

ALLEGHENY COUNTY COALITION FOR RECOVERY
Steering Committee:
Minutes

Date: February 27, 2009

Co-Chair(s): Craig Dorin Verna Johnson

Note taker: Bernice Hayes

Attendees:	Sharon Alberts Sandy Beahm Terri Bishop William Boyce Mary Jo Dickson	Craig Dorin Sarah Goldstein Mike Gruber Bernice Hayes Dennis Hughes	Verna Johnson Meg Park Sherry Shaffer Curtis Upsher Danette Veahman Frank Ventrosco Chris Weis Denise Weis
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Meeting was opened by Co-Chair Craig Dorin. Introductions of attendees were made. New members were welcomed. Minutes from January 30, 2009 meeting were reviewed and approved.

Agenda Item: March Meeting Change Reminder

Committee Goal Being Addressed: Make members aware of meeting date change.

Discussion: To avoid conflict with the Recovery Conference, the March meeting will be held on March 26, 2009.

Action Item	Person Responsible	Target Date
Make absent members aware of the meeting date change	All members present today	ASAP

Agenda Item: Review of OBH ACCR Responsibilities

Committee Goal Being Addressed: Present the ACCR Tasks/ Duties/ Responsibilities Listing

Discussion: Mike, Meg and Bill have created this list of jobs that need to be completed to help make ACCR and each of its committees work more effectively. This is not a final listing but a beginning to start a conversation starting with the steering committee. Each

task has a primary responsibility and a secondary responsibility. Starting with the task of minute recorder it was stated that in the absence of the recorder the committee co-chair might ask the committee advisor to record the minutes or the duty would default to the OBH staff. We want our goal to be to increase ACCR and decrease a lot of dependence on OBH. We want our actions and activities to be directed by the participants. Pros and Cons of having advisors record the minutes were discussed. It was also brought up the importance of the co-chairs to read the minutes on the internet from the committees to be able to steer and guide the activities of the groups because there is not time in the steering committee to get structured updates on each committee except for the quarterly committee reports. If anyone has anything to share it was encouraged to get it on the agenda. A long term goal will be to have the minute recorder distribute the minutes, after approval from the co-chairs, to all the members. The agenda will be sent out one week before the meeting as a good practice measure.

Action Item	Person Responsible	Target Date
Read over ACCR task list this month, email any questions or comments to Verna, Craig or Mike	ACCR Members	03/26/09
Discuss and vote on approval of ACCR task list	ACCR Voting Members	03/26/09

Agenda Item: Membership Committee

Committee Goal Being Addressed: Next steps for Membership Committee Development

Discussion: Current members of the Membership Committee were read which are Dannette Veahmann, Elise Barr, Melissa Medice, Terri Bishop, Al Tercaso, Chari Frederick, Chris Weiss, Denise Weiss, Monica Fisher, Dennis Hughes, Meg Park and Bill Boyce. The first task of the committee is to plan a yearly recognition event to happen this fiscal year. They will have a meeting within a week. A discussion on the duties and responsibilities of the committee was had. Originally it was proposed that one member from each committed be appointed by the co-chair to make up the membership committee, and also to have a person assigned to contact anyone who missed a meeting to follow up with that person. It was also proposed that the committee advisor be the person to contact the missing member. Also discussed was that new members would receive a mentor, someone to follow them through orientation and that mentor could be a contact when a person misses a meeting along with another person who attended the meeting. A question was brought up if the Membership Committee would be considered a separate committee with its own co chairs and own budget. It was voted on and was passed by a majority of voting members present that the Membership Committee will be a single separate committee. It was decided that Each committee will have a representative that has “volunteered” and wants to be on the Membership Committee.

Action Item	Person Responsible	Target Date

Agenda Item: Administrative Issues

Committee Goal Being Addressed: Getting items in on a timely fashion.

Discussion: Minutes should be in within two weeks of the meeting so to be evaluation and shared to everyone. Also payments, co chairs should email Craig immediately after the meeting is held. If you have any problems let Craig or Verna know. Craig be having additional discussions with the Steering sub committee to see the process can be made faster.

Action Item	Person Responsible	Target Date
Meeting minutes sent in within two weeks of the meeting	Note takers	

Agenda Item: Steering Committee Member Responsibilities

Committee Goal Being Addressed: Review of Steering Committee Role

Discussion: Discussion was had if whether the Steering Committee is to have hands off approach for the committees and maybe only have administrative items and payment etc. The other side is that the Steering committee is to guide and approve activities and actions for a particular group. We need to decide how we are to operate. We need to be in agreement. We need to read and review the member responsibilities as outlined in the Bylaws. We need to bring your membership materials to the meeting and your handbooks. We will have a discussion about this subject next meeting and make a decision next meeting.

Action Item	Person Responsible	Target Date
Determine the responsibility of the Steering Committee	All members	03-26-09

Next Meeting Date, Location, and Time:

Next ACCR Steering Committee Meeting

March 26, 2009 12:30 – 2:15

Life's Work 1325 Forbes Ave