

Consumer & Family Advisory Committee Meeting Minutes

Date and Time: March 08, 2018 at 6:00pm

Location: Cardinal Innovations Healthcare, 201 Sage Rd, Chapel Hill, 27514

Committee Members	Voting Member Present = P Absent = A
CFAC Chair – Steven Furman	P
Allen Dittmer	P
Heather Nash	P
Janet Sowers	P
Leslie Matthews	P
Marcus Matthews	A
Shira Belovics	P
Stanley Cotton	P
LME/MCO and State Staff	Non-Voting
Agency: Cardinal Innovations Healthcare Title: VP, Community Operations Name: Anna Yon	Present
Agency: Cardinal Innovations Healthcare Title: Sr. Community Executive Name: Ric Bruton	Present
Agency: Cardinal Innovations Healthcare Title: Member Engagement Specialist Name: Juanita Jefferson	Present
Agency: Cardinal Innovations Healthcare Title: Project Support Professional Name: Jazmyn Street	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 via WebEx
Guests	Non-Voting
Bob Crayton	Present



- I. Call to Order/Introduction** **Steven Furman**
Chairperson called the meeting to order at 6:07 p.m.
- II. Agenda and Minutes Approval** **Steven Furman**
OPC CFAC minutes from November and January presented. The following updates are needed:

Benita Prucell needs to be changed to Benita Purcell on November's minutes.
Kelly Frielandler needs to be changed to Kelly Friedlander on November's minutes.

Janet Sowers motioned to approve the minutes, with the updates. Steven Furman seconded the motion.
All in favor. Motion carried.
- III. Old Business** **Steven Furman**
Approval of November and January minutes
- IV. NC DHHS Updates** **Stacey Harward**
State CFAC Meeting scheduled for April 8th at 8:30am.
Advocacy Day is May 22nd.
Reminder of the State CFAC meeting, March 14th, with call-in option.
- V. Cardinal Innovations Health Updates** **Ric Bruton**
Updates given on Trey Suttan's activities as Cardinal's new CEO.
New Cardinal Innovations website, advised members to send suggestions for possible updates.
Ric yielded remaining time to members to give information gathered from CFAC's planning Summit.
- VI. Recommendations to Board** **Steven Furman**
Feedback to be given to Leslie to carry to the oversight Board.

Steven requested that they receive assistance with acquiring new members.
Leslie suggested that CFAC current members be trained correctly before recruiting new members. Also suggesting that training be held every other month, opposite months from CFAC schedule. She will take this to the next Board Meeting.
- VI. New Business & Action Plan Review** **Steven Furman**

Allen Dittmer, Shira Belovicz, and Steven Furman voted back in, each for their 3rd terms.
Marcus Matthews voted off of the Committee.
All in favor. Motion carried.

Bob Crayton advised that the stipend for member's that call in to the meeting instead of physically attending will only be \$25.

Anna Yon discussed the new budget projection sheet with members. This would allow them to better project their own budget.

Juanita discussed the budget trainings in the Learning Center and although CFAC will have access to them soon, she would be glad to have it put on the agenda for them to do as a group at meetings if the committee feels that this would be helpful.

Juanita reviewed the CFAC orientation packet in its entirety and took questions. Each member received and signed for a packet.

Anna Yon reviewed updated CIH Local Business Plan with members and answered all questions.

Heather Nash would like to attend NC APSE training, scheduled April 4th-April 6th. She is requesting OPC CFAC to cover the costs, not including food or transportation. The total would be around \$500 (including taxes).

Leslie motioned to approve the funding of this training. Steven seconded the motion.

All in favor. Motion carried.

Members discussed next year's budget. Leslie worked on projection throughout the meeting, gave her report at the end of the meeting, and asked for any changes that could be made to decrease the projection amount of a little over \$18,000. Member's discussed decreasing the training amount allowed from \$500 to \$250 per person.

Janet Sowers would like to attend the NC Tide spring 2018 conference. Details were not received.

Leslie motioned to approve the funding of this training.

All in favor. Motion carried.

VII. Action Steps

CFAC Members

Members are requesting that they each receive catchment area maps, in color and laminated. Juanita will have this completed by Jazmyn before the next meeting.

Members are suggesting that the CIH web address be placed on the forms in the orientation packet. Juanita will inform Member Engagement team of suggestion.

Members requested to have a training folder with copies of trainings being offered that they could pass around each meeting and review. Juanita will take this back to management.

Member's need to consider new Board Representative. Leslie Matthews' term will be over in 6 months, per Bob Crayton.

VIII. Recruitment and Membership Efforts

See Recommendations to Board.

VIII. Public Comment

Community Members

Janet Sowers made everyone aware of the Person County Town Hall in April.

X. Adjournment

Steven Furman

Meeting adjourned at 8:07pm.

Submitted by:

Jazmyn Street, Project Support Professional 3/13/2018

Name/Title and Date