

Consumer & Family Advisory Committee Meeting Minutes

Monday July 16th, 2018 6:00PM

Conference Call Meeting

Committee Members	Voting Member Present = P Absent = A
Beverly Morrow-Interim CFAC Chair	Via-Telephone
Obie Johnson-Interim Chair Elect	Via-Telephone
Matt Potter	Via-Telephone
Terry Cox	Via-Telephone
Jean Andersen	Via-Telephone
John Hufton	Via-Telephone
Russell Andrews	Via-Telephone
Rosemary Lewis	Via-Telephone
Leslie Matthews	Via-Telephone
Janet Sowers	Via-Telephone
Shira Belovicz	Via-Telephone
Jeanette Williamson	Via-Telephone
Bob Crayton	Via-Telephone
Angelena Kearney-Dunlap	Absent
Gloria Tiller	Absent
LME/MCO and State Staff	Non-Voting
Agency: Cardinal Innovations Healthcare Title: Member Engagement Specialist/CFAC Liaison Name: Tim Simmons	Via-Telephone
Agency: Cardinal Innovations Healthcare Title: Project Support Professional/CFAC Clerk Name: Reina Merino	Absent
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	Via-Telephone
Guests	Non-Voting
Anna Marshall-VP, Community Operations	Via-Telephone
Sarah Potter	Via-Telephone
Mary Miller	Via-Telephone

I. Call to Order/Introduction**Beverly Morrow**

Chairperson called the meeting to order at 6:05 p.m. Introductions were made.

Janet Sowers asked if there was a quorum for the meeting and Bob Crayton stated that there was not a quorum. Beverly Morrow asked where that rule came from and Bob Crayton stated that it was in the Bylaws. Stacey Harward read from the bylaws where it states that a quorum consists of 50% and at least one representative from each Regional CFAC. There was no representation from the Mecklenburg CFAC. Tim Simmons stated that it was early in the call and to give a few more minutes to see if any more members joined the call. Beverly Morrow asked if they could continue with the meeting even if there couldn't vote on anything. Matt Potter and Obie Johnson stated Russell Andrews and Gloria Tiller represent Mecklenburg CFAC. Obie Johnson asked if they could suspend policies during certain conditions, and move on with the meeting. Beverly Morrow stated that she suspects that they are going to encounter the same situation for their August meeting. Obie Johnson stated that this rule from the bylaws is going to create a problem. Anna Marshall stated that she was currently reviewing the bylaws and Article XI which is the Revision & Amendment of the Bylaws stating that revisions or amendments maybe proposed by any member. Any such proposed revision or amendment shall be submitted to the chair and designee or Bylaws committee, each member shall receive in writing all proposed revisions or amendments to the Bylaws at least two weeks before the next meeting of the Executive CFAC or as determined by the chair. Proposed revisions or amendments shall be presented to the membership at said meeting, a two thirds majority of all voting members shall be required to revise or amend the Bylaws. Beverly Morrow asked how they were taking that if the chair or if someone would make a motion to suspend that portion of the bylaws until the Summitt that they work on the Bylaws, Bob Crayton stated that not without a two thirds quorum. Terry Cox stated that they could possible have a two thirds not at this meeting but at the upcoming August meeting with a written proposal to make the changes, with 50% of members present. A written proposal presented at the August meeting would allow the body to make decisions and proceed with Executive CFAC business. Obie Johnson stated that he wanted to propose for the sake of being able to conduct a meeting at an earlier meeting to take place, so if there were things that need to be voted on could happen. Beverly Morrow stated that based on the agenda, there was going to be a discussion regarding the summit and try to form a committee to decide at least when to have it and have an action plan for the Executive CFAC to move forward through the August meeting until the Summitt happens. Anna Marshall stated that there were was a vacancy and Bob Crayton stated that there were two vacancies. Anna Marshall confirmed the membership of the Executive CFAC members and vacancies which there are three vacancies. Obie Johnson suggested that a call be placed for Russell Andrews, and Gloria Tiller to be able to conduct this meeting because there was no representation from Mecklenburg. No changes or amendments can be made to the Bylaws at the time of the call due to their not being a quorum. Obie Johnson made a suggestion that if a meeting could not be conducted if they could talk about the Summitt. Beverly Morrow said it was a good idea and proposed to have a subcommittee discussion regarding the Summitt since a meeting could not be conducted as there was no quorum to conduct business. Russell Andrews came on the call representing Mecklenburg; the meeting begin. Meeting was called to order as quorum requirements were met to be able to conduct the meeting 7:25pm.

II. Consent Agenda and Minutes Approval**Beverly Morrow**

Minutes for 4.26.2018's meeting were approved. Bob Crayton made the motion and Obie Johnson seconded to approve the minutes. Minutes for the 6.28.2018's meeting were not approved due to corrections to be made per Bob Crayton. Bob Crayton stated the motion to remove the officers was not affirmative two-thirds vote of all voting members as required per the Bylaws. Obie Johnson suggested that another meeting be set up before August, due to not having a chair and chair-elect to be able to resolve the problems and being able to conduct this meeting. Leslie Matthews made a motion to conduct an in-person meeting at the Burlington office, seconded by Shira Belovicz. Matt Potter opposed to the in-person meeting. Executive CFAC will meet on July 26, 2018 with everyone affirming to attend.

III. Cardinal Updates

Anna Marshall

Anna Marshall stated that all the information for the Learning Center was submitted and that it was a work in progress. Cardinal will be reaching out to all the CFAC members on those that may be willing to do maybe a short video on some of the different items. It will be propable another 6-8 months progression on that. If you any of the CFAC members haven't been on, to please go on and send any feedback back to Cardinal.

Beverly Morrow mentioned that the Executive CFAC budget has been approved, the budget was submitted by Beverly Corpening. Bob Crayton mentioned that Leslie Matthews had submitted the budget as per Beverly Corpening's request. Beverly Morrow went over the numbers of what was approved on the budget for \$11,227.25.

Meeting adjourned at 7:45pm.

Submitted by:

Reina Merino-Project Support Professional 7/18/18

Name/Title and Date