

**ALLEGHENY COUNTY COALITION FOR RECOVERY (ACCR)**  
**Membership Committee**  
**Date: December 16, 2009**  
**MINUTES**

**In Attendance:** William Boyce, Daryl Carr, Denise Weis, Dennis Hughes, Elise Barr (**co-chair**), Chari Fredrick (**co-chair**), Meg Park, Chris Weis, Rebecca Wimbs, Nneka Hawthorne, Khayran Hayes (**minutes**) (Doreen Barkowitz- unable to connect via phone).

Meeting began at 12:30 pm. With welcome and introductions: Committee read the ACCR mission and Membership Committee Goals.  
Minutes from previous meeting approved with no corrections.

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**Announcements:**

ACCR Membership Committee has room till June 2010, 12:30 to 2:00 pm.on the third Wednesdays of each month.

Rachel Kallem would like to be a part of membership committee. She has said she will begin attending in the New Year. She has also agreed to be on the Steering Committee.

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**Topic #1:** Review of Membership Manual item.

**Committee Goal Being Addressed:** to train and equip Membership Cmte members to recruit and orient others.

**Discussion/Decisions:** Went over page 24 in the Manual which is the explanation of the position of Denise. Committee Advisors

**Action/Persons Responsible:** Bill and Meg will work to fine tune the guidelines for advisors. Some things to consider: 1) a checklist of regular duties and expectations, 2) request for a six month committee to being an advisor, 3) be willing and able to represent either a consumer and/or family viewpoint, 4.) be willing and able to follow through with assignments from the committee such as making phone calls to follow up with newcomers or when people are absent, 5.) the formal process to be clearly outlined [application sent, reviewed by chairs, election by individual committee].

**Target date:** Have first draft of document for distribution and manual ready for MC review 1/20/10

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**Topic # 2: Recruitment for ACCR current committee needs**

**Committee Goal Being Addressed:** to recruit new members from across a broad spectrum of stakeholders for all ACCR in order to build ACCR capacity

**Discussion/ Decisions:** Current needs of committees.

- **Public Awareness—High priority**

PA has been without a provider co-chair for many months. The most pressing need right now is to get some providers interested and attending on a regular basis so that someone who proves to be a good fit can be asked to serve as soon as possible on interim basis or potentially permanent basis. As a secondary option we have spoken to a member of the SC to serve on an interim basis.

**Action/Persons Responsible:** Bill will get a brief statement together of social marketing campaign on person-first language. Nneka or Bill will distribute statement to

family groups with which they have contact specifically Sharon Miller at NAMI for this project.

**Target Date:** For statement—1/8/10; for personal contact with family groups—ongoing.

- **Quality Improvement**

QI would like to engage 2 community advisors. They would like one to be a person who has received or is currently receiving community BH services. The second can either be another person in recovery or a family member. Advisors can also serve this committee as advisors to do focus groups. This would entail more than just the \$35 per monthly meeting.

**Action/Persons Responsible:** all committee members be on the lookout for people interested in improving services through broad, high-level systems advocacy

**Target Date:** Ongoing, spring focus groups

- **Collaborative**

C-PC is looking for people from all stakeholder groups. There are currently no family members at all. There are many dialogues planned for 2010 so the need is great for workers. The facilitator training application is on the website. CPC needs 2 advisors.

**Action/Persons Responsible:** all committee members to be on the lookout for people interested in improving communication and understanding between providers, consumers and family members and their roles in recovery.

**Target Date:** Ongoing

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**Topic # 3:** Implementing Recruitment strategy of MC (strategy # 1)

**Committee Goal being addressed:** to recruit new members from across a broad spectrum of stakeholders for all ACCR as we build the capacity of the MC

**Discussion/Decision:** Bill talked about the Membership Committee's needs when it came to recruiting for ACCR. He started out with a survey and we took time to fill in the answers to questions that people might ask a recruiter. The discussion was mostly about the Membership Committee's need to know the vision and mission statements of ACCR and what each committee was currently doing.

**Action/Persons Responsible:** MBH has requested a site visit to one of their weekly community meetings to present. Get together group presenters who have been with ACCR for some time plus include newcomers on membership to observe presentation.

Bill will call MBH to set a date—1/8/10

Call a meeting of Denise Weis, Chris, and Dennis to present with Malik, Chari and Daryl observing this time. – 1/15/10 Report to committee on progress of first site visit by Membership committee at 1/20/10

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**Topic # 3:** Training and Orientation

**Committee Goal Being Addressed:** Orient and train new (and existing) members to ACCR and to community action skills. (Strategy # 2)

**Discussion/Decisions:** topic to be tabled until the January meeting

**Actions/Persons Responsible:**

Meeting closed 1:50pm.

Next Meeting: Date: January 20, 2010, 12:30 p.m. MHA 1945 Fifth Avenue, 3<sup>rd</sup> Floor  
Minutes Prepared by: Khayran Hayes and Meg Park