

**Minutes of the Region V Systems
Consumer/Family Advisory Committee (CFAC)
Meeting December 14, 2021**

Present: Lisa DeCoteau, So Lieb, Danielle Smith, Sadie Thompson, Heather Anders, Jenn Nelson, Chris Allende, Debbie Buckley, Ashley Morin, Jami Marcano

Absent: Dorothy Miles, Jeanette Wachtel, Peggy Galloway, Kjerstin Egger,

Non-Members Present: Donna Dekker, Alex Goodier

CALL TO ORDER: The meeting started at 9:07 via Zoom and in person.

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

Danielle welcomed everyone to the meeting and introductions were made.

1. CONSENT AGENDA ITEMS:

A. Agenda December 14, 2021

- Agenda approved as written

B. Minutes November 9, 2021

- Minutes approved as written

2. FINANCIAL SUMMARY REPORT – Sadie – \$18,811.46 Unallocated funds

3. EXECUTIVE BOARD REPORT – Danielle – (Meet the 1st Tues. of month 9 - 10am, via Zoom)

No meeting was held for the month of December. Going forward Danielle has asked that any future meeting handout items (funding application paperwork, speaker handouts, membership items, etc.) be turned into her by the first Tuesday of the month so she can send everything out to the group through one email.

4. STANDING COMMITTEE REPORTS –

- **Funding Committee – Sadie (Meet the last Thursday of month 2:30 – 4:30pm, via Zoom)**

- The following applications were received and reviewed:

- *Helping Hands (\$3812.16) – Jayden Card* - The funding committee reviewed this application however since the Executive Committee did not meet this month it comes to CFAC for approval then vote. *Unanimously Approved*
- *Mission Field (\$1900.48) – Nichole Hensley* – This application comes to CFAC without the approval of the funding committee, waiting on more information from Nichole. She had been in contact with a CFAC member (Debbie B.), and that member was able to share more information needed to go ahead with this application. Discussion was held and with the information provided by Debbie and further review of the application, it has been approved and a vote was taken. *Unanimously approved.*

- **Membership & Communications Committee – (So) (Meet the last Tues. of month 9:30 – 10:30am, via Zoom)** Membership team met on November 23rd.

Meeting recap:

- Newsletter discussion:
 - November issue was for review, then final review. It was emailed to 156 recipients with 77 opened, 3 bounced and 1 unsubscribe. Chris is watching activity to get an idea of interest. He asked members if they are getting any feedback from sharing with staff used. A few members thought the emails might be going into the junk mail/quarantine box, so they were going to check with their IT personnel to see if this is happening.
 - Chris will add hyperlinks to the CFAC page on the Region V Systems website, Facebook page and resourced discussed in the current newsletter.
 - Discussion was held on adding individuals to post content on the CFAC Facebook page. Peggy volunteered to create and post content received from the group on an on-going basis. First up will be Heather and her group who will be at Gateway Mall on Nov. 26 to promote caring and mental health. Channel 8 news will be there. Once the story airs, a link will be posted on the Facebook page and a media release will need to be signed by anyone featured. This could be a recommended activity for other communities to do during the holiday season and can be shared on community events Facebook pages. Chris will discuss this with Danielle to expand administration privileges to the page.
 - We will also add specific community activities and support groups – both online and in person where available.
 - Chris Allende has been selected as the next Spot-Light feature and is in the process of writing his testimonial for the next newsletter (late January/early February).
 - The CFAC testimonial for the next newsletter will be Meg Damme talking about the WRAP program and resources.
 - A feature story needs to be written as a ‘Coming Soon!’ on the new WBI Wellness Center to talk about what it will offer, when it will open, etc. for the newsletter.
 - To also expand the CFAC outreach/awareness, it was suggested to research advertising (PSA) in the movie theaters within Region V. The initial ‘ad’ will feature the CFAC and what it can do for your community and contact information. Where rotating ads are available, others can be created to feature local resources to focus on: where to find peer support groups; mental health assistance, food, utilities etc. Once a complete budget is developed, one itemized funding application will be submitted.
 - The next meeting will be Tuesday, December 28, 2021, 9:30 – 10:30 a.m.
- **Bylaws, Policies, and Procedures Committee – (Sadie)** Meet again in May.
- **Region 5 Behavioral Health Conference Planning – (Debbie)** 150 total bags were assembled (100 standard, 50 Spanish). Bag distribution areas were determined,

and bags were delivered. Talked about broadening to other counties, compile a list of county resources to get flyers and information to them.

Come up with a uniform message to put on flyer/referral cards to hand out with the CFAC bags of material. This card could also be used as a PowerPoint slide for the PSA at the movie theater that the membership committee spoke of (above).

Heather suggested that maybe some of the bags could go to the Helping Hands (funding application) project. These bags would not need the office supplies but could put resources (flyer), etc. Sadie said there was an extra shipment of bags received so CFAC could provide bags for this. Heather is going to be assisting this gentleman in putting together the bags so he can reach this goal of his, and Danielle has offered the space, if needed, for them to use to put the bags together once they get all their product and reference material together.

5. Other Reports – Final Report – No final reports

6. Educational –

7. Open floor –

ADJOURNMENT: The meeting adjourned at 10:05 a.m.