

# Allegheny County Coalition for Recovery (ACCR) Committee Minutes

Date: May 30, 2008

## Name of Committee: Steering Committee

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**Co-Chair(s):** Sarah Goldstein  
**Note Taker:** Phyllis Y. Nettles  
**Attendees:** William Boyce                      Melissa Medice                      Wes Sowers  
Terri Bishop                      Annette Mendel                      Laura Thomas  
Craig Dorin                      Margaret Park                      Albert Torcaso  
Mike Gruber                      Sarah Rosso                      Chris Weis  
Verna L. Johnson                      Sherry Shaffer                      Denise Weis

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**WELCOME:** Co-Chair Sarah Goldstein called the meeting to order.

**INTRODUCTIONS:** Attendee introductions were made.

**MINUTES APPROVAL:** Minutes from the April 25, 2008 meeting were approved.

**REVIEW OF AGENDA:** No changes were made to the agenda as presented.

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## ANNOUNCEMENTS

1. Proactive Patient Workshop, Sunday, June 1<sup>st</sup>, 2008 at 1:30 PM registration and refreshment, 2 – 4 PM workshop, One Smithfield Street, Human Services Building, free parking is available. The workshop will focus on learning how to take charge of your health care needs. The Consumer Health Coalition is the sponsor.
2. NAMI Southwestern PA is having Recovery Support Groups for adults with mental illness, free of charge; it meets weekly for 90 minutes and is led by trained individuals.
3. Port Authority is moving into the next phase of their redevelopment. They're considering eliminating downtown buses, by bringing all the bus lines to the shore and then using small shuttle buses to shuttle people into downtown Pittsburgh. There was a small announcement in the Pittsburgh Post Gazette titled Schedule of Regional Open Houses to discuss the changes, the discussions started on June 17, 2008. Margaret Park has contacted Rachel Friend to help her organize efforts to get the word out about this proposed change.

Action Item	Person Responsible	Target Date
Send out Port Authority Schedule of Regional Open Houses, etc. in E-mail and Snail Mail to ACCR members, it will be in inboxes by Monday, June 2, 2008.	Margaret Park	June 2

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## DISCUSSION ITEMS

**Agenda Item:** Payment *ad hoc* Committee Recommendations and Decision

**Spokes Person(s):** William Boyce

**Discussion:** Handout: Draft of ACCR Policy & Procedures on Stipends, Compensation, and Reimbursement

Ad Hoc Committee Tasks:

- Streamline the Stipend Procedure – The committee found that it couldn't change the procedure as far as individuals contracted for a job. The ACCR Invoice process to Jim Nelson has to stay the same. However, we can change the snail Mail to e-mail, and e-mail the invoice to Jim for the person to be paid. BookMinders cuts the checks weekly. Therefore it is possible to e-mail Jim, letting him know the person's service information and authorizing payment, which will speed up the process at least a week. The present process is as follows: The attendance sheet is used to verify who is in attendance for each meeting; it's faxed with the invoice for each person who is to be paid. If it is faxed before 10:00 AM on Wednesday, Jim can review it, give the bookkeeper the information he needs, Bookminders take

it back to their offices and cut the checks. Then the checks are returned to Jim at PSAN on the following Wednesday. Therefore, there is always the potential for a week of lag time, because this process is out-sourced to a bookkeeping company and not process internally.

- Recommended Annual Rate Structure – the following rate increases were passed, which focuses on people services:
  - Volunteer Advisor - \$35. per meeting
  - Event and Administrative Support - \$10. an hour
  - Co-chair - \$60. per meeting
  - Recorder - \$60.
  - Other paid positions – are not to exceed \$200. Per occurrence without steering committee co-chair approval.

Action Item	Person Responsible	Target Date
Volunteer Advisor vs. Advisor name change discussion	Craig Dorin & Laura Thomas	May 30, 2008 after meeting
Volunteer Advisor vs Advisor name change investigation	Laura Thomas	June 27, 2008

**Agenda Item:** Co-Chair Nominating Committee Report  
**Spokes Person(s):** Sarah Goldstein  
**Discussion:** Applications for ACCR Co-Chair positions were received from the following: Consumer - Verna L. Johnson, Provider - Harold Hartger and Craig Dorin. The ACCR Nominating Committee members are Sarah Goldstein, Tom Lee and Laura Thomas. The nomination committee will meet to set up interviews and nominate candidates for the Steering Committee's acceptance. The Nominating Committee will present an analysis based on the candidate's strengths as to why they chose each candidate. The information used to evaluate each candidate will be derived from their applications and interviews. Votes will be by secret ballot at the Steering Committee meeting following the interviews.

