

**Region 5 Systems  
Consumer/Family Advisory Committee  
Meeting Minutes  
July 8, 2025 9:00 am – 12:00 pm**

**CALL TO ORDER:** 9:14 am

**ROLL CALL:**

**Members Present:** Michaela Call, Erica Craig, Makenzie Crew, Melissa Lemmer, Rhonda Morrison, Jenn Nelson, Brandy Nichols

**Members Absent:** Kurt Lockard (excused), Ashley Morin (excused), Cassie Nicholls (excused) Jeanette Wachtel (excused)

**Region 5 Consumer Specialist:** Taisa Brumagen – Absent/excused

**Non-members Present:** Dorothy Miles

***Quorum established (6 of 6 needed at Roll Call)***

**1. Welcome/Introductions**

**2. Housekeeping**

**3. CONSENT AGENDA ITEMS:**

- Agenda July 8, 2025:
  - No additions *Motion to approve-Jenn; Second-Erica; approved unanimously 6-0*
- Minutes: June 10, 2025:
  - No suggestions/corrections - *Motion to approve-Makenzie; Second-Rhonda; approved unanimously 6-0*

**4. Presentation**

- None

**5. Region 5 Consumer Specialist Report (Taisa):**

- Taisa absent

**6. Agenda Items:**

- Change in meeting time, beginning in August
  - Meeting will begin at 9:30 starting in August
- Change to budget/Funding Committee work plan
  - Covered in Funding Committee
- Danielle Belina will attend September meeting
- Debrief BHC
  - Covered in Special Projects Committee
- Education portion of meeting

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

- Reviewed minutes of Executive Committee meeting.
  - Brian is no longer a member due to attendance.
  - Taisa gave update regarding funding and being more selective about projects approved. She is planning to do some networking to assess community needs.
  - Bylaws will be posted to Google drive when reformatted copies are received from Region 5.
  - Antelope Valley building is up for sale, and a lot of CFAC items are stored there. We will need to find a different place to store these items.
- Next meeting August 5th, 2025 at 9:00 am via Zoom

**8. STANDING COMMITTEE REPORTS:**

- **Funding Committee: Chair Makenzie/Co-Chair Rhonda (Meets 3<sup>rd</sup> Tuesday of month 9:00-10:00 am via Zoom)**
  - Financial Summary: Unallocated Funds: \$1200.; Actual unspent \$35
  - Budget has been decreased to \$15,000. Patrick would like us to be more selective about what projects we are approving.
  - Funding Committee created a Work Plan for the upcoming fiscal year before we knew our budget. It will need to be revised. Suggested reviewing what we spent on the BHC to see if we need to budget \$7000 or if it can be left. Erica would like to explore sponsorships or donations. Erica will talk to Danielle or Taisa about whether a sponsorship would be allowed. Rhonda suggested exploring grocery stores for catering, as they can more easily negotiate a break in cost.
  - Funding Applications:
    - None
  - Next Meeting: July 15th @ 9:00 am via Zoom
- **Membership & Communications Committee: Chair Vacant/Co-Chair Brian (3<sup>rd</sup> Tuesday of the month from 10:00-11:00 am via Zoom)**
  - Chair position is open. No one volunteered to Chair.
  - Hoping to have next newsletter done by August.
  - Discussed inviting some people from rural areas. Jenn will invite rural staff from WBI, and Melissa will explore MHA staff who might be interested.
  - Membership Applications:
    - None
  - Next Meeting: July 15th at 10:00 am via Zoom
- **Bylaws, Policies, and Procedures Committee: Chair Makenzie/Co-Chair Vacant (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:

- SWOT – Strengths, Weaknesses, Opportunities, Threats
  - Strengths:
    - People were happy when they walked out; they had a good experience.
    - Got a lot of positive feedback from participants via word of mouth and via surveys.
    - Food was excellent; people were happy that it was healthy choices.
    - Erica was a strong leader for planning, very organized & strategic.
    - Liked Structure/Content of BHC was nicely laid out with Eight Dimensions of Wellness, good to have a focus/theme for the workshops.
    - Had a lot of support from community partners as far as community services tables.
    - Students from WBI were so helpful in setup and breakdown.
  - Weaknesses:
    - A lot of people, mainly treatment centers, left right after lunch/before the second breakout session.
    - Some people were taking multiples servings of food (2-3 sandwiches, etc.)
    - Not able to clearly track who came in & out including participants and community partners
    - Had to waste a lot of paper due to dates printed on surveys & registration forms.
    - Unclear process on sign in for Wellness Reps and community partners.
    - Felt like we had to scramble to finalize food and Wellness Reps.
    - Tech issues – didn't have a screen to present a Power Point.
    - We could not get into City Impact the night before to set up.
    - Vacuums were not great. Clean-up was a lot. Could use more help cleaning up.
  - Opportunities:
    - Save on printing - don't put dates on items we print – surveys & registration forms.
    - Improve communication strategy to treatment centers, participants, wellness reps, community partners.
    - Begin planning earlier in the year - Special Projects design a plan/work plan for the year.
    - Ask presenters if they need tech equipment.
    - Invite speakers, Wellness Reps, and Community Partners to set up the night before.
    - Explore other spaces to hold BHC.

- Would be nice to have a different space for people to eat.
    - Accommodate more attendees
  - Expand outreach & marketing to include more family members and participants who are consumers of outpatient services
  - Start sending flyers out to therapists' offices, med providers, physical health providers, do outreach to providers outside of treatment centers.
  - Utilize the Region:
    - Send out flyer via their listserv and add to their event calendar.
    - Explore other locations for BHC such as Innovation Campus, Wilderness Ridge
  - Hold a mini-BHC in a rural area.
  - Hold a youth BHC.
- Threats:
  - Reduced budget
  - Increased participation preventing use of City Impact.
  - CFAC member turn over
  - Lack of chairs/co-chairs in subcommittees
  - Diversity of CFAC members (professional roles, expertise, level of commitment)
  - Process for getting funding approved to use CFAC funds for BHC (having to submit funding applications to use our own money)
- Next Meeting: July 22nd at 9:00 am via Zoom

## **9. Final Project Reports:**

- None
- Rhonda is going to review apps to see

## **10. Education:**

- July-Erica
- August-None (Patrick joining)
- September-None (Danielle Belina joining)
- October-Melissa
- Policies & Procedures have a section about the Education portion of the meeting. Discussed doing education quarterly and bringing in outside speakers for education.

## **11. Other Business:**

- Discussed creative ways we can impact the community with a reduced budget.
  - Tables/booths at community events.
  - Reduce funding spent on PST training and testing.
  - Get brochures translated to other languages.

## **12. Open Floor:**

- None

**13. ADJOURNMENT:** The meeting adjourned at 11:08 am. *Motion to adjourn-Jenn; Second-Melissa; approved unanimously 6-0*