

**MINUTES**  
**Piedmont Consumer & Family Advisory Committee Meeting**  
**November 20, 2018**  
**Milestone**

Committee Members	Voting Member Present = P   Absent = A
Beverly Morrow, CFAC Chair	P
Jean Andersen	P via phone
Hezekiah Anderson	P
Terri Clark	A
Michelle Joshua	P
Mary Sechler	P
LaRhonda Watkins	P
Staff	Non-Voting
Reid Thornburg, Senior Community Executive – Piedmont Region	A
Yalanda Williams, Member Engagement Specialist – CFAC Liaison	P
Sharon Friend, Project Support Professional – CFAC Clerk	P
Guests	Non-Voting
Stacey Harward, Mental Health Program Coordinator – NC Department of Health and Human Services	P
Dr. Iris Sanders, Union County Guest/New Membership	P



I. **Call to Order/Introduction**

Beverly Morrow – Chair

- Beverly Morrow called the meeting to order at 6:14 p.m.
- Introductions were made by visitors and guests as well as everyone present.
- Dr. Sanders has submitted her application for membership. She will represent MH for Union County.

II. **Consent Agenda and Minutes Approval**

Beverly Morrow – Chair

- Minutes from the meeting held Oct. 16, 2018 were presented for approval. Motion to approve the minutes was made by LaRhonda Watkins and seconded by Michelle Joshua. Motion was carried, meeting minutes were approved.

III. **Old Business**

- Updates – Cardinal Innovations

Yalanda Williams

- In addition to the standard sign in sheet there will now be a stipend sheet that board members will sign at each meeting to verify accurate mileage and stipend.
- Yalanda provided a handout of the survey results conducted from the CFAC Summit.

- How To Address Statutory Requirements

Yalanda Williams

- Yalanda gave a brief breakdown of the Six Statutory Requirements. She will laminate the outline of the Statutes for the board members to have as an easy reference.

**1. Review, comment on, and monitor the implementation of the local business plan.**

- The current local business plan indicates FY2017 – it was determined that business plans are typically generated for a 3-year period and is a living document that can be added to during that period. Beverly would like to know if there are other items, outside of the provided plan, Cardinal intends to address in this 3-year period that would be pertinent information to the local CFAC board. Yalanda will inquire about an expanded plan.

**2. Identify service gaps and underserved populations.**

- Community Needs Assessment – The timeline dates have changed for the State so it will be sent out in January. Jennifer Russell will be contacting the local CFAC board members via email for feedback prior to sending out the survey.
- Stacey Harward advised that each MCO conducts their own Assessment for their catchment area and results are reported to the State who then compiles all the data.
- How do we help those with a disability who needs assistance completing the survey? Suggestions for locations are Peer Support, Psych-Social Clubhouses, Libraries, Daymark – also recommend communicating to members a time & place where someone will be available to assist members with completing the survey.

**3. Make recommendations regarding the service array and monitor development of additional services.**

- The board posed these questions: 1) Does Cardinal have a Gaps and Needs Committee? and 2) How can CFAC members join the Committee?

