

State Advisory Council Minutes
Monday, May 11, 2015
Conference call

Members in attendance: Elisabeth Cannata, Jacquelyn Farrell, Deb Kelleher, Regina Moller, Regina Roundtree, Susan Sherrick

Also in Attendance: Susan Smith, Irma Camacho, Patricia Lorenson, Sarah Lockery

Members Absent: Claudia Carbonari, M.D., Donna Grant, Erica Kesselman, M.D.

Welcome & Introductions

Meeting was called to order at 10:40a.m.

All in attendance introduced themselves.

Recommendations for Revised SAC Meeting Structure & Improved Participation

Discussions were carried regarding a change in the frequency of the SAC meetings, adjusting the frequency of the Commissioner's attendance, and having family, youth and RAC involvement. As mentioned at the April meeting, discussions covered using the FAVOR representative on RAC from each region or someone from youth advisory boards. The goal is to enhance participation by establishing a frequency that provides the continuity needed to conduct the business of the SAC. By regulation it can be quarterly, or 4 times a year.

- There was consensus to meet less than monthly and going to bi-monthly.
- Conducting mobile SAC meetings at different regions in an effort to increase participation.
- Getting the assigned FAVOR representative from each region to serve as a liaison to the families would be another way of getting the family voice included in these meetings.
- Using technology available to all to participate in the meetings to increase participation. The pros and cons of video conferencing were outlined. The use of public applications such as Apple iChat or Skype.

Elisabeth Cannata made motion to hold SAC meetings alternating from June every other month and that the September retreat would be outside of the regular SAC meeting schedule.

Deb Kelleher seconded the motion and the vote was unanimous.

Going forward we would meet in June

No meeting in July

August meeting will be used for planning the retreat

The retreat in September is an event separate from the regular SAC meeting schedule

Meet in October

No meeting November

Meet in December

No meeting in January

Meet in February

No meeting in March

Meet in April

No meeting in May

Meet in June

Discussion were carried regarding the Commissioner's attendance frequency at the SAC meeting. As a functioning body, SAC needs to make sure that the ongoing business of the council is handled in order to assure that the Commissioner's presence is of value to the Commissioner.

The conclusion was that the Commissioner would be asked to attend the September retreat, the December, April and August SAC meetings.

The alternate plan if a SAC meeting is faced with weather interference is that we will use the option of the conference phone call-in to keep the integrity of the SAC schedule.

Discussions were carried to get the FAVOR representatives as regular attendees at the SAC meeting. They are already representing the family voice from the regional point and they would be able to bring an interested family member to a meeting. Ms. Moller has a call into Joanne Hawke about this request and wanted feedback from SAC members before she spoke with her.

SAC members voiced unanimous agreement with this idea and action.

Reporting Guidelines for RAC representatives

Various ideas were discussed to bring RAC information to SAC and respond back. Ms. Smith added that this process can also be used to tie in to the responsibilities as a Citizen's Review Panel (CRP) and add to the discussions and recommendations to be brought forth.

The responsibility to relay the information falls on the RACs. It can be brought to SAC by their representative on the council and reported in the *RAC Updates* portion of the SAC meeting.

The SAC response will be in the form of an email back to the RAC chairs after it has been reviewed by SAC.

Regina Moller will draft a simple form to send out to the RACs outlining some reporting guidelines.

RAC Applications for CRP fund disbursement

Every RAC must submit a report as of May 1 regarding their activities in the use of the funds and the RAC recommendations. This will include receipts for expenses and a statement by RAC chairs of the accuracy of the RACs expended budget.

The status of the receipt of the RAC reports are as follows:

Region 1 (Bridgeport) Elisabeth Cannata received communication that they needed guidelines on how to structure their report back to SAC, she provided what Region 6 uses. Expected shortly.

Region 5, submitted

Region 6, received by Elisabeth Cannata

Region 2, received by Elisabeth Cannata and Regina Moller

Region 4, Regina Roundtree was on leave from RAC and was not clear on the CRP monies that were disbursed to Region 4 RAC. Region 4 applied later and received a check in September (2014). Regina will look into this matter. Elisabeth Cannata recommended that she speak with Sara Becker, a regular voting member of region 4 RAC. The RAC needs to provide their recommendations and include the summary of how the funds were spent. They need to be submitted as soon as possible in order to review them at the June meeting. Regina Roundtree will communicate with Elisabeth Cannata in the next few days via email.

Deb Kelleher requested clarification about the time frame in which the CRP funds need to be spent.

Susan Smith will check with Tim Marshall.

The SAC recommendations are included in the CRP Annual Report with the Annual Progress and Services Report (APSR) which is completed by Kim Nilson typically by June 30. There is a report that is specific to the CRP funds through the CAPTA grant. We are submitting the recommendations to explain how those CAPTA dollars were utilized. Since Tim Marshall oversees the CRP, he is the person to whom we will submit our update.

The next meeting will be held on June 1, 2015 at 9:30am at Value Options.

The conference call meeting ended at 11:31am.