

ACCR Committee Minutes

Consumer-Provider Collaborative

Date: 1/13/09

Co-Chair(s): Sarah Goldstein and Wesley Sowers

Note taker: Rachel Beck

Attendees: Rachel Beck, Sarah Goldstein, James Kindler, Jennifer Macoice, Meg Park, Amy Sljva, Wes Sowers, Denise Weis, and Mary Lou Zemaitis

Announcements: Everyone introduced herself or himself. All were welcomed to the meeting. Sarah wished everyone a Happy New Year. There is an Employment Related Service Fair on February 11, 2009. It is sponsored by Turtle Creek MH/MR. It is being held at 519 Penn Avenue from 10 a.m. to 2 p.m.

Agenda Item 1: Wesley Spectrum Dialogue

Committee goal being addressed: Tasks to be completed, goals, and deadlines.

Discussion: Ryan was unable to attend the meeting.

Action Item	Person Responsible	Target Date
Talk with Ryan about the dialogue.	Sarah and Wes	ongoing
Get two facilitators for the dialogue.	Sarah	February 10, 2009

Agenda Item 2: Milestone Dialogue

Committee Goal Being Addressed: Theme, title, people to have involved on the planning committee, number of participants, date of dialogue

Discussion: The theme is Recovery and Communication--Are We on the Same Page. Milestone wants to invite at least one nurse practitioner and one consumer to be on the planning committee. Milestone will invite 20 to 25 people to attend the dialogue in case of cancellations. The dialogue attendants will break up into two groups. The date for the dialogue is Friday, March 20, 2009.

Action Item	Person Responsible	Target Date
Develop invitations and invite people	Milestone's Planning Committee	March 2, 2009
Develop menu for breakfast and lunch	Milestone's Planning Committee	March 10, 2009
Select facilitators and observers for the dialogue	CPC Committee	March 10, 2009

Agenda Item 3: Turtle Creek Valley is also planning a dialogue. No date has been set as of yet.

Discussion: The discussion centered on the theme and topic. Amy is to go back to her group and decide how to handle the Single Point of Accountability training and whether to hold a dialogue on it on the same day. We suggested they not do them on the same day.

Agenda Item 4: Facilitator Trainings (Session 2) --The When and Where

Committee Goal Being Addressed: Training more people to be facilitators for dialogues.

Discussion: The first issue we discussed was whether to offer one full-day training or two half-

day trainings. After deciding on offering one full-day training we discussed potential dates for the trainings. The two possible dates we arrived at are Friday, April 17, 2009, or Friday, May 1, 2009. When discussing the days/dates to hold the trainings, we decided holding the training(s) on a Friday would be best in the hopes employers would encourage their employees to attend on a work day rather than giving up their personal time to attend. We then decided the training would be held at the Smithfield Street Human Services Building.

Action Item	Person Responsible	Target Date
Contacting people who might be interested in attending a facilitator training.	Sarah, James, Jennifer, & Amy	Feb. 10, 2009
Selection of specific date	CPC	March 10
Selection of specific room.	Meg	March 10

Agenda Item 5: Facilitator Training Requirements

Committee Goal Being Addressed: Developing a list of criteria a person must meet in order to be trained to be a facilitator

Discussion: Several group members agreed that a person should have observed or participated in a dialogue before going through a facilitator training.

Action Item	Person Responsible	Target Date
Write a "job description" of what a facilitator is.	Sarah	Feb. 10, 2009
Develop a list of facilitator competencies.	Wes	Feb. 10, 2009

Agenda Item 6: Facilitator Selection for each dialogue.

Committee Goal Being Addressed: Process of selecting facilitators for each dialogue.

Discussion: Some general ideas from the groups are as follows:

1. Go through training.
2. Take notes at a dialogue and write a report.
3. Be a notetaker and actively participate by doing the wrap-up after a dialogue.
4. Be observed and evaluated by a primary facilitator.
5. When a person's name arrives at the top of the list to facilitate a dialogue and she or he can't facilitate the dialogue she or he has been asked to facilitate, their name stays at the top until they can facilitate. This process then gives each facilitator fair opportunity to facilitate a dialogue.

Action Item	Person Responsible	Target Date
Discussion to be continued.	CPC	Feb. 10, 2009

Next Meeting Date, Location, and Time: Tuesday, February 10, 2009 -- 11 a.m. to 12:30 p.m. -- Steeler's Room on 3rd floor of Human Services Building, One Smithfield Street