## Mecklenburg County Local Management Entity Consumer and Family Advisory Committee Minutes December 15, 2011

Members Present: Sandy D., Dorothy D., Steve M., Chelsi S., Kathy A., Ron R., Peggy Q., Gloria T. Members Excused: Members Not Present: Barbara J., Debbie P., Ken G., Lora C. Guest: Suzanne Thompson

AMH Staff: Dennis Knasel, Gwen Drayton

AGENDA	AGENDA ITEM	ACTION
	• A motion was made and second to approve the agenda	Agenda approved.
Welcome & Introduction	• Sandy D., Chairperson called the meeting to order at 5:30.	
Public Comment	No Public Comments made	
Approve Minutes	• Motion made and second to approve November 17, 2011 meeting minutes.	Minutes Approved.

CFAC BUSINESS		
Membership- Chelsi S.	<u>Membership</u>	
	• Chelsi S. spoke with a friend of Peggy Q. that is interest in getting to know what CFAC is	
PPR- Review- Steve M	about. Karen M. attended the meeting with Peggy Q. tonight.	
	PPR- Review	
	• Steve provided a status update of the work of the Provider Performance Report Review	
	Committee and outlined the revisions and changes being made to the following items:	
	• Plan of Correction	
	<ul> <li>Client / Human Rights Committee</li> </ul>	
	<ul> <li>Incident Reporting</li> </ul>	
	<ul> <li>Handling of Consumer Complaints and Grievances</li> </ul>	
	<ul> <li>Quality Management Plan</li> </ul>	
	• Providers Accreditation	
	<ul> <li>Best Practice Models</li> </ul>	
	<ul> <li>Person Centered Plans</li> </ul>	
	<ul> <li>Provider CFAC Committee</li> </ul>	
By Law Revision- All	By-Laws Review	
	• CFAC committee agreed to keep the current vision and mission statement in the by-laws	

	<ul> <li>"Shall be a constructive partner with Mecklenburg County LME" was added to the vision statement.</li> <li>Committee reviewed all other changes recommended to the by-laws and put the document to a vote.</li> </ul>	
QUORUM	• Motion made and 2 <sup>nd</sup> to approved the changes in the By-Laws .	Changes to By-Laws approved.
MST RFP Review	MST RFP Reveiw	
Sandy D.	• Sandy D. participated in the RFP review for MST services. One provider was brought back for an in person interviews	
	<ul> <li>New process with new county leadership in place for RFPs. RFP decisions no longer come to CFAC for approval but rather go directly to the LME Director.</li> <li>Debbie P. participated in Developmental Therapies RFP process</li> </ul>	
NC Employment First Position Paper -	o Sandy D. will also participate in Day Treatment RFP process	
Ron R.	NC Employment First Position Paper	
	• Sandy emailed the Employment First Position paper to CFAC members.	
	•NC Alliance for Full Participation is asking local providers and interested stakeholders to consider endorsing the Employment First Position Paper	
	• Committee discussed the pros and cons of endorsement of this position	
	• Ron R. clarified the purpose and the process of the document and committee put the	
	Employment First Position Paper to a vote.	
QUORUM	• Motion made and 2 <sup>nd</sup> to support the Employment First Position Paper document	Committee approved to support document.
Retreat Follow Up –	Retreat Follow Up	
Ron R.	• Ron contacted with advocacy agencies to help with the consumer communication process.	
	• The three advocacy agencies that met with Ron are agreeing to participate with CFAC in the consumer communication process.	
	Website Review	
Website Review –	• Sandy D. is sending CFAC members the link to AMH Consumer Pages and to the CFAC websites of other LME's around the state.	
Sandy D.	• She suggests that the members look at other websites to get ideas on what can be used to enhance our local site.	
	• The PSO has created a separate website that houses their information. Dennis and Jan Sisk are going through the LME website and deleting PSO information to begin updating information specific to the LME.	

