

(ACCR) ALLEGHENY COUNTY COALITION FOR RECOVERY

Steering Committee:

Minutes

Date: April 30th, 2010

Co-Chair(s): Craig Dorin Verna L. Johnson
Note Taker: Phyllis Y. Nettles
SC Members: William Boyce Mike Gruber Meg Park
Sarah Goldstein Dennis Hughes Chris Weis
Harold Hartger James Kindler Denise Weis
Attendees: Elise Barr Victoria Livingstone Wes Sowers
Chari Frederick Sherry Shaffer
Guests:

* Members present are shown in Bold .
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OPENING/GREETING: Co-Chair Craig Dorin called the meeting to order.
INTRODUCTIONS: Participant introductions were given.
MINUTES APPROVAL: There weren't any minutes to be approved, which I truly apologize for.
REVIEW OF AGENDA: No changes were made to the agenda as presented.

ANNOUNCEMENTS

1. May 4th segment of Humanity Matters on PCTV 21 will feature Paul O'Hanlon, Attorney at law, Co-Chair of the City of Pittsburgh, Allegheny County Taskforce for People with Disabilities; He will discuss stigma and discrimination across all disabilities. Cathy Papaleo will be one of the panel members who will discuss Recovery. It will also be broadcasted on the Internet on May 7th at www.humanitymatters.org.

DISCUSSION ITEMS

Agenda Item: Membership Business
Spokes Person(s): Craig Dorin, Meg Park and Elise Barr
Handout(s): ACCR Steering Committee Application Form for Rachel Kallem
Discussion: Rachel Kallem –ACCR/SC application was reviewed. Membership Committee highly recommended her. Her membership was put to a vote and was unanimously accepted.

Action Item	Person(s) Responsible	Start Date
Meeting information was mailed and/or Emailed	Elise Barr and Meg Park	As of April 30 th

Agenda Item: ACCR Co-chair and Note Taker Vacancies
Spokes Person(s): Meg Park
Handout(s): ACCR Co-chairs: Job Duties and Requirements from Steering Committee Handbook
ACCR Minute Takers: Position Description, Application Form, and Minutes Template
Discussion: For further information, please see Meg Park

Co-chairs are needed for the following:

- Public Awareness Committee – Provider
- Education Committee – Provider

Please make sure anyone interested is aware of the job duties and requirements.

Note Takers are needed for the following:

- Consumer-Provider Collaborative
- Membership Committee

Please make sure anyone interested is aware of the job duties and requirements. (see membership manual or website)

Agenda Item: Second Annual Member Appreciation Awards Dinner Banquet Update an Awards Categories

Spokes Person(s): Meg Park

Handout(s): Award Nominee Process and Categories

Discussion: Only ACCR Co-chairs can make nominations, the nomination process will be a blind process.

There will be a panel of people to choose the winners, who have nothing to do with ACCR, know the recovery movement and the mental health community in Allegheny County, etc.

Handouts were distributed with the award categories along with questions to help chairs write the narrative for the winners.

Action Item	Person Responsible	Target Date
<p>Suggestions:</p> <ul style="list-style-type: none"> • Two dates Emailed and/or mailed out to the appropriate potential participants to choose, which date is best and return their responses. Not confirmed. • Link on the ACCR Website where Co-chairs would fill out the nominee form and submit there nominations. Not confirmed. • Let the committee know if you have any additional suggestions for award 	Membership Committee	On going

Agenda Item: Budget Discussion

Spokes Person(s): Craig Dorin

Discussion: Craig said it's important that each committee prepare their projected budget for FY '10-'11 and also for any requests financial assistance from Community Care. This will enable ACCR to continue to make an impact in Allegheny County to empower people with information and how to use it.

Action Item	Person Responsible	Target Date
<p>Co-Chairs need to discuss with their committees the goals and projects from the Strategic Retreat Process. This budget report will be an educated guess of what financial assistance will be needed in the next Fiscal Year? Each committee needs to break their budget down into solid numbers to figure out where we are and what financial assistance will be needed. Itemize how much each item will cost to complete goals and projects. Please bring to the May meeting any prelim information and use the ACCR Steering Committee as a resource to help your committee with anything your committee maybe struggling with. We will have our preliminary discussion in May and our drop dead deadline will be our final meeting in June.</p>	ACCR Co-Chairs	May 28, 2010

Agenda Item: Coding/Detail on PSAN Checks Issued

Spokes Person(s): Craig Dorin

Discussion: End of the Fiscal Year requisitions need to be handed into Craig Dorin or Verna Johnson ASAP to be processed. We will review the requisition. If we have any questions we will address them with the Steering Committee Co-Chairs, make sure you have the appropriate paper work needed and it fits ACCR's goals and mission for approval.

Action Item	Person Responsible	Target Date
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A request to PSAN to implement a Budget Line Item Number and Date has been submitted to assure that there is a distinction between work done for each committee and service date work has been completed. This will be used to ensure that committee members are more accountable for the payment process. Jim has sent an Email to the Book Keeper Supervisor Service and he'll let me know what their response is. The goal is to get this in place by July 1 st .	Craig Dorin	May 28, 2010
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Action Item	Person Responsible	Target Date
I'm not sure what this is all about. Above we discussed position responsibilities. This is redundant, no? The ACCR Membership Committee will discuss how Advisors, Co-Chairs and Minute Takers are paid whenever they perform their duties at an ACCR meeting for ACCR business. They will work	Membership Committee	May 28, 2010

Agenda Item: ACCR and Pirates Charities
Spokes Person(s): Chris Weis
Discussion: ACCR Partnership with the Pirates/Charities—committee discussed ways to partner with the Pirates.

Action Item	Person Responsible	Target Date
Wes Sowers will give Chris Weis the information he needs to contact IRETA (Institute for Research, Education and Training in Addiction) about ACCR partnering with their organization.	Wes Sowers Chris Weis	ASAP

Action Item	Person Responsible	Target Date
Sarah Goldstein will contact Chaz Kellam about partnering with ACCR for their disabilities night at the stadium.	Sarah Goldstein?	ASAP

Agenda Item: Committee Project Structure and Operation
Spokes Person(s): William Boyce
Handout(s): Off the Charts – Community Project
Discussion: (CET) Community Evaluation Team Leadership Training Tool Kit – The tool kit was passed around, which showed how it was utilized to create the data needed for each parent to complete their projects for their presentations. ACCR may be able to use the tool kit to help committees get our voices heard, make an impact in community on the things we have decided are most important to ACCR.

Action Item	Person Responsible	Target Date
More information will be gathered to further explore having an overview training for ACCR members.	William Boyce Craig Dorin	ASAP

Agenda Item: SC Co-Chairs Responsibilities
Spokes Person(s): Craig Dorin
Discussion: Importance of the responsibilities and duties of the ACCR SC Co-Chairs will be on the next agenda.

Action Item	Person Responsible	Target Date
Please review the handout on the Job Duties and Requirements from the Steering Committee Handbook, which will enable you to be able to give your input at the next meeting on anything needs to be changed or be added and how do we insure that the job duties and requirements are being adhered to, because it's important for the leadership of ACCR.	ACCR SC Members	May 28, 2010

REMINDER: PLEASE MAKE SURE YOUR CELL PHONES ARE SILENT. Thank you

NEXT MEETING: Date: May 28, 2010, Location: Life's Work, 1325 Forbes Avenue, Time: 12:30 - 2:15 PM