

**Consumer Family Advisory Committee (CFAC)
Minutes
October 5, 2009**

CFAC Members

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

The Durham Center Liaison to CFAC

Carla Alston (Director of Consumer Affairs)

The Durham Center Staff

Vivian Harris (Compliance Officer)

NC DHHS MH/DD/SAS Representative

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

Guests

Start Time 5:30

CFAC Agenda Item	CFAC Discussion, Conclusions, Recommendations	CFAC Action, Follow-up	Person Responsible
Skipped Introduction Minutes/change Changes for Agenda	Change state updates to Division Update Add Pinehurst Conference to Announcements	Approved	
CFAC Membership & recruitment	11 out 13 members present. Should vote on the Bylaws. Robyn has a flyer and any suggestion for recruitment for SA(Oxford House was mentioned as a way to recruit more members. It was suggested that a letter be created and sent to Oxford Homes.) Vivian can assist and send Samruddhi information. Meeting with LME Executive Committee, LME and CFAC. The meeting was well attended. The role of CFAC was discussed and the ability to give feedback. Sammruddhi will share tool with CFAC that was given(Partnership Participation Tool) Joe Suggested that this tool be used as a way to get feedback from CFAC. There are 64 questions which mean		Eric Fox

	<p>it is lengthy. This addresses the CFAC & LME relationship based on the statues. There is no frequency on the feedback based on state and local CFAC relationship.</p>		
<p>CFAC Bylaws</p>	<p>Moved that current Draft Bylaw be accepted 2nd motion. All in favor. Robyn will email flyer to members so that it can be distributed in community</p>	<p>Approved</p>	<p>CFAC members</p>
<p>CFAC member participation</p>	<p>CFAC is a committee of Area Board and not the LME Sammrudhi received a letter from Board Chair about members to committee. The process was that Sammrudhi nominate people for the committees. HRC (Sharon, Debbie, Colleen, Sammrudhi) three people from CFAC are on the HRC to represent CFAC. QM Committee- There was nomination (Sammrudhi, Joe and Robyn) There are suppose to be 3 members on the committee for CFAC members to represent. Sammrudhi read the bylaws for the QM committee. It is an open meeting. Sammrudhi propose to let Joe continue with QM. Sammrudhi asked about the role of HRC Committee Colleen said it has really changed.</p>		
<p>CFAC Liaison to the Area Board</p>	<p>Sammrudhi want to make sure we have a connection to the Area Board from CFAC. The current member listed is not a current CFAC. Vivian suggested sending an email to Ellen about the Local Representative for CFAC. Sammrudhi open up for an interest who would like to have a representative from CFAC possibly 2 people. Jim mentions that Amelia was a board member that represented CFAC.</p> <p>The Area Board Chair was reviewed a family member has been appointed to the Area Board.</p> <p>How do the CFAC communicate to the Area Board because they are an advisory committee? 1) Affairs Committee. There is open comment time during Area Board and CFAC can send a letter to board.</p> <p>James Shaw suggested finding out what detail and capacity CFAC role is and what to be expected. Jim felt that it was a waste of time for 5 minutes and he suggested that a CFAC member may want to be Board members. Betsy MacMichael is now a member of the Area Board that was</p>		

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	appointed at the last meeting. Can CFAC get Area Board packets prior to the Area Board Meeting? Check with Ellen to see if it is allow to get packed in advance. Robyn & Sammruddhi will be at the November Meeting.		
LME Updates	A)CFAC website- Sammruddhi want the end time added B) C) Letter has gone to the State copies were passed out. D) CFAC Budget & Funds- pass email was 2006 on Budget between Joe & Vivian		Vivian

CFAC Budget/Funds Ellen/LME- The funds are there and there is no set budget for CFAC. How do we determine who gets funding for conferences training and stipends. LME covers cost to conferences. David suggested that a budget is set up so that CFAC knows what the costs are. Do we know what other LME's are spending with CFAC committees? Joe suggested that this discussion be taken up to the finance committee. Sammruddhi suggested using a form for request for conferences. It is a draft. (Review)
Learn the process for requesting training funds.

State Review Eric- CFAC Orientation Guidebook-
Level 3 placements and reducing them. Durham is doing really well. Durham had reduced by 40 % where state is 30%.

- Announcements-1) Debbie-Common Ground
2) New kind of listening Flyer
3) Brushes of life

Subcommittee Reports
Housing-Hermann B
Quality Management- Joe K

Other- HRC- Colleen- Reviewed meeting that took place on Sept. 30 2009. A report was given on Incident Reporting and the levels of Incidents Level 1, Level 2, and Level 3. All providers are to report incidents. The HRC are now looking at plans for clients that need to be approved by the Committee. The meetings are the last Tuesday of every other month. CFAC wants to get information on meetings. Colleen suggested that NAMI be informed of the meeting since it is an open meeting.

Next Meeting is November 2, 2009