

**RELATIONAL AGREEMENT BETWEEN
EASTPOINTE
AND
THE EASTPOINTE CONSUMER AND FAMILY MEMBER ADVISORY
COMMITTEE**

This agreement, entered into by and between Eastpointe, which is responsible for assuring the availability of local mental health, developmental disability, and substance abuse services, with main administrative offices located at 100 South James Street, Box B, Goldsboro, North Carolina 27530 and the local Eastpointe Consumer and Family Advisory Committee (CFAC), shall be effective the day following the last signature to the agreement and shall continue in effect until June 30, 2010 (whereupon the agreement must be renewed) or is terminated by mutual consent of both parties or by either party for cause upon ninety day written notice to the other party.

PURPOSE: To establish the relationship, roles and responsibilities of the CFAC and the Governing Board.

DEFINITIONS:

Consumer and Family Advisory Committee (CFAC) – a formalized group of consumers and family members appointed in accordance with the requirements of NCGS 122c-170.

Department of Health and Human Services (DHHS) – the lead State agency responsible for health and human services, including the delivery of mental health, developmental disabilities, and substance abuse services in the State of North Carolina.

Governing Board – the LME’s Board of Directors if a public authority, or the Board of County Commissioners of the County for a county program, or the Board of County Commissioners of the lead county for an interlocal agreement.

Local Business Plan (LBP) – a plan for the delivery of mental health, developmental disabilities and substance abuse services for the geographic catchment area served by the LME. The LBP is prepared in accordance with the State Plan and instructions issued by the DHHS and developed with input and feedback from all stakeholders, consumers, and families.

Local Management Entity (LME) – the area authority serving Duplin, Sampson, Lenoir, and Wayne counties known as Eastpointe that has prepared a Local Business Plan (LBP) and been certified as a LME by the DHHS.

Responsibilities of the Parties

CFAC:

- Review, comment on, and monitor the implementation of the local business plan.
- Identify service gaps and underserved populations.
- Make recommendations regarding the service array and monitor the development of additional services.
- Review and comment on the area authority or county program budget.
- Participate in all quality improvement measures, including tracking and reporting on outcome measures and performance indicators.
- Submit to the State Consumer and Family Advisory Committee findings and recommendations regarding ways to improve the delivery of mental health, developmental disabilities, and substance abuse services.

Eastpointe Board & LME:

- The director of the local Management Entity shall provide sufficient staff to assist the CFAC in implementing its statutory duties.
- The assistance shall include data for the identification of service gaps and underserved populations, training to review and comment on business plans and budgets, procedures to allow participation in quality monitoring, and technical advice on rules of procedure and applicable laws.
- Identify the appropriate channels of communication in policy.
- Reply in writing to CFAC recommendations, issues, and concerns.
- Recognize the contribution of consumers and family members through their unique perspective and abilities.
- Establish a non-judgmental environment.
- Ensure timely advance notification of actions proposed.
- Provide support to the CFAC in the following areas:
 1. Information and education regarding the service system, including funding sources, the system for access and service availability and materials regarding system reform practice platforms and models of best practice.
 2. Assistance in the creation of by-laws/operational procedures to ensure consumer/family participation and self-directed committee.
 3. Financial assistance for the following:
 - a. Stipends, as appropriate, to ensure participation;
 - b. Compensation for travel expenses based on Federal guidelines;
 - c. Childcare and eldercare, as appropriate;
 4. Training necessary to ensure the fulfillment of responsibilities as outlined in statute.

JOINT RESPONSIBILITIES of the CFAC and Governing Board/LME:

- Work together to achieve the responsibilities outlined in Statute and the LME LBP;
- Work together to identify and develop service resources that lead to a comprehensive, friendly and equitable system of services and supports;
- Work jointly to develop action plans regarding any issues/concerns with the core functions of the LME and the statutorily defined tasks of the CFAC;
- Determine the level of professional staff participation necessary to ensure support but not control of the CFAC;
- Work together to ensure that the committee membership remains viable and is representative of all disability groups as outlined in statute and reflects as closely as possible the racial and ethnic composition of the catchment area.
- Observe the following communication protocol:
 - CFAC Chair will attend the weekly Leadership meeting and report to the Eastpointe Board at the monthly meeting.
- Observe the following dispute resolution process;
 - All grievances will be addressed by the Area Director. If resolution is not reached, the grievance may be appealed to the Eastpointe Board of Directors for final resolution.

TERMINATION

This Agreement may be terminated, in whole or in part, by mutual written consent of all parties or by any signing party, for cause upon 90 days written notice to the other party.

Signatures

CFAC Chairperson Date

LME CEO/Director Date

The Eastpointe Board Chairperson [or designee] Date

RELATIONAL AGREEMENT ADDENDUM

This agreement, entered into by and between Eastpointe, which is responsible for assuring the availability of local mental health, developmental disability, and substance abuse services, with main administrative offices located at 100 South James Street, Box B, Goldsboro, North Carolina 27530 and the Eastpointe Consumer and Family Advisory Committee (CFAC), shall be effective the day following the last signature to the agreement.

Purpose: To establish the roles and responsibilities of the CFAC, the Governing Board and/or the LME with regard to single stream funding.

Responsibilities of the Parties:

- The CFAC will be an active participant in the LME age/disability service planning process relative to the use of funds. In order to ensure proper feedback on LME service funds, the CFAC will stay abreast of disability spending trends.
- The LME will provide ongoing communication and reporting to the CFAC regarding the status of the planning and use of funds on a quarterly basis by the CEO or his designee.
- The CFAC will provide ongoing review and input relative to the use of LME funds. In order to ensure proper input, CFAC will either respond to the LME’s planned use of funds in writing, or through attendance to the LME Leadership team meetings.

Signatures

CFAC Chairperson

Date

LME CEO/Director

Date

Governing Board Chairperson

Date