



**HUMAN SERVICES DEPARTMENT**

Substance Abuse Advisory Board

325 SW 28<sup>th</sup> Street • Fort Lauderdale, Florida 33315 • 954-357-4860

**President**

**Stephanie Jo Coberly**

**Vice President**

**Christopher Checke**

**Secretary**

**Eleanor Nelson-Wernick**

**Treasurer**

**Judge Mark Speiser**

**Broward County Substance Abuse Advisory Board Meeting**

**Broward Addiction Recovery Center Division**

**May 27, 2020 Agenda**

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**Board Members**

**Jodi Cowart**

**Linda Frohring**

**Jeff Greene**

**Matthew Hatfield**

**Kathy Hurt**

**Ray Rapaglia**

**Charles Resnick**

**Garry Smyth**

**Jonathan Sobelman**

- I Call to Order  
Stephanie Coberly, President
- II Quorum Verification  
Christopher Checke, Vice President
- III Minutes – February 26, 2020  
Stephanie Coberly, President
- IV Division Report  
Jack Feinberg, Division Director
- VI President’s Report  
Stephanie Coberly, President
- VIII Sunset Review Panel Meeting  
Vote on – Additional or Alternate Board Members  
Update of By Laws



Human Services Department

**Broward Addiction Recovery Center / Administration**

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April 10, 2020

## RE: Temporary Reduction in Services

Dear Colleagues:

Due to COVID-19, BARC has experienced significant challenges regarding employee availability. This is true for both County staff and temporary agency staff. Additionally, we have increased our efforts to comply with the CDC guidelines to reduce the likelihood of spread, such as enhanced social distancing and the use of protective equipment, however staff and clients remain concerned about risk of exposure. This has led us to a point where we must make difficult decisions regarding our service delivery system. As such, we will be reducing access and availability to some of our key services, on a temporary basis. This difficult but temporary decision is necessary for us to be able to continue to provide our services in a safe and high-quality manner. The following locations and services will be affected:

At BARC Central, our Admissions and Triage Unit, as well as our Detoxification Unit will temporarily reduce capacity. This capacity reduction will match our ability to staff these services to ensure safe and effective service delivery, in the high-quality manner people expect of BARC and Broward County.

- ⇒ Admissions/Triage: Reduce from 24/7 operations to 12 hours per day, 6:00AM-6:00PM, which represents our peak demand (approximately half of all sign-ins).
- ⇒ Detoxification Unit: Reduce from 50 beds to 28 beds; this will allow for enhanced social distancing via all rooms being single, versus the previous double occupancy. The reduction in beds will occur as people naturally complete detox and are placed in other services, both within the BARC continuum and/or with outside providers. The reduction in beds is based on the medical and support staffing currently available.

The following services will be maintained at full capacity levels until such time as safety and staffing availability becomes an issue requiring adjustments:

- ⇒ The Medication Assisted Treatment (MAT) clinic remains at the previous full services delivery footprint, with no reduction at this time.



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- ⇒ BARC Residential Treatment, at the Stephen R. Booher facility in Coral Springs, will remain at the current full level of services and beds.
- ⇒ Outpatient based services at all applicable BARC locations will continue to be delivered via SKYPE, at full service capacity.

The temporary changes detailed above will commence in stages. We are beginning the process of reducing bed capacity today, through natural attrition. This means there will be limited admissions into detox until our census reduces to 28. We will commence with the new service hours on April 19, 2020. This will allow staff, partners and the community in general a period to become accustomed to new schedules and service hours.

It is our desire for these changes and any other future changes, to be as temporary as possible.

Please be safe and well.

Sincerely,

Jack M. Feinberg, LMHC, MCAP, LCDC, CADC  
Division Director  
Broward Addiction Recovery Center (BARC)



Human Services Department

**Broward Addiction Recovery Center / Administration**

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April 27, 2020

Dear Colleagues,

We are contacting you today to let you know about a temporary change at our Stephen R. Booher Residential Treatment facility in Coral Springs. As most of you are undoubtedly aware, operating a residential facility during the current COVID-19 pandemic presents significant challenges. BARC strives to provide the highest quality services, with the health and safety of those we serve being of the utmost importance. With this in mind, we are temporarily converting the residential facility to single occupancy rooms. This is being done to allow for enhanced social distancing. While we have been strictly enforcing social distancing, we believe this additional step is prudent. In order to accomplish this, we will be gradually reducing our census over the next few weeks, until we get down to single occupancy in each client room, which is approximately 46 clients. During this time, admissions will still occur, both from our internal continuum, as well as from the community in general, but will be limited.

BARC understands these are very difficult and challenging times, particularly for those we serve. While we are working to mitigate any unnecessary exposure to COVID-19 for our residential clients and staff, we can offer increased access to Outpatient services, including Medication Assisted Treatment (MAT). We are providing group and individual telehealth services during this time. Once an intake assessment is completed, clients may begin Outpatient treatment services the same day or the next day.

Again, we wish to emphasize that this change is temporary. We will return to full capacity as soon as it is prudent to do so.

Thank you for your continued support and understanding.

Sincerely,

Jack M. Feinberg, LMHC, MCAP, LCDC, CADC  
Division Director  
Broward Addiction Recovery Center (BARC)



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# Substance Abuse Advisory Board

## BYLAWS

### BROWARD COUNTY

### ALCOHOL AND DRUG ABUSE ADVISORY BOARD

#### ARTICLE I - NAME

The Substance Abuse Advisory Board is established pursuant to Ordinance No. 77-61, § 1, 10-12-77).

