

## CFAC Meeting 5/21/05

Welcome and introductions were made by Debby Huffman, Chairperson

Attending: John White, Larry Arnold, Anne Arnold, Wendy Starnes, Gerald Manning, Dee Reece, Alice Burkholder, Donna Bowman, Norma McDonough, Debby Huffman, Tamra Wise, Jeanne Duncan, Ed Kilmartin

Absent: Sherry Durrant, Frances Jenkins, Janet Zurbach, Melody Itsuwang, Robert Phinx, M/M Thomas Pitts, Harriett Southerland, Jeff and Judy Pritchett.

Welcome to Norma McDonough and Alice Burkholder who have joined the committee.

Debby discussed the loss of one of our members, Rick Spangler and let the committee know that flowers were sent from the CFAC.

The committee decided to keep Saturday as the day to meet each time.

Minutes from the last meeting were reviewed and approved. Tamra to e-mail or mail minutes from last meeting to new members.

Are you getting enough info from Jeanne? Sending too much information or not enough? ANCOR was one that was sent, it is good information from a national organization. The committee asks that she continue to send out the information.

Coalition Rally was held last week in Raleigh; RHA & RHA/Howell's had over 400 people there. Jeanne talked about meeting the legislators. A booklet was sent to all CFAC members giving information on how to talk to a legislator and had each district legislator's picture and a small bio on them in it. This booklet was given to each of the units to review before going to the rally. As far as the rally, it seemed to be a success.

Alice told everyone about Blogging sites that have been set up with politicians, similar to a bulletin board. Will give you links to bills to review and a place to make comments. If you use it, it will not give your e-mail back out.

New Legislation: 1. Finger printing bill, we have always done background checks. This new bill requires that anyone who has lived in NC less than five years be finger printed. Has to go through the SBI and if there is a hit on it they will call us to tell us they have a hit but will not tell us what. Can hire and then bring person in to find out what is happening with possible termination. This Law has already passed.  
2. Trying to pass a bill that will allow Nursing Homes to use med Techs. 4 day long class along with medication passes. 122C under which our homes are licensed have found no problems. This bill will include all. Will cost RHA one million the 1<sup>st</sup> year and ½ million after that. Expense is not being put into our rates. Standardized training is being looked at just like NCI.

Last Friday our company gave millions of dollars to our staff. RHA has raised starting pay in both companies to \$8.00 per hour. We also put into place ranges for pay that people will get as their evaluations come up. Executive Committee along with HR did studies to set pay ranges for number of years employee had been with the company. We had national data to look at with consideration of what we could afford. Jeanne discussed direct and in-direct cost and how it works. We try to spend on direct instead of indirect, this is one reason our corporate overhead is so low.

Alice stated that she sits on the Human Rights Committee in her area and feels that the service manual should be given to the committee as well as the families. Communication is a problem. John stated that a lot of this information from the Service Manual is given out in the Admissions Packet when a new service user comes to RHA.

Discussion of monies and community outings took place. Jeanne to check into this.

Cathy Kocian from the State Consumer and Family Advisory Committee came today to give a presentation. Power point presentation was given out on paper version telling what the committee did and giving ideals for this committee. Cathy also gave out a handout. This gave information on Forum speakers, playing an active part of RFP's, conflict of interest issues, develop instruments to assist in QA, Survey's, offer trainings, WRAP, Peer support specialist, and more.

Web site for the state CFAC: [www.dhhs.state.nc.us/mhddsas/scfac](http://www.dhhs.state.nc.us/mhddsas/scfac). You can check this site for minutes and other information on the state committee.

Discussion of the new neglect and abuse policy occurred. John sent policy to the CFAC which was approved. If no harm is found, then disciplinary action may be taken instead of termination, this could include termination depending on how many disciplinary actions the person had been given in the past. John asked if anyone had questions or concerns about the new neglect policy. He touched on some of the major points from the policy. John feels that the CFAC needs to come up with an approval procedure. Suggestion: Policy approval: Policy goes onto the CFAC list serv. Should have responses within 10 days and will be signed off on by the CFAC Chairman on the policy for approval in the signature area each time one is signed and approved. Everyone should give feedback to let John know that everyone has read it.

John indicated that on July 25 thru 29<sup>th</sup> RHA will be going through our accreditation review with the Council. He would like for us to take a look at the QA/QI manual at some point, the committee will just need to let him know when.

4 Accrediting bodies are out there, Jeanne would like to scan and get committees comments for what would be good for RHA/Howells. COA or JACO are the ones that are being looked at. She does not feel the Council is the one for RHA/Howell's, but one of these may be the best.

Jeanne: Presented an ethical dilemma to the committee asking for feedback on health issues about an individual. The Committee gave some ideas about what might be a good way to proceed with this individual and the guardian.

CFAC minutes are to be put on the web site. Tamra to send these minutes to Jeff after each meeting so that he can put them on the web site.

Admissions packet being worked on to update and give a better presentation. Previous admissions families will be able to review the new one. This packet has many of the items that can be solved i.e., communications, who to contact etc. We may need something specific to communications due to people not really understanding who is who and who to call.

Service Manual Review:

Acronyms need to be put in a glossary of terms for better clarification, so people will know what some of them mean.

Questions on body checks done leaving and returning with parent/guardian, Jeanne gave explanation and examples.

Questions on important information in vehicles in the event of an accident.. Explanation was given as to why and what information is put on vehicle and where the information is located.

Jeanne will get a list of Human Rights Committee Members for each CFAC parent on the committee.

In ICF, RHA pays for haircuts, they do not cover, perms, hair coloring, etc.

How do we address Living Will arrangements? Form can be pulled off the web but will have to have a legal opinion on whether or not a guardian can do the living will for their ward? Can the guardian sign an advanced directive? Looking at doing a parent training on some of these issues.

State gives different types of guardianship. Guardianship of the estate, of the person or full guardianship.

Assignments for next meeting: Service Manual sections 31 – 60.

Next meeting set for Saturday November 5, at 10am. It will again be held at Gatewood Center in Greensboro.