

# Executive Consumer & Family Advisory Committee Meeting Minutes

Thursday February 22, 2018

2929 Crouse Lane, Suite A Burlington, NC 27215

Committee Members	Voting Member Present = P Absent = A
Beverly Corpening-CFAC Chair	P
Jeanette Williamson	P
Bob Crayton	P
Angelena Kearney-Dunlap	P
George Bridges	A
Rosemary Lewis	P
Shira Belovicz	P
Leslie Matthews	P
Janet Sowers	P
John Hufton	P
Obie Johnson	A
Matt Potter	P
Terry Cox	P
Russell Andrews	A
Beverly Morrow	P
Bradley Donahue	Via Telephone
Glorria Tiller	A
LME/MCO and State Staff	Non-Voting
<b>Agency:</b> Cardinal Innovations Healthcare <b>Title:</b> Member Engagement Director <b>Name:</b> Jane G Clark	Absent
<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> Tim Simmons	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>
Dora Hufton	Present
Anna Yon- VP, Community Operations	Present
Suzanne Thompson, NC DHHS	Present
Pam Goodine- Triad CFAC	Via Telephone
Mary Miller	Via Telephone

**I. Call to Order/Introduction**

**Beverly Corpening**

Chairperson called the meeting to order at 6:02pm. Introductions were made and guest speakers were introduced.

**II. Consent Agenda and Minutes Approval**

**Beverly Corpening**

Minutes were approved with added corrections. Bob Crayton made motion to approve with the added corrections and Matt Potter seconded the motion.

**III. Old Business**

**Beverly Corpening**

December Retreat did not go as planned. Could have gone better if Cardinal and DHHS staff had been included. All this is going to change as a new relationship is building, as chair can pick up the phone and get in touch with Cardinal and DHHS staff to get things done. Expressed how much she appreciated Cardinal and DHHS Staff.

Chair expressed concern about local CFAC getting copies of the Executive CFAC minutes. Tim Simmons is to make sure that the local CFAC's receive minutes once approved.

Forms and templates need to be more simplified and streamlined. Forms and templates being used have not been approved by CFAC members to use. Training Request form has been updated this week per Bob Crayton. Local CFAC chair's requested that training request forms be sent electronically to distribute to their local CFAC members.

Subcommittee for Bonnie Schell applications. Made up of Angelena Kearney-Dunlap, John Hufton, Bob Crayton, Janet Sowers, Russell Andrew, Gloria Tiller, George Bridges, Matt Potter and Terry Cox. Any Bonnie Schell application needs to be sent to the subcommittee to go through the checklist to make sure that the application meets the criteria. Checklist was completed based off of the Bonnie Schell application. NC Tide is coming up and CFAC members will want to attend and will need to submit their Bonnie Schell applications. Bonnie Schell applications only covers registration.

Discussion on budgets regarding proper use of the CFAC's budget. Biggest expense for the Executive CFAC is stipend and mileage.

Board of Directors representatives are Jean Anderson, Terry Cox and Beverly Corpening.

**IV. Cardinal Innovations Healthcare Updates**

**Anna Yon**

Summit is next Saturday in Burlington, NC at the Ramada. Trey Suttan will be at the Summit. Registration starts at 9am. Anna will be submitting budget requests by April 1<sup>st</sup>. Will need the CFAC budget request before April. \$49 is the max for stipends as to not have to pay taxes, then it becomes an income. 1099 should only reflect the stipends, no mileage. CFAC members will email the finance department for corrections.

**V. NC DHHS Updates**

**Suzanne Thompson and Stacey Harward**

Between now and March the 2<sup>nd</sup> email Suzanne Thompson questions regarding the Local CFAC Aggregate Annual perception surveys. She will answer all questions at the March 3<sup>rd</sup> meeting. Will let everyone know when registration for NC tide opens up. State CFAC is working with the local CFAC's to do an Advocacy day which will be the 2<sup>nd</sup> Tuesday in May, save the date flyer will be circulating shortly. Goal is for as many local

CFAC's to attend. Please get in touch with Suzanne Thompson while Stacey Harward is out on medical leave. Suzanne Thompson will help out in any way she can regarding the State wide CFAC meeting. Let Suzanne know as soon as possible who is wanted at the meeting especially if you want a local legislature.

**VI. New Business**

**Beverly Corpening**

CFAC has six statutory requirements. CFAC needs to be mindful that the trainings and conferences they are attending how are they being utilized to help you meet your statutory requirements. Questions were asked regarding being able to use budgets from local CFAC for attendance to trainings or conferences. Leslie Matthews appointed to work on submitting the budget for the Executive CFAC.

**VII. Action Steps**

Beverly Morrow heading the Gaps and Services committee, Jeanette Williamson, Bob Crayton, Terry Cox and Rosemary Lewis will join Beverly on committee.

**VIII. Comments & Adjourn**

Leslie Matthews completed and submitted the budget for the Executive CFAC. New Board is very receptive. Next board meeting is in March in Charlotte, NC. Beverly will get the information and Tim Simmons will distribute. Mary Miller commented on TRIAD CFAC wrote a letter to the board, and she would like to send that letter to the board regarding what they are looking forward to with the new Board of Directors. Bob Crayton passed around the Relational Agreement. Angelena Keanrey-Dunlap spoke about the upcoming events. Tim Simmons spoke about upcoming trainings and about some of the trainings that are available. Janet Sowers commented about the new sheriff that is running and about how great it would be for him to do CIT training. Tim Simmons commented about all CFAC documentation being uploaded to SharePoint.

Meeting adjourned at 8:11pm.

Submitted by:

***Reina Merino-Project Support Professional 2/27/18***

Name/Title and Date