

**Minutes of the Region V Systems
Consumer/Family Advisory Committee (CFAC)
Meeting May 14, 2019**

Present: Debbie Buckley, Danielle Smith, Sadie Thompson, Rebecca de la Motte, Dusty Lord, Jae Job, Lee Clausen

Absent: Shawna Mason, Retha Knapp, Amie Jackson, Phoebe Hampton, Dorri Smith, Dorothy Miles, Meg Damme (Excused) Richard Pethoud (Unexcused)

Non-Members Present: Donna Dekker, Phyllis McCaul

CALL TO ORDER: The meeting was called to order at 9:05 a.m. by the Chair, Danielle Smith. Debbie Buckley read over committee rules. A short discussion was held about establishing quorum with members out on leave (do they count against quorum). Since they are committee members, they DO count against quorum. A person who needs to take an extended leave may be asked if they are ok with having their spot filled, then reapply when they are ready to come back. For voting purposes today, one call in vote will be used, to establish quorum.

ROLL CALL: Donna Dekker read the roll call; quorum was established.

1. CONSENT AGENDA ITEMS:

A. Agenda May 14, 2019

- Agenda was approved as written

B. Minutes April 9, 2019

- After reviewing, Sadie Thompson made a motion to approve as written, Debbie Buckley seconded; unanimously approved.

2. FINANCIAL SUMMARY REPORT - (Danielle for Retha) Unallocated funds \$15,916.97 (\$5,000 of this will be used for Region V Behavioral Health Conference)

3. EXECUTIVE BOARD REPORT – (Danielle) No Report

4. STANDING COMMITTEE REPORTS –

- **Executive Committee** – (Danielle) Policies and procedures were discussed at the last meeting. The committee is also looking at developing a ‘charter’.
- **Funding Committee** – (Dusty) Dusty talked about the following handouts that were included in the packet: funding application overview reports, 2019-2020 Work plan, and the funding committee’s operating procedures. The funding committees’ procedures will carry over until next meeting when there are enough members present to review and a vote can be taken.
- **Membership & Communications Committee** – (Rebecca) May’s meeting date has been change to May 23rd. Membership applications (fillable and written) were included in the handout to be reviewed. The applications will carry over until next

meeting when there are enough members present to review and a vote can be taken.

- **Bylaws, Policies, and Procedures Committee** – (Richard absent) No report

5. Other Reports – No Final Reports

- 6. Region 5 Behavioral Health Conference Planning** – Deb emailed DHHS the application and flier. Dusty emailed Betsy to have the Call for Presentation, Application, and Flier added to Region V Systems Facebook Page. All three items have also been added to the Region V Systems website (in the calendar and under CFAC dropdown). The conference planning committee will meet again May 21 and June 4.

7. Other Business –

- **CFAC Policies and Procedures** - CFAC Policies and Procedures Draft Handout will carry over until next meeting for review.
- **Region V Systems Strategic Plan** – Phyllis was asked to add this to the packets for the group to review. The information in the packet can be useful when making a PowerPoint presentation, etc. Members expressed some verbiage changes that they would like to see changed. These changes will be forwarded to CJ Johnson for consideration.

8. Open floor -

ADJOURNMENT: The meeting adjourned at 11:04 am.