

ACCR Committee Minutes Form

Date: 12/8/2011

Name of Committee: Steering Committee

Co-Chair(s): Craig Dorin

Note taker: Craig Dorin

Attendees: Dennis Hughes, William Boyce, Denise Weis, Victoria Livingstone, Ryan Turner, Sherry Shaffer, Sharon Alberts, Mike Gruber, Graceanne Stafford, Chari Frederick

Announcements:

1. Verna's brother passed away. A card was circulated.
 2. Graceanne Stafford is the new quality committee co chair.
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Agenda Item: Review of 10 Year Anniversary

Committee Goal Being Addressed:

Discussion: Questions and concerns were raised about the purpose of the recognition dinner. It was stated that the awards are supposed to be to recognize persons with lived experience and not providers. However, it seems as though awards are being won primarily by provider members. It was agreed that an ad hoc committee will be established to examine the awards process and recommend changes. Other comments about the dinner stated that it went well overall and that it was nice to meet every ones' significant others.

Action Item	Person Responsible	Target Date
Discussed need to examine the award categories and process. An ad hoc committee will examine entire award process and make recommendations.	James, Dennis, Chari	TBD

Agenda Item: Meeting with PSAN Regarding Payment Process

Committee Goal Being Addressed:

Discussion: Steering members were informed that a meeting will be held with PSAN (12/13) to discuss their fiduciary services and overall process. Members when asked about issues did not have a lot of questions or concerns. One member questioned why vendor payment requests seem to get processed faster than others. The reason for this was explained and it was stated that the time frame for payments will be discussed at the meeting with PSAN. Topics to be discussed include: check processing and time frames for payment, check coding, quarterly budget reports, rental space.

Action Item	Person Responsible	Target Date
12/13 meeting will be held with PSAN and updates provided to members at the next SC meeting.	Steering Co-chairs	1/27/2012

Agenda Item: Providing food at committee meetings

Committee Goal Being Addressed:

Discussion: It was stated that food can be provided at meetings as long there is a reasonable and cost effective process for managing it. OBH staff will not be responsible for managing this. The discussion held raised several aspects to consider; healthiness of food options, time of day, sensitivity to the fact that some persons cannot afford to purchase food when having meetings at a restaurant, 10% budget cut. Some ideas were raised about how food at meetings can be best handled; give more money to co chairs, advisors, note takers to cover cost of lunch, submit check requests, use prepaid gift cards, pay and be reimbursed. It was stated that a clear process will need to be developed that will address amount to be budgeted as well as how food spending will be tracked. It will be important to measure the impact of food spending on meeting attendance and money available to apply to projects. Steering members were asked to consider the discussion and then provide their ideas

Action Item	Person Responsible	Target Date
Steering members were asked to provide suggestions via email/phone for best ways to manage providing food at meetings.	Steering co chairs	1/27/2012
Responses and suggestions will be summarized, shared for review and a process will be identified at the next steering meeting	Mike/ steering co chairs	1/27/2012

Agenda Item: 1Q Budget Review and Upcoming Budget Submissions

Committee Goal Being Addressed:

Discussion: Mike reviewed the 1Q spending report with steering members for updates and accuracy. There was a question raised about one of the quality committee's line items dealing with the Toolkits that Mike will check on with PSAN. Members were informed that line item names can be changed for better accuracy and clarity with tracking spending. Members were asked to discuss budgets with their committees to get an idea of what projects are planned for the 2012/13 fiscal year and the associated costs. Members were also asked to consider how all proposed activities will support the established strategic plan.

Action Item	Person Responsible	Target Date
Co chairs are to discuss budgets with their teams to provide reports to steering committee in February. Proposed projects and spending will be discussed for final approval	Co chairs	2/24/2012
Check on accounting of Toolkit line item with Bud at PSAN	Mike	1/27/2012

Agenda Item: ACCR Timeline in response to complaints of being to complex

Committee Goal Being Addressed:

Discussion: The document showing the development of ACCR's practices (Organizational Changes) was reviewed. It was stated that the complexity and professional processes that are now required were put in place to address needs or problems that members identified through the years. Since there was not much time at the end of the meeting to discuss this, members were only able to comment that the

document shows how the steering committee has been responsive and committed to addressing identified needs. The full discussion of the information contained in the document will be held at the January meeting. Members were asked to review the document and be ready to discuss what they would like to see to address concerns raised about the ACCR being to complex and professional in its practices.

Action Item	Person Responsible	Target Date
Review the Organizational Changes table and be ready to discuss it at the January meeting.	All members	1/27/2012

Agenda Item: DHS Case Competition

Committee Goal Being Addressed:

Discussion: Mike provided members with an information flyer about a Stigma project that won the competition. He said members may want to consider how ACCR may be able to use the resources of the DHS Case Competition to shape and refine some of our projects. Member were asked to read the flyer to consider how the ACCR can participate and benefit from the competition.

Action Item	Person Responsible	Target Date
Read the DHS Case Competition flyer to discuss at next meeting.	All members	1/27/2012

Next Meeting: January 27, 12:30pm at Life'swork