

PALM BEACH COUNTY, FLORIDA
Citizens Advisory Committee on Health and Human Services
Meeting Date – August 14, 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 (Glades Representative)

Others Present:

David Rafaidus
Linda Gordon
Karis Engle, Glades Initiative, Inc.

Absent CAC Executive Members:

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

CAC Regular Members Present:

Debby Walters

Ex-Officio Members Present:

Brenda Gail Oakes
Edward Holloway

Agenda Items

1. CALL TO ORDER

- A. Roll Call – Linda Gordon – 8:01 a.m.
- B. Disclosures
 - None
- C. Public Input on Agenda Items
 - None
- D. Staff Information Updates

David Rafaidus – Jon Van Arnam’s mother died earlier this week. A card to be signed by Citizens Advisory Committee members to Jon is being circulated during the meeting.

E. Chair Updates

Dr. Richard Galeta – Barbara Jacobowitz, Chair of the Public Participation/Element Subcommittee, has been on vacation. The Data Subcommittee under Chair Brenda Gail Oakes has started to form. This morning Debby Walters, as Vice-Chair of the FAA Subcommittee will be giving a report.

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*
- *The Motion to Approve and Adopt the Agenda passed unanimously.*

3. **REGULAR BUSINESS (Action Items)**

AGENDA ITEM 3A: Adoption of CAC Executive Committee Meeting Minutes (July 10, 2008)

- *Barbara Jacobowitz – Motion to Approve and Adopt the CAC Executive Committee Meeting Minutes of July 10, 2008.*
- *Sandra Chamblee – Seconded the Motion to Approve and Adopt the CAC Executive Committee Meeting Minutes of July 10, 2008.*
- *No Discussion*
- *The Motion to Approve and Adopt the CAC Executive Committee Meeting Minutes of July 10, 2008 passed unanimously.*

AGENDA ITEM 3B: Confirmation of FAA Subcommittee Members (Dr. Richard Galeta)

Dr. Richard Galeta – He deferred confirmation of the members of the Subcommittees to the next CAC Executive Committee meeting agenda.

AGENDA ITEM 3C: FAA Subcommittee Report – Work Plan (Debby Walters)

Debby Walters – The FAA Subcommittee has had two (2) organizational meetings. They are looking at short, medium and long-term goals. She sees all the Subcommittees working interchangeably with each other.

The FAA Subcommittee's short-term task is to educate the full Citizens Advisory Committee (CAC) on the process of how agencies go about requesting funding, what the processes are for obtaining funding, and what the obligations are of the Board of County Commissioners, of the CAC, and of the provider agencies. We really don't have full understanding of which providers are currently being funded and why. David Rafaidus has offered to do a table showing that information so the CAC can better understand the present process.

Also there has been a Funders Collaborative established. The FAA Subcommittee is not clear on the purpose of the Collaborative. They have asked Jon Van Arnam to prepare a narrative about the Funding Collaborative, who its members are, and what its function is. It is known that private funders operate differently depending on how their individual foundation is organized and they could be in conflict with Florida in the Sunshine. We don't know that; we just need a fact-finding mission.

The FAA Subcommittee's medium-term objective is to gather information. They will be working with the Data Subcommittee to see what data is out there and what the data really means.

The FAA Subcommittee's long-term goal, and end product, is to do a community health report card similar to what Miami-Dade County does.

Until the FAA Subcommittee is at the point when it can produce a Palm Beach County Community Report Card as an end product, it wants to prepare an annual report for the BCC. The annual report will identify what and where the needs are, and what data supports those identified needs.

The membership of the FAA Subcommittee is set, though experts will be brought in as needed more information.

David Rafaidus – Col. Michael Gauger is on the FAA Subcommittee however his schedule right now only permits him to meet on Thursdays and Fridays. He did send a representative to the second FAA Subcommittee meeting.

Dr. Richard Galeta – Hopefully by the end of this year, the CAC will be able to put together an annual report and then have the BCC okay the CAC's direction. Without the BCC's approval, the CAC is not going to go anywhere.

David Rafaidus – The three (3) subcommittees are a result of what the CAC recommended as far as the Work Plan July 2008 to December 2008. Based on the Work Plan's Timeline for Discussion, each subcommittee has month-to-month tasks in order to accomplish something by a particular deadline.

What we are saying at this point is that there are three (3) working CAC subcommittees that report to the Executive Committee for guidance and recommendations. Then the full CAC is going to vote on the approval of what the subcommittees are doing, the future direction time-wise, and the ultimate goal – the Palm Beach County Community Report Card. Everybody has to concur that the end goal is to be a Palm Beach County Community Report Card based on the Miami-Dade County Community Report Card. If each subcommittee goes off in different directions, then the CAC will be "spinning its wheels" again.

There are two (2) things that need to take place today. First, is a recommendation from the Executive Committee that it concurs with the FAA Subcommittee's Work Plan. Second, is that the recommendation can be presented to the CAC Regular Committee for approval.

Barbara Jacobowitz – As Chair of the Public Participation/Element Subcommittee, she feels that they are all on the same page.

Brenda Gail Oakes – She agreed with Barbara Jacobowitz’s statement. Also, she pointed out that the Work Plan is heavily focused on health services and she would like to add more focus on the human services aspect. She suggested a request be made to the BCC to contract with consultants to help the Subcommittees and the CAC get to the goal of a ‘community report card’. She thinks it is unrealistic to think that David Rafaidus by himself is going to be able to gather all of the baseline data and the comparison data needed.

