



ADOPTED – REGULAR COMMITTEE MEETING MINUTES

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

MEETING DATE and TIME: March 10th, 2016 at 9:00AM

MEETING LOCATION: Basement Conference Room – 810 Datura Street, West Palm Beach, FL 33401

PERSON PRESIDING: Elizabeth Cayson-Hernandez, Current Chair

REGULAR MEMBERS IN ATTENDANCE: Patrick Halperin (Vice-Chair), Barbara Jacobowitz, Sharon Greene, Randy Palo, Sandra Chamblee, Chief Deputy Michael Gauger, Dr. Christine Koehn, Pamela Gionfriddo, Barbara Cox-Gerlock

EX-OFFICIO MEMBERS IN ATTENDANCE: Dr. Nate Nichols

OTHERS IN ATTENDANCE: Sonja Holbrook, Taruna Malhotra, Stessy Cocerez, David Rafaidus, Vivian Blackmon-Taylor, Helene Hvizid, Denise Chin (Families First), Seth Bernstein (Boystown), Julie Swindler (Families First), Mark Bannon (COE), Brenda Oakes, Katherine Murphy (NAMI), Karis Engle, Nancy Yarnall

DISCLOSURES: Pam Gionfriddo disclosed that her agency will be applying for FAA funding this year.

CHAIR & STAFF COMMENTS: None.

CONSENT ACTIONS OF MEETING

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

Discussion: None.

Action Taken: Motion to approve the agenda by Sharon Greene. Second by Patrick Halperin. Agenda approved and adopted by unanimous vote.

REGULAR BUSINESS - ACTIONS OF MEETING

Agenda Item: *3.A. Adoption of CAC Regular Committee Minutes (January 14th, 2015)*

Discussion: None.

Action Taken: Motion to approve the minutes by Chief Deputy Michael Gauger. Second by Barbara Jacobowitz. Minutes were approved and adopted by unanimous vote.

REGULAR BUSINESS

Agenda Item: *3.B. Commission on Ethics – Ethics Rules which apply to Advisory Board Members (Mark Bannon-PBC Commission on Ethics)*

Mark Bannon gave a PowerPoint presentation on the Ethic guidelines for the CAC members. In his presentation, he discussed the most common actions that lead to violating the Code of Ethics (COE), including failing to recognize that a “conflict of interest” exists for them and being aware that there is a “conflict of interest” but not realizing that the action may violate the COE. He used these to point out the importance of thinking about your actions and recognizing “Conflicts of Interests” before proceeding with your action(s). He also discussed the difference between Purely Advisory boards (only makes recommendations) and Not Purely Advisory boards (makes recommendations and final decisions). He then talked about “Conflicts of Interest” that may be related to the advisory board. There are different guidelines to follow if a member of an advisory board is an elected official or not and if the advisory board is purely advisory or not. The COE requires the following: an advisory board member must disclose any conflicts if the board has no authority over the contract at issue; a waiver by the governing body is required for the member/their outside employer to enter into a contract with the public entity they serve if their board is purely advisory and if the board has some oversight over the subject matter; if a member’s

board is NOT purely advisory and DOES have oversight over the contract in question, then disclosures are NOT sufficient and there can be NO waiver as this is prohibited. Mr. Bannon then discussed a few exceptions to the aforementioned rules and went over the Ethics Decision Tree, which is described as a common sense approach to ethics training. He wrapped up his presentation by discussing the different COE Enforcement Powers. He reminded everyone to "Ask First, Act Later" and gave his contact information in case anyone needed additional information/guidance.

REGULAR BUSINESS - ACTIONS OF MEETING

Agenda Item: ***3.B.1 Follow-up Answer to COE Question***

Discussion: The members requested that Helene Hvizid, Senior Assistant County Attorney, provide follow up and insight on several questions regarding the Ethics presentation and how they may relate to the CAC members directly.

Action Taken: Motion by Patrick Halperin. Second by Randy Palo. Motion approved and adopted by unanimous vote.

REGULAR BUSINESS

Agenda Item: ***3.C. Discussion about CAC/HHS Schedule of Activities for 2016 (Elizabeth Cayson & CSD Staff)***

Elizabeth Hernandez-Cayson spoke briefly on the list of her goals for the CAC for 2016. She listed the goals on a document, which will be emailed out to all the members. She also mentioned that she was seeking opinions from the other members, the public, and the staff members. The CAC/HHS Executive Committee will meet on March 24th, 2016 concerning this topic.

REGULAR BUSINESS

Agenda Item: ***3.D. FAA Steering Committee & Public Forum Update – Senior Services & Economic Stability/Poverty***

Sonja Holbrook gave a brief overview of the Steering Committee & Public Forum preparation processes. She also told everyone that the presentations given were very informative and the Public Forum turnout was great. The results were summarized and the funding recommendations were noted. Mental Health and Housing Issues were major priorities for both categories but those are addressed by other categories within FAA and other funders in the county so this is something to keep in mind, given the limited funding. She then talked about the changes to the RFP guidance. In general, it's similar to years past but it has been revised to be clearer and easier to understand in reference to the terms used and directions given.

OTHER BUSINESS

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

- David Rafaidus informed everyone that the Indicator Report is being updated on an ongoing basis. Dr. Nichols was the CAC/HHS Chair when the original Indicator Report was completed and he volunteered to work in an advisory capacity with Mr. Rafaidus in completing the project.
- David Rafaidus mentioned that a modification to the CAC/HHS Regular Committee meeting schedule may occur contingent on the Committee Member holiday and summer plans. This topic will be placed on the April 14th CAC agenda for further discussion.

OTHER BUSINESS

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

- Barbara Jacobowitz thanked David Rafaidus for his help in mapping out close to 4,000 individuals to see where they go for services after being tested for Diabetes.
- Chief Deputy Michael Gauger updated the room on the public health drug epidemic that is occurring amongst the young adults in our area. David Rafaidus will put more information up on the Community Services Department website.
- Elizabeth Cayson-Hernandez announced that Darcy Davis had been appointed CEO of the Health District.
- Patrick Halperin mentioned the upcoming Alzheimer's Community Care Education Conference on March 17th and 18th.

OTHER BUSINESS

Agenda Item: ***4.C. Public Comments on Non-Agenda Items***

- Karis Engle spoke about her thoughts on the FAA Final Report 2014/2015 and shared supplemental information for her agency.
- Seth Bernstein announced the upcoming Youth Services Birth to 22 Event in Pompey Park on March 14th. He also mentioned the Healthier Delray Community Resource fair on March 28th.

OTHER BUSINESS

Agenda Item: **4.D. Good News Item(s)**

- Taruna Malhotra has been appointed as the Community Services Department - Assistant Director

OTHER BUSINESS

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

- Indicator items will be discussed at the next Regular CAC Meeting on April 14th.
- CAC/HHS Summer Meeting Schedule on April 14th.
- Discussion of the Youth Master Plan

DATE OF NEXT REGULAR MEETING: *April 14th, 2016*

DATE OF NEXT EXECUTIVE MEETING: *March 24th, 2016*

ACTIONS OF MEETING

Agenda Item: **5. Meeting Adjournment**

Discussion: None.

Action Taken: Motion by Barbara Cox Gerlock. Second by Patrick Halperin. The meeting was adjourned by unanimous vote.

THESE MINUTES APPROVED AND ADOPTED by the CAC Regular Committee on *April 14th, 2016*.

Elizabeth Cooper, CHAIR 4/14/2016

*Prepared by SC - 03/30/2016
Modified by dmr - 03/31/2016*