

**Durham Consumer Family Advisory Committee (CFAC)
Meeting Minutes
July 6, 2009
DRAFT**

CFAC Members, Disability Represented

Hermann Bennhausen,
~~Emmanuel Edwards,~~
 James Henry,
 Colleen Kilsheimer,
 Joe Kilsheimer,
~~Debbie Kolesar,~~
~~Sandy Laperre,~~
 Tammy Harrington,
 Latasha Jordan,
 David Smith,
 James Dan Shaw,
 Samruddhi Thaker, (Chair)
 Sharon Youse,
 Robyn Duff,

The Durham Center Liaison to CFAC

~~Carla Alston~~

The Durham Center Staff

Vivian Harris (Compliance Officer)

NC DHHS MH/DD/SAS Representative

Eric Fox (MH Program Coordinator, Advocacy & Customer Service Section)

Guests

None

NOTE: When a CFAC member or LME or State Representative is absent at the meeting, draw a line through his/her name.

Agenda Item	Discussion, Conclusions, Recommendations	Action, Follow-up	Person Responsible
Call to Order, Introductions, Meeting Minutes	The Chair called the meeting to order. Attendees were asked to introduce themselves, note if they were a member or not, whether they would like to continue as a member/join as a new member, which disability they represented and their appointment date/term with	Review the minute structure with Carla; revise the June minutes based upon the suggestions from the Chair. Present minutes at August 3, 2009 meeting for	Samruddhi, Carla, Vivian, CFAC as a whole

Durham CFAC. Most attendees shared that they have been part of the CFAC since CFAC began and wondered if they were eligible to stay on CFAC, i.e., whether their term limits had ended and if their membership can be/need to be renewed. One member indicated that siblings of individuals with disability are an important partner of the care giving team and they will become an increasingly important resource to serve the needs of individuals with disability.

The June 1, 2009 meeting minutes were discussed in regards to their quality, content and accuracy. The CFAC Chair and members agreed that there was a critical need to improve the quality, consistency and timeliness of the minutes and that they should accurately reflect discussions and action items agreed upon during the meeting. To meet this need, the CFAC Chair proposed a process on how CFAC members and LME liaison and staff would collaborate. The LME liaison would have a draft of the minutes sent to the Chair (and Vice-Chair, once appointed) within 5 days of the meeting. The Chair and Vice Chair would have 5 days to review and make comments/revisions, the LME would incorporate these within 3 days and the minutes would then be sent to all CFAC members for review and comments. CFAC members would send comments to the LME liaison and Chair, the minutes would then be revised by the Chair and sent to LME liaison for inclusion in the meeting packets. Meeting minutes would be presented for approval at the next CFAC meeting, comments/revisions will be accepted at this stage. Meeting minutes will be finalized and ready for posting on LME website once approved.

approval.

Finalize a process that would assure that minutes are available soon after the meeting and that a timeline and process is followed to ensure accuracy, quality, consistency and timeliness of meeting minutes.

Samruddhi,
Carla, Vivian,
CFAC as a
whole

	<p>CFAC Chair informed the Committee that she had provided written feedback to Vivian during a meeting on July 6, 2009 (Carla was unable to attend this meeting since she was out sick). CFAC Chair appreciated Vivian's willingness and support to share this feedback with Carla and LME's ongoing assistance with improving the meeting minutes.</p>		
CFAC Effectiveness	<p>The Chair requested Eric Fox, the state CFAC representative, to review two documents prepared by the State that listed 1) six main responsibilities of the local CFAC as noted in G.S. 122C-170 and 2) characteristics of effective CFAC.</p> <p>Several CFAC members shared that these were very useful documents and would serve as an important guide for the CFAC.</p> <p>This review also resulted in discussions from CFAC members regarding the lack of involvement of CFAC members in the development of the FY 2009/10 LME budget, participation by only one CFAC member in the Budget Retreat for 2009-10, need for training for CFAC members and clarity on roles and responsibilities of CFAC representatives on Area Board Committees in order to ensure active and collaborative participation and partnership between CFAC-LME-Area Board, the lack of an orientation package available for new CFAC members, and continued issues with how minutes from the different committees are received by CFAC and the timing of</p>	<p>Get a sample of an orientation packet from another LME/CFAC (Wake CFAC and LME).</p> <p>By next meeting develop a list of all LME and Area Board committees, their purpose and the CFAC representative(s) on each committee (when applicable).</p> <p>Develop and review a timeline developed by the Wake CFAC to</p>	<p>Eric will get a copy and send to CFAC Chair</p> <p>Vivian</p> <p>Samruddhi and CFAC as a</p>

