

ALLEGHENY COUNTY COALITION FOR RECOVERY

Quality Management Committee

Minutes

12/3/10

Co-Chairs: James Kindler/Victoria Livingstone

Attendees: Rachel Carey, Wendy Drapcho, Meg Park, Harold Hartger, Victoria Livingstone, James Kindler, Sarah Goldstein, Wes Sowers, Bridget McNamee, Sarah Thurston (SOCl), Cherrie Russell (SOCl), Elizabeth McElhone

II. Updates

- A. ANSA Training Manual:** The involvement of the quality committee in the support of the development of the ANSA tool is complete. Several team members attended weekly/ bi-weekly meetings and offered feedback and suggestions related to recovery focused domains and definitions. Some language and domains of the Universal/Common plan will be adopted from the ANSA.
 - B. Common Service Plan/ Adult and Child Stakeholder Meeting:** Stephen Christians-Michaels has volunteered to coordinate person served/ family member focus groups in order to generate ideas and feedback related to the Common Plan. *James will contact Stephen to get an update on the formation/ progress of the focus groups, in addition, he will recruit persons served to participate in the groups. *Meg will send an email to the committee with information regarding the date and time of the next Common Plan meeting.
 - C. Request from AC CSP for Feb. presentation at General Meeting:** the committee decided that it would be most beneficial to present to the CSP in late spring when the toolkit is complete. *Meg will inform the CSP of the proposed time-line for the presentation of the toolkit.
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IV. Wellness Toolkit Project/ Logic Model Outline

A./B. Finalize Toolkit Components and Action Steps

Action Item	Person Responsible
Investigate acquiring cards already available to aid in smoking cessation that offer access via phone to a support coach	James
Speak with MBH smoking cessation expert to gather information/ resources	Harold
Re-format SOCl template related to personal activity to fit other uses- including smoking cessation, eating well, stress reduction	SOCl
Email any existing examples of a "Wellness Pledge" to Victoria	Any members with access

Create list of price comparisons between various grocery retailers	Bridget
Compile information regarding general grocery cost saving tips	James
The “Making More of the Minutes of your Day” physical activity pamphlet created by SOCI was reviewed. Members would like to include the pamphlet in the toolkit with the possible additions of some calories consumed/ calories burned comparisons and BMI charts/tables	SOCI
Rachel brought nutritional information for the group to review in the form of a photo and explanation of a “Healthy Plate.” The committee would like to include the example in the toolkit with the addition of examples for breakfast, lunch, and snacks.	Rachel
Bridget provided the committee with information from UPMC related to relaxation and stress management. It was decided that the information be included in the toolkit in a condensed bulleted format.	Bridget
The idea of offering downloadable relaxation/ meditation audio media via the ACCR website was discussed. Victoria will look into acquiring the necessary audio media.	Victoria
Medication tracking cards (wallet cards) are available for the toolkit. It was decided that the addition of “Personal Medicine” worksheets to the toolkit would be beneficial. Elizabeth will bring a copy of the worksheet to the next committee meeting.	Elizabeth

V. Meeting Time Resolution: Sarah, James, and Victoria will work together to identify possible meeting days and times, Sarah will then generate a survey for all committee members in order to assess the best possible meeting time for all involved.

VII. Next Meeting: January 7th, 2011 from 9:30am-11am