

Region V Systems
Consumer/Family Advisory Committee
Meeting Minutes
August 8, 2023 9:00 am – 12:00 pm

CALL TO ORDER: 9:08 am

ROLL CALL:

Present: Chris Allende, Heather Anders, Debbie Buckley, Makenzie Crew, Lisa DeCoteau, Cameron Hayes, So Lieb, Brian Linderholm, Ashley Morin, Jenn Nelson, Jeanette Wachtel, Julie Wismer, Peggy Galloway (late), Bridgett Trumble (late)

Absent: None

Non-members Present: Melissa Bowers, Dorothy Miles, Angela Pillow

Quorum established (9 of 9 needed at roll call)

- 1. Welcome**
- 2. Housekeeping**
- 3. Announcements:** Chris reminded everyone that certification renewals need to be submitted by the end of this month.
- 4. CONSENT AGENDA ITEMS:**
 - A.** Agenda August 8, 2023 – stands with no additions
 - B.** Minutes: July 11, 2023: *Motion to approve-Chris; Second-Cameron; passed unanimously*
- 5. Presentation:** None
- 6. Feedback from BHC Survey (Brian):** Brian presented data collected on BHC surveys and explained how to interpret the survey data from the BHC.
- 7. Webpage/Regional review and update:** Chris met with Daniella Belina & Patrick from the Region about processes. COVID changed the way we did a lot of things including meetings via Zoom and conducting business.
 - Funding Procedures manual is out of date and needs to be updated. The last update had been 2017. Region recommended we keep the manual instead of getting rid of it. Lisa is working on updating the manual. It will be reviewed with the Funding Committee and then will be brought to the monthly CFAC meeting.
 - Bylaws and Policies and Procedures have been submitted for review by Region V.
 - We need to consider moving the BHC to early June or end of May to assist with getting finances wrapped up by June 15th to end the fiscal year.
 - All expenses need to be submitted to the Region by June 15th moving forward for the “soft close” of the fiscal year. Debbie would also like to have everything ordered and squared away earlier in preparation for the BHC which will help with closing the fiscal year.

- CFAC approved more than our funding allocation (\$25,000) for the year but spent less than than \$25,000 after all funding apps were paid out. When a funding application is done, we need to close those out so we can re-allocate unspent funds.
- It might be a good idea to have someone from Region V Fiscal department come to meetings periodically (maybe quarterly) to educate the CFAC on financial processes and managing our allocated money. Committee agreed that this would be helpful.
- Website: Several items are outdated. Discussed items that can be updated.
 - “Consumer Family Advisory Committee” section: Debbie suggested adding CFAC logo to add more color on first page.
 - “Meetings & Minutes” are up to date.
 - “Membership Information” is up to date.
 - “Workshops and Classes”: unsure if Matt Talbot group is still happening. Suggested to put together a list of open groups in the community and links to recovery resources. Makenzie volunteered to put a list together. If anyone has open support groups that are open to the public, send that information to Makenzie at mcrew@centerpointe.org. Suggested to change the title to “Support Groups and Events”.
 - “Operating Documents”: Current Bylaws and Policies & Procedures have been updated and submitted to the Region to be approved & posted. Funding Manual will be updated.
 - “WRAP” - decided to remove that section.
 - “Funding Opportunities”: Funding application documents are current. Funding Committee meetings are now the 3rd Wednesday of each month (needs updated - “CFAC Funding Cycle” section). List of materials in the “WRAP Materials & Other Materials Checkout Request” section is outdated – suggested title change to “Educational Materials Checkout Request” and update the list of available materials. Include information “cap” of 30 for materials request, and anything more requires a Funding Application. Remove Sadie’s information.
 - “Links” - still current
 - “Contact” - Change “Coalition” to “Advisory Committee”. Phone number works, but Toll Free number does not. Add CFAC email address.
 - “Newsletter” is current.

8. EXECUTIVE COMMITTEE REPORT – Heather (Meets the 1st Tue. of month 9:00–10:00 am, via Zoom)

- Next meeting September 5th, 9:00-10:00 am via Zoom

9. STANDING COMMITTEE REPORTS:

- **Funding Committee: Lisa (Meets 3rd Wednesday of month 1:00-2:00 pm via Zoom)**
 - Financial Summary: Have not received a new Summary.
 - Funding Applications:
 - Spanish WRAP Materials: *Motion to Approve: Chris; Second-Jeanette; passed unanimously*
 - Next Meeting: August 16th @ 1:00 via Zoom
- **Membership & Communications Committee: Chris/So (Meets the 4th Tue of month 9:30–10:30am via Zoom)**

- Reviewed most current newsletter, planning next newsletter, talked about fall Mini-BHC, Brian gave information on interpreting BHC surveys, discussed Project Connect Lincoln
 - Jenn, Debbie, So, Julie, Heather, & Jeanette volunteered to man table. Debbie volunteered to be point of contact. Send Debbie an email if you are interested in working at the table.
- New Membership Applications:
 - Angela Pillow: *Motion to Approve-Jenn; Second-Chris; passed unanimously*
- Next Meeting August 22nd at 9:30 am via Zoom
- September Membership meeting is cancelled, as it is on the same day as Project Connect.
- **Bylaws, Policies, and Procedures Committee-Ashley:**
 - Chris has list of Bylaws revisions suggested by Region and will send them to Ashley. Ashley will make updates, return to Chris to take to Region for approval, when approved, it will come back to full committee for a vote.
 - Policies & Procedures Revisions: Reviewed language for “Storage and Access of CFAC Records” - *Motion to Approve-Jenn; Second-Debbie; passed unanimously*
 - Next meeting TBD
- **Special Projects Committee Debbie (Meets 3rd Mon of the month, 10-11 am via Zoom):**
 - Behavioral Health Conference: 52 bags, 9 t-shirts, silverware left over. We have items stored for Project Connect. Can use leftover raffle prizes for mini-BHC
 - Next Meeting: September 18th at 10 am via Zoom

10. Other Reports:

- Final Project Reports

11. Educational: None

12. Upcoming Education:

- September-So
- October-Debbie
- November-Heather

13. Other Business:

- Rural BHC update: August 21st 1:00 pm meeting scheduled with Nebraska City contacts.

14. Open Floor:

15. Important Dates: Listed on Agenda

ADJOURNMENT: The meeting adjourned at 11:29 am.