

**Minutes**

<b>Committee Name:</b>	Consumer Family Advisory Committee
<b>Date:</b>	April 8, 2008
<b>Time:</b>	6:00-8:00
<b>Meeting Place:</b>	Morganton Community House
<b>Members Present:</b>	Lisa A., Laurie B., Pat R., Marjorie B., Sharon W., Maria B., Josephine B., Tony B., Wilma S., Hazel P., Shirley S.
<b>Members/Others Absent:</b>	Chip J., Cynthia H.
<b>Others in Attendance:</b>	Judy D., Vanessa A., Cathy K., Trudy M., Jana B.
<b>( Agenda Item # 2) Minutes:</b>	March 11, 2008
<i>Action:</i>	Minutes of the March meeting were presented.  There were changes that were made to the minutes. Located under Consumer Workshop – there are two seminars being presented: How to manage your illness and Diagnosis and Treatment of Schizophrenia. A correction of the spelling of NAMI was made. Located under State Update – A correction was made to the spelling of the co-directors names’ with the Division of Mental Health, Leza Wainwright and Dr. Mike Lancaster. With this noted, the minutes were accepted as presented.
<i>Decision:</i>	Laurie made a motion to approve the minutes. Sharon W. seconded the motion.
<b>(Agenda Item #3)</b>	<b>Sub Committee Updates</b>
<i>Presenter:</i>	Marjorie B. /Laurie B. /Tony B.
<i>Information Presented:</i>	<b>Training-</b> The forum will be referred to as a training; which is to be held on Saturday, June 21 <sup>st</sup> at the Morganton Community House. The speakers need to be secured by the end of the month. Vanessa is to contact a NAMI Representative and Judy is to contact Jerry Heath from CVBH as a speaker for Medications and Contraindications. A suggestion was made that an outline of the training be available at the next meeting.  <b>By-Laws-</b> A draft copy of the By-Laws were distributed. Laurie went over the suggested changes that were made by the committee, noting that the CFAC members will now select and forward appointed members to the Board. The committee was in agreement with adopting this draft.  <b>Action Plan-</b> Tony presented a suggestion on establishing a checklist to rate the different departments on their level of services being provided. A suggestion was made for the next fiscal year to established a calendar identifying a time where a member from each department will attend a CFAC meeting.
<i>Decision:</i>	
<b>(Agenda Item # 4 )</b>	<b>New Business</b>

<p><i>Presenter:</i></p> <p><i>Information Presented:</i></p>	<p><b>Judy D./ Vanessa A</b></p> <p><b>Receiving Information as a CFAC Member-</b> Judy presented the group with the idea of having a computer available for CFAC members at both the Burke and Catawba offices. A user account will be created for members to receive information on line from both a home address or an on line account through the library system.</p> <p><b>Provider Interview-</b> Table to next month, due to Cynthia, the presenter’s absence.</p> <p><b>Nominating Committee-</b> Judy presented the idea of having a working/partner relationship with others outside of the CFAC committee such as some of the LME Staff members, representing various disabilities and functions. The CFAC members would like to make certain there is equal representation. A motion was made that the LME staff could make suggestions/recommendation only. CFAC members will make the final decisions.</p> <p><b>Third Quarter Incidents/Third Quarter Complaints-</b> Reports will be tabled at next Month meeting.</p> <p><b>Needs Assessment-</b> A copy of the Community Needs Assessments, March 2008 Executive Summary was distributed to each member. A steering Committee was formed to help guide the Needs Assessment process. Input was received from CFAC, consumers, providers, and community stakeholders through forums or surveys. Based on the information received strengths and weakness in the service system were identified. The Steering Committee prioritized these items accordingly.</p> <ul style="list-style-type: none"> <li>• Greater public awareness of service availability, service types, and access to services.</li> <li>• Focus on the crisis service array</li> <li>• Development of more integrated service delivery models( MH/DD MH/SA , any dual diagnosis needs)</li> </ul> <p>As the implementation process occurs a quarterly report will be furnished to the CFAC and Area Board. A complete Community Needs Assessment will be conducted annually.</p>
<p><b>(Agenda Item #5 ):</b></p>	<p><b>State Update</b></p>
<p><i>Presenter:</i></p> <p><i>Information Presented:</i></p>	<p>Cathy Kocian</p> <p>Cathy distributed copies of the State CFAC minutes and a flyer of the upcoming Regional Training to be held in Hickory on May 1<sup>st</sup>. Positive feedback was given from the State on how well and successful the group transition through the merger process.</p>

	NC Care link System - a website to provide needed resources in your area is available
<b>(Agenda Item #6):</b>	<b>Open/ Public Comments</b>
<i>Presenter:</i>	<b>Judy</b>
<i>Information Presented:</i>	<p><b>CFAC membership-</b> there is a limit to 12 voting members. For general membership the nominating committee will review applications for fulfillment of available terms. The nominating committee will present membership slate at CFAC's June meeting. All current CFAC member's must complete a new application to become a member.</p> <p><b>Welcome Packet-</b> A copy of the Welcome Packet was distributed. Each member was asked to review the manual for any additions or deletions. Please call or e-mail Judy or Vanessa of any changes. These packets will be issued to each new client that enters into the system for service. This will allow public awareness of available services.</p> <p><b>Get Well Card-</b> A card was passed around for signature for chip.</p> <p><b>DD Workshop-</b> Laurie distributed handouts and gave a review of the conference she attended.</p> <p><b>Health Fairs-</b> Sharon W. requested a list of Health Fairs and her willingness to help with events to help aid in public awareness.</p> <p><b>HIPPA -</b> Shirley S. voiced a concern about the lack of privacy at Walden House. She described that staff would discuss private matters openly and without discretion in the presence of other residents. Residents would then pass the information around among themselves. Judy will follow up with Shirley after the meeting and contact the adult home specialist at DSS, Catawba County.</p>
<i>Decision:</i>	
<b>Adjournment:</b>	<b>Meeting Adjourned at 7:35 pm</b>
<b>Next Meeting:</b>	<b>May 13' 2008</b>
<b>Attachments:</b>	<b>Needs Assessment, SCFAC Agenda for April 10, 2008 SFAC Minutes for Feb. 14, 2008, Communication Bulletin #090, CFAC-By-Laws draft, Action Plan, CFAC application</b>
<b>Respectfully Submitted By:</b>	<b>Trudy Logan-McSwain</b>