

**Consumer Advisory Council**  
**Meeting Minutes**  
**10/19/2023**

**Location:** Admin Small Conference Room/BCRC Upper Conference Room (video conference)

**Attendance:** Tana Baker, Tim Dougherty, Karen Nugent

**Guests:** Sarah Madsen, Trauma Informed Specialist

**Called to Order:** Meeting called to order at 1:00pm

**Review Agenda:** Motion to approve agenda by: Tim, seconded by: Tana. All in favor. Agenda approved.

**Old Business:**

- Motion to approve September 14<sup>th</sup> meeting minutes by: Tim, seconded by: Tana. All in favor. September 14<sup>th</sup> meeting minutes approved.
- The council would like to:
  - Learn about CWN policy/procedures
  - Invite the following to speak at future meetings:
    - Donna Norkoli, DHD 10 – Anti stigma survey

**New Business:**

- Volunteer Reimbursement Sheets – Completed
- Sarah Madsen – Centra Wellness Network’s Trauma Statement - Discussed
- Consumer’s Count Fund Balance: \$3,226.08 as of 10/1/23
  - Danyal to send email to Team Centra educating about Consumer’s Count Fund
- CWN Policy Overview: 03.16 Dignity and Respect - Discussed
- Discussion: Absentee Member
  - Reviewed CAC Guidelines as approved by Chip Johnston on 2/19/23
  - Motion to dismiss absentee member based on attendance record by: Karen, seconded by: Tim. All in favor. Dismissal of absentee member is approved.
    - Executive Director to pen termination letter
- Upcoming Event: Halloween Party at Manistee Elks Club, October 27<sup>th</sup>
  - RSVP Required

**Other Items:** N/A

**Adjournment:** Motion to adjourn this meeting by: Tim, seconded by: Tana. All in favor. Meeting adjourned @ 1:56pm.

**Next Meeting:** Next meeting (Closed): November 16<sup>th</sup>, 2023 @ 1pm – Admin Small Conference Room/BCRC Upper Conference Room (video conference)

**Facilitator/Minutes by:** Danyal Englebrect-Blakeslee, Recipient Rights Specialist/Customer Service