

CFAC MEETING MINUTES FEBRUARY 7, 2005

Present: Debra Huffman, Gerald Manning, Rick Spangler, Jeff Pope, Dee Reece, Windy Stafford, Sherry Durrant, Ruth Gilbert, Frances Jenkins, Donna Bowman, Robert Phinx, Chuck Stuart, Larry Arnold

Absent: Anne Arnold, Norma McDonough, Janet Zurbach, Melody Itsuwang, Alice Burkholder

Introductions were made. Debra started by asking if all had a copy of Agenda. The committee started the meeting by looking at the mission statement of RHA, and discussing what the CFAC Mission Statement would be.

RHA's mission:

To provide a safe and healthy environment while creating opportunities for personal outcomes.

CFAC Mission:

To advice and support RHA in its mission by advocating in all areas for services users and their families.

What does it mean? We can advise the Board and management while supporting employees and service users at the same time.

In order to advise the board the committee will have to know what the service manual says. It was decided that the group would take the first sections of the manual and read over them to prepare for discussion next meeting. Things the committee finds in the manual that not working are the areas that need to be discussed. The question was brought up if the group felt that RHA listened? Dee stated that RHA does listen; they may not always do, because of money, logistics, etc. Don't know how Howells is. There was discussion on the Compliance Help line and how it worked.

Responsibilities of the Committee: To meet 2 times a year to look at Policies and Procedures and make recommendation to the Board of Directors. To discuss concerns as services users and families and how those concerns should be addressed.

As a committee how do we find out what these concerns are from the different facilities throughout RHA? What if we started by drawing up a letter to send out to all families and guardians to see if they have concerns or problems that seem to be across the board of RHA and RHA/Howells? The committee felt that parents and guardians need a place to voice their concerns. Sherry felt that parents might feel that there would be percussions if they complain so she felt many did not say anything.

The committee felt that it would be a good ideal to put CFAC updates in the Newsletter of both RHA and RHA/Howells. Would like to use the caption

“Ensuring your voice is heard” for both newsletters. The information going into the newsletter would consist of what the CFAC committee was doing. This would only go in 2 publications per year right after each meeting.

Discussion of times of meeting and days of meeting. Possible a Saturday or alternating days, one on Saturday and one on Monday. The group decided to meet on Saturdays. Hopefully we would be able to recruit other parents or guardians from some of the other facilities to come by having it on Saturday. This way the representation on the committee would be from more different areas. Motion was made to meet on Saturday, all voted yes. Chuck to arrange for Robert to be here, since he works on Saturdays.

Next meeting will be May 14th. At the Gatewood Center at 10:30 am and last till around 1:30.

Discussion and nomination of officers:

Chairman: Debbie Huffman

Vice-Chair: Dee Reese

Gerald made the motion for the floor to be closed. The committee agreed.

A list of everyone’s name and phone, e-mail and etc to go out with the minutes.

The committee decided to start looking at the Service Manual, sections 100 thru 102.09 (30 Pages) Homework: to read sections and make comments and make changes in the margin. There was a discussion that a speaker may come to the next meeting, if this happened we could look at the manual after to speaker left.

It was mentioned that this meeting should no become a grip session but expressing concerns for all across the board. The committee asks that anyone who was interested but not able to come be contacted again to see if they could meet on Saturday. Dee ask that Tamra check to see if a person expressed an interest, could the committee have their names and numbers so a CFAC member could contact them directly or is this a HIPPA regulation? Tamra to contact the people again to see if they could meet on Saturday and check on the HIPPA regulation.

Letter to be sent out:

Debbie to write letter and send out on cfac list serv for all to look at and approve before being sent out.

Ideas from committee to be put in the letter: Time meeting is held, goals of the committee. Explain the CFAC Committee is to advise the board and advocate for services users. Let them know we want to represent all in the company. Want them to feel free to contact the committee with suggestions. Letter to be written and sent out on the cfac. Tamra will send letter out to all guardians.

Meeting adjourned at 12:15pm