

Allegheny County Coalition for Recovery (ACCR) Committee Minutes

Date: June 27, 2008

Name of Committee: **Steering**

Co-Chair(s):	Sarah Goldstein	Sharon Alberts		
Note Taker:	Phyllis Y. Nettles			
Attendees:	William Boyce	Verna L. Johnson	Margaret Park	Chris Weis
	Terri Bishop	Melissa Medice	Sherry Shaffer	Denise Weis
	Kimberly Blair	Annette Mendel	Wes Sowers	
	Kelly Coolsgang	Chris Michaels	Laura Thomas	
	Mike Gruber	Jim Nelson	Albert Torcaso	

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

INTRODUCTIONS: Attendee introductions were made.

MINUTES APPROVAL: Minutes from the May 30, 2008 meeting were approved.

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

ANNOUNCEMENTS

- Handout: Registration forms for Message Carriers of PA, Inc. 3rd Annual Rally for Recovery Walk/Run at Frick Park on September 20, 2008 from 10:00 AM to 3:00 PM. They are also requesting donations for more information contact Terri Bishop at (412) 657 – 6247 or info@messagecarriersofpennsylvania.org.
 - Handouts:
 - NAMI Southwestern PA & NAMI PA is offering the NAMI Connection Support Group Facilitator Training, from July 25 through the 27th for more information contact Sharon Miller at 1-888-264-7972 or smiller@namiswpa.org.
 - NAMI Connection Recovery Support Group Facilitator Application
 - Handout: Health Choice Feedback Forums, to register and for more information call 1-800-696-9531.
-

DISCUSSION ITEMS

Agenda Item: Year End Financial Report from Fiduciary

Spokes Person(s): Jim Nelson and Mike Gruber

Discussion: The budget is about \$44,000, \$20,200 has been spent and the following \$25,050 is pending:

• Life Cycles Unlimited	325.	• Willard Suitcases Exhibit	2,000.
• Radio Ads and Promos	1,500.	• Outstanding Expenses	10,000.
• YEP	600.	• Mental Health Provider Tool Kits	4,400.
• Message Carriers Recovery Walk	1,000.	• Booklets from CCBHO	5,000.
		TOTAL	\$24,825.

Therefore when it's all said and done we'll probably be somewhere around \$45,250.

Action Item	Person Responsible	Target Date
To draw up the guidelines the Office of Behavioral Health would like ACCR to follow and take in consideration when planning events, etc.	Mike Gruber	ASAP

Agenda Item: Payment *ad hoc* Committee Recommendations & Decision
Spokes Person(s): William Boyce
Discussion: Handout – ACCR Policy, Eligible Positions, Rates and Payment Procedures
 The final copy was submitted for the Steering Committees (SC) approval and it was approved.

- Policy: When individuals volunteer to help the mission of ACCR by participating on committees, workgroups, and ACCR related projects, they shall have the opportunity to be reimbursed for costs they incur in such participation, or to receive a stipend for their participation.
- Eligible Positions and Rates:
 - Co-chair \$60.
 - Recorder \$60.
 - Consumer/Family Committee Advisor \$35. per meeting
 - Event Coordination and Administrative Support \$10. per hour
 - Ad hoc – \$200 or less, the Co-chairs will have discretion to approve time limited contracts.
- Rates: for reimbursements and stipends will be set annually by the steering committee.
- Payment Procedures:
 - Stipend – participation requires that the individual follow the stipend payment process indicated for the position.
 - Consumer Advisors, Committee Co-chairs, Recorders, and Contract Personnel – will need to follow the payment procedure indicated for the position.

Adding e-mail submission to the payment procedure was suggested and tabled to be discussed at a future SC meeting. Anyone attending ACCR committee meetings who are not being paid or receiving a stipend will be eligible for bus tickets.

Agenda Item: Co-Chair Nominating Committee Report
Spokes Person(s): Sarah Goldstein
Discussion: The following is the process in which the Voting SC will choose the new SC Co-chairs:

Action Item	Person Responsible	Target Date
The nominee applications will be sent out to the voting SC to review and use to compile questions.	Sharon Alberts and Sarah Goldstein	ASAP
Review applications and compile questions to ask the nominees.	Voting SC	ASAP
The nominees will give a presentation and answer questions from the SC.	Craig Dorin, Harold Hartger and Verna L. Johnson	7/25/08

The Voting SC will choose the new Co-chairs by private paper ballots.