CHAIR'S REPORT	<ul> <li>The PSO has been given the opportunity to change their name; beginning FY 2013 they will be a separate county department with a separate budget and reporting structure.</li> <li>There was a request from the Metrolina Provider Network to see more CFAC information in the Hot Sheet. CFAC information is already posted when needed under a section called "CFAC Corner".</li> </ul>	
PCEB Report	<ul> <li>Provider Council Executive Board</li> <li>Provider Council Executive Board finalized their by-laws at their last meeting and they are now going to the general membership for approval at their January 4<sup>th</sup> meeting.</li> <li>Sandy D. provided information on the Star Rating System to the Provider Council Executive Board (PCEB).</li> <li>The PCEB decided to reorganize their membership based on the waiver provider grouping, so it will reflect how the network will be structured under the waiver. The PCEB dropped the disability membership structure and changed the by-laws to reflect membership from the Behavioral Health Provider Community.</li> <li>PCEB is putting together a task team that Dennis will facilitate to determine what the new membership structure should be.</li> <li>Dennis made a recommendation to the PCEB that the subcommittee structure mirror the functional responsibilities of the LME as an MCO. The PCEB agreed to restructure along those lines.</li> </ul>	
IMT Conference Call – Sandy D. SCFAC to CFAC Conference Call – Steve M.	<ul> <li>IMT Conference Call         <ul> <li>IMT (Inter-Departmental Monitoring Team) are being held monthly to provide updates on waiver activities to DMA and DMH. LME is allowed 5 minutes per functional area to provide updates during the IMT Conference call. The CFAC Chair participates and provided an update on CFAC activities related to the waiver/</li> </ul> </li> <li>SCFACto CFAC Conference Call         <ul> <li>Steve M. reported on the SCFAC to CFAC Conference Call. The call was focused on recruiting CFAC members, the following topics were discussed:                 <ul> <li>What the issues are specific to recruiting CFAC members</li> <li>What has worked that could be considered a "best practice" approach</li> <li>Issues specific to where the meetings are held, the time of the meetings and traveling to meetings</li> <li>Terminal content on the state of the meetings and traveling to meetings</li> <li>Terminal content on the state of the meetings and traveling to meetings</li> <li>Terminal content of the meetings and traveling to meetings</li> <li>Terminal content of the meetings and traveling to meetings</li> <li>Terminal content of the meetings and traveling to meetings</li> <li>Terminal content of the meetings and traveling to meetings</li> <li>Terminal content of the meetings and traveling to meetings</li> <li>Terminal content of the meetings</li> </ul></li></ul></li></ul>	
	<ul> <li>Too many meetings</li> <li>Suggestion made for video conference of meetings</li> <li>Not enough people representing the substance abuse population. Suggestion made to contact AA and NA. Suggested rule is that any CFAC member should have one year of sobriety.</li> </ul>	Chelsi S will contact AA and NA for recruiting of members.

	<ul> <li>A membership drive was also suggested.</li> <li>Next Call is February 15<sup>th</sup> 2012</li> </ul>	
LME UPDATE		
Waiver Update	Waiver Update           • BOCC approved establishing a Medicaid Waiver account and fund balance.	
	<ul> <li>\$1.7 million was allocated for implementation of the waiver through June 30<sup>th</sup>, Included in this allocation is funding for four key management/supervisory positions.</li> <li>Additional funds will be used for consultant contracting.</li> </ul>	
	• Each member on the LMEs Senior Management Team now has a content expert consultant working with them to handle the major tasks associated with getting ready for waiver implementation.	
Quarterly Report to BOCC Dennis Knasel	<ul> <li>A new IT system is needed to support the waiver business.</li> <li>RFP's came in last week. Management Team met to see who will be invited back for demonstrations.</li> </ul>	
	<ul> <li><u>Quarterly Report to BOCC</u></li> <li>Sandy D. emailed the BOCC Quarterly Report to the CFAC committee for review. She will continue to send the reports quarterly.</li> </ul>	
	<ul> <li>This BOCC report is an AMH report (county department report) and not a LME report.</li> <li>Sandy D. briefed on the items of interest in the report</li> <li>Sandy D. encourage each member to review and ask questions.</li> </ul>	
	<ul> <li>Eventually this document will be revamped. Dennis asked the committee for any suggestion on making the report more informative.</li> </ul>	
<b>DIVISION UPDATE</b>		
Waiver Update	Sandy D. presented a map of the proposed LMEs waiver sites. One recent change is that Wake is now joining Durham, Johnston, and Cumberland Counties. Wavier Update	
Division Executive Management Team- Suzanne Thompson	<ul> <li>A 90 day extension has been requested for the CAP waiver.</li> <li>CAP waiver changes will not go into effect January 1<sup>st</sup>.</li> <li>Dublic announcement forth coming.</li> </ul>	
	<ul> <li>Public announcement forthcoming.</li> <li><u>Division Executive Management Team</u></li> <li>EMT is now DHHS Waiver Advisor Committee</li> </ul>	Suzanne T. gave updated
	• DHAS will start in January.	handouts to CFAC
	• Membership structure is three members representing providers, two members representing state CFAC, 2 members representing local CFAC and 3 service recipients that are not on state or local CFAC.	members.
	• The three service recipients will be from each disability groups.	

	• CFAC member can apply on the Division Website, through Suzanne T. or send letter of interest to Tammy Bradshaw.	
	• Everyone will serve for one year.	
	Stuart Berdie was appointed Section Chief.	
ANNOUCEMENTS	Autism Society of NC Annual Conference, 3/30-31/2012 Charlotte	
	• NC TIDE 2011 Spring Conference, Wilmington, NC 4/22-25/2012	
NEXT MEETING	January 19 <sup>th</sup> , 2012	
<b>FUTURE AGENDAS</b>	AMH/DFAC website review, Quarterly- Clinical/Medical Director Reports, BOCC	
	LME Communication Plan, SCFAC Plans and Objectives	
ADJOURNMENT	7:20	

 Sandy DuPuy, Chair of Consumer & Family Advisory Committee
 Date