

CFAC Meeting Minutes

September 14, 2006

Present: Ken, Megan, Gwyn, Leslie, Marcus, Steve, Edward, Heather, Cheryl, Allen, Ellen, Pam, Chris, Bradley, Shira, Michael B., Virginia, and Michael N.

Minutes: The minutes of the August meeting were reviewed, and a motion was made to approve them as written. The motion was seconded and carried.

REPORTS

Update from CFAC Chair: No updates from the Chair this evening.

Update from OPC CFAC Liaison: No updates from the OPC Liaison this evening

Update from State CFAC Liaison: Michael B. led a discussion on House Bill 2077, which establishes CFACs in the statutes of North Carolina. For the first time, consumer input into the management and delivery of services is codified. He noted that the statute raises the level of commitment between the state and CFACs, in that CFACs cannot "go away" without a change to the statutes. Michael B. distributed packets that included the following:

- A memo from Division Director Mike Mosely;
- Copies of a Power Point presentation about the impact of HB 2077 on CFACs; and
- A sample relational agreement.

Michael B. drew attention to several of the ways that HB 2077 will impact this CFAC. These included:

- CFAC's advisory capacity is now a part of the law. Its primary function is to advise the LME Board on the Local Business Plan and the service system. OPC's CFAC has already been proactive in this regard, but this is not the case across the state. So the law standardizes this function throughout North Carolina. It's important to note that LMEs do not dictate CFAC priorities. CFAC sets their own.
- The by-laws are the most critical area for the CFAC, since these specify how we govern ourselves. There are changes needed in the by-laws (which will be discussed during "New Business"). Some of these involve the need to have equal representation among disability categories. Michael B. pointed out that there are no categories for dually diagnosed individuals. Several CFAC members expressed concern that it has always been difficult to recruit new members (especially those who live in Person and Chatham Counties). Michael B. also noted that the statute defines terms as 3 years' duration, with the possibility of serving two consecutive terms.
- Michael B. pointed out that the relational agreement needs to be strengthened. The statute requires relational agreements to address how disputes between CFACs and LMEs are to be resolved. Ellen asked whether the existing version with Tom Maynard's signature was ever located, and several CFAC members expressed concern that it had not. Michael N. offered reassurance that the new relational agreement would be signed by Judy Truitt, and that a signed copy would remain in the official CFAC records. Michael B. also recommended a "hold harmless" clause, which would protect individual CFAC members from being sued should someone sue OPC. Ken questioned whether there was any likelihood that such a lawsuit would occur, and members ultimately agreed that it would be good to include such a clause.
- Recruitment of new members will need to take into account not only equal representation across disability areas, but also -- as much as possible -- the racial and ethnic composition of the catchment area.
- Michael B. presented an example of how CFACs can establish staggered terms, so that the entire committee membership does not rotate off at the same time. This example included the appointment of one consumer and one family member in each

of the 3 disability categories to a one-year term, plus one consumer and one family member in each disability category to a two-year term, and one consumer and one family member in each category to a three-year term. Michael N. identified an alternate possibility, which was to use the actual appointment date of each existing member. Under this scenario, no one would need to rotate off the committee for another two years. But we would need to determine whether the composition provides equal representation across disability areas.

- Michael B. recommended establishing a sub-committee to work on these issues between meetings. Gwyn expressed concern that subcommittee members not have access to confidential information, such as members' disability areas.
- He reviewed the statutory requirements for the responsibilities of a local CFAC, which included: reviewing/monitoring implementation of the local business plan; identifying service gaps and under-served populations; making recommendations regarding the service array/monitoring the development of new services; commenting on the LME's budget; participating in all quality improvement activities; and submitting recommendations to the State CFAC regarding ways to improve services. CFAC members concurred that this committee already engages in all of these activities.

Michael B. summarized his presentation with the comment that CFACs are here to stay.

NEW BUSINESS

Michael N. reviewed the changes needed in the by-laws.

- One change needed for several parts of the existing by-laws was to change to term "Council" (CFAC**Council**) to "Committee" (CFAC**Committee**) in keeping with HB2077. Pam shared some of the history of why they specifically chose to refer to themselves as a Council, which included the fact that "Council" sounded more empowering and indicted something more permanent. But there was no objection raised by members present to changing the terminology in the by-laws.
- The phrase "identify service gaps and underserved populations" was added to the "Purpose" section in Article I. This was taken directly from the language of the statute. The phrase "ensure family and consumer participation" in QI activities was changed to "Actively participate in" QI activities.
- Under Article II.2, language was changed to reflect the requirement that disability categories have equal representation among CFAC membership. CFAC members also requested that the word "parent" be changed to "an adult family member" in this passage.
- There was a significant discussion of Article II.3, regarding how new CFAC members are chosen. Suggestions were made to change the number of meetings interested persons must attend before becoming voting members. Chris suggested that new members ought to be paid for stipends retroactively after their third meeting, or at least receive travel reimbursement for their initial 3 meetings. Ultimately, general consensus formed around the suggestion of continuing with the current practice, but allowing retroactive payment of a \$15 stipend for each of the first two meetings attended.

At the end of the discussion regarding by-laws, Cheryl made a motion that was seconded to approve the revised by-laws, with the following change: the second sentence of Article II.3 shall read "A member will be granted voting member privileges after attending three meetings in six months. Stipends will be granted after the third meeting. A compensation of \$15 will be granted retroactively for participation in the first two meetings."

In keeping with existing by-laws, no vote will be taken on this motion until the October meeting.

Michael N. also reported that CFAC members would need somehow to designate term-status for each member. This could be done randomly, as had been done at the state CFAC, or using each member's initial year of appointment (which would mean no current member would rotate off the CFAC until 2008 at the earliest). Michael agreed to review existing terms and report back to CFAC.

OLD BUSINESS

CFAC revisited the discussion of how to allocate new IPRS funding. Virginia identified the need for an interim, "step-down" residential option for persons leaving a detox setting who are unable to enter a halfway house due to a lack of vacancies. These individuals often end up at the homeless shelter and lack the support they need to maintain sobriety. As a result, they often end up relapsing. There was general consensus at the meeting that very few resources exist for homeless persons who struggle with substance abuse issues. Members supported Virginia's recommendation.

NEXT MONTH'S AGENDA

- Vote on revised by-laws
- Discuss terms of current membership and recruitment of new members
- Lisa Hamill of NAMI-Orange County will be our guest speaker