Agenda Item: Committee Goals/Outcomes/Budgets
Spokes Person(s): Sharon Alberts and Sarah Goldstein
Discussion: Time lines for when committees need to present to the SC their goals, outcomes and budgets. Committees need to have goals – things they plan to accomplish, they need to be able to estimate the amount they plan to spend to accomplish these goals, and therefore they will spend their budget during the year effectively to accomplish their goals. This will eliminate the frenzy of how to spend large amounts of money at years' end.

Action Item	Person Responsible	Target Date
July and August plan for goals, outcomes and budgets for this Fiscal Year.	ACCR Committees	Sept. 26, 2008
November, December and maybe January plan for goals, outcomes and budgets for the next Fiscal Year to make the budget request to the County.	ACCR Committees	ASAP

Agenda Item: Laura Thomas College Project (Internship)
Spokes Person(s): Mike Gruber
Discussion: Laura approached Mike about doing an internship for one of her classes at the University of Pittsburgh. Laura will help ACCR with planning for our organization. She and Mike will take a look at what ACCR did

before, what they want to do organizationally. This will give ACCR 4 or 5 months in the fall, to have some debates about some issues that have come up, such as central authority vs decentralized authority, etc.

Agenda Item: Website Committee
Spokes Person(s): Margaret Park
Discussion: Meg has recruited 18 people for the Website Committee. It is a pretty diverse group. The meetings will be quarterly. The Committee will start with setting up goals and purposes, before embarking on the redesigning of the website. The Committee will put into words what its vision and mission is for the committee and the website itself. It will be working with researcher, Armando Rotondi on how people with cognitive deficits, schizophrenia, schizoaffective and TBI process information on websites. The Committee will be redesigning the website from navigational buttons to colors and specific material to be included. Broken links are coming off. The Committee widened the calendar to include national information as well as local.

Agenda Item: Passing the Torch
Spokes Person(s): Sharon Alberts and Sarah Goldstein
Discussion: What is it like to be a Co-chair for the ACCR SC?

- Sharon Alberts: "I have been a Co-chair for four years, from the beginning I've seen it go from small things to big things. I liken the SC as sort of a board of an organization, as the guiding entity and the committees have to report to the board. Sometimes I have felt we couldn't come to an agreement about centralized vs decentralized government. Sometimes it has felt like the committees have gone off and done their own things that they feel are good but if brought to the full SC we might not have agreed with that direction. Going forward as a more cohesive unit we may have to wrestle with this issue. Should the SC have a little more control or less control? I am of the opinion that if you don't have the SC guiding the committees you don't need a SC. You'll just have committees who do what they want under the name of ACCR. I've struggled with, what does the SC really do, and what is it suppose to do? I think there are some issue that need to be resolved, who gets a seat, who doesn't get a seat, why is one group on the SC and not some other group?"
- Sarah Goldstein: "I feel you have committees report to the SC and the SC guides them. What is the role of the SC is it a board, this has been a continuous quality improvement question. I feel we need to be always looking for new members for the SC to grow and always be healthy. We need more CAP providers, more family members and more consumers to participate on a regular basis. I think we need to be a Coalition, we have Message Carriers, TSI, Mercy Behavioral Health, NAMI, WPIC, but we don't have people from the outlining areas and we need to reach out. It takes time, recovery happens in baby steps; I'm living proof of that. The SC members come from the committees over time and we have a very diverse group of SC members. "
- SC Member Response: It was suggested that the SC members read the Hope and Change booklet and Recovery and Resiliency brochure for a better understanding of what mental health recovery is.

Action Item	Person Responsible	Target Date
It will be suggested that the Education and Public Awareness Committees work together on getting the Hope and Change booklet and Recovery and Resiliency brochure copied on CD and cassette.	Laura Thomas	July 15, 2008

Next ACCR Steering Committee Meeting:

Date: July 25, 2008
Location: Life's Work, 1325 Forbes Avenue
Time: 12:30 - 2:15 PM

**For questions about the Allegheny County Coalition for Recovery
 Contact William Boyce (412) 350-4166 or Meg Park (412)350-3455**