

ALLEGHENY COUNTY COALITION FOR RECOVERY
Steering Committee:
Minutes

Date: January 27, 2012

Co-Chair(s): Verna Johnson and Craig Dorin

Note taker: Lori Pace

Attendees: Melissa Medice, Jessica Strong, Graceanne Stafford, William Boyce, Dennis Hughes, Denise Weis, Cheri Frederick, Mike Gruber, and Ryan Turner and Lori Pace

Brief Announcements: Mike Gruber had announced that Meg Park is recovering from knee surgery.

Agenda Item: Update on changes for check coding

Committee Goal Being Addressed:

Discussion: There will be a committee code on each check that explains what each person is being paid and which committee is being paid for.

Action Item	Person Responsible	Target Date

Agenda Item: Budgets and Goals

Committee Goal Being Addressed:

Discussion: The goal was for all committees to have a draft of the budget for the February Steering Committee Meeting. The committees should use the ACCR Strategic goals to guide their budget planning. The Steering Committee will finalize its budget at the March SC meeting and will submit its budget to PSAN in April.

Action Item	Person Responsible	Target Date
Committee co-chairs will have a draft budget	Committee Cochairs	2/24/12

Agenda Item: Anti Stigma Campaign Meeting

Committee Goal Being Addressed:

Discussion: This meeting will be held on February 8, 2012 from 4-6 on the lower level in The Homestead Grays Room at the Human Services Building at 1 Smithfield St. All Steering and committee members are invited to attend. Food will be provided. RSVP with Mike G. if you wish to attend.

Action Item	Person Responsible	Target Date

Agenda Item: ACCR Timeline Regarding Complaints about Changes being too complex.

Committee Goal Being Addressed:

Discussion: The Committees were going to still stick with the changes but will address problems as they arise.

Action Item	Person Responsible	Target Date

Agenda Item: Process For Food at Meetings

Committee Goal Being Addressed:

Discussion: The Steering Committee decided upon guidelines for the purchase of food for ACCR meetings

1. Committees may spend up to \$10/person
2. The individual committee Co-Chairs are responsible for purchasing or arranging for the food. They can also delegate this to a willing committee member.
3. The committee Co-Chairs are responsible for collecting an attendance form and all receipts from food purchases.
4. Food can be purchased through pre-purchased gift cards, establishing an account with a vendor, using personal funds to purchase food and then seeking reimbursement, or submitting and request for a cash advance to purchase food. Receipts and any extra cash would have to be re-submitted.

Action Item	Person Responsible	Target Date
Committee Co-Chairs will discuss the above options with members of their committees	Committee Co-Chairs	Next SC mtg
Determine method for purchasing food	Committee Co-Chairs	Next SC mtg

Agenda Item: ACCR SC Membership

Committee Goal Being Addressed:

Discussion; Need to have more members attend these meetings and to contribute. Discussed ways to recruit people, the process for bringing people onto the Steering Committee and briefly, types of abilities the Steering Committee is looking in SC members.

Action Item	Person Responsible	Target Date

Agenda Item: Recognition of Retiring SC Members

Committee Goal Being Addressed:

Discussion: Committee

Action Item	Person Responsible	Target Date
There will be a cake brought to the next meeting	Jessica Strong	2-24-12

Next Meeting Date, Location, and Time:

Friday February 24, 2012 from 12:30 – 2:30
Life'sWork 1325 Forbes Avenue