

Consumer & Family Advisory Committee Meeting Minutes

Date and Time: August 9, 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
Shira Belovics	P
Stanley Cotton	P
LME/MCO and State Staff	Non-Voting
Agency: Cardinal Innovations Healthcare Title: Sr. Community Executive Name: Ric Bruton	Absent
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: Cardinal Innovations Healthcare Title: Manager, Member Engagement Name: Deborah Hendren	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	Present
Guests	Non-Voting



I. Call to Order/Introduction

Steve Furman

Chairperson called the meeting to order at 6:07 p.m.
Ground rules read by Juanita Jefferson.

II. Agenda and Minutes Approval

Steve Furman

OPC CFAC minutes from July 12th, 2018 were presented.

Janet Sowers noticed that in Paragraph II under Cardinal Innovations Healthcare Updates, it should state “on listserv” instead of “one listserv”.

Stacey Harward asked that the wording be changed from “Stacey advised” to “Stacey stated she would try” under DHHS updates.

Update needed to correct the spelling of Shira’s last name under Adjournment.

Shira Belovicz motioned to approve the minutes, with the changes stated above. Janet Sowers seconded the motion.

All in favor. Motion carried.

III. Old Business

Juanita Jefferson

Juanita advised that it is not a possibility to receive a laptop from Cardinal because all used laptops must be destroyed, per HIPAA, and cannot be given out for use by a non-employee. She then advised that per Suzanne Thompson, electronic equipment purchased with public money is restricted and not an appropriate use of CFAC funds. The issue of having reliable communication with the Chair is now of little relevance since Steven has a new cell phone and is able to complete his duties more efficiently.

When it is time for the Annual Report to be submitted, Juanita suggested that it would be a good idea to write up the report together so that each OPC CFAC member can include their input and everything that has been done as a group or individually (pertaining to CFAC).

IV. NC DHHS Updates

Stacey Harward

Stacey advised that State CFAC held on August 7th went very well. There was an announcement that Kody Kinsley will be the Deputy Secretary of the Division of Mental Health, I/DD, and Substance Use and TCLI. Kody will still serve as acting Interim Director until the state is able to hire someone to fill that position.

Stacey advised that Dale Armstrong is now the official CEO of Cherry Hospital.

She pointed out the letter included in the member’s packets from Kody and Dave Richard and quoted “State and Local Consumer and Family Advisory Committees will be an important conduit for this engagement now and in the future,” in regards to the questions of what will happen to CFACs with the recently passed House Bill 403-B. This letter is to reassure that 122-C is being worked on. It is a possibility that a CFAC member may be on that committee for the 122-C review.

In the 403-B, the terminology is supposed to be changed from “stakeholders,” as the State CFAC felt this did not truly represent who they are as a committee.

Included in the members packets was also Kody’s presentation on 403-B; on page 6 is a timeline on how 403-B came about and what will be happening in the future. Stacey advised that members can submit any questions or concerns they have to her by Monday, August 13, 2018 that she will submit to Kody herself.

Juanita provided each member with the “Congratulations and Welcome to CFAC” pamphlet that all CFACs are to go by. Reminded members that the orientation packets are specific to Cardinal’s CFACs.

Stacey advised that she has been distributing the Peer Support Workshop flyer throughout NC and will continue to do so.

V. Cardinal Innovations Healthcare Updates

Juanita Jefferson

Juanita advised that inside the Community Engagement flyer, there is training information for North Carolina One Community in Recovery.

NAMI is having their conference October 12th in Greensboro.

VI. Learning Center Discussion

Juanita Jefferson

Juanita suggested that we hold off on any Learning Center Discussions until after the Peer Support Workshop is held. Also suggested that members decide every other month which training(s) they want to do in the Learning Center as a group.

Leslie Matthews raised the question of whether or not credit hours or CEUs were available within the Learning Center for CFAC members. More information will be provided during next Learning Center Discussion.

VII. Recommendations to Board

Steve Furman

Leslie advised that she does not have any recommendations.

Reminded members that a new Board Representative needs to be voted on. Janet said she will be the representative. Heather Nash stated that she will think about attending the Board meetings, being that they are not always local.

VIII. New Business & Action Plan Review

Steve Furman

Juanita reminded members to make sure they always complete the stipend form and mileage form for each meeting.

Allen Dittmer advised he forgot to put his mileage on last month’s stipend report. Jazmyn Street will submit Allen’s mileage (10 miles roundtrip) to finance for July 12th’s meeting.

