

Region 5 Systems

Consumer/Family Advisory Committee

Meeting Minutes

December 9, 2025 9:30 am – 12:00 pm via Zoom

CALL TO ORDER: 9:34 am

ROLL CALL:

Members Present: Michaela Call, Erica Craig, Makenzie Crew, Kurt Lockard, Ashley Morin, Rhonda Morrison, Jenn Nelson, Brandy Nichols

Members Absent: Melissa Lemmer (excused), Dorothy Miles, Cassie Nicholls (excused)

Region 5 Consumer Specialist: Taisa Brumagen

Non-members Present: Samantha Benda (WBI)

Quorum established (7 of 6 needed at Roll Call + Absentee Ballot from Cassie Nicholls)

- **Welcome/Introductions**
- **Housekeeping**
- **CONSENT AGENDA ITEMS:**
 - Agenda December 8, 2025:
 - No additions; *Motion to Approve-Jenn; Second-Makenzie; passed unanimously*
 - Minutes: November 11, 2025
 - No corrections/additions: *Motion to Approve-Makenzie; Second-Kurt; passed unanimously*
- **Presentation**
 - None
- **Region 5 Consumer Specialist Report (Taisa):**
 - WRAP workbooks-only 30 left. Received 74 SMART workbooks-19 remaining after distributing to CenterPointe, WBI, & St. Monica's.
 - Taisa confirmed with Patrick that he would like to see funding applications that are not approved. Makenzie will send to Patrick quarterly beginning in January.
- **Agenda Items:**
 - None
- **EXECUTIVE COMMITTEE REPORT – Brandy (Meets the 1st Tue. of month 9:00–10:00 am via Zoom)**
 - Gave remaining canvas bags to CenterPointe for their winter essentials distribution.
 - Committee chairs will submit attendance to Kurt in order to keep track of subcommittee attendance.
 - Next meeting January 6th, 2026 at 9:00 am via Zoom

- **STANDING COMMITTEE REPORTS:**

- **Funding Committee: Chair Makenzie/Co-Chair Rhonda (Meets 3rd Tuesday of month 10:00-11:00 am via Zoom)**
 - Financial Summary: Unallocated Funds: \$12,169.67; Actual unspent \$12,568.89. Projects we have approved are not included in the Summary. Makenzie will email Danielle.
 - Funding Applications:
 - WBI Bus Passes-Samantha Benda \$400.00: *Funding Committee recommended approval. Motion to Approve-Jenn; Second-Kurt; Approved 7-0 with one abstention (Ashley)*
 - Surviving to Thrive Problem Solving Court-Ashley Morin \$1000.00: *Funding Committee recommended funding a lower amount of \$500.00. Motion to Approve reduced amount of \$500.00-Jenn; Second-Michaela; Approved 7-0 with one abstention (Ashley)*
 - Region 5 Systems/HUD Housing – Jade Fowler \$750.00: *Funding Committee asked Taisa to speak with Patrick to get additional information re: potential conflict of interest. Makenzie has requested an itemized list of supplies but has not received yet. In review of Funding procedures, Project Managers have three options of how to receive funds to include paying the amount upfront to the Project Manager, Project Manager paying themselves and asking for reimbursement, or Region 5 doing the ordering which would require them to submit an itemized list. Motion to Table until next month-Michaela; second-Kurt; voted 7-1 to table until next month. Makenzie will ask Project Manager to attend next month's meeting for further discussion on this application.*
 - Next Meeting: December 23rd @ 10:00 am via Zoom
- **Membership & Communications Committee: Chair Kurt/Co-Chair Cassie (3rd Tuesday of the month from 9:00-10:00 am via Zoom)**
 - Have asked new member applicants to attend 2-3 meetings prior to considering their application.
 - Kurt has submitted newsletter to Donna.
 - Membership Applications:
 - None
 - Next Meeting: December 23rd @ 9:00 am via Zoom
- **Bylaws, Policies, and Procedures Committee: Chair Makenzie/Co-Chair Vacant (Meetings scheduled quarterly or as needed via Zoom)**
 - Met in December and compiled ideas for changes to Bylaws and Policies & Procedures.
 - Meetings scheduled for January & February right after Exec Meeting (1st Tuesday of each month at 10:00 am).
 - Proposed changes will be submitted to the Region by February 28th.
 - All members are invited to attend and share their feedback.
 - Next Meeting: January 6th @ 10:00 am via Zoom

- **Special Projects Committee:** Chair Erica/Co-Chair Vacant (meets 4th Tuesday of month from 9:00-10:00 am via Zoom)
 - Erica submitted funding application for the BHC (\$5,000).
 - Would like to have a BHC planning kick-off meeting in January. Would like to have everyone attend. Erica will send out some dates.
 - Next Meeting: December 30th at 9:00 am via Zoom
- **Final Project Reports:**
 - None
- **Education:**
 - January-
 - February-
- **Other Business:**
 - None
- **Open Floor:**
 - None
- **Next meeting:** January 13th, 2026 at 9:30 am
- **ADJOURNMENT:** The meeting adjourned at 11:19 am. *Motion to adjourn-Jenn; Second-Erica; approved unanimously*