

CFAC Meeting Minutes

April 19, 2007

Present: Virginia, Leslie, Gwyn, Megan, Pam, Edward, Shira, Allen, Janet, Bradley, Steve, Heather, Vincente, Marcus, Ken, Suzanne, and Michael

Guest: Katrina

Minutes: The minutes of the March meeting were reviewed. Suzanne noted that she was not present at the meeting, nor was it her first as the minutes indicated. A motion was made, seconded, and carried to approve the minutes as amended.

REPORTS

Update from CFAC Chair: Virginia informed CFAC members that she, Leslie, and Michael met with Judy Truitt on April 10th. Some of the options discussed for improved communication included having regular meetings between Virginia, Leslie, Michael and Judy Truitt (probably every 6 weeks or every other month). She also said that Judy suggested Management Team members could attend CFAC meetings based on a yearly schedule of when things need to occur. For example, OPC budget planning happens in the spring. Since CFAC needs to review and comment on the budget, this would be a good time for Dave Jenny or someone from the Finance Dept. to come to a CFAC meeting. Leslie added that Judy recommended CFAC members on Area Board Committees should report back to CFAC what they are learning at these meetings. Michael added that Judy Truitt had offered the possibility of a CFAC member coming to Management Team meetings periodically, to have 30 minutes on their agenda to discuss whatever CFAC thinks is important. The CFAC rep. would not have to be Virginia, and members could take turns going. Virginia also announced that the Board had agreed to have a voting CFAC representative on the Area Board. CFAC will need to decide who that will be. Suggestions included that it be a member of the Executive Committee, and Gwyn specifically recommended Pam who indicated she would be interested.

Update from OPC CFAC Liaison: Michael drew CFAC members' attention to several upcoming workshops and conferences that were included in the Pass Around Folder. In addition, he informed the Committee that the Division will soon begin an implementation review of 7 LMEs, one of which will be OPC. The review will examine how consistent the LME's development has been with the spirit and intent of system reform. It will evaluate the strengths and weaknesses of the LME's developmental process, and look at what role stakeholders played during the process. The consultant who will conduct the reviews will meet with CFAC members during the process. We don't yet have any dates or specific details about the process. Michael will keep CFAC informed.

Update from State CFAC Liaison: Suzanne discussed Implementation Update 25 (and it's revised version), which announced that a cost finding workgroup is using actual cost data to set the new rate for Community Support Services. The new rate should be announced soon. She also noted that Implementation Update 26, which deals with rules for Endorsement, actually reverts back to the original rule that Conditional Endorsement could not go beyond 6 months. She let members know that Communication Bulletin 70 adds a new target population for Substance Abusers who are in recovery, and that Communication Bulletin 71 includes the Second Quarter Report on Community Systems Progress Indicators. One section reports on CFAC members' attendance at meetings. This is based on the total number of members allowed in By-Laws. Since our By-Laws allow 30 members, our average attendance appears lower than it actually is (since we currently have about 20 active members). This led to some discussion about whether the By-Laws should be changed, but CFAC members agreed to keep them as written.

New Business:

Area Board Sub-Committees. Michael reported that the Area Board asked OPC staff to make recommendations for setting up a new structure for the sub-committees of the Board, since the current structure relates to the disability service areas, and OPC no longer provides services. The proposal that will go to the Board in May will be to replace the 3 disability-based sub-committees with ones that focus on LME functions. Each of the new sub-committees would include a position dedicated to a CFAC member. The proposed sub-committees are: "Provider Community and Quality Management" (which would look at things like endorsement and monitoring issues, quality management data, and data about progress indicators); "Service Management and Capacity" (which would look at things like special funding/grant requests, service gap analysis, access to care, and state psychiatric hospital utilization); and "Public Awareness and Advocacy" (which would look at things like education and outreach to consumers, "mystery shopper" initiatives and the consumer handbook). The 3rd sub-committee would not start immediately, since the position is vacant for the OPC employee who would staff that committee.

Proposed Agenda Structure. Michael passed around a proposed structure for the CFAC Meeting Agenda. The proposal is identical to the one we have been using, with the addition of a section on Committee Reports. This would be a time for CFAC members who sit on the Area Board sub-committees to make reports. It would also include reports from members of AQIC and the PSI sub-committee of CFAC. CFAC members agreed to adopt the new format for the agenda.

Old Business:

Relational Agreement. Michael noted that Judy Truitt thought the proposal for resolving disputes that was developed during CFAC's March meeting was sensible. In addition, Judy suggested that CFAC use the OPC Liaison (Michael) as a conduit for communicating concerns with Management. Michael can then direct the issue to the appropriate person at OPC. Judy also said that if Michael is not available and a CFAC member has an urgent matter to discuss, that person should not hesitate to call her directly. But since she is busy and often unavailable, any issue that is not urgent should be directed first to Michael.

Michael reminded members that CFAC agreed in March to have a draft of the Relational Agreement ready to review during the May meeting. He agreed to write a draft based on CFAC's March meeting and the follow-up meeting between Virginia, Leslie, and Judy Truitt. He will send this out to all CFAC members before the May meeting.

PSI Workshop. Allen presented a budget proposal in the amount of \$5,000 for the 2007 PSI Workshop. A motion was made, seconded and carried to approve the budget request. Edward mentioned that, because this is CFAC's workshop, the members of the PSI Sub-Committee would like to have CFAC involvement in the various tasks involved in setting up the workshop. Also, if CFAC members have ideas for presenters, they should contact a member of the PSI Sub-Committee (Allen, Edward, Heather & Megan) ASAP.

Miscellaneous:

PR. Gwyn mentioned the possibility of using "My Space" as a PR tool for CFAC. Discussion ensued about publicizing information about CFAC. Suzanne noted that some LMEs include information about CFAC in the packets of information given out when new consumers are admitted. Making information available for providers to give to consumers was also suggested. It was noted that CFAC used to have a brochure, which would need updating. Heather agreed to work with Michael on this task.

Partial Hospitalization Programs. CFAC members agreed that these are valuable programs to help consumers transition from the hospital back into the community.

Proposed Agenda for May Meeting:

Review drafts of the Relational Agreement and the updated CFAC brochure.