

Region 5 Systems
Consumer/Family Advisory Committee
Meeting Minutes
June 10, 2025 9:00 am – 12:00 pm

CALL TO ORDER: 9:24 am

ROLL CALL:

Members Present: Michaela Call (late 9:29), Erica Craig (late 9:18), Makenzie Crew (late 9:09), Matt Jeffrey (late 9:37), Melissa Lemmer, Ashley Morin (Late 9:20), Jenn Nelson, Brandy Nichols, Cassie Nicholls (late 9:15)

Members Absent: Brian Linderholm, Rhonda Morrison (excused), Jeanette Wachtel (excused)

Region 5 Consumer Specialist Present: Taisa Brumagen

Non-members Present: Kurt Lockard, Dorothy Miles

Quorum established at Roll Call (6 of 7 needed at roll call; Michaela joined at 9:28, making 7 of 7 to meet quorum)

1. Welcome/Introductions

2. Housekeeping

3. CONSENT AGENDA ITEMS:

- Agenda June 10, 2025: *Motion to approve-Makenzie; Second-Erica; approved unanimously 7-0*
- Minutes: May 13, 2025: *Motion to approve-Makenzie; Second-Erica; approved unanimously 7-0*

4. Presentation

- None

5. Region 5 Consumer Specialist Report (Taisa):

- Taisa met with Patrick. A focus this fiscal year will be allocating money to different providers and evaluating provider needs.
- Taisa will be doing networking to find out provider needs.
- 300 WRAP books were ordered and distributed in 1-2 months
- Taisa will be looking into Regional Consumer Specialist contract and adding more details.
- Patrick asked if CFAC still uses a specific brochure. Taisa will email brochure to everyone to get feedback.
- Patrick planning to come to August 12th meeting to discuss survey results.

6. Agenda Items:

- Annual Meeting-Bylaws Proposed Changes:

- Approved Proposed Changes: *Motion to approve-Jenn; Second-Matt; approved unanimously 8-0*
- Annual Meeting-Policies & Procedures:
 - Approved Proposed Changes: *Motion to approve-Ashley; Second-Melissa; approved unanimously 8-0*
- Annual Meeting-Funding Procedures:
 - Approved Proposed Changes: *Motion to approve-Matt; Second-Jenn; approved unanimously 8-0*
- Annual Meeting-Officer Elections:
 - Vice-Chair-Ashley Morin: *Motion to approve-Jenn; Second-Matt; approved 7-0 with Ashley abstaining*
 - Financial Coordinator-Makenzie Crew: *Motion to approve-Jenn; Second-Matt; approved 7-0 with Makenzie abstaining*

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

- Set agenda for CFAC meeting
- Discussed BHC
- Next meeting July 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: \$1,204.33; Actual unspent \$3,580.19
 - Funding Applications:
 - None
 - Next Meeting: June 17th @ 9:00 am via Zoom
- **Membership & Communications Committee: Chair Vacant/Co-Chair Brian (3rd Tuesday of the month from 10:00-11:00 am via Zoom)**
 - Chair position is open. No one volunteered to Chair.
 - Membership Applications:
 - Kurt Lockard (CenterPointe): *Motion to approve-Jenn; Second-Ashley; approved 7-1*
 - Jenn will do new member orientation
 - Next Meeting: June 17th at 10:00 am via Zoom
- **Bylaws, Policies, and Procedures Committee: Chair Makenzie/Co-Chair Matt (Meetings scheduled quarterly or as needed via Zoom)**
 - No report
 - Next Meeting: TBD via Zoom
- **Special Projects Committee: Chair Erica/Co-Chair Vacant (meets 4th Tuesday of month from 9:00-10:00 am via Zoom)**
 - BHC debrief:
 - Erica thanked everyone for the effort put into the BHC.
 - Will do a full debrief/SWOT analysis at the next Special Projects meeting on June 24th.
 - 106 people attended: 72 pre-registered & 34 walk-in registrations

- Erica will send Wellness Rep evaluations to them
- Erica will give data to Malone Center staff for data analysis
- Next Meeting: June 24th at 9:00 am via Zoom

9. Final Project Reports:

- None

10. Education:

- June-None (Annual Meeting)
- July-Erica
- August-None (Patrick joining)

11. Other Business:

- Discussed funding committee work plan required in bylaws. Funding committee will create in next meeting and bring to Exec & CFAC full meeting next month.
- Discussed work plan for CFAC to create goals for the committee in the upcoming year. Each subcommittee is tasked to set a goal in their next meeting and bring it to share in July meeting.

12. Open Floor:

- **ADJOURNMENT:** The meeting adjourned at 11:02 am. *Motion to adjourn-Jenn; Second-Makenzie; approved unanimously 7-0*