

ALLEGHENY COUNTY COALITION FOR RECOVERY
Steering Committee:
Minutes

Date: December 12, 2008

Co-Chair(s): Craig Dorin Verna Johnson

Note taker: Bernice Hayes

Attendees: Sharon Alberts Verna Johnson Al Torcaso
Sandy Beahm Harold Hartger Chris Weis
Terri Bishop Bernice Hayes Denise Weis
Kim Blair Dennis Hughes
William Boyce Melissa Medice
Craig Dorin Annette Mendel
Mike Gruber Meg Park

Welcome and Introductions

Review of Agenda

Minutes from October 31, 2008 will need to be approved once the attendees are added to the minutes. :

Agenda Item: ACCR Payment Policy

Committee Goal Being Addressed: To Finalize Payment Policy

Discussion: The payment policy and procedure was reviewed to ensure it was clearly understood. After some discussion about specific language and the order of the procedure the ACCR Payment Policy was formally approved. There was some discussion and question about how much money can be earned before it must be reported as income and a W-2 completed. It was decided that this question will be presented to Jim Nelson for guidance. After discussion, it was reiterated that individuals will be paid \$10 an hour for duties at an event and admin support unless they are providing *Ad hoc* services or have signed a contract.

Action Item	Person Responsible	Target Date
Approval of ACCR Payment Policy	ACCR Steering Committee Voting Members	Completed 12/12/08

Agenda Item: Membership Committee Proposal

Committee Goal Being Addressed: To determine if Membership Committee will be a new separate group or a Sub-committee of the Steering Committee.

Discussion: Meg presented a proposal for a membership committee to increase and sustain a broad range of stakeholder membership on ACCR committees and participation in activities. Meg explained the strategies for the membership committee as recruiting new members, orienting and training new members, evaluating and supporting current membership and retaining membership with continued participation (annual dinner, plaques for attendance etc.) Next, tactics and methods were discussed for the committee. The ACCR handbook was passed out, reviewed and corrections and additions were discussed. Dennis Hughes and Denise Weis requested their individual phone numbers be added.

Action Item	Person Responsible	Target Date
Each member will review Membership Committee proposal with their committees and prepare to discuss it at the next steering committee meeting.	Steering Committee Members	1/30/09
Committee co-chair page from handbook will be re run and redistributed	Meg Park	1/30/09

Agenda Item: ACCR Strategic Plan

Committee Goal Being Addressed: Review if each ACCR committee is meeting the goal of their committee as it applies to the Strategic Plan.

Discussion: Verna stated it would be nice to place measurements so that we could analyze if a committee is on target. Meg gave an example of the Child and Family committee's discussion to have a Pre-test and a Post-test to measure a person's knowledge of recovery before and after their PowerPoint presentation. Bill had an example of outcomes with the sending out of boxes of Hope and Change booklets all over the country. He said there has been an idea of having a follow up workbook or supplement that can be used to generate conversation or training and they can be used as follow up to see a measurable outcome. It was suggested that a survey could be used at WRCSP to see how people liked or used the booklets. It was also stated that something about the Hope & Change booklets could be put on the OBH website. Question was asked about what exactly is the Strategic Plan. It was suggested that everyone have a copy to review. Harold and Verna passed out a questionnaire survey about the strategic

plan and a possible retreat. It was determined that the strategic plan generally provided directions and themes for the committees to come up with implementing structure for their committee.

Action Item	Person Responsible	Target Date
The ACCR Strategic Plan will be emailed to each member	Mike G.	1/30/09
Each co chair will meet with their committee and report back to the steering committee on the next meeting about the Strategic Plan answer "Are we working towards these objectives?"	Co-Chairs and committees	1/30/09

Next Meeting Date, Location, and Time:

**Next ACCR Steering Committee Meeting
January 30, 2009, 12:30-2:15
Life's Work 1325 Forbes Ave**