

Consumer & Family Advisory Committee Meeting Minutes

Date and Time: July 12, 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 Belovicz	P
Stanley Cotton	P



- I. Call to Order/Introduction** **Steve Furman**
Chairperson called the meeting to order at 6:01 p.m.
Ground rules read by Juanita Jefferson.
Unanimous vote approving CIH clerk to tape record meetings for minute purposes only.
- II. Agenda and Minutes Approval** **Steve Furman**
OPC CFAC minutes from May 10th, 2018 were presented.

Allen Dittmer asked that an addition be made to the minutes stating that the artwork he submitted for the Peer Support Workshop flyer was declined by Cardinal Innovations.

Janet Sowers motioned to approve the minutes, with the change stated above. Allen Dittmer seconded the motion.
All in favor. Motion carried.
- III. Dashboard Report Review and QA/QI Feedback** **Michael Norton**
Michael Norton reviewed the dashboard reports and Cardinal's 2017-2018 Annual Quality Strategy & Performance Improvement Plan. The floor was opened for questions and feedback from CFAC members. Members were also provided a copy of the CFAC Input/Feedback form on Quality Assurance/Quality Improvement Program.
- IV. Old Business** **Steve Furman**
Unanimous vote to re-elect Heather Nash for her 3rd term.
Unanimous vote to re-elect Janet Sowers for her 3rd term.

Cardinal Innovations' flyer for OPC's CFAC Peer Support Workshop was presented by Juanita Jefferson. Shira Belovicz motioned to approve the flyer for distribution. Steven Furman seconded the motion.
All in favor. Motion carried.
- V. NC DHHS Updates** **Stacey Harward**
Flyer given by Stacey Harward to members for State CFAC being held on August 8th. This will include a 2-hour open discussion session at Alliance Behavioral Health with the option to call in.
Stacey advised the State-to-Local call will be held next Wednesday, July 18th.
- VI. Cardinal Innovations Healthcare Updates** **Ric Bruton**
Juanita Jefferson
Ric Bruton reviewed Orange, Person, and Chatham County dashboard reports. He advised that Cardinal Innovations now has a full board and Trey Suttan is no longer an interim CEO.

Juanita Jefferson advised members that they were provided with CFAC's bylaws and the 6 statutory requirements in their folders. The committee will start to utilize the CFAC Annual Checklist & Calendar for the 6 Statutory Tasks, per Leslie Matthew's suggestion.
Juanita reminded members that OPC's CFAC represents all 20 counties in Cardinal Innovations' catchment area, not just Orange, Person, and Chatham counties.
Per an action item from May 10th's CFAC meeting, Juanita informed members that Cardinal is making sure each member is on listserv before they remove them from multiple listservs. This will decrease the repetition of emails.
Juanita spoke to committee about reading and responding to her emails, especially when there is an email vote needed by the members. She asked that members work collaboratively with her with communication.

The \$200 worth of gift cards for the Peer Support Workshop was purchased in June by Cardinal's Member Engagement Manager, Deborah Hendren.

OPC's CFAC will now hold 12 meetings per year, 1 meeting per month, for the new fiscal year starting in July of 2018.

VII. Recommendations to Board

Steve Furman

Voting to be held at next month's meeting for re-election of the Board Representative, replacing Leslie Matthews.

VIII. New Business & Action Plan Review

Steve Furman

Plans to have tables set up for speakers at the PSW to have break-out space.

Stacey stated she will try to get Secretary Cohen or Kody Kinsley to speak on Medicaid Reform at the workshop. B3 Services packets will be assembled and provided by Cardinal staff at PSW.

Leslie advised that she plans to give out homemade hand scrubs to those who attend the PSW, an idea she received from attending Cardinal's Mental Health Awareness Event.

Leslie will be in charge of the grocery list, and is requesting a list of Cardinal's vendors for catering.

Leslie Matthews' lodging request (including mileage) to stay the night before the PSW to assist with set up was presented.

Stanley Cotton motioned to approve Leslie's request. Heather Nash seconded the motion.

All in favor. Request approved.

OPC CFAC's new budget for fiscal year 2018-2019 is \$20,931.96. Members are encouraged to attend trainings and report information learned at those trainings back to their CFAC.

Juanita presented that Jeanne Chamberlin, SHIP Co-Coordinator of Orange County Department on Aging, is interested in speaking at PSW. Members agreed to have her placed on PSW agenda.

Juanita will order Shira the correct size OPC CFAC t-shirts and place an order for Deborah Hendren as well.

Learning Center for CFAC agenda item to be placed on agenda for next meeting to discuss in detail with members.

VIII. Action Steps

Leslie suggested members possibly providing Cardinal support staff with an emergency contact list for OPC's CFAC members.

Stacey Harward to allow Steve Furman to speak about the PSW during State CFAC.

X. Recruitment and Membership Efforts

CFAC Members

Orientation packet and CFAC brochures given to Tammy Crowder.

XI. Community Involvement Updates—Trainings/Conferences/Events

CFAC Members

None.

XII. Public Comment

Guest, Tammy Crowder, spoke to the members regarding dentistry. Jazmyn Street provided Tammy with an orientation packet and a stack of brochures to promote OPC's CFAC. The members agreed that it will be a good idea to have Tammy speak at their PSW in September.

XIII. Adjournment

Leslie motioned to have meeting adjourned. Shira Belovicz seconded the motion.
All in favor. Meeting adjourned at 7:58pm

Submitted by:

Jazmyn Street, Project Support Professional 7/12/2018

Name/Title and Date