

**Region 5 Systems
Consumer/Family Advisory Committee
Meeting Minutes
March 11, 2025 9:00 am – 12:00 pm**

CALL TO ORDER: 9:31 am

ROLL CALL:

Members Present: Erica Craig, So Lieb, Brian Linderholm (Zoom), Ashley Morin (Zoom), Rhonda Morrison, Jenn Nelson, Brandy Nichols, Jeanette Wachtel (Zoom-left early 11:25)

Members Absent: Makenzie Crew (excused)

Region V Consumer Specialist Present: Taisa Brumagen

Non-members Present: Matt Jeffrey, Cassie Nicholls

Quorum established at Roll Call (6 of 5 needed at roll call)

1. Welcome/Introductions

2. Housekeeping

3. CONSENT AGENDA ITEMS:

- Agenda March 11, 2025 – *Motion to approve-Brandy; Second-Rhonda; approved unanimously*
- Minutes: February 11, 2025: *Motion to approve-Ashley; Second-Rhonda; approved unanimously*

4. Presentation

- None

5. Region 5 Consumer Specialist Report (Taisa):

- Taisa unpacked CFAC materials to be stored at Region 5 building.
- She is going to create a live inventory spreadsheet of available materials.
- Please reach out to Taisa if you have need or know anyone who has need for materials such as WRAP, Wellbriety, SMART, etc.
- Conference Room B will be our permanent meeting space.
- Taisa has been making posts on CFAC Facebook page. Please invite people to join the page.

6. Agenda Items:

- Rental Assistance Program (RAP) handbook – suggestion to use more plain language and revise into a lower reading level, as it's currently in a college reading level.
- Special Projects/BHC planning – need all hands on deck
- Lobby Day at the Capital March 20th – Those interested can meet in the rotunda at 9:00 am. Wear green or purple if you have it. (CFAC member t-shirts are purple.) Jenn will send out a reminder next week.

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

- Next meeting April 1st, 2025 at 9:00 am via Zoom

8. STANDING COMMITTEE REPORTS:

- **Funding Committee: Chair Rhonda/Co-Chair Makenzie (Meets 3rd Tuesday of month 9:00-10:00 am via Zoom)**
 - Financial Summary: Unallocated Funds: \$19,090.18; Actual unspent \$21,065.70
 - Funding Applications:
 - CFAC WRAP Supplies \$3082.21-Taisa Brumagen: *Motion to approve-Jeanette; Second-Ashley; approved unanimously 7-0*
 - Self-Reliant Bus Passes \$560.00-Laura O’Gorman: *Motion to approve-Jenn; Second-Erica; approved unanimously 7-0*
 - WRAP Seminar 1 \$2000.00-Chris Allende: *Motion to approve-Brandy; Second-Rhonda; approved with 6 votes for and 1 abstention*
 - WRAP Seminar 2 \$5000.00-Chris Allende: *Motion to approve-Ashley; Second-Brandy; approved with 6 votes for and 1 abstention*
 - Next Meeting: March 18th @ 9:00 am via Zoom
- **Membership & Communications Committee: Chair Brandy/Co-Chair Brian (1st Wednesday of the month from 9:00-10:00 am via Zoom)**
 - Did not have enough voting members at the subcommittee meeting to vote on new member applications.
 - Membership Applications:
 - Michaela Call (Antelope Valley): *Motion to approve-Rhonda; Second-Jenn; approved unanimously 7-0*
 - Matt Jeffrey (NAP): *Motion to approve-Jenn; Second-Rhonda; approved unanimously 7-0*
 - Melissa Lemmers (MHA): *Motion to approve-Brian; Second-Brandy; approved unanimously 7-0*
 - Jenn and So offered to do new member orientations. Jenn will follow up with Peggy and Chris about electronic versions of the CFAC member binder.
 - Next Meeting: April 2nd at 9:00 am via Zoom
- **Bylaws, Policies, and Procedures Committee: Chair Ashley/Co-Chair Makenzie (Meetings scheduled quarterly or as needed via Zoom)**
 - Ashley is sending Bylaws that she submitted to Region V with corrections. Region V will review and return with feedback by March 31st.
 - Next Meeting: TBA
- **Special Projects Committee: Chair VACANT/Co-Chair Erica C. (meets 4th Tuesday of month from 9:00-10:00 am via Zoom)**
 - Had very low attendance to most recent meeting. We need members to participate in planning to support Erica, as it is her first time planning, and we have limited time to plan. Brandy secured one for the Spiritual dimension, and Jenn is checking on a speaker for financial dimension.

- Date is finalized for June 6th at City Impact. Erica will be getting funding app in to pay deposit (\$600). We will need to set up the main space in the morning before the conference. Jeanette's family would be happy to help set up the morning of the BHC.
- Proposed two themes: "Wellness Your Way" and "Limitless Wellness". Idea is to center conference around the 8 Dimensions of Wellness and use those to drive the workshops. Committee voted and decided on "Wellness Your Way".
- Erica would like to create teams for organization for tasks to organize conference. Will start to organize in next meeting.
- Erica will plan times for additional planning meetings to increase planning meetings as we go.
- So will start working on food this week.
- Ashley & Taisa will work on donations for raffle prizes.
- We have plenty of bags but will need to order fidgets and other contents.
- Brian discussed data & methods for BHC.
- Next Meeting: March 25th at 9:00 am via Zoom

9. Final Project Reports:

- Final Project Reports-none received

10. Education:

- Brandy-April

11. Other Business:

- CFAC Vice-Chair position: Brian has volunteered, but communication is a big barrier right now, and he is not able to do that right now. We will explore with new members, and Brandy may be willing to help out in the interim until elections in June for the new two-year term. After reviewing the responsibilities, she is willing to fill that role. So will follow up with an email to Exec.

12. Open Floor:

- None

ADJOURNMENT: The meeting adjourned at 11:48 am.

CFAC Email: region5cfac@gmail.com