Unanimous vote to have a cadence of 12 CFAC meetings held per year.

Juanita reminded members to utilize their large increase in budget for FY 18-19. Training requests need to be submitted at least 4 weeks before the training date and should have something to do with CFAC’s 6 Statutory Requirements. Those requirements have been included in each member’s folders to remind them what they are working towards. Advised trainings are listed on InfoSource.

Stacey reiterated that NC One Community in recovery will be held in Greensboro from March 13-15, 2019.

Leslie noted that there are no trainings on compounded Gender Identity and Mental Health issues. Also advised there is a program in Alamance County on elderly abuse (50 years of age and older).

Simplified Robert’s Rule of Order included in member’s folders as a point of reference for members.

Juanita passed out the draft OPC CFAC PSW agenda (not finalized) and reviewed with members. She reminded them that she has asked for feedback on possible speakers for the PSW for the past 2 months and has not received any input.

Advised that Trey Suttan wants to reach out to do the invitation for being the Keynote Speaker to someone from the division. In the event we are not able to confirm the speaker in time, Juanita and Stacey are asking Policy Advisor, Ken Schuesselin to attend and speak as a backup.

Brandon Tankersley was invited to present the State CFAC information, but Benita Purcell will present instead for the last 15 minutes of the PSW.

Leslie suggested that we can have other vendors to have informational tables without having to be put on the agenda to speak, since the agenda is almost full.

Juanita advised that Kurtis Taylor's cost is \$400 for speaking and Tammy Cauthen-Crowder's cost is \$125.

Leslie motioned to approve the \$525 speaking costs. Shira seconded the motion.

All in favor, motion carried.

Allen Dittmer and Janet Sowers have volunteered to be the designated emcees for the PSW.

Deborah Hendren will be purchasing signs and/or balloons to help direct attendees to New Hope Camp & Conference Center.

Juanita advised 51 people are currently registered for the workshop, not including those attending from OPC's CFAC. Everyone from OPC CFAC stated they will attend, except Shira.

Emcees and members will decide on an icebreaker before PSW, if they decide to have one.

Decorations to be incorporated are fall-colored flowers, tablecloths, possibly art displayed from Brushes with Life (Heather will connect with them), candy on the tables, fall leaves, and information on tables with pictures and descriptions of people with various mental health issues.

Coffee will be purchased and brought to the camp on the morning of the workshop.

25 orientation packets will be made by PSP to have available for attendees.

Member Engagement team will be creating informational packets for each attendee.

7-hour Certificate of Participation will be provided to attendees who register and or just show up.

Members decided to have boxed lunches provided from either Jason's Deli, Panera Bread, or Simply Delicious. Lunch needs to include at least 5 vegetarian boxes and possibly include salads. Jazmyn will clarify whether or not drinks will be included with the boxed lunches. The caterer will be decided at the next meeting based on these options.

At the next CFAC meeting, the group will discuss and decide what will be included in the bags for each attendee. Jeannette Williamson, AC CFAC Chair asked to volunteer at the registration table. Members agreed that she can volunteer.

OPC CFAC members and supporting Cardinal Staff will wear OPC CFAC t-shirts.

Jazmyn will make Leslie's hotel arrangements.

Directions to the camp will be provided at the next CFAC meeting in September.

IX. Action Steps

CFAC Members

Jazmyn to recreate menus with boxed lunches only from the caterer options listed above.

Juanita to connect Deborah Hendren and Leslie to get the grocery list created and completed. Breakfast specifics to be discussed at next CFAC meeting in September.

X. Recruitment and Membership Efforts

CFAC Members

Peer Support Workshop and OPC CFAC t-shirts.

XI. Community Involvement Updates—Trainings/Conferences/Events

CFAC Members

Janet is requesting to attend Research 101-for Healthcare Professionals in Fayetteville, NC. Registration is \$125, lodging is estimated around \$135, and mileage is estimated to be about \$130, for a projected total of \$390-\$400.

Leslie motioned to approve Janet’s training, lodging, and mileage expenses. Steve seconded the motion. All in favor. Motion carried.

XII. Public Comment

None.

XIII. Adjournment

Allen motioned to have meeting adjourned.

All in favor. Meeting adjourned at 8:00pm.

Submitted by:

Jazmyn Street, Project Support Professional 8/14/2018

Name/Title and Date