



Piedmont Consumer & Family Advisory Committee Meeting Minutes
September 20, 2016 6:00-8:00pm
4855 Milestone Avenue, Kannapolis, NC 28081

Committee Members	Voting Member Present = P Absent = A
CFAC Chair – Beth Aldridge	P
Vice Chair – John Hufton	P
Jean Anderson	P
Debby Brown	A
Pam Cobb	A
Tiffany Earnhardt	P
Jeff Euto	A
Rick Hibbett	A
Dora Hufton	P
Jake Plue	P
Beverly Morrow	A
Staff	Non- Voting
Member Engagement Manager, Brandy Stephens	P
Member Engagement Director, Jane G. Clark	P
Guests	Non-Voting
Eric Fox, Community Engagement & Empowerment, NC DHHS	P
Reid Thornton, Senior Community Executive, Cardinal Innovations	P
Jill Queen, Manager, Quality Management, Cardinal Innovations	P

- I. Call to Order/Introduction** **Beth Albrough**
 Chairperson called the meeting to order at 6:00 p.m.
- II. Consent Agenda and Minutes Approval** **Beth Albrough**
 Motion for May and July Minutes to be approved were made by Jean and Tiffany. May and July Minutes were approved.
- III. Old Business**
 Eric Fox shared the results of the CFAC Self-Assessment Survey for Piedmont and gave an aggregated summary of the same information for all CFAC respondents across the state. The goal of this information is for each local CFAC to use the information in order to continue to be self-directed and self-governing and to develop an annual strategic plan for themselves (handouts of this information were given).
- IV. Cardinal Innovations Healthcare Updates**
- A. College of Direct Supports** **Cindy Wickline**
 Members were given a packet on the College of Direct Supports. Cindy shared that Cardinal Innovations has been utilizing DirectCourse for 3 years. In April, 2016, Cardinal Innovations Healthcare, Smoky Mountain MCO and Trillium Health Relations developed a unique and ground breaking Workforce Development Initiative to recognize that Direct Support Professionals (DSPs) are critical to the success of people with disabilities in the community. The MCOs are committed to investing in development of a highly trained and sustainable Direct Support workforce. Therefore

DirectCourse is fully funded by the 3 MCO's at no cost to providers. Please refer to the packet for more information.

B. Overview of Quality Management (QM) Dashboard for FY 16

Jill Queen

Members were given a handout regarding the Quality Management Dashboard for July 2015 – June 2016 for the Piedmont Community. Jill highlighted the information and answered questions from members. Of note is that the Piedmont (Southern) region has nearly doubled in terms of the individuals being served. Jill plans to provide the next QM report at the March 2017 meeting to provide the July 2016 – January 2017 data.

C. CFAC Budget

Jane Goble Clark

Members were given a copy of the CFAC Budget Memo which stipulates that Piedmont CFAC will receive \$5000 for July 1, 2016 – June 30, 2017. Should members want an increase for next fiscal year, CFAC will need to work with Jane to develop a solid plan demonstrating how additional funds would be used.

CFAC members voted to approve Dora and John going to the 8th Annual NC 'One Community in Recovery' Conference Wednesday November 9-11, 2016 at Village Inn Event Center, Clemmons, NC. Vote included up to \$400 in training costs.

D. Cardinal Business Plan

Jane Goble Clark

The Cardinal Business Plan is still under construction but will be presented to the Executive CFAC meeting in October and shared with local CFACs at the November meetings.

E. Cardinal Budget

Jane Goble Clark

A summary of the Cardinal budget will be shared with the Executive CFAC at the October meeting, and shared with local CFACs at the November meetings.

F. Templates for CFAC Consideration

Jane Goble Clark

Members were given copies of DRAFT template forms for consideration. These forms were developed with content input from Eric Fox to ensure the statutory requirements are met by each CFAC and to demonstrate consistency across all Cardinal CFACs.

- a. Annual Action Plan
- b. CFAC Annual Checklist & Updates on the 6 Statutory Tasks
- c. Robert Rules of Order
- d. CFAC Comments to Governing Board
- e. CFAC Agenda
- f. CFAC Minutes

VI. New Business

A. Beth shared a handout on "Getting Plugged In" to encourage CFAC members to remember to get plugged into their communities. Please hang this on your refrigerators or anywhere that will remind you of the need to be connected and involved in the community. Jean shared that she recently suggested to a family member in Stanly County that she should attend an upcoming Community Partners meeting that John Giampolo does. However, she shared that she had difficulty determining when the next meeting would be and John's contact information. Brandy will follow up with this information.

B. Eric Fox shared many updates about upcoming trainings, workshops and conferences, including NC Tide which has a CFAC Symposium on the first day. He also shared that Secretary Brajer met with stakeholders at a Town Hall meeting in Roxborough recently, demonstrating a great community engagement model.

C. Jane Clark gave an overview about the State CFAC meeting at which Richard Topping presented.

VII. Action Steps:

- A. CFAC to review templates and provide feedback to Jane.
- B. Members to determine if they are interested in any upcoming workshops and conferences and vote via email as needed.
- C. Brandy and Reid to look into the disconnect about John's contact information and to supply the upcoming Community Partners quarterly meetings.
- D. Jane to develop a Piedmont CFAC budget form for members in the next week to inform them of their year to date expenses, etc.

VIII. Recommendations to the Board

Members were given the CFAC Comments to Governing Board template.

IX. Comments & Adjourn

No public comments during the meeting.

Motion made to adjourn the meeting and motion was approved.

Next meeting will be November 15, 2016 from 6:00 – 8:00pm.

Submitted by:

Brandy K. Stephens, MA, LPC
Manager, Member Engagement