#### ARTICLE II - MEMBERSHIP AND TERM OF OFFICE

Section 1. The Substance Abuse Advisory Board shall consist of eighteen (18) members to be appointed by the Broward County Board of County Commissioners and one member appointed by the Police Chief's Association.

Section 2. The appointed members shall serve at the pleasure of the nominating Commissioner or until the nominating Commissioner vacates office.

The appointed members shall serve at the pleasure of the nominating Commissioner, provided, however, that no such term of an appointed member shall expire until a successor to the member has been appointed.

Section 3. Whenever a vacancy of an approved or appointed position occurs, the President shall advise the County Commissioners. The respective nominating Commissioner shall appoint an individual to fill the vacancy.

#### ARTICLE III - ORGANIZATION OF THE BOARD AND VACANCIES

Section 1. The officers of the Board shall be a President, Vice President, Secretary and Treasurer. These officers shall perform the duties prescribed by these bylaws.

Section 2. At the annual Board meeting in **each February of even years, alternating years**, the Board shall elect a President, Vice President, Secretary and Treasurer to serve for a period of two years. Elections shall be by nomination and vote. If a vacancy should occur in one of these offices, the Board shall proceed to elect a member to fill such vacancy at the next ensuing regular or special meeting.

Section 3. No member shall hold more than one office at a time.

Section 4. Duties of Officers

1. The President shall:
  - a. Preside at all meetings of the Board.
  - b. Perform all of the duties usually pertaining to the office of the President.
2. The Vice President shall:
  - a. Preside at all meetings of the Board in the absence of the President.

- b. Perform all such duties usually pertaining to the office of the Vice President.
3. The Secretary shall:
  - a. Preside at all meetings of the Board in the absence of the President and Vice President.
  - b. Perform all such duties usually pertaining to the office of the Secretary.
4. The Treasurer shall:
  - a. Preside at all meetings of the Board in the absence of the President, Vice President and Secretary.
  - b. Perform all such duties usually pertaining to the office of the Treasurer.

## ARTICLE IV - MEETINGS

### Section 1. Regular Meetings

The Board shall generally hold not more than one regular meeting each month for the transaction of business according to a schedule arranged by the Board. The annual meeting, at which officers shall be elected, shall be held in February of each **even** year. Written notice of regular meetings of the Board shall be given to each member at least ten (10) days prior to each meeting, accompanied by a tentative agenda for said meeting. **When necessary, an updated agenda will be provided at least forty-eight hours before the meeting.**

Regular meetings may include workshop meetings. Meetings may only be canceled or rescheduled by majority vote of the Board members present at a regularly scheduled meeting unless the President is notified between regularly scheduled meetings that a quorum will not be available for the next regularly scheduled meeting. Such meeting may then be canceled or rescheduled by a majority vote of the Board members. All Board members shall be notified of such cancellation or rescheduling with as much notice as possible, but in no event shall such notice be less than that given for special meetings.

### Section 2. Special Meetings

The Board shall convene in special meetings when called by the President, the Vice President in the President's absence, or upon request of a majority of the members of the Board. Not less than forty-eight hours notice shall be given to all members of the Board, accompanied by an agenda specifying the subjects of the special meeting. Official action of the Board in special session will be limited to those items of business specified on the agenda. The President shall determine the time, place and date of the special meeting. The minutes of the meeting shall show the manner and method by which notice of the meeting was given to each member or shall show a waiver of notice.

### Section 3.

All meetings, including committee meetings, shall be in accordance with the Florida Sunshine Law.

### Section 4.

Minutes of all Board meetings shall be recorded and approved by majority vote at the next scheduled meeting.

Section 5.

A quorum for a Board meeting shall consist of a simple majority of the Board members.

ARTICLE V - VOTING

Section 1.

Each member of the Alcohol and Drug Abuse Advisory Board shall have the right to vote and shall be entitled to one (1) vote on any issue brought to the Board's attention for a final decision. Majority vote by the attending members will be mandatory for adoption of motion and resolution.

Section 2.

Each member shall have one vote which may only be exercised by the member and not by proxy.

ARTICLE VI - COMMITTEES

Section 1.

The Board President shall appoint each committee chairperson.

Section 2.

Each committee shall consist of the committee President and as many members as may be necessary to conduct the business of the committee.

Section 3.

The President shall have the authority to appoint ad hoc committees as shall be necessary for the conduct of the business of the Board.

Section 4.

The Board may consult with such advisors and experts as it deems necessary and appropriate for carrying out its duties and responsibilities.

ARTICLE VII - ATTENDANCE

Section 1.

Attendance at the Board meeting is governed by Broward County Code Ordinance No. 2003-21 amending Section 1-233 of Chapter 1, Article XII of the Broward County Code of Ordinances.

Any appointee to a Board, authority or agency who has three (3) consecutive absences or misses four (4) meetings in one (1) calendar year shall be automatically removed as a member, except where otherwise provided in the Broward County Charter, general or special law. There are no excused absences under any circumstances; however, the appointing commissioner or the other appointing authority, where appropriate, may reappoint the member when extenuating circumstances are found to exist for said member's absences.

#### ARTICLE VIII - GENERAL PURPOSE OF THE BOARD

The purpose of the Board as noted in the Administrative Code Section 1-102, is to advise the Broward County Board of County Commissioners and the Broward County Alcohol and Drug Abuse Services Division on matters relating to alcoholism and drug abuse, and shall exercise and perform such other powers, duties and authority as may be established by the Broward County Administrative Code.