

PFAC Meeting Notes

Date: April 6, 2023

Attendees: Ashley Anderson (Staff), Tamara Terraza (Corner Intern), Kelly Harris (Community Member), Tania Raudales (Patient), Matia Burch (Staff/Parent), Heather Brown (Community Member), Lauren Fardig-Diop (Community member), Annie Strickland (staff)

Notetaker: Annie Strickland, Staff member

1. Welcome & Introduction to PFAC

- a. Ashley provided an overview of Corner services, Corner History, provided information about PFAC policies and operations. PFAC will meet quarterly. Incentives provided; gift card or otherwise financial. Food will be provided at meetings. PFAC needs to approve 4 policies; Parental consent, requests for medical information, confidential services, disclosure of abuse/neglect. QI, review data. After each meeting, secretary will send a summary of meeting, which will be uploaded to the Corner's website. Involvement of Youth Leadership Board.
- b. Questions: how long is appointment to PFAC? A: 1 year with possibility to extend. Q: Is there a minimum number of participants? A: No, goal is at least 10 participants.

2. Charter Review & Approval

- a. Reviewed Charter. Reviewed goals of PFAC.
- b. 3 leadership positions – 2 Committee Co-Chair (1 patient, 1 staff member) and 1 Secretary (elected by popular vote at 1st meeting)
- c. Clarified membership requirements – many patients live outside the Ypsilanti area. Discussion ensued about patients who travel for care at the Corner. Changed language to 'PFAC membership should be open to people who receive services in the Ypsilanti area'. Made Updates to Charter and approved by vote.
- d. The Charter was approved unanimously by all 8 attendees.

3. Bylaws Review & Approval

- a. Discussion of terms. One participant asked about aging out of services at the Corner and continuing to serve on PFAC. Decided that patients may continue to serve on PFAC as community members after aging out of services at the Corner.

4. Elections

- a. Tania nominated herself as Committee Co-Chair. Tania was unanimously elected Committee Co-Chair.
- b. Ashley Anderson is the staff Co-Chair.
- c. Annie nominated herself as Secretary. Unanimous approval. Annie to serve as secretary.

5. Future Meetings

- a. Need to be in-person at the Corner. Food, childcare, financial compensation will be provided. Potential for ~9 kids at meetings.
- b. Discussed time/day of the week for meetings. Tuesday lunchtime works for everyone.
- c. April 18th at 12pm
- d. July 18th at 12pm
- e. October 17th at 12pm
- f. December 19th at 12pm -> Year wrap-up meeting, create yearly summary.

