Reserved Executive Committee meeting date.

Sandra Chamblee – She will not be available on June 26th as she will be in Alaska.

4. OTHER BUSINESS

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

- None

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

- None

AGENDA ITEM 4C: Good News Item(s)

- None

AGENDA ITEM 4D: Potential Agenda Items for Future Meetings

- The CAC Executive Committee's proposed final Work Plan 2008-2009 (Barbara Jacobowitz)
- 211 Palm Beach/Treasure Coast and what data it currently collects (Susan Buza)
- More detailed Time Frames within the Homeless Strategic Plan (Claudia Tuck)
- FAA Focus Groups Summary – Q&A Session (Renee Constantino)
- MAPP and Health Department Presentation
- Modifications to the Element
- Gang Task Force

5. **ADJOURNMENT**

Dr. Richard Galeta – Announced the meeting adjourned because there was no longer a quorum.

Future Meetings: *CAC Regular Meetings: July 10, 2008; August 14, 2008*
CAC Executive or Reserved Meeting Dates: June 26, 2008; August 28, 2006

Minutes approved by the CAC Executive Committee on **July 10, 2008** by

Signature – Dr. Richard Galeta, Chair

ADOPTED