

HEALTH AND HUMAN SERVICES COORDINATING COUNCIL
POLICY BOARD

September 21, 2007

The Health and Human Services Coordinating Council (HHSCC) Policy Board met in the Garden House at the Hospice of the Florida Suncoast, 5771 Roosevelt Boulevard, Clearwater, Florida, at 1:39 P.M. on this date with the following members present:

Karen Williams Seel	Chairman; Pinellas County Commissioner
Jim Coats	Pinellas County Sheriff
Ronnie E. Duncan	Pinellas County Commissioner
Bernie McCabe	State Attorney; Juvenile Welfare Board (JWB)
Kenneth T. Welch	Pinellas County Commissioner

Late Arrival:

Susan Latvala	Pinellas County Commissioner
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Absent:

Van Saylor	Vice-Chairman; JWB
Irene Sullivan	Circuit Court Judge; JWB

Others Present:

Denise Groesbeck	Executive Director, HHSCC
Joe Baldwin	Senior Planner, HHSCC
Carl E. Brody	Senior Assistant County Attorney
Maureen Freaney	Bureau Director, Pinellas County Health and Human Services (PCHHS)
Karen Harris	Administrative Manager, HHSCC
Browning Spence	Director of Community Planning Resources, JWB
Jean Vleming	Program Analyst, PCHHS
Arlene J. Kennare	Deputy Clerk, Pinellas County Board Records
Other interested individuals	

Welcome

Chairman Seel called the meeting to order and welcomed the members and guests.

Review and Approval of the Minutes of the July 27, 2007 Meeting

Upon motion by Commissioner Welch, seconded by Sheriff Coats and carried, the minutes of the July 27, 2007 meeting were approved as submitted.

Ms. Groesbeck introduced Administrative Manager Karen Harris, and stated that Mr. Saylor will not attend today's meeting. She noted that Judge Sullivan has temporarily resigned from the

JWB and the HHSCC Policy Board due to her current service on the Department of Juvenile Justice Blueprint Commission; that the Judge's term on the Commission will be completed by year-end; that the Judge has indicated she would like to resume her service on the JWB and the HHSCC Policy Board at that time; and suggested that Judge Sullivan's place on the HHSCC Policy Board remain vacant until her return, and no objections were noted.

Presentation of the Disaster Recovery Leadership Network (DRLN)

Ms. Groesbeck indicated that Executive Vice-President of the United Way of Tampa Bay and Chair of the DRLN Mark Holmgren has been taken ill and is not able to present today; that Mr. Spence will make the presentation; and that Mr. Holmgren will attend the December meeting to respond to queries by the members.

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At this time, 1:42 P.M., Commissioner Latvala entered the meeting.

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Mr. Spence conducted a PowerPoint presentation titled *Health and Human Services Disaster Recovery Leadership Network July 2007*, a copy of which has been filed and made a part of the record. He described the mission of the DRLN, provided information with regard to its core members, and noted that its goals are as follows:

- ✓ Help ensure that health and service organizations in Pinellas County are optimally prepared for any major disaster.
- ✓ Work with community partners to develop and implement plans that will ensure that Pinellas County residents have access to health and human services during long-term recovery from a major disaster.
- ✓ Facilitate coordination and communication among Network stakeholders during all phases of a disaster.

He described the progress made with respect to each of these goals, with Ms. Groesbeck providing input, and outlined the achievements of the DRLN to date, which include:

- ✓ Identified priority services and funding protocols.
- ✓ JWB and United Way provided funding for selected DRLN work activities.
- ✓ Created workbook titled *The Scoop on COOP: A Workbook for Human Services Continuity of Operations Planning and Disaster Recovery*, a copy of which has been filed and made a part of the record.
- ✓ Conducted COOP workshops.
- ✓ Conducted workshop on managing unaffiliated volunteers.
- ✓ Discussed Pinellas County Licensing Board emergency policies.
- ✓ Developed draft post-disaster operations manual.

- ✓ Identified 2-1-1 Tampa Bay Cares as lead DRLN communications agency.
- ✓ Planned revision of operational structure to focus on service delivery.
- ✓ Protocols for post-disaster human services status assessment in development.
- ✓ Expanded membership of core leadership group.
- ✓ Initiated work to establish volunteer reception centers (United Way of Tampa Bay).
- ✓ Planned extranet and internet presence.
- ✓ Developed Charter.

Mr. Spence related that two surveys were distributed; that one was sent to human services providers and had a response rate of 51 percent; that the second was sent to child care providers and had a response rate of 15 percent; that the purpose was to gather more complete data with respect to the levels of preparedness of the providers; and that the outcome of these surveys was to give the providers a mechanism by which they could determine their own level of preparedness.

