

Alamance-Caswell Consumer & Family Advisory Committee Meeting Minutes

Tuesday February 26, 2019 6:00PM

Cardinal Innovations Healthcare 2929 Crouse Lane, Suite A, Burlington, NC 27215

Committee Members	Voting Member Present = P Absent = A
Jeanette Williamson-CFAC Chair	P
Bob Crayton	P
Candle Hughes	A
Lea Ottinger	P
Timothy Jeffers	P
Darlene Cooper	P
LME/MCO and State Staff	Non-Voting
Agency: Cardinal Innovations Healthcare Title: Director, Community & Member Engagement Name: Emily S Bridge	Absent
Agency: Cardinal Innovations Healthcare Title: Senior Community Executive Name: Ric Bruton	Present
Agency: Cardinal Innovations Healthcare Title: Member Engagement Specialist/CFAC Liaison Name: Jennifer Munch	Present
Agency: Cardinal Innovations Healthcare Title: Project Support Professional/CFAC Clerk Name: Reina Merino	Present
Agency: Division of Mental Health, Developmental Disabilities and Substance Abuse Services NC Department of Health and Human Services, Community Engagement & Empowerment Team Title: Mental Health Program Coordinator Name: Stacey Harward	Present
Guests	Non-Voting
Kyle Reece	Present



I. Call to Order/Introduction **Jeanette Williamson**

Chairperson called the regular meeting to order at 6:04p.m with a quorum present. Introductions were made.

II. Consent Agenda and Minutes Approval **Jeanette Williamson**

Tim made a motion to accept the minutes with corrections. Bob seconded the motion. All in favor.

III. Cardinal Innovations Health Updates **Jennifer Munch**

Cardinal Innovations has come out with an Impact report. This is the first year that it has been done. Jennifer will send out the link to CFAC members as the pdf form is 65 pages long. The report is about the improvements that have been done, financials, the individual and members that we serve, what all of the counties look like. It gives a snap shot of all 20 counties and where we are moving forward. This is in an effort to be more transparent.

Food bank donation will not be possible. CFAC funds are for administrative purposes. If the CFAC can provide evidence on how it would meet one of the six statutory requirements that it can be reviewed again.

Community Needs Assessments need to be completed and submitted by 3/8/19. The community needs assessments are important as this helps with two of the 6 statutory requirements. The service gaps and needs of underserved populations and recommendations regarding service array and mongering of development of additional services.

IV. Community Board and /or Executive CFAC Updates **Jeanette Williamson**

Executive CFAC is still working on the By-Laws and will meet again on March 20, 2019.

The next Central Community Board meeting will be April 10, 2019.

V. Old Business **Jeanette Williamson**

Jennifer reminded CFAC members that NC TIDE early bird registration ends 3/27/19. Anyone interested in attending NC TIDE need to complete training request forms as soon as possible.

NC TIDE conference will be April 28th – May 1st . All members agreed we have to be good stewards with CFAC funds.

Jeanette talked about following a suggestion from Suzanne Thompson that was made at an Executive CFAC meeting regarding holding off on voting new members in until the by-laws have been updated and voted on. Discussion was held regarding this. Not all members were in agreement.

Tim made a motion to hold off adding any new members until after the new by-laws are approved. Motion not seconded. Motion failed.

Bob made a motion to continue reviewing any and all applications, not to put applications on hold. Lea seconded the motion. Discussion followed and Bob shared that OPC and Triad CFACs had voted for new members in February.

Kyle Reece has submitted his application to become a new CFAC member. Kyle asked about what the process is for being voted on the CFAC once the By-Laws are completed and the CFAC's merge.

Lea amended the motion to review Kyles's application, not to put applications on hold and to vote at the end of the meeting to bring Kyle on, Bob seconded the motion. Two ayes and three nays. Motion not carried.

VI. NC DHHS Updates

Stacey Harward

On March 12 & 14 there is a Community Inclusion training. One is in Greenville, NC and the other is in Morganton, NC.

Sandhill's is hosting the Annual Statewide Collaborative for all local CFACs and state CFACs on April 1st, 2019. There is a registration process to attend. This will be held in Greensboro, NC.

