

# Executive Consumer & Family Advisory Committee Meeting Minutes

Thursday April 26, 2018 6:00PM

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

Committee Members	Voting Member Present = P Absent = A
Beverly Corpening- Chair	P
Jeanette Williamson	Via telephone
Bob Crayton- Chair-Elect	P
Angelena Kearney-Dunlap	P
George Bridges	A
Rosemary Lewis	Via telephone
Shira Belovicz	P
Leslie Matthews	P
Janet Sowers	P
John Hufton	P
Obie Johnson	P
Matt Potter	P
Terry Cox	P
Russell Andrews	P
Beverly Morrow	P
Bradley Donahue	A
Gloria Tiller	Via telephone
<b>LME/MCO and State Staff</b>	<b>Non-Voting</b>
<b>Agency:</b> Cardinal Innovations Healthcare <b>Title:</b> Member Engagement Director <b>Name:</b> Jane G Clark	Present
<b>Agency:</b> Cardinal Innovations Healthcare <b>Title:</b> Member Engagement Specialist/CFAC Liaison <b>Name:</b> Tim Simmons	Present
<b>Agency:</b> Cardinal Innovations Healthcare <b>Title:</b> Project Support Professional/CFAC Clerk <b>Name:</b> Reina Merino	Present
<b>Agency:</b> Division of Mental Health, Developmental Disabilities and Substance Abuse Services   NC DHHS, DMH/DD/SAS, Community Engagement & Empowerment Team <b>Title:</b> Mental Health Program Coordinator <b>Name:</b> Stacey Harward	Absent
<b>Guests</b>	<b>Non-Voting</b>
Suzanne B Thompson, NC DHHS, DMH/DD/SAS, CE & E Team Leader	Present
Bonnie Foster	Via telephone
Yvette Townsend-Ingram	Via telephone
Sarah Potter	Present

Dora Hufton	Present
Timothy Baron	Present

**I. Call to Order/Introduction**

**Beverly Corpening**

CFAC did not have a quorum at 6:00pm. Chairperson called the meeting to order at 6:13pm. Chair welcomed everyone and introductions were made.

**II. Agenda and Minutes Approval**

**Beverly Corpening**

Minutes approved once corrections are made. Motion made by Matt Potter and seconded by Angelena Kearney-Dunlap to accept corrected minutes. Approval was unanimous.

**III. Public Comments**

**Beverly Corpening**

Ms. Yvette Townsend-Ingram stated that she had submitted an application for the State CFAC and wanted to know what the process was. Suzanne Thompson informed everyone that all applications go to her and if applications meet the requirements, they are sent to the Secretary. Ms. Townsend-Ingram remarked that her application was also for the local Regional CFAC and that she had felt threatened at their last meeting. Beverly C. informed her that her application had been received and was voted no for membership. Beverly C. reminded caller that the Executive CFAC does not have oversight of other CFACs.

**IV. Old Business**

**Beverly Corpening**

Beverly Corpening announced that the Statewide CFAC meeting would be hosted by the Mecklenburg CFAC and reminded Suzanne Thompson again that they would like to have the input and assistance of all CI CFACs, as well as the CI and DHHS staff. She reminded the group that this is a group effort and anyone who is interested should let her or Suzanne know. Beverly C. asked if there are any suggestions about a venue for the Statewide CFAC meeting. Suzanne suggested that a one day event would have a better attendance for the Statewide CFAC meeting. Beverly C. asked for input, as this is a team effort.

Jeanette Williamson and Terry Cox volunteered to help with the planning of the Statewide CFAC meeting. Suzanne Thompson suggested that CFAC ask Cardinal Innovations if they can use the meeting space at the Milestone office. Beverly C reiterated that they would be appreciated if Jane Clark and Suzanne Thompson could help organize. Both agreed. Suzanne Thompson reported that Stacey Harward to be back to work on Monday, (4/30) and will also provide help. Also, the need to begin thinking about the speakers that are wanted for the Statewide CFAC meeting is important; their availability will help set the date for the meeting. Beverly C and Suzanne have discussed these matters previously.

Tim to send out an email to all CI CFACs to recruit help with the Statewide CFAC meeting.

There is no need to have a confidentiality statement on the sign in sheet as all CFAC meetings are open to the public in a public building. Beverly C. had asked Tim S., previously, to research the legality, and necessity, of having a confidentiality statement attached to the CFAC meetings. Tim was asked to report his findings. Before he answered, Suzanne Thompson reported that it was not protocol in a public meeting, and in a public building. CI staff to remove the confidentiality statement at the top of the sign in sheet. Beverly C. wanted to know when would be an appropriate time to review budget for CFACs. Jane shared April is an appropriate time to review the budget for all CFACs. June 1<sup>st</sup> will be when Cardinal will have a final budget for review by all CFACs. New budget starts July 1<sup>st</sup>. Any comments regarding budget to be sent to Jane.

Leslie Matthews asked that emails regarding forms and minutes be sent at one time so that they don't receive so many emails. CI staff is making sure that all CFAC members receive information from the State. Jane suggested that maybe a link with where to go to review the information would be better than filling up emails.

