

# ACCR Committee Minutes Form

Date: 8/26/2011

## Name of Committee: Steering Committee

---

**Co-Chair(s):** Craig Dorin

**Note taker:** Mike Gruber

**Attendees:** Dennis Hughes, William Boyce, Denise Weis, Chris Weis, Victoria Livingstone, Michael Anderson, Meg Park, Jessica Strong, Sharon Alberts, Mike Gruber

---

### Announcements:

1. Rachel Kallem has accepted a new position at LaRoche College and will be stepping down as committee co-chair.
  2. October 15<sup>th</sup> Milestone is holding a walk to raise funding for basic needs of the individuals served by their organization.
- 

**Agenda Item:** ACCR SOCI Training

**Committee Goal Being Addressed:**

**Discussion:** Sarah Thurston from the System of Care Initiative provided 2 trainings about Leadership, Data, and Advocacy and about Project Planning and Needs Assessment. The first training was cancelled and rescheduled due to a limited number of people registering for the class. The third class was also cancelled for the same reason. The fourth class has had limited interest so far. The SC discussed its continued interest in the trainings as well as solutions. It was suggested that trainings be held at committee meetings which would be open to all ACCR members and for people who could not attend, make the training a webinar at the same time. Then, archive the trainings on the ACCR website for people who were not available that day for the training.

Action Item	Person Responsible	Target Date
Discuss proposed changes with Sarah Thurston	Mike	9/2/11
If Sarah approves changes, contact Paul Wittman to discuss webinars	Mike	9/16/11

---

**Agenda Item:** ACCR 10 Year Anniversary Gala

**Committee Goal Being Addressed:**

**Discussion:** Three subcommittees are planning the 10<sup>th</sup> Anniversary gala event which will be held Saturday, November 12 from 4:00-7:00 in the Human Services Building's Liberty Room. Reports from all 3 committees were given. The SC offered several suggestions about the program (provide historical timeline, catalog all materials produced and accomplishments). Nomination forms for ACCR awards were distributed. All nominations are due 9/19/11. Members were reminded that anyone can nominate someone for the awards.

Action Item	Person Responsible	Target Date
Co-chairs from each committee are encouraged to complete at least one nomination form	Committee Co-chairs	9/20/2011


---

**Agenda Item:** Steering Committee Co-Chair Elections

**Committee Goal Being Addressed:**

**Discussion:** Craig and Verna are running for ACCR SC Co-chair positions. No other application forms have been received by the Membership Committee. A final vote for the co-chairs will be held at next month's SC meeting on 9/30/11.

Action Item	Person Responsible	Target Date

---

**Agenda Item:** Message Carriers Recovery Walk

**Committee Goal Being Addressed:**

**Discussion:** Message Carriers is sponsoring its annual recovery walk at Frick Park on Saturday, September 17. The SC approved sponsoring an information/recruitment table. The cost is \$150 for the table. Bill Boyce agreed to staff the table and recruit for others to staff. The SC also agreed to provide a \$100 donation to Message Carriers for the event.

Action Item	Person Responsible	Target Date
Recruit participants to staff information table	Bill	9/9/11
Staff information/recruitment table on 9/17	Bill	9/17/11
Send in table fee and donation	Mike/Craig	9/2/11

---

**Agenda Item:** FY 2010-2011 Budget Expenditures

**Committee Goal Being Addressed:**

**Discussion:** An end of year budget spreadsheet was shared with the SC. According to the spreadsheet, ACCR spent \$17,738 of its \$37,620 allocation. Victoria Livingstone, QI Co-chair, noted the budget did not reflect any expenditure for her committee. She noted the committee spent its entire budgeted amount.

Action Item	Person Responsible	Target Date
Verify expenditure for QI Committee with Bud Wozniak, adjust amount spent	Mike	9/16/11

---

**Agenda Item:** Quarterly Committee Updates

**Committee Goal Being Addressed:**

**Discussion:**

- Public Awareness Committee: Will be participating on the ACCR Billboard Project. Meeting in September to discuss further.
- Consumer/Provider Collaborative – Planning several dialogues. 11/8 conducting dialogue with WPIC psychiatric residents. Hoping to do dialogue in October or November with the North Boroughs Alliance which is a clergy group. Also working on dialogue with pastoral care clergy at UPMC and dialogue at the VA. The Committee is also thinking about a dialogue with people who are LGBTQI and have a mental illness.
- Quality Improvement – 5 of 6 documents have been printed for the toolkit. The Committee will be assembling the toolkits in early October. Community Care has been supportive in providing materials for the toolkit.
- Child/Family – Rachel Kallem has accepted a new position at LaRoche College and will be stepping down as committee co-chair. The Committee conducted a training for JPO staff which was a revised Toolkit training tailored for JPO. Response from JPO was very positive and they have asked for 2 more trainings for all JPO staff in Allegheny County. JPO is also interested in dialogues.
- Membership – the recruitment PowerPoint is completed. Recruitment is underway for new Membership Committee members.
- Education – Mercy Behavioral Health decided not to use the Words Matter brochure due to the use of the word consumer in one place in the brochure but it has indicated it would like to continue working with the Committee on the project. TSI is also having internal discussion about how it could use the brochure. The Committee is also going to develop a mission statement for the Committee.

---

**Agenda Item:** Co-Chair Transition Supports and Relationships

**Committee Goal Being Addressed:**

**Discussion:** Due to limited attendance, is on hold for discussion until next meeting.

Action Item	Person Responsible	Target Date

---

Next Meeting Date, Location, and Time: