

**Allegheny County Coalition for Recovery
Steering Committee
Meeting Minutes
10/29/04**

Present: Sharon Alberts, Dano Zack, Harold Hartger, John Cassase, Judy Wood, Jeannette Lee, Jan Boyd, Rev. David Else, Jim Nelson, and Mike Gruber.

Welcome and Introductions

Co-Chair Sharon Alberts called the meeting to order and introductions were made.

Review of Agenda

No changes were made to the agenda as presented.

Announcements

Mike Gruber announced the Federation Of Families For Children's Mental Health Conference on "Resiliency.....Hope, Choice, and Determination for Children, Families, and Communities" on December 10-12 in Washington D.C. Jan Boyd requested the electronic copy of the conference brochure be forwarded to her for distribution.

Minutes

The minutes from September were approved.

Decision Items

1. *Approval of Ad Hoc Budget Committee Recommendations.* The Ad Hoc Budget Committee report was submitted and unanimously approved as presented. It is recognized that this is a first step in this process and that changes may need to be made in the future.
2. *Approval of ACCR Consumer Payment Procedure.* The document was approved with the following changes:
 - a. Under Volunteer Advisors #1, add "The indicated signatures are to be collected and the original form forwarded to PSAN."
 - b. Change the word "faxes" where it appears in the document to "mails"
 - c. Eliminate redundant wording in #4 "For Volunteer Advisors" and #5 "For Committee Co-Chairs and Contract Personnel."After making the changes, Mike Gruber will distribute the form to all Steering Committee members and Jim Nelson for review.
3. *Date For Next Steering Committee Meeting.* The date of the next scheduled Steering Committee meeting falls on November 26, the day after Thanksgiving. The Committee decided to meet instead on Friday, December 3 from 12:30-2:15 and cancel the December 31st meeting. The next meeting after December 3rd will be our regularly scheduled meeting on January 28th.

Discussion Items

1. *PSAN Fiduciary Relationship.* PSAN met with the County to clarify its fiduciary responsibilities with ACCR. The two parties agreed that PSAN will be responsible for handling ACCR's financial matters and will charge ACCR an administrative fee equal to 5% of ACCR's budget. The remainder of the money PSAN had set aside for staff salaries will be utilized by ACCR for activities and projects. PSAN will not be expected to provide additional staff support to activities beyond what it chooses to participate in as a volunteer like any other ACCR member. If ACCR wishes to have PSAN staff various activities, a contractual relationship with PSAN will have to be negotiated.
2. *CCBH Recovery Walk/Run Sponsorship Payment.* Jim Nelson reported no check for \$500 has yet been received from CCBH for its sponsorship of the Recovery Walk/Run in September. Judy Wood volunteered to contact Curtis Upshur to check on this.
3. *Subcommittee Reports.* The Education, Quality Improvement, and Public Awareness sub-committee Co-Chairs summarized their written reports that were distributed prior to the meeting. In addition, Jan Boyd provided an oral report for the Child and Family Sub-committee.
4. *New Freedom Technical Assistance Grant Goals and Objectives.* John Cassase provided a brief history of the NFI grant. He believes the technical assistance provided to the NFI panel has been helpful. A summary of the goals and objectives of NFI was reviewed. Similarities and differences between the NFI grant and ACCR's activities were noted.
5. *Preparation for the Recovery Summit Meeting.* The Recovery Summit meeting is scheduled for December 10, but no time or location is scheduled yet. A pre-planning meeting is scheduled for Wednesday, November 3. Sarah Goldstein and Mike Gruber will be representing ACCR at that meeting, which will include some members of the NFI panel and County also. The pre-