

# Alamance-Caswell Consumer & Family Advisory Committee

## Meeting Minutes

Tuesday July 24, 2018 6:00PM

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

Committee Members	Voting Member Present = P Absent = A
Jeanette Williamson-CFAC Chair	P
Bob Crayton	P
Lea Ottinger	P
Candle Hughes	P
Jaely Ottinger	A
<b>LME/MCO and State Staff</b>	<b>Non-Voting</b>
<b>Agency:</b> Cardinal Innovations Healthcare <b>Title:</b> Member Engagement Manager <b>Name:</b> Deborah Hendren	Present
<b>Agency:</b> Cardinal Innovations Healthcare <b>Title:</b> Member Engagement Specialist/CFAC Liaison <b>Name:</b> Jennifer Munch	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 Department of Health and Human Services, Community Engagement & Empowerment Team <b>Title:</b> Mental Health Program Coordinator <b>Name:</b> Stacey Harward	Present
<b>Guests</b>	<b>Non-Voting</b>
Darlene Cooper-Guest	Present
Ric Bruton- Sr. Community Executive/Cardinal Innovations	Present
Bettina Lee-Guest	Present
Patsy Byrd-Guest	Present



- I. Call to Order/Introduction** **Jeanette Williamson**  
Chairperson called the meeting to order at 6:02PM. Introductions were made.
- II. Consent Agenda and Minutes Approval** **Jeanette Williamson**  
Bob Crayton made a motion to approve the March minutes, Candle Hughes seconded the vote. All in favor motion carried.  
Bob Crayton made a motion to accept May minutes with corrections, motion seconded by Candle Hughes. All in favor motion carried.  
Lea Ottinger made a motion to approve the recording of meetings by the CFAC Clerk for typing minutes, Candle Hughes seconded the motion. Bob Crayton abstained the vote to record the meeting for minute purposes.
- III. Cardinal Innovations Updates** **Jennifer Munch & Ric Bruton**  
Jennifer Munch talked about the Quality Assurance/Quality Improvement program feedback form. If there is any feedback that AC CFAC members would like to submit they can send to either Jeanette Williamson or Jennifer Munch. Information was shared regarding the Peer Support Workshop that the OPC CFAC will be hosting on Friday September 28, 2018. The budget for the new fiscal year 2018-2019 for the AC CFAC as well as information regarding last year's budget was provided. Jennifer Munch reminded the committee to review the Ground Rules and the simplified Roberts Rule of Order. The announcement was formally made that Jane Clark is no longer with Cardinal Innovations. Jeanette Williamson thanked Cardinal Innovations on their increase in the AC CFAC budget.
- Ric Bruton went over the county dashboard reports. Bob Crayton asked Ric Bruton regarding the April meeting Ric Bruton presented a four plus one exploratory exercise with the Community Board Members not being mandated or required. Ric Bruton replied that by statue they are only required to have a board, it does not say a Community Board is required, but they have been maintained as a way to get local input.
- IV. Old Business** **Jeanette Williamson**  
Jeanette Williamson is working with building more membership for the AC CFAC. Jeanette Williamson spoke with Ethel Gwen and Ethel Fuller as well as with the Central Community Board regarding recruiting from Caswell County for the AC CFAC. Bob Crayton spoke about attending the Community Collaborative meetings to try and recruit new members to the AC CFAC. Bob Crayton mentioned the need to vote for a new chair-elect since Jeannie Irby resigned from the AC CFAC. Jeanette Williamson suggested to table on voting for a new chair-elect. There is a position on the Executive CFAC for an IDD representative from AC CFAC. Jeannette Williamson suggested to table the vote for an IDD representative to Executive CFAC until after the Summit.
- Bob Crayton volunteered to represent AC CFAC at the Local Network Provider Council. The discussion of Bennie Kidd being voted on as the representative for the Local Network Provider Council came up as to whether he had or had not been voted on. Bob Crayton stated that based on the Bylaws for the Network Provider Council they are only required to have one member represent CFAC and it was discussed on the state to local call. Jennifer Munch stated that it had been voted on and but had not benn rescinded. Bob Crayton stated that he did not recall a vote being made. Bob Crayton had requested a copy of the Bylaws and reviewed the Bylaws which states that CFAC are only allowed to have one person representing CFAC at the Network Council. Jeanette Williamson made a suggestion to table the vote on a CFAC representative for the Network Provider Council until more information can be gathered and reviewed. Lea Ottinger wants to verify if Bennie Kidd received an application for CFAC membership application. Lea Ottinger made a comment that this needed to be straightened out because it has been brought up at every meeting and has not been resolved.

**V. NC DHHS Updates** **Stacey Harward**  
August 8, 2018 is the State CFAC meeting and it will be held in Durham at Alliance Behavioral Health. Please email Stacey Harward to RSVP. Kody Kinsley will be there from 10:00am -12:00pm to talk about HB 403.

Bob Crayton mentioned that DHHS has a new newsletter.

**VI. Community Involvement Updates** **CFAC Members**  
Jeanette Williamson spoke about volunteering at Allied Churches Shelter. Jeanette Williamson would like for AC CFAC to pick a month to volunteer. It is the 3<sup>rd</sup> Wednesday of the month. The dates are 8/15, 9/19, 10/17, 11/21 and 12/19. Bob Crayton mentioned that the State to Local conference call is every 3<sup>rd</sup> Wednesday as well. Jeanette Williamson volunteered with friends and families. The times are from 6:15PM-7:25PM. Lea mentioned that August or September would be good months to volunteer. Lea Ottinger made a motion to volunteer on August 15, 2018 at the Allied Churches, Candle Hughes seconded the motion.

The Alternative Conference is coming up 7/29-8/3, in Washington, DC. It is regarding Transforming our Future. Jeanette and Lea are attending the conference.

Peer Support Workshop is going to be on 9/28/18. A discussion was had for AC CFAC to provide mileage stipends for committee members that would like to attend the Peer Support Workshop. Lea Ottinger made motion to provide mileage, Candle Hughes seconded the motion.

**VII. Public Comments** **Community Members**  
Stacey Harward made a suggestion for CFAC members to create an Emergency contact list.

Executive CFAC meeting is being held on Thursday July 26 in place of the August meeting. There is a proposed amendment to the Bylaws. Beverly Corpening is no longer the Executive CFAC chair, Beverly Morrow is the interim Chair until the Summit. Bob Crayton is no longer the chair-elect and Obie Johnson is the interim chair-elect until the Summit.

MCCT had a conference call regarding setting up lunch and learns to educate everyone regarding the Medicaid Transformation.

**VIII. New Business** **Jeanette Williamson**  
Lea made a motion to have an AC CFAC meeting every month and Candle Hughes seconded the motion. AC CFAC meets the 4<sup>th</sup> Tuesday of the month. September is recovery month. Last year AC CFAC had a guest speaker for Recovery month. Jeanette mentioned that she has a theme for Recovery month "Let's talk it out". Bob mentioned that September is not only Recovery month but also, Suicide Prevention and Fetal Alcohol Awareness. Stacey mentioned that one in Recovery Conference is coming up in March 2019 in Greensboro, NC. NC Tide Conference will be held in New Bern.

**IX. Adjournment** **Jeanette Williamson**  
Meeting adjourned at 7:15PM

Submitted by:

***Reina Merino-Project Support Professional 8/1/18***

Name/Title and Date