	<p>those minutes so that CFAC members can bring information back to the CFAC as a whole.</p>	<p>develop a process of collaboration and to allow timely input and suggestions from CFAC representatives to the Budget process for 2010-2011.</p> <p>CFAC to develop a strategic plan to look at roles and responsibilities.</p> <p>Follow up on CFAC membership as a non-voting member on the Area Board Finance committee.</p>	<p>whole with LME representatives</p> <p>Samruddhi and CFAC as a whole</p> <p>Vivian</p>
CFAC Membership	<p>There was discussion regarding the effective date of CFAC appointments to the Committee as well as the statute that detailed the limits on years. Eric shared that there was confusion about this across the state and that the first 3 year terms would have started in July 2006 and now anyone interested could be reappointed to another 3 year term.</p> <p>There were also two new potential members at the meeting. For one this was their 3rd meeting and for the other their first. There was discussion around the need to attend 3 meetings before being appointed to the committee. A review of the by-laws showed confusion around this – the 3 meeting requirement is only related to when a new member can receive the monthly stipend for attending meetings.</p> <p>The issue of stipends was discussed, members were</p>	<p>A motion was made and seconded that the following current members be appointed to a 2nd three year term: Herman Bennhausen, Colleen and Joe Kilsheimer, Jim Henry, and Sharon Youse.</p> <p>A second motion was made and carried to appoint Latasha Jordan and Tammy Harrington to their first 3 year terms.</p> <p>A third motion was made and carried to appoint David Smith to his first 3 year term.</p> <p>Vivian would develop a form that</p>	<p>n/a</p> <p>n/a</p> <p>n/a</p> <p>Vivian</p>

	<p>asked to inform the Chair to indicate their interest in receiving the stipend for meeting attendance, CFAC Chair would communicate this information to LME liaison.</p> <p>Need to recruit new member representing SA.</p>	<p>CFAC members can complete to indicate their interest in receiving stipend.</p> <p>Update and finalize CFAC membership roster to track member attendance and disability representation on the CFAC.</p>	<p>Vivian, Carla, Eric, Samruddhi and CFAC as a whole</p> <p>Robyn</p>
CFAC By-Laws and Relational Agreement	<p>Handouts of both documents were provided to committee. Each had highlighted text to review, discuss and act upon. Due to time however, the discussion and action were postponed until the August meeting. The Chair requested that members be available for a phone discussion prior to the next meeting to review the documents.</p>	<p>Chair will send out a notice regarding a time for a phone conference and conduct the phone conference.</p>	<p>Samruddhi and CFAC as a whole</p>
LME Update	<p>Vivian shared that the LME is devoting time to the implementation of the new Netsmart software. The LME is hoping to have a go live date of 9/1/09. Software will be critical to a successful implementation of the Medicaid UR functions in Durham.</p> <p>There was a question and answer session related to the Medicaid UR and who will be responsible for it in Durham and which other LMEs in the state are undertaking the Medicaid UR. There was a question requesting an update on implementation of pharmacy</p>	<p>None</p> <p>None</p>	

	<p>co-pay at Gurley's Pharmacy which went into effect on July 1, 2009.</p> <p>CFAC committee members and LME Management Team members have completed the CFAC survey. Area Board Executive Committee will be completing this survey. LME Director and CFAC Chair intend to review the responses to this survey from the three bodies (CFAC, LME Management Team and Area Board Executive Committee) at the August joint Executive Board/CFAC meeting to assess gaps in communication and explore areas for improvement in the CFAC-LME-Area Board communication and collaboration.</p>	<p>Vivian will follow-up with the LME Director and inform Samruddhi re: next steps.</p>	<p>Vivian and Samruddhi</p>
State Update	<p>Eric informed that the Consumer Empowerment Team has gone through a staffing realignment - as of June 15th Eric is full time on the Consumer Empowerment Team.</p> <p>Other local CFACs have engaged in strategic planning and have restructured with the addition of sub-committees. Would be willing to provide assistance in any way possible if desired.</p>	<p>None</p>	
Next Meeting and Proposed Agenda	<p>The next CFAC meeting will be on August 3, 2009 from 5:30-7 pm at TROSA, 1820 James Street, Durham 27707.</p> <p>The proposed agenda is as follows:</p> <ol style="list-style-type: none"> 1. CFAC Membership (Updated list will be available) 2. CFAC By-laws (Vote) 		

	<ol style="list-style-type: none">3. Relational Agreement (Vote)4. CFAC Brochure (Review and Finalize)5. Area Board Policies & Procedures CFAC (Review)6. Annual CFAC Survey/LME Management/Joint Executive Committee7. Update on Implementation of co-pay at Gurley's Pharmacy (LME)		
Adjourn	The Committee adjourned at 7:05 p.m.		

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