

PALM BEACH COUNTY, FLORIDA
Citizens Advisory Committee on Health and Human Services
Meeting Date – July 10, 2008
Community Services Department – Basement Conference Room

“Executive Committee Meeting”
MINUTES

CAC Executive Members Present:

Dr. Richard Galeta (Chair)
Barbara Jacobowitz (1st Vice-Chair)
Thomas Arnedos (2nd Vice-Chair)
Sandra Chamblee

Others Present:

Jon Van Arnam
Tammy Fields
David Rafaidus
Linda Gordon
Karis Engle, Glades Initiative Inc.

Absent CAC Executive Member:

Dr. Barbara Cox Gerlock

Ex-Officio Member Present:

Brenda Gail Oakes

Agenda Items

1. CALL TO ORDER

- A. Roll Call – Linda Gordon – 8:04 a.m.
- B. Disclosures
 - None
- C. Public Input on Agenda Items
 - None
- D. Staff Information Updates
 - None
- E. Chair Comments

Dr. Richard Galeta – Congratulated Barbara Jacobowitz on her 50th Birthday today.

2. AGENDA APPROVAL

A. Additions, Deletions, Substitutions

- **Dr. Richard Galeta** – Section 3A of the original Agenda stated ‘Adoption of the CAC Regular Committee Minutes (May 22, 2008)’. The Amended Agenda correctly reflects the ‘Adoption of the CAC Executive Minutes (May 22, 2008)’.

B. Adoption of the Agenda

- *Barbara Jacobowitz – Motion to Approve and Adopt the Amended Agenda to reflect the ‘Adoption of the CAC Executive Minutes (May 22, 2008)’ in Section 3A.*

- *Sandra Chamblee – Seconded the Motion to Approve and Adopt the Amended Agenda to reflect the ‘Adoption of the CAC Executive Minutes (May 22, 2008)’ in Section 3A.*
- *No Discussion*
- *Motion to Approve and Adopt the Amended Agenda to reflect the ‘Adoption of the CAC Executive Minutes (May 22, 2008)’ in Section 3A passed unanimously.*

4. **OTHER BUSINESS**

AGENDA ITEM 4A: CAC Work Plan for 2008/2009 – Executive Committee Recommendation presented by Barbara Jacobowitz

Dr. Richard Galeta – He thanked Barbara Jacobowitz, Brenda Gail Oakes and David Rafaidus for the work they put into the PowerPoint presentation and into the “Draft Timeline for Discussion” pertaining to the three (3) CAC subcommittees.

Barbara Jacobowitz – She reminded everyone that replacement copies Pages 7 and 10 of the PowerPoint presentation were at the sign-in table.

Brenda Gail Oakes suggested, and David Rafaidus and she agreed, that they should go back to the actual Resolution and any amendments to develop a Work Plan reflective of what the CAC is supposed to be doing.

She reviewed the PowerPoint CAC Work Plan for July 2008 to December 2008 and highlighted the following points:

- The CAC is supposed to “assist the Board of County Commissioners (BCC) in the assessment of need, planning, implementation and evaluation of a System of Care”. The CAC’s Mission Statement is very broad. The CAC has needed a correct structure to handle the workload, and Staff assigned to the subcommittees.

The CAC should: 1) Be a link to local and regional health and planning organizations; 2) Submit an annual narrative report to the BCC on CAC activities and accomplishments; and 3) Perform other duties as may be assigned by the BCC to the CAC.

To accomplish its responsibilities, CAC members need to become more active and Staff needs to be assigned to the three (3) new subcommittees. Also, other ad hoc subcommittees can be set up as needed to review the Homeless Strategic Plan or for any special projects.

- The Data Subcommittee is being created to make recommendations on the collection of data necessary to analyze the health and human service needs of the County. This Subcommittee will be responsible for working with Staff, and identifying who is collecting data and what types of data are available. The Data Subcommittee will set the data parameters, and ask the Staff to find out the availability of the data and to collect it.

She brought the notebook of the data she collected for Palm Healthcare so that the Data

Subcommittee Chair can determine the pertinent sections to be photocopied as a starting point.

- The Public Participation/HHS Element Subcommittee is being created to determine the method of obtaining citizen input on health and human services in Palm Beach County. Based upon the gathered information, the CAC will make recommendations to the Land Use Advisory Board (LUAB) and to the Board of County Commissioners (BCC). The Public Participation/HHS Element Subcommittee will also annually advise the BCC regarding amendments to the Health and Human Services Element of the Comp Plan.
- The FAA Subcommittee is being created so that the CAC can get more into more of the understanding of the RFP process for the Financially Assisted Agencies (FAA). This subcommittee will look at how funding priorities are utilized, and will look at outcome indicators and their measurement. The FAA Subcommittee will make recommendations on an annual basis during the Financially Assisted Agency funding process regarding service and funding priorities, outcomes and contract requirements.
- The “Draft Timeline for Discussion” (on a separate page) sets out the monthly duties of each of the three (3) subcommittees from July 2008 to December 2008.

