

**Region 5 Systems  
Consumer/Family Advisory Committee  
Meeting Minutes  
March 10, 2026 9:30 am – 12:00 pm via Zoom**

**CALL TO ORDER:** 9:37 am

- **Welcome/Introductions**

- **ROLL CALL:**

**Members Present:** Erica Craig, Kurt Lockard, Dorothy Miles, Ashley Morin, Cassie Nicholls, Makenzie Crew, Samantha Benda (joined after roll call)

**Members Absent:** Brandy Nichols (excused), Jenn Nelson (excused),

**Region 5 Consumer Specialist:** Taisa Brumagen

**Non-members Present:** Kaila Melby

***Quorum established (6 of 5 needed at Roll Call)***

- **Housekeeping**

- **CONSENT AGENDA ITEMS:**

- Agenda-March 10, 2026:
  - No additions; *Motion to Approve-Erica Craig; Second-Kurt Lockard; passed unanimously*
- Minutes-February 10, 2026:
  - No corrections/additions: *Motion to Approve-Kurt Lockard; Second-Cassie Nicholls; passed unanimously*

- **Presentation**

- None

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

- Patrick will be here April 14<sup>th</sup> to share CFAC survey results and updates from the Region
- Taisa spoke with Danielle about Jade Fowler's application for personal supplies:
  - Danielle will provide Jade with the check, then Danielle will collect receipts as money is spent
  - If money is sent not spent by beginning of June, Jade will be instructed to make a bulk order to spend down remaining funds

- **Agenda Items:**

- One new membership application: Heather Avila
- Nebraska City BHC on Saturday, March 28<sup>th</sup> from 9am-noon.
- We need co-chairs and members for subcommittees:
  - Special Projects, Erica (Chair), Cassie Nicholls (co-chair) Dorothy Miles

- Membership: Kurt Lockard (Chair), Cassie Nicholls (co-chair), Kaila Melby
  - By-laws: Makenzie (Chair), Ashley Morin (co-chair), Kaila Melby
  - Funding: Makenzie (Chair), Kaila Melby (co-chair)
- CFAC has been invited to have a table at the Asian Community & Cultural Fair – May 2<sup>nd</sup> for \$200
  - The fee for Region 5 table has been waived
  - Taisa will seek clarification on whether this waiver will be extended to us for a separate table, or whether we'll need to sit with them
- Marvilee all-school graduation party – May 30<sup>th</sup> from 2-5pm at Antelope Park
  - Kaila and Erica can go attend on CFAC's behalf
- **EXECUTIVE COMMITTEE REPORT – Brandy (Meets the 1<sup>st</sup> Tue. of month 9:00–10:00 am via Zoom)**
  - Reviewed minutes of March meeting.
  - Next meeting April 7th at 9:00 am via Zoom
  - All chairs (and co-chairs) should attend these meetings
- **STANDING COMMITTEE REPORTS:**
  - **Funding Committee: Chair Makenzie/Co-Chair Rhonda (Meets 3<sup>rd</sup> Tuesday of month 10:00-11:00 am via Zoom)**
    - Financial Summary (as of January 31<sup>st</sup> 2026: Unallocated Funds: \$9,788.52, Actual unspent \$10,286.62
    - Funding Applications:
      - Nebraska City BHC – Traci Reuter \$1,000.00: *Funding Committee recommended approval. Motion to Approve-Erica Craig; Second-Dorothy Miles. Passed unanimously*
        - March 28<sup>th</sup> from 8am-noon
      - WRAP Seminar II – Taisa Brumagen \$3,3315.45: *Funding Committee recommended approval. Motion to Approve- Erica Craig Second-Kurt Lockard. Passed unanimously*
        - This will be opened to Region 5 and CFAC organization personnel first, as cohort will be small and the cost is significant
        - CFAC members should email Taisa if they'd like people to register
      - Two applications that have been approved have not submitted project reports, so they're funding is being reallocated
    - Next Meeting: March 17<sup>th</sup> @ 10:00 am via Zoom
  - **Membership & Communications Committee: Chair Kurt/Co-Chair Cassie (3<sup>rd</sup> Tuesday of the month from 9:00-10:00 am via Zoom)**
    - Kaila is present for her second meeting; committee will vote her membership at the at next meeting
    - We need more members so Kurt is encouraging others to share applications and information about CFAC with peers and colleagues
    - March Newsletter is being finalized, Kurt has requested bios and headshots from Cassie and Erica
      - Next newsletter will have an impact report
      - Taisa created a recruitment flyer which will be included
    - We are looking to create a CFAC Instagram that is linked to the Facebook

- Membership Applications:
  - Heather Avila
- Next Meeting: March 17th @ 9:00 am via Zoom
- **Bylaws, Policies, and Procedures Committee: Chair Makenzie/Co-Chair Vacant (Meetings scheduled quarterly or as needed via Zoom)**
  - Proposed changes were submitted to the Region. The Region will give their feedback to CFAC by March 31<sup>st</sup>.
  - Next Meeting: TBD
- **Special Projects Committee: Chair Erica/Co-Chair Vacant (meets 4th Tuesday of month from 9:00-10:00 am via Zoom)**
  - Erica has updated the BHC 2026 folder on CFAC with all documents, tasks, and materials needed to start
  - Next Meeting: March 24th at 9:00 am via Zoom
  - Raffles – Taisa & Ashley
  - Registration & Attendee Experience
    - Ashley
    - Kaila
- **Final Project Reports:**
  - Annie at CenterPointe – received 60 workbooks, used 35 that helped participants make their own wellness plans
- **Education:**
  - None upcoming
  - Makenzie suggested using this time to do BHC things in the next coming months
- **Other Business:**
  - Upcoming trainings at the Region
    - Adult Mental Health First Aid
    - Youth Mental Health First Aid
    - QPR
- **Open Floor:**
  - None
- **Next meeting:** April 14th, 2026 at 9:30 am
- **ADJOURNMENT:** The meeting adjourned at 10:44am. *Motion to adjourn-Erica Craig; Second-Kurt Lockard; all in favor, none opposed.*