Responding to query by Commissioner Welch, Mr. Spence noted that while the surveys did not include a question relative to insurance costs, it is the consensus of many of the agencies that increasing costs have made it difficult to maintain coverage; and that some agencies have been forced to do without it; and Ms. Groesbeck provided input.

Following discussion, Mr. Spence described emergent issues and opportunities, as follows:

- ✓ Enhanced interface and integration with Pinellas County Emergency Management.
- ✓ Finalized Charter – Find clarity around “human services,” membership criteria, and fit into overall disaster recovery plans and actions.
- ✓ Year-round training, capacity building, and communications.
- ✓ Emerging relationship with the HHSCC.
- ✓ Budget cuts and their impact.
- ✓ No ongoing resources for the DRLN.

Noting that work remains to be done with respect to the issue of disaster recovery, Mr. Spence described the steps which must be taken and discussed the actions requested of the Policy Board, including:

- ✓ Continuation of COOP training.
- ✓ Further analysis of COOP survey results.
- ✓ Development of technical assistance to residential service providers.
- ✓ Exploration of policy changes that help ensure readiness.
- ✓ Enhancement of communications and coordination with Emergency Management.
- ✓ Seek funding to support these efforts.
- ✓ Development and testing of post-disaster community plan.
- ✓ Development of post-disaster human services status assessment protocols.

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- ✓ Request the Administrative Forum to make recommendations for disaster planning compliance for human service organizations in the County.
- ✓ Request that the Administrative Forum consider budgeting for critical human services disaster recovery functions, including funding for the DRLN and special funding for critical human services organizations.

Mr. Baldwin provided a brief update on the recent Disaster Planning for Residential Providers workshop; noted that it was well-attended; and stated that it was an opportunity for the attendees to become familiar with disaster recovery plans currently in existence. Following discussion and in response to query by Commissioner Welch, Mr. Baldwin provided a definition and examples of residential providers in Pinellas County, and Ms. Groesbeck provided additional input.

Communications Marketing Manager Pamela R. Settle described the partnership between the Pinellas County Communications and Emergency Management Departments with respect to the Know Your Zone and Host Homes Programs, the County's current hurricane season initiatives; and discussion ensued wherein she indicated that the Host Homes Program is currently in place in some of the faith-based communities. Commissioner Welch suggested that the faith-based organization Faith and Action for Strength Together be invited to participate more fully in the Host Homes Program; and following additional discussion, Commissioner Duncan indicated that he will work with Ms. Settle toward the expansion of the entire faith-based community's involvement in the program.

Review and Approval of HHSCC Mission and Vision Statements

Chairman Seel suggested that the review and approval of the HHSCC Mission and Vision Statements be deferred until the return of Judge Sullivan, and no objections were noted.

Executive Director Report

Referring to a document titled *Status Report for the Period: June 20, 2007 to September 21, 2007*, a copy of which has been filed and made a part of the record, Ms. Groesbeck provided a brief update on each of the following topics; and actions were taken as noted:

- ✓ Agency Funding Study.
- ✓ Mid-Year Feedback Session Results.
 - Ms. Groesbeck suggested that provision be made in the By-Laws for members to attend meetings via telephone when other County business requires their presence; and Mr. Brody indicated that the By-Laws can be amended to include such a provision. Thereupon, Commissioner Welch moved, seconded by Commissioner Latvala and carried, that the By-Laws be amended to include said provision; and Mr. Brody stated that he will provide a draft document for the Board's review.
- ✓ Administrative Forum.

- ✓ Low-Income Housing Network.
Commissioner Welch indicated that participation by representatives of the municipal housing authorities is critical; and that he will contact them in writing to urge them to attend the next meeting.
- ✓ Disaster Recovery Leadership Network.
- ✓ Administrative Issues.
- ✓ Other:
 - HHSCC Website.
 - Technology Concept Meeting.
 - Executive Director Presentations.

Chairman Seel provided an update with respect to the Health and Behavioral Health Network; and related that all participants have agreed to share their data; and discussion ensued wherein Ms. Groesbeck indicated that HCA West Florida has not attended any meetings; and that she will contact them again to encourage them to participate.

Public Comment

There was no response to Chairman Seel's call for public comment.

Other Business

Chairman Seel noted that the next meeting is scheduled for December 7, 2007; whereupon, Ms. Groesbeck suggested that certificates of appreciation be distributed to volunteer participants at that meeting, and no objections were noted. Commissioner Welch related that he and Commissioner Duncan will not be able to attend due to a meeting of the Executive Committee of the Homeless Leadership Network (HLN); and discussion ensued wherein Chairman Seel suggested that Ms. Groesbeck contact HLN Staff Director Sarah Snyder to schedule a joint meeting of the HHSCC and the HLN, and the members concurred.

Adjournment

There being no further business, Chairman Seel adjourned the meeting at 3:11 P.M.