

ALLEGHENY COUNTY COALITION FOR RECOVERY
Steering Committee
Minutes

Date: September 26, 2008

Co-Chair(s): Craig Dorin Verna Johnson

Note taker: Bernice Hayes

Attendees: Sandy Beahm Dennis Hughes Curtis Upsher Terri Bishop
James Kindler Chris Weiss William Boyce
Melissa Medice Mike Gruber Meg Park
Howard Hartger Sherry Shaffer

Welcome: Co-Chair Craig Dorin called the meeting to order.

Introductions: Attendee introductions were made.

Minutes Approval: Minutes from August 29, 2008 meeting were approved.

Announcements:

- Denise Weis is not in attendance due to illness. She is in Shadyside Hospital room 628; she is due to be discharged tomorrow.
 - There have been several emails sent to Craig in the Steering Committee about stipends for participant in dialogues held by the Consumer-Provider Collaborative. Per Craig and Verna, this is not a steering committee issue but each individual committee's co-chairs must look at their own budgets and look at what they think is important as far as attracting people and getting them involved. Each co-chair(s) must determine what they want to do to reward participants at their meetings.
 - Next meeting Craig and Verna would like the committees to email their quarterly budget updates, what has been done as far as activities, products completed etc. The steering committee will monitor the budget quarterly. Please email by October 16.
 - There are still not enough voting members present today to vote on Sandy Beahm and Dennis Hughes' nomination for Education Co-chairs.
 - Have all announcements and upcoming events in before October 16 so that it can be included on the next agenda.
 - Dennis Hughes announced Mental Health Awareness Week will be October 8 at the VA Highland Drive.
 - Recovery Awareness Event at the Pittsburgh Zoo was completed on September 20. Craig and Melissa and other volunteers passed out flyers and spoke to at least 200 people
 - Event was very cost effective and future events should be planned.
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Agenda Item 1: Payment Procedure

Committee Goal Being Addressed: Consumer/Survivor, Family Payment Procedure

Discussion: Payment Procedure Form was passed out and reviewed. After discussion per Mike G., Mary Jo at OBH will be discussing issues of amounts of hourly rates for co-chairs, minutes recorders projects etc.

Action Item	Person Responsible	Target Date
Form may be emailed to Craig or Verna. They may also be faxed to Craig.	ACCR co-chairs	
Meeting minutes will stand as record of meeting attendance for payment purposes		
Any issue with your payment call Verna or Craig not Jim Nelson (fiduciary)		

Agenda Item 2: ACCR Steering Committee Roster and Vacancies

Committee Goal Being Addressed: There are consumer/survivor/family vacancies to be filled for the Steering Committee.

Discussion: Question was raised if there has been outreach to past participants who have not been coming. Some past attendees were discussed. Bylaws were read as to qualities of members, should be able to deal with matters, provide guidance, undertake business of coalition, etc.

Action Item	Person Responsible	Target Date
Outreach to past participants for example Roy by Meg	ACCR members	

Agenda Item 3: Nominating Committee Recruitment

Committee Goal Being Addressed: Need to look at composition of committee. Look at what we are short on; consumers/survivors, family members or providers

Discussion: Statement was made that every committee should have a provider and a consumer/survivor/family member co-chair. It should be 50/50. Steering committee is so much larger than other committees in order to balance the consumer, family and provider representation. There are designated professional slots from ACHI, Community Care, the County etc and also the provider co-chairs. An option discussed was to make the professional representations non voting members.

Reduce size of SC when there are more providers then consumers/survivor and family members.

Action Item	Person Responsible	Target Date
Retention across the coalition	Current members plus Meg and Bill.	On going
Recruit new members; follow up orientation packet and handbook, phone call when they miss a meeting. Get new members involved.	New member OP and handbook created by Meg and Bill. All members can support efforts.	On Going.
Reach out to groups be inclusive like veterans, homeless, addiction, etc. To make ACCR more inclusive, to the different people. Look at the composition of ACCR, stakeholder driven organization. Create a membership committee. Bring people into SC nominating committee recruitment vs. membership committee	Current members: 3-4 people work group subcommittee or SC.	On going

Agenda Item 4: ACCR Retreat

Committee Goal Being Addressed: Promote Wellness and look at accomplishments since last retreat.

Discussion: John Lee is not available for the retreat program like last year.

We would look at the vocal points of the last retreat. Where does the organization want to go now?

Action Item	Person Responsible	Target Date
Plan retreat: who will be the facilitator? John Farmer a Possibility.	Mike, Craig, Verna, Meg, Bill	1/1/09
Finalize Retreat location	Mike	1/1/09

Agenda Item 5: OBH Support Staff Roles and Recruitment

Committee Goal Being Address: To consider what OBH Support Staff roles could be and Recruitment concerns.

Discussion: Input, direction may be needed for OBH support staff to create more effectiveness and productivity on higher levels. OBH Support Staff focused their attention on past accomplishments. OBH Support Staff and SC considered the current problems of membership, attendance, new member's recruitment and the options that are available to make improvements.

Action Item	Person Responsible	Target Date
Is OBH Support Staff going in the right direction? Will continue to assess outcomes.	Mike, Bill, Meg, Steering committee members.	On going efforts

Agenda Item 6: Minute Recorders

Committee Goal Being Address: To recruit minute recorders for committees that have vacancies and to design a method to simplify the minute taking process.

Discussion: At next meeting Mike will expound on his plan to simplify in print minute recording to present concise summaries of the individual committees

Action Item	Person Responsible	Target Date
Work on making the task of minutes easier	Meg	12/1/08
Recruit members for minutes	ACCR members	Ongoing

Next Meeting Date: OCTOBER 31, 2008

Location: Life'sWorks 1325 Forbes Avenue

Time: 12:30-2:30 PM