Barbara Jacobowitz – The local health council in Miami-Dade County received an allocation from the South Florida Health Foundation to do their Community Report Card. There were several staff members of the local health council who actually did the work for that Report Card. The executive director there also made a presentation to some heads of foundations and the Department of Health on possibly doing a report card for the entire State of Florida. She thinks it is important to have someone from the local health council in Miami-Dade County explain the actual process they used, what their budget was and what they went through to prepare the Miami-Dade Report Card.

Dr. Richard Galeta – He agreed that, once the Work Plan has the support of the entire CAC, it would be appropriate to have a presentation by someone who worked on the Miami-Dade Community Report Card.

David Rafaidus – If the CAC concurs with the report card as the end product, the CAC Subcommittee Chairs as well as any other CAC member would be given a presentation by the appropriate people from Miami who are still there.

Barbara Jacobowitz – The Miami-Dade group who prepared their Community Report Card may also be interested in being a consultant to the CAC on how to do a report card for Palm Beach County.

Sandra Chamblee – She thinks the Miami-Dade Report Card is more heavily weighted toward ‘health’ because the Miami-Dade Health Care District just runs their hospitals; it is not a broad-based health care district.

Dr. Richard Galeta – He called for a motion on the FAA Subcommittee’s Work Plan.

- *Debby Walters – Motion to Approve the FAA Subcommittee’s Work Plan to come forward in the Short, Medium and Long-Term phases, with the ultimate goal of having a Report Card for Palm Beach County; and in so doing, that the CAC explore the process that Miami-Dade County used in developing their report card; and to continue to work in tandem with other agencies to explore what avenues are here within the County.*
- *Barbara Jacobowitz – Seconded the Motion made by Debby Walters.*
- *No Discussion*

- *The Motion to Approve the FAA Subcommittee’s Work Plan to come forward in three (3) Short, Medium and Long-Term phases, with the ultimate goal of having a Report Card for Palm Beach County; and in so doing that the CAC explore the process that Miami-Dade County used in developing their report card; and to continue to work in tandem with other agencies to explore what avenues are here within the County passed unanimously.*

AGENDA ITEM 3D: CAC/HHS Membership Status (David Rafaidus)

David Rafaidus – Part of the responsibility of the CAC Executive Committee is to review and make recommendations for appointments to the CAC Regular Committee. This September, the terms of office will expire for Dr. Richard Galeta and Jill Hanson. Both of them have expressed that they would like to be reappointed. What are needed from the Executive Committee are recommendations to the BCC that they be reappointed to the CAC Regular Committee.

- *Sandra Chamblee – Motion that the CAC Executive Committee Recommend to the Palm Beach County Board of County Commissioners that Dr. Richard Galeta and Jill Hanson be reappointed to the Regular Committee of the Citizens Advisory Board.*
- *Barbara Jacobowitz – Seconded the Motion that the CAC Executive Committee Recommend to the Palm Beach County Board of County Commissioners that Dr. Richard Galeta and Jill Hanson be reappointed to the Regular Committee of the Citizens Advisory Board.*
- *No Discussion*
- *The Motion that the CAC Executive Committee Recommend to the Palm Beach County Board of County Commissioners that Dr. Richard Galeta and Jill Hanson be reappointed to the Regular Committee of the Citizens Advisory Board passed unanimously.*

4. OTHER BUSINESS

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

Barbara Jacobowitz – Regarding the dates of future CAC Regular Meetings, October 9, 2008 is Yom Kippur and she won’t be able to attend that meeting. School is also closed on that date.

David Rafaidus – He suggested that other possible dates be discussed during the CAC Regular Committee meeting to follow. He will also check on the conference room availability.

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

- None

AGENDA ITEM 4C: Good News Item(s)

Debby Walters – She thanked David Rafaidus for all the extensive work he has done with the FAA Subcommittee.

Barbara Jacobowitz – She said there are two (2) typos on the re-formatted CAC Work Plan July 2008 to December 2008.

David Rafaidus – The corrections will be made. He noted that Linda Gordon was the primary revision and re-formatting expert.

Barbara Jacobowitz – She stated that Linda did an excellent job.

AGENDA ITEM 4D: Potential Items for Future Meetings

- Update on the Data Subcommittee and Membership by Chair Brenda Gail Oakes (Sept.)
- Update on the Public Participation/HHS Element Subcommittee and membership by Chair Barbara Jacobowitz (Sept.)
- Update on the FAA Subcommittee and membership by Chair Thomas Arnedos (Sept.)
- Presentation on the process used for the Miami-Dade County Community Report Card

5. ADJOURNMENT

- *Sandra Chamblee – Motion to Adjourn the CAC Executive Committee Meeting.*
- *Barbara Jacobowitz – Seconded the Motion to Adjourn the CAC Executive Committee Meeting.*
- *No Discussion*
- *Motion to Adjourn the CAC Executive Committee Meeting passed unanimously.*

Future Meetings:

CAC Regular Meetings: September 11, 2008; October 16, 2008

CAC Executive or Reserved Meetings: September 25, 2008; October 23, 2008

Minutes approved by the CAC Executive Committee on _____, **2008** by

Signature – Dr. Richard Galeta, Chair