

Consumer Family Advisory Committee (CFAC)
Minutes
June 7, 2010

Members Present:		Members Absent:
Colleen Kilsheimer	Vivian Harris	Deborah Kolesar
Joe Kilsheimer		
Robyn Duff	LME	
David Smith	Robert Robinson	
James Dan Shaw	Todd Day	
Emmanuel Edwards		Guests:
Susan Gutierrez		Latasha Jordan
Samruddhi Thaker	State Staff:	
James Henry		

Start Time

CFAC Agenda Item	CFAC Discussion, Conclusions, Recommendations	CFAC Action, Follow-up	Person Responsible
Introductions			
May 2010 Meeting Minutes	The CFAC members reviewed and approved the minute meetings.	The minutes will be posted on the Durham Center website.	Todd Day
Nomination and Elections	Last month there was one nomination for the CFAC chair. Samruddhi Thaker accepted the nomination. There were open nominations for the vice chair. Vivian Harris was nominated. She agreed to the nomination. The nomination process was closed.	CFAC members confirm the nominations	CFAC
Reappointments and Appointments	Samruddhi Thaker was confirmed as the CFAC chair. Vivian Harris was confirmed as the CFAC vice chair.	NA	NA
Orientation Materials	Robyn Duff presented to the CFAC members a draft of the new member orientation packet. She sought feedback on the mission statement.	CFAC members will further discuss the orientation packet. Robyn will	CFAC Robyn Duff Todd Day

	<p>Samruddhi recommended that the CFAC membership disability categories be posted on The Durham Center Website.</p> <p>A disclosure and confidentiality statement should be submitted at the time of application. A copy of the Confidentiality Regulations from USDHHS, Health Insurance Portability and Accountability Act Regulations, and Confidentiality Regulations from DMHDDSA needs to be attached.</p> <p>A copy of the bylaws and funding form should also be attached.</p>	<p>continue working to gather information for the packet. Todd Day will provide Robyn with information regarding confidentiality and will inquire about getting the disability categories listed on the website.</p>	
Committee Reports	<p>Colleen Kilsheimer reported that the Human Rights Committee meets from 4-5:30pm every two months on the last Tuesday of that month. She encouraged members to attend.</p>	NA	NA
Review of The Durham Center's Strategic Plan	<p>More information is needed from The Durham Center to further discuss the plan.</p>	<p>The Durham Center staff is in the process of developing department specific objectives, benchmarks, outcomes and strategies and hopes to have a final draft sometime in July.</p>	CFAC Todd Day
Next meeting	<p>The next CFAC meeting will be held on July 12, 2010 from 5:30-7:15 pm at TROSA.</p>	NA	NA