**4. Review and comment on the area authority or county program budget.**

**5. Participate in all quality improvement measures and performance indicators.**

- Jill Queen will be attending the Piedmont CFAC meeting in January. Beverly tasked the board to review the information provided and be prepared with questions for Jill.
- 6. **Submit to the State CFAC findings and recommendations regarding ways to improve the delivery of MH/IDD/SA services.**
  - Provide any comments or feedback to Beverly. Beverly compiles them and submits them to the State CFAC. The State CFAC prepares an annual report at the end of the fiscal year and then advises our Division and Legislation.
  - Beverly asked the board to be thinking about the implementation of the local business plan and be cognizant that six months remain in this fiscal year.
- Learning Center – Assignment
  - Beverly tasked board members to take a class in the Learning Center and report back on it at our January meeting. CFAC Orientation is a class all board members should take.
- Opportunity For Attending Conferences
  - There are budgeted funds for board members to attend conferences. Apply to Bonnie Shell for conference fee. Submit a Training Request form to Beverly for approval for conference; once approved – Cardinal will handle the registration and submit payment. Reimbursement to the board member for mileage and lodging is also considered. Make sure requests are submitted in a timely manner.
- Update Network Provider Council
  - Andrea Stevenson is representing us on the Council. She has requested input from the board that she will take back to the Council.
  - Beverly shared a situation Andrea experienced with a provider who did not actually offer the service in which they were listed for on the provider directory. Beverly will contact Andrea to discuss and ask the following questions: 1) How and why are providers identified for a service they do not offer? and 2) Has the information been updated or corrected since the error has been made known?
- Update from Empowered Voices Summit By-laws Committee                      LaRhonda Watkins
  - LaRhonda reported that she and Terri Clark attended the conference call; Hezekiah Andersen attended as the alternate. Discussion was not productive via conference call, therefore, it was decided to meet face-to-face on Dec. 8 in Alamance from 10:00 a.m. – 1:00 p.m. It was voted on to use the Vaya by-laws as a base; Jennifer Russell will bring copies of the by-laws to the by-laws meeting for Committee members to be able to mark-up and make the revisions.
  - A decision needs to be made how we would like to see our {Piedmont} chapter renamed once merged with Mecklenburg.
  - We need to make a recommendation for the new name of the new Executive Committee.
  - There was discussion on the functions and responsibilities of a Steering Committee: A Steering Committee does not have a Chair and would be made up of two board members and the Chair from each local CFAC chapter, representing all three disability groups. A Steering Committee discusses topics and the Chair takes the information back to their local CFAC board. Final decisions are made on the local CFAC level; the only time a Steering Committee would consider making a final decision for the entire group is if there isn't enough time to go back to the local CFAC board.
  - There was discussion around the request from Triad to add one additional representative from each local CFAC board, making it four representatives. If that change is approved, it is undetermined at this time

what the process would be to come up with those four representatives and how the representation from each disability group will be on the board.

#### IV. **New Business**

- 1915 Waiver
  - Please review the handout and respond to Beverly with your feedback as the deadline is November 22<sup>nd</sup>. Please note the contradictions in the material to the Community Living and Supports topic.

#### V. **Action Plan**

The Action Plan will be a living document. Items listed in the Action Plan will remain in the listing until accomplished.

- **Assignment: Local Business Plan**
  - Become familiar with the local business plan and think about how we want to tackle this – we will look at dates and prepare a plan of work for implementation of the local business plan at our meeting in January.
- **Assignment: Quality Strategy and Performance Improvement Plan**
  - Review the information provided and be prepared to share any questions with Jill Queen at the meeting in January.
- **Assignment: Learning Center**
  - Take at least one class in the Learning Center and be prepared to report at the meeting in January.
- **Assignment: By-Laws Committee**
  - Decide what we would like our name to be once Piedmont and Mecklenburg merge.
  - Make a recommendation for the new name of the new Executive/Steering Committee.
- **Achieving Our Six Statutory Obligations** CFAC Members
  - Transition to Community Living
  - It was suggested at the Summit the Statutory Obligations be taken care of by the Executive/Steering Committee, however, there were board members who vocalized to keep it in the local CFACs. This will be determined by the By-laws Committee.

#### **What Do We Want to Achieve This Year**

- **New Member Solicitation**

#### VI. **Public Comment**

- There were no public comments.

#### VII. **Comments & Adjourn**

- Stacey Harward provided the following information.

- The Legislative Breakfast is being held in Chapel Hill on Feb. 2, 2019 from 10:00 a.m. – 1:00 p.m. Yalanda emailed the information to the board members.
- Everyone is welcome to join the State-Local CFAC call on Nov. 28 at 7-8:30 p.m. Here is the call information: 1-888-273-3658 access code: 2490768#
- A Community Living Initiative is starting in collaboration with Temple University. This initiative is helping those in recovery to get back involved in the community.
- The DHHS Budget breakdown for 2017/2018 is available as a side-by-side comparison and can be found embedded in the NC Health News.
- Kate Bear will take over the State CFAC and the Contracts effective Dec. 10.
- Stacey will be out on medical leave beginning Dec. 11.
- Beverly indicated there are a lot of emails being received from the State – Stacey advised that the system is set up to send everything or nothing.

➤ **Beverly Morrow adjourned the meeting at 8:10 p.m.**

**Next Scheduled Meeting > January 15, 2019**

Submitted by:

Sharon Friend | Project Support Professional  
Name | Title

Nov. 28, 2018  
Date