Dr. Richard Galeta – He asked if CAC Ex-officio member Brenda Gail Oakes would Chair the Data Subcommittee; if CAC member Barbara Jacobowitz would Chair the Public Participation/HHS Element Subcommittee; and if Thomas Arnedos would Chair the FAA Subcommittee. They each agreed to Chair the respective subcommittees.

He thinks it is in the best interest of the subcommittees for each Chair to select a Vice-Chair who has expertise specific to that particular subcommittee.

Comments and/or changes on the Work Plan were requested.

Jon Van Arnam – He complimented Barbara Jacobowitz, Brenda Gail Oakes and David Rafaidus for their work on the CAC Work Plan. It is very consistent with what had been previously suggested as it brings those suggestions together in a nice way.

He commented that the format used for the Data Subcommittee within the Work Plan also be used to format the Public Participation/HHS Element Subcommittee and the FAA Subcommittee. The CAC responsibility is defined, the name of the subcommittee is defined, then the subcommittee’s responsibilities are defined, and then the structure is shown by a visual graphic.

Dr. Richard Galeta – He reviewed further changes, additions and deletions to the format or wording on the Work Plan that were suggested by Executive Committee Members and by Staff during the meeting. The Executive Committee accepted each of the following changes:

- Page 3(¶ 1) Line 1: Change the word “Committee” to Citizens Advisory Committee.

- Page 3(¶ 3) Lines 2-3: Delete the phrase “with an additional CAC ex-officio member” and insert the phrase “or CAC ex-officio member”.
- Page 3(¶ 3) End of ¶: Insert the sentence, “The Sub-committee Chair may select a Vice-Chair with expertise specific to that area.”
- Page 6: The name of the Public Participation Subcommittee is to be changed to the Public Participation/HHS Element Subcommittee.
- Page 7(¶ 2) Line 1: Change the word “create” to assure.
- Page 7(¶ 2) Line 5: Change the word “Committee” to Citizens Advisory Committee.
- Page 7(¶ 2) Lines 5-6: Delete the wording “(through the CAC Regular Committee or CAC Executive Committee)”.
- Page 8(¶ 1) Line 1: Change the “Public Participation Subcommittee” to Public Participation/HHS Element Subcommittee.
- Page 8(¶ 2) Line 1: Change the word “create” to assure.
- Page 8(¶ 2) Line 2: Change the word “Committee” to Subcommittee.
- Page 8(¶ 3) Lines 2-3: Delete the words “and ex-officio membership”.
- Page 9: The name of the Public Participation Subcommittee is to be changed to the Public Participation/HHS Element Subcommittee.
- Page 11: The name of the Public Participation Subcommittee is to be changed to the Public Participation/HHS Element Subcommittee.
- Page 14 (¶ 3) Lines 1-2): Delete the words “and ex-officios”.
- Page 14 (after ¶ 3): Add new paragraph, “Sub-committee membership shall include persons with expertise specific to that area, but are not required to be a CAC member or a CAC ex-officio member.”
- *Sandra Chamblee – Motion to Approve the CAC Work Plan for July 2008 to December 2008 with the afore-listed format changes on Pages 3, 6, 7, 8, 9, 11 and 14.*
- *Thomas Arnedos – Seconded the Motion to Approve the CAC Work Plan for July 2008 to December 2008 with the afore-listed format changes on Pages 3, 6, 7, 8, 9, 11 and 14.*
- *No Discussion*
- *The Motion to Approve the CAC Work Plan for July 2008 to December 2008 with the afore-listed format changes on Pages 3, 6, 7, 8, 9, 11 and 14 passed unanimously.*

Dr. Richard Galeta – The notebook of the data that Barbara Jacobowitz collected for Palm Healthcare was passed around. He stated that the three (s) sections that Barbara thinks are the most important: 1) The Entities that Fund Health and Human Services; 2) Palm Beach County Structures That Have Begun on Behalf of Planning Activities; and 3) Needs Assessments and Other Planning Documents Done Since 2000.

[Recorder's Note: Due to time constraints the following Agenda Items were not taken up at this meeting: Other Business Item 4B (CAC/HHS Membership Status, Item 4C (Member Comments on Non-Agenda Items), Item 4D (Public comments on Non-Agenda Items), Item 4E (Good News Items) and Item 4F (Potential Agenda Items for Future Meetings).

- *Sandra Chamblee – Motion to Adjourn the CAC Executive Committee Meeting.*
- *Barbara Jacobowitz – 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: August 14, 2008; September 11, 2008

Executive or Reserved Meeting Dates: August 28, 2008; September 25, 2008

Minutes approved by the CAC Executive Committee on **August 14, 2008** by

Signature – Dr. Richard Galeta, Chair