Matt Potter requested that the agenda and minutes be sent out to all Exec CFAC members at least a week before the meeting. Beverly Corpening suggests that minutes be sent to Matt Potter for corrections, with a Cc to her. Beverly C. also suggested the ECFAC Clerk to send out the minutes to ECFAC Liaison, then to the Executive CFAC Chair and if they do not hear back from the ECFAC Chair within two days, then minutes is to be sent out to the rest of the Executive CFAC members. Beverly C. reminded the group that a subcommittee for communications was formed over a year ago, and that all who have participated thus far, have resigned from the task, or passed that responsibility on, because it proves to be a daunting task. The chair then asked, again, for volunteers who wanted to volunteer for the tasks for the communications subcommittee. No one came forward. Matt Potter suggests that all documentation as well as minutes be distributed as soon as they are available to all Executive CFAC members. Tim Simmons suggested that if this body would like to change the process that they can vote on the changes and go forward from there. No votes were taken. Beverly Morrow suggested that a vote be made regarding the process of the minutes. No votes were taken. Question was asked why blind emails were being sent to ECFAC members. Tim explained his reason for blind emails and commented that not all CFAC members wanted their email addresses shared. Bob Crayton asked ECFAC members if anyone objected to their email addresses being shared. Suzanne shared that since everyone has volunteered/agreed to be a CFAC member and CFACs are an open public body that emails shall be shared. State CFAC member emails are posted the Division website. Angelena Kearney-Dunlap reminded everyone that minutes are about what happened in the meeting, and not what was intended. Beverly C. remarked to the group that there were subcommittees formed within the ECFAC that needs to be engaged.

**V. State Updates**

**Suzanne Thompson**

Suzanne T reported that an email was distributed regarding DHHS' Annual CFAC assessment. Suzanne's suggestion is that since the Executive CFAC has representation from all the local CFACs that the annual assessment is done *only* by the Executive CFAC. Please think it over and email Suzanne regarding your thoughts on this. The chair reminded everyone that all members should get the information, and to discuss this, too, with their local CFAC members to avoid frustration. Stacey H will be in attendance for the June meeting. Suzanne T also reported the following: The next State CFAC meeting is May the 9th from 8:30-3pm. The agenda will go out next week. The next State CFAC-to-Local CFAC conference call is May 19th. The conference call number for the State is 888.273.3658 and the access code is 2490768#. The State CFAC is the 2nd Wednesday of every month from 8:30-3pm. The State CFAC-to-Local CFAC conference call is from 7-8:30pm on the 3rd Wednesday of every month. Advocacy Day in Raleigh is May the 22nd. The link to the Leadership Fellows Academy should have been received by all the Executive CFAC members. The deadline for the applications is midnight May the 20th. There are also three openings for the State CFAC for Secretary Appointments, and applications are posted on the Division website, as well as members receiving the link. NC Practice Improvement Collaborative is May 23rd.

**VI. Cardinal Innovations Health Updates**

**Jane Clark**

Jane went over several documents and materials, requested by the chair, including the Local Business Plan. Beverly C. wants to make certain CFACs are keeping to the timeline schedules for the 6 statutory requirements. Jane reported that the Local Business Plan is a live document and can be reviewed and commented on at any time. Beverly requested that Jane send the electronic version of the Local Business plan to all Executive CFAC members, as well as Stacey and Suzanne for NC DHHS. Beverly C. reminded the group that it is important for ALL CFAC members to get pertinent information in a timely manner, so as to avoid anyone saying they were not aware of certain matters, documents, etc. Jane Clark distributed an email with the Member Engagement Director's report as well as copies of the attachments from the current meeting. Jane gave a brief overview of

the documents Jane reviewed documents requested by the Executive Chair to be reviewed by all members. Coming in July, the Learning Center will have training courses for all CFAC members. (More to follow) Discussion held on process, and past criteria for the Bonnie Schell applications. Bonnie Schell Scholarship applications need to be submitted in a timely fashion, and programs covered by Bonnie Schell Scholarship Fund only cover registration, for educational trainings and conferences. Beverly C. suggested the process should be reviewed by CI, who started the program. Terry Cox suggests that the training requests needs to be more streamlined and simplified, and people need to be held accountable. There needs to be more accountability for the Bonnie Schell Scholarship funds being requested. Beverly C. reminded the group that the BS subcommittee now handles the applications for requests. Beverly M stated the process has changed over the years, since its inception. Jane was asked to report on several topics, including housing, and employment for those in need of affordable housing. She provided a brief overview regarding Cardinal Innovations Housing efforts. Beverly C. suggested that TCL Coordinators, Margaret Rivers and Amy Rice be invited to the next Executive CFAC meeting in June. Obie Johnson wanted more information about housing for the SA population and stresses that housing is a very important part in recovery.

There is a CFAC annual checklist that correlates with the 6 statutory tasks. There is a proposed CFAC process flow chart. Anyone with questions or suggestions, please send to Jane.

Jane explained that each CFAC budget is different based on the area's different needs. Beverly C reminded Jane that the members need to review the CI budget. Suzanne T suggested that CI send a member from Finance to discuss the budget. That was already requested previously.

Gloria Tiller suggests that as people presenting, or commenting, to please state their name.

**VII. New Business**

**Beverly Morrow**

The first meeting of the Gaps and Needs/Services Subcommittee met twice March 29<sup>th</sup> and April 10<sup>th</sup> and the meeting consisted of looking at where the gaps in services were. The three gaps identified were, Peer Support, Housing and Substance Use Disorder. The next meeting will be about filling those gaps. Shira commented about the other housing options other than group homes. Beverly C. asked Jane for assistance. Jane suggested that a Member Engagement Specialist would contact and follow up with Shira Belovicz.

**VIII. Comments & Adjourn**

Several members attended the NC TIDE Conference. The overall consensus was that lots of great information was shared. Next meeting will go over some of the information provided. George Bridges is the newest member appointed to the State CFAC. Angelena Kearney-Dunlap has applied to become a State CFAC member, as well as has Beverly Morrow.

Beverly C. asked Terry Cox to share about his work as a Peer Support Specialist in the emergency room, and the importance of having a peer support partner, and not just a doctor or a nurse. Beverly C. thought it would be helpful for others to hear about the roles of a Peer Support Specialist.

Meeting adjourned at 8:18pm.

Submitted by:

***Reina Merino/Project Support Professional 4.30.2018***

Name/Title and Date