

**Piedmont CFAC meeting**

**July 18, 2017**

Attendance: See attendance/ sign-in sheet

Meeting called to order at 6:12 pm

<b>Agenda Item</b>	<b>Discussion</b>	<b>Follow-up</b>
Call to order/ Welcome/ Introductions	The group welcomed Michelle Joshua, a potential new member	N/A
Agenda and minutes approval	There were no minutes available for review/ approval	none
Old business	<p>The group discussed the bylaws regarding defacto resignation and member attendance.</p> <p>The group discussed the dysfunction of the CFAC: There is little participation from members, no secretary and lack of updates from Rick from COB. Should Rick be replaced as allowed in the bylaws? John stated we should keep Rick until a suitable replacement is found. John asked if it's possible to obtain the COB information from someone else who has attended.</p> <p>Beverly stated this was a good temporary solution, but that a letter should be sent to Rick reminding him of the bylaws regarding attendance at CFAC meetings and that the letter should come from the chair.</p> <p>LaKeisha shared the verbiage of the bylaws with regard to termination of membership with Beth. Beth stated she had a face-to-face meeting with Rick at the last meeting about his attendance and obligations. A motion was made to resign Rick via defacto resignation</p>	<p>Lakeisha will inquire to find someone who might be able to provide a COB update.</p> <p>Beth will draft and send a letter to Rick.</p> <p>LaKeshia will find out the date of the next COB meeting.</p>

	<p>(Beth). The motion was seconded (Jean). Majority vote was “yes”.</p> <p>Beverly agreed to attend the next COB meeting unless another designee attends.</p> <p>Beth has agreed to stay on for 1 more year as chairperson. The group needs to start thinking about a future chairperson.</p> <p>John</p>	
NC DHHS Updates	No update available	N/A
Public comment	None	N/A
Cardinal Innovations Healthcare Updates	<p>Lakeisha provided an update. See copy of the memorandum provided by Lakeisha. The Dashboard was reviewed at the last meeting with Jill. The CFAC checklist could be used as a planning tool. CFAC staff liaison responsibilities was reviewed.</p> <p>New Executive CFAC bylaws were sent out by mail. The issue of members of the same family serving on local CFACs is covered in the bylaws, however local CFACs can make their own determination regarding familial-related members. The group reviewed the memorandum and focused on task #8: <u>Potential timeline for 6 statutory tasks per CFAC member request.</u></p>	none
State CFAC, Community Board and /or Corporate CFAC updates	Deferred in Rick’s absence	none
Recommendations to Board	Use the CFAC comment form if a member recognizes a gap in service or other need/ issue	Members should email ideas/ issues to Beth. Beth will use the form to collect all ideas and submit to Cardinal.
New Business & Action Plan Review	Beverly attended the Spring Forum and suggested we develop a strategic plan for the	Beverly will share her notes from the Spring Forum.

	<p>year. Beverly shared an idea presented at the Spring Forum to move the CFAC forward. See handout from Beverly “Building a Collaborative Effort Solving a problem in the Community”. Lakeisha suggested using the checklist to compile ideas. Beverly used the example of “gaps in services”: Step 1- What do you need to do to determine if there are gaps in services in your county? Jean shared that pediatric services- schools, pediatrician offices are not aware that Cardinal exists. Beverly identified a gap in services with ACT, peer support being discontinued without regard to needs- needs based vs length of time services are offered.</p>	<p>Each member will send ideas for the strategic plan to Beth via email between now and the next meeting (September).</p>
Action Steps	<ol style="list-style-type: none"> <li>1. Send letter to Rick</li> <li>2. Email strategic plan ideas</li> <li>3. Recruitment</li> </ol>	<ol style="list-style-type: none"> <li>1. Beth</li> <li>2. All members</li> <li>3. All members</li> </ol>
Recruitment and Membership efforts	<p>Beverly recruited Michelle</p>	<p>All members encouraged to recruit potential new members.</p>
Community Involvement Updates- Training/ Conferences/ Events	<p>The group explored potential future meeting sites when the current location is no longer available. There is no telephone access at Dick’s Grill. The Concord library might be an option. Parking in downtown Concord might be a challenge. Kannapolis library might be a better option as parking is more readily available and less of an issue.</p>	<p>Beth will send an email to the downtown Concord library.</p>
Open Agenda	<p>Beverly expressed concern for lack of a current budget despite the start of the new fiscal year. Lakeisha stated they are still working out the budgets for all</p>	

	<p>the local CFACs according to what she was told.</p> <p>Bob provided information from Health News regarding the 25% budget cuts for Cardinal.</p> <p>The group discussed various challenges the group is facing: meeting space attending trainings and lack of funds to do so meeting every other month waiting for reimbursements of fees paid up front for conferences/ training.</p> <p>Ben Coggins is the new state CFAC chair</p>	<p>Bob will email a link to the article to Beth for the group.</p> <p>Lakeisha will find out if Cardinal will pre-pay registrations for chairperson approved activities.</p>
Adjournment	The meeting was adjourned at 7:56 pm	
<p>Next meeting: <b>September 19, 2017</b>  Location: 4855 Milestone Ave  Kannapolis, NC 28081</p>		