

**ALLEGHENY COUNTY COALITION FOR RECOVERY**  
**Steering Committee:**  
**Minutes**

Date: January 30, 2009

**Co-Chair(s):** Craig Dorin Verna Johnson

**Note taker:** Bernice Hayes

<b>Attendees:</b>	Sharon Alberts	Harold Hartger	Chelsea Quathrone
	Terri Bishop	Bernice Hayes	Debbie Ruffolo
	William Boyce	James Kindler	Sherry Shaffer
	Craig Dorin	Melissa Medice	Wes Sowers
	Chari Frederick	Jim Nelson	Frank Ventrosco
	Mike Gruber	Meg Park	

**Brief Announcements:** Verna had surgery so she's absent today.

**Agenda Item: Budget Report**

Committee Goal Being Addressed: Explanation of budget progression

Discussion:

Jim Nelson gave the financial report. Payments are being processed quickly. For those that have been paid more than \$600 will be receiving a 1099 form and per Craig, it's the equivalent to the W2. Total anticipated revenue for the year is \$46, 171, but ACCR's committees budgeted for \$53,910, which means some committees will not be able to spend everything they anticipated. To date, ACCR has spent \$16,335 of its allocation leaving just under \$30,000 to be spent. Of the remaining money, \$2,853 will be given to PSAN for administrative expenses and rent. After some discussion, Jim said he would begin to charge administrative expenses to ACCR on a quarterly basis. Finally, it was discovered that at the end of the last fiscal year, the Staunton Farm grant was charged incorrectly for approximately \$1,100. Jim is checking with PSAN's bookkeepers to see if last year's fiscal statement can be amended to correct this. If this cannot happen, then ACCR will have to pay back the money to Staunton Farm.

	<b>Person Responsible</b>	<b>Target Date</b>
Those members earning over \$600 will receive a 1099 form	Jim Nelson	
Jim will investigate and tell us next meeting about repayment of grant	Jim Nelson	2-27-09

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**Agenda Item: Coalition Objectives Progress Review**

Committee Goal Being Addressed: What activities were done the past year that reflect the outcome from the strategic retreat?

Discussion:

Each committee was asked to discuss how the activities they have undertaken align with the ACCR strategic plan goals developed in March 2007. Most, if not all of the activities being undertaken by the committees are often consistent with the mission of ACCR, but few are consistent with the outcomes identified in the 2007 strategic plan. Some Steering Committee members reported their committees believe the Steering Committee is trying to dictate too much of what they can and cannot do. There was brief discussion about what the role of the Steering Committee should be and this topic will be discussed again at a future meeting.

<b>Action Item</b>	<b>Person Responsible</b>	<b>Target Date</b>
Continue discussion about role of ACCR at future SC meeting	Steering Committee	April

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**Agenda Item: Consumer/Family Voice With in ACCR**

Committee Goal Being Addressed: Per Craig, Verna had raised an issue in the sub committee meeting, that a lot of the meeting seem to be dominated by provider types. She wondered what people who are often quiet in our meetings think about the direction, activities, priorities, etc of ACCR. She thought maybe there could be some king of sub committee meeting forum just for family members and consumers from all the committees. It was agreed this was a good idea and have Verna coordinate it we should all support her in getting this done.

<b>Action Item</b>	<b>Person Responsible</b>	<b>Target Date</b>
Conduct meeting with consumers to get feedback about ACCR	Verna	April or May

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**Agenda Item: March Steering Committee Meeting Date**

Committee Goal Being Addressed:

The March meeting coincides with the Community Care Recovery conference. We must reschedule the meeting.

Discussion: Dates were asked about having the meeting the first Friday in April and then the last Friday in April. The date of March 20 was entered but there is a dialogue that day. It was decided to be Thursday March 26 from 12:30 to 2:15.

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**Agenda Item: Membership Committee Proposal**

Committee Goal Being Addressed:

Meg passed out the Membership Committee Proposal again with no changes because the proposal was accepted last month and the decision of the Steering Committee to come up with is whether we would call a whole new committee into existence with co chairs, advisor, recorder and a budget to do the work of the committee. This is Meg's recommendation and also the feedback that Meg received. Per Meg this will need to be voted on by the Steering Committee because it will change the budget next year and this year we would need to borrow from some other committee.

Discussion: Wes suggested this should be made the business of the Steering Committee because it's something that effect the whole coalition. Craig suggested this would be double dipping, because the people who are on this committee are already working towards certain ends. Other members voiced there opinions as to whether it should be a separate committee or not. The majority of those members present thought it should be a separate committee. This was a show of hands not an official vote. Meg stated there should be at least 12 people to be involved in the Membership committee. The first orientation is in March. There will be trainings as ACCR specifies. This item will be put on the agenda for next meeting for a vote.

<b>Action Item</b>	<b>Person</b>	<b>Target Date</b>
To vote on whether the Membership Committee should be a separate committee or a sub committee of the Steering Committee	All voting Steering Committee Members	3/26/09

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**Agenda Item: Meeting Cancellation**

Committee Goal Being Addressed: When should a meeting be cancelled in case of bad weather

Discussion: Craig presented it and it was decided that If the Pittsburgh Public Schools are closed, we will not have a meeting. All present agreed

**Next Meeting Date, Location, and Time:**

**Next ACCR Steering Committee Meeting**

**March 26, 2009, 12:30 – 2:15**

**Life's Work 1325 Forbes Ave**