

April 20, 2006
CFAC Minutes

In attendance: Dan, Virginia, Gwyn, Rhonda, Janet, Pam, Steve, Heather, Bradley, Allen, Cheryl, Edward, Ken, Leslie, Marcus, Judy, Billie

Introductions were made. Pass around folder was started.

Dan introduced Andy Sachs from the Dispute Settlement Center (DSC) who discussed DSC and how their services may help CFAC develop a strategic action plan. DSC has several programs and provides many services to the community. For instance, DSC staff work with kids who get into fights at school, mediate divorces, go to court every week to help resolve disputes. DSC also assists groups with planning and consensus building. In this role, Andy works with a group, who tells him what they would like to have accomplished and he assists the group in getting there, much like a taxi driver. Andy works with the group to ensure that members treat each other well and balance the work that must be accomplished. He helps to build consensus through making sure that the group is together as it moves forward. Andy answered questions to clarify what his role may be with CFAC. There was discussion about format (regular meetings versus a retreat). In order to prepare for the planning process, it is helpful for Andy to meet with a small group, such as with the officers, ahead of the planning meeting to begin to shape the structure. Andy's services cost \$90 per hour, including preparation time.

Gwyn motioned and Edward seconded to accept the minutes as distributed. The minutes were approved.

Dan proceeded to do a general check in with the group. Dan thought that at the last meeting, the group agreed to work with a consultant to develop a strategic action plan. Based on this feedback, Billie contacted a consultant, Maggie McGlynn, who has worked with the state CFAC, to discuss her availability and interest in working with the group. Maggie's cost was obtained and was considerably higher than anticipated. Dan voiced that he had heard some comments from CFAC members that there was concern that some things might be happening "under the table". He shared with CFAC that he wants to operate with the trust of the CFAC group and did not want any appearance that he is operating outside the direction of the group. Allen stated that he had made a similar comment, but his intent was to make sure there was not perception of any "under the table action." Cheryl stated that she did not have any trust issues with Dan and others agreed. Edward stated that he feels that the issue really relates to the money, the cost of Maggie's assistance, which was expected to be \$1000. Dan asked if any cost information should be brought back to the group? Janet shared that the officers could address the cost decisions in between meeting times. Edward suggested that CFAC could decide to give the officers the ability to make these types of decisions through revision of the bylaws. The group agreed that there is a need to do some work on updating the bylaws.

Regarding the planning process, Gwyn suggested that facilitation could be helpful to allow all, including the chair to be involved in the full discussion and help the group identify very concrete, measurable and achievable goals. Edward suggested that the executive committee come up with a proposal on how to utilize Andy's help that can be presented to the CFAC membership at the May meeting. Billie clarified that if the executive committee works with Andy, there will be some cost associated with this planning. Edward moved that CFAC approve payment for this purpose. Gwyn seconded. Motion carried. Rhonda suggested that the fee that Andy reported could likely be negotiated. Everyone agreed that it would be a good to ask for a reduced fee. Billie will arrange for the executive committee to meet with Andy.

Billie voiced concern about the volume of emails she sends along to CFAC members. She floated the idea of sending one email a week. The group agreed that the volume of emails is an issue. Gwyn said that she often gets duplicates from Billie and Michael. Billie will ask Michael to send emails to Billie and she will send onto OPC CFAC. Billie will also try to collapse much of the email and send one email per week.

Cheryl suggested that it might be good to have a discussion about what assistance OPC CFAC would find helpful from the State Liaison. This will be on the May agenda.

Billie reported to the group about the newest iteration of the Provider Specialty form. CFAC had provided input in what areas of specialty that members would like for providers to declare their specialties. Billie also updated the group on the upcoming MHA Legislative Breakfast (May 6) and Housing Forum (April 27). She also gave an overview of the Legislative Oversight Committee's recommendations that will be presented in the April 27 LOC meeting. Significant dollars to expand community services are recommended.

Billie indicated that Heather had been approved to go the NC MHCO conference and she is unable to go. Cheryl is interested and Allen expressed some interest but will confirm later. Pam and Janet are interested in attending the Addiction Conference in Asheville. The group agreed that Cheryl, Allen, Pam and Janet will attend the conferences.

Allen presented the revised budget. A copy of the current budget and proposed budget were included in the meeting packets for everyone. Edward moved and Gwyn seconded the approval of the proposed budget. Motion carried. Allen reported that a budget committee will be needed to propose the budget for the next year.

Judy provided a brief overview of PAI progress in providing peer support services. PAI held a WRAP class in January with six people graduating. They also conducted Peer Support Specialist classes in February, from which seven people graduated.

Judy gave a brief divestiture update. She explained that the Person and Chatham County clinics will divest to Caring Family Network (CFN) effective April 30 and Northside and Family Counseling Center Clinics will divest May 31. Regarding the divestiture of the Clinics, CFN has hired all clinic staff who are interested in working with them Cross Disability Services will divest to XDS Services effective May 1. The Clubhouses will divest as soon as the licenses for the facilities are in place. Rhonda has heard that OPC is not currently paying providers and asked for clarification. Judy explained that this is an issue related to the cash flow problems that Judy T. and Dave J. presented about in March. OPC has requested assistance from the Division in order to pay providers. There will be a meeting with the Division and OPC county commissioners tomorrow to discuss this.

Judy explained that the Division is providing MH Transition Funds for divesting programs. Judy asked CFAC to advise OPC in the selection criteria to use for determining which programs will be submitted to receive this funding. CFAC identified two key areas to consider- the continuity of service and sustainability of the program. At the May meeting, Judy will report which agencies are submitted to receive the funding.

Agenda items for May will include: Report from executive committee about DSC proposal and strategic action planning; Report from Michael B. about his role and services; Report from Judy re: MH Transition Funds; OPC Board Subcommittee Updates.