Cardinal Innovations is partnering with The Arc to do the Field of Dreams Fest on March 30, 2019 from 12-4pm. Legislators will be in attendance.

State to local conference call is March 20, 2019 from 7p-8:30pm. This is every 3rd Wednesday.

State CFAC meeting is in Raleigh on 3/13 from 9am-3pm. This is held the 2nd Wednesday of every month.

Conference call number is 1(888) 273-3658 and Access code is 2490768.

VII. Recommendations to the Board

Jeanette Williamson

Comment forms are available for any CFAC member to complete to be given to Jeanette to take to the board.

Stacey shared Triad sent a letter to the Board of Directors regarding about keeping track when your aid does not show up and having it more of a responsibility of the provider.

VIII. Community Involvement Updates-Training/Conferences/Events Attended

CFAC Members

Jennifer reminded CFAC members that NC TIDE early bird registration ends 3/27/19. Anyone interested in attending NC TIDE need to complete training request forms as soon as possible and submit them to Jennifer and Reina. Suggestion was made to vote via email so that Reina can process registrations and confirm hotel reservations. Jennifer will send an email when all members have confirmed they want to attend.

Jeanette presented three training requests from Bob and one from Lea for review and approval.

Tim made a motion to approve for Bob and Lea to get mileage reimbursed for the Community Inclusion training, Darlene seconded the motion. All in favor.

Tim made a motion to approve registration and mileage for the two additional trainings Bob will be attending, Lea seconded the motion. All in favor.

Tim made a motion to approve mileage for any AC CFAC members to attend the Statewide Collaborative CFAC Conference in Greensboro, Bob seconded the motion. All in favor.

IX. Recommendations to the Board

None

X. Comments & Adjourn

Cardinal Board will meet on April 27, 2019 at the Cardinal Innovations office in Chapel Hill, NC.

Next meeting will be held on March 26, 2019.

Meeting adjourned at 8:00pm

Submitted by:

Reina Merino-Project Support Professional 3.2.2019

Name/Title and Date

XI. Addendum to these Minutes:

As was discussed at our Tuesday, February 26, 2019 meeting a vote needs to be made to approve the training requests via email for Jeanette and Lea to attend NC TIDE on April 28, 2018 – May 1, 2018. As of 5:00pm Thursday, February 28, 2019 Jennifer had no others confirm that they would like to attend. Jennifer submitted the following:

Mileage Total would be: \$ 436.16
Parking Fee (\$36 per vehicle) would be: \$ 72.00
Registration would be: \$ 466.00
Hotel would be: \$ 991.10
TOTAL: \$ 1965.26

Bob made a motion to approve the registrations, hotel reservations, parking expenses and mileage reimbursements for Lea Ottinger and Jeanette Williamson to attend the NC TIDE Conference in Wilmington, NC from April 28, 2019 to May 1, 2019. Candle seconded. All in favor.

Bob amended his motion to include and approve the registration, hotel reservation, parking expenses and mileage reimbursement for Tim Jeffers to attend the NC TIDE Conference in Wilmington, NC. Darlene seconded. All in favor.

Mileage Total would be: \$ 655.40
Parking Fee (\$36 per vehicle) would be: \$ 108.00
Registration would be: \$ 699.00
Hotel would be: \$ 1486.65
TOTAL: \$ 2949.05

Not included was voting for meals to be reimbursed for the NC TIDE Conference. Jennifer had received clarification on what is and is not included from the organizer of the event:

Sunday Evening: Dinner is on your own
Monday: Lunch is on your own.
Dinner is on your own, however a social event that evening will have heavy snacks
Tuesday: Dinner is on your own
Wednesday: Lunch is on your own

Bob made a motion to approve meal reimbursements at the state rates for meals (\$8.30 Breakfast; \$10.90 Lunch; \$18.70 Dinner): **\$266.40 (\$88.80 per member)** while attending the NC TIDE Conference in Wilmington, NC as requested for Lea Ottinger, Jeanette Williamson and Tim Jeffers. Lea seconded. Majority in favor.

\$168.30 Total Dinners
\$ 98.10 Total Lunches
\$266.40 Total (\$88.80 per member)