Action Item	Person Responsible	Target Date
Co-Chairs will nominate the two Co-Chair candidates for SC approval	Sarah and Sharon	June 27, 2008

**Agenda Item:** Financial Report from Fiduciary  
**Spokes Person(s):** Mike Gruber  
**Discussion:** There's a month to go in the fiscal year and we have \$24,000 left in the budget, which doesn't include \$6,000 for posters, bookmarks and booklets. Also, the Steering Committee pledged \$2,000 towards the Willard Suite Cases. Rachel Friend stated they are very close to finalizing the location for the exhibit. In addition, the SC pledged \$1,000 to Message Carriers. The Child and Family Committee bought WRAP books in the amount of \$1,000. All of the above equals \$10,000 and another \$1,000 for expenses. A number of these items haven't been turned in and processed as of yet by Jim Nelson, therefore they're not included in the total at this point. Given what has already been allocated and what has been spent that isn't recorded, there is probably about \$10,000 to \$12,000 remaining. The Child and Family Committee will be purchasing document cases in the amount of \$3,000. There will be an expense for the Consumer - Collaborative Facilitator Training. Therefore, there is an estimate of about \$5,000 or \$6,000 available. The proposal process for spending this money before the end of this fiscal year will be as follows: Each committee can create proposals for how they would like to spend any part of the money. The committee co-chairs will decide which proposals will be submitted to the SC Co-Chairs. The SC Co-Chairs will decide what committees will receive money for their proposals, submit them to Mike and he will submit them to Jim.

We would like each committee to put together their budget and goals this summer and in the fall each committee will know what their budget plan will consist of for the '08/'09 fiscal year.

Action Item	Person Responsible	Target Date
Proposal Process Part I: Proposals will need to be submitted to the committee co-chairs before June 1, 2008.	ACCR Committee Members	June 1
Proposal Process Part II: Proposals will need to be submitted to the SC Co-Chairs by June 1, 2008 for approval.	Committee Co-Chairs	Before June 1, 2008
Proposal Process Part III: Approved proposals will need to be submitted to the Mike Gruber by June 21, 2008.	SC Co-Chairs	June 21, 2008
Proposal Process Part IV: Approved proposals will be submitted to Jim Nelson.	Mike Gruber	June 21, 2008

**Agenda Item:** New Telephone Number Protocol

**Spokes Person(s):** Mike Gruber

**Discussion:** We now have our own telephone number for ACCR at the Peer Support and Advocacy Network (PSAN), which is (412) 325 – 0369. At this present time Lynn is answering the phone, in the future we will be setting up a voice mail system. There will be a message, which will address callers who want information and to be called back. The caller will leave a message and William Boyce, Margaret Park or Mike Gruber will check the messages everyday and return their call or forward it to the appropriate person. There will be several telephone numbers included in the voice mail message for in case of an emergency. All future orders of brochures, etc. will have the new telephone number.

Action Item	Person Responsible	Target Date
Set up Voice Mail System for ACCR's telephone at PSAN	Mike Gruber	ASAP

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**Agenda Item:** ACCR Website Update

**Spokes Person(s):** Margaret Park

**Discussion:** Keith Neeley is our new technical support person at AHCI. Margaret is the webmaster. Please call or email her if you would like to put anything on the website or take anything off. If anyone has an event, announcement or website link, which is related to ACCR or recovery please let her know. The website committee is recruiting for a broadly-based and diverse group. One committee member, Armando Rotondi, Associate Professor, Department of Health Policy and Management University of Pittsburgh Department of Critical Care Medicine is doing research on how consumers with severe mental illness and cognitive difficulties process information on websites. At present the website committee consists of Bobbi Donovan, Wes Sowers, Keith Neeley and Armando Rotondi, among others, for a total of 18 people. Our next meeting will be the 3<sup>rd</sup> or 4<sup>th</sup> week of June and Meg will send out an e-mail with the date for people who would like to join the committee.

Action Item	Person Responsible	Target Date
Send e-mail to ACCR members on the website committee's next meeting date.	Margaret Park	June 30

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## **COMMITTEE REPORTS**

**Agenda Item:** Public Awareness

**Committee Spokes Person(s):** Craig Dorin

**Discussion:** The LifExpo event on May 3<sup>rd</sup>, 2008, wasn't what was expected, but ACCR was very professional and did a very good job in spite of the small turn out. Albert Torcaso video-taped everyone who wanted to be interviewed and showed the footage on the ACCR 501 (C) 3 Live show on May 14<sup>th</sup>. The committee is having its next meeting this Tuesday, June 3 at 11:30 AM at Wood Street Commons and will be discussing plans for the '08/'09 fiscal year. They will be planning activities and the budget. The \$500 raffle winner's phone number was disconnected; therefore we will be pulling another name today. Nine out of ten raffle winners paperwork has been submitted to Jim Nelson.

Action Item	Person Responsible	Target Date
Pull another winner for the \$500 dollar raffle & call to notify them.	ACCR Committee member	Today, May 30 <sup>th</sup> , 2008

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**Agenda Item:** Education

**Committee Spokes Person(s):** Laura Thomas

**Discussion:** The Education Committee is willing to support the Public Awareness Committee in anyway they can pertaining to events, etc. We talked about the Veterans Affair on June 4<sup>th</sup>, 2008 from 1:00 – 4:00 PM. Everyone is invited to attend. Brenda Lee from the Mental Health Association (MHA) discussed the future of the Emerging Leadership Initiative (ELI). ELI will be a two part process, there will be an advanced training which builds on what did exist and a beginners training for new comers. Virginia Suplee is retiring in October from the committee; therefore we'll need a new provider co-chair. We chose three things to start working on. We discussed our next year's projects, such as the calendars, bookmarks and posters. The County has plenty of bookmarks; therefore if any one needs any, contact them. The posters however are initially geared towards service coordinators. The calendars will be appointment calendars where consumers can take it to their Service Coordinators and track their appointments and daily activities. We worked on 4 goals, which are as follows:

- Expand the membership of the committee
- Continue the level of collaboration with other agencies

- Provide opportunities for increased knowledge of recovery and recovery related practices
- To promote the dual elements (Mental Health, Drug and Alcohol) of recovery and all related materials

Action Item	Person Responsible	Target Date
Create appointment calendars for 2009	ACCR Education Committee	ASAP

**Agenda Item:** Quality  
**Committee Spokes Person(s):** Margaret Park  
**Discussion:** The simplification of the language of the matrix and the explanations for it (Principle Document) has been completed. It has been given to Steven Christian- Michaels for training purposes for the new system of Single Point of Accountability with Service Coordinators as part of the new billing codes. Presently the committee is working on the Universal Treatment Plan's terminology and philosophy. They have spent a couple of months on this and are moving right along. They will be the concepts for service plans that providers will be using across systems

**Agenda Item:** Child and Family  
**Spokes Person(s):** Sherry Shaffer  
**Discussion:** The committee continues to work on developing a tool kit for Behavioral Health Service Providers for Children, which will be used to train their staff about the introductory concepts of recovery and resilience in children's services. We'll add on to this, "how does this apply to my work and how do I actually work with children in a way that's recovery and resilience orientated?" We are ordering folders to put the information into and we're working to developing a Power Point presentation and other information that is being put on a CD, which will go into the tool kits for providers to use to do trainings. The plan is to finish the content and present it to large provider groups that already meet, such as Children's Behavioral Health Services (BHS), Family Based, RTF, SCU Directors, and School Based Partial providers. We'll present the training to them and offer them tools kits which will contain all this information, with a copy of the WRAP for Children Workbooks by Mary Ellen Copeland. The WRAP for Children cost \$12 each and we've ordered a 100 of them, which will be given to most of the Children's providers in Allegheny County. Ryan Turner is using PowerPoint training at Wesley Spectrum to train the teachers and the staff who work in the partial program on recovery and resilience. We're going to use his presentation as the backbone of our training, because he did a really nice job. He's going to take the lead in helping us to tweak our PowerPoint presentation. They'd also like to put audio files of children's stories on the CD, which young people can play on their iPods and listen to them in private. We had a follow up to the Trauma Informed Care Conference by Sandra Bloom, which focused on how you treat and help people who have experienced traumatic events or repeated recurrent stress. We were able to give away 700 coloring books, crayons, mood magnets to children's therapist. We welcome anybody's input and we will circulate the power point presentation. In addition, we're putting all kinds of reference materials and website information into the tool kits. There are dialogs coming up on what to do to help transition age young people become more independent as they transition out of the children's system.

Action Item	Person Responsible	Target Date
Give Terri Bishop coloring books and crayons for the Message Carriers Recovery Walk	Sherry Shaffer	Before 9/20/08
Ask Pat Degan for some audio stories of young people for the CD.	Sherry Shaffer	ASAP

**Agenda Item:** Consumer Provider Collaborative  
**Committee Spokes Person(s):** Sarah Goldstein  
**Discussion:** The Collaborative is planning a facilitator training at Dave and Busters, June 26, 2008; they've been approached by the Consumer Health Coalition and the Veterans Administration of Pittsburgh for dialogues. Also there're planning a Child and Adolescent Parallel Parent Dialog on October 25<sup>th</sup> at the First Presbyterian Church on Smithfield Street in Downtown Pittsburgh, and the Hill District Behavioral Health Initiative is has requested support in giving a Triologue for Church professionals, providers, and interested members of the community.

Action Item	Person Responsible	Target Date
Attend the Consumer Provider Collaborative meeting to discuss a dialog on the housing needs of youth transitioning into adulthood.	Melissa Medice	June 10 <sup>th</sup> , 2008

**Next Meeting: Date: June 27, 2008      Location: Life's Work, 1325 Forbes Avenue      Time: 12:30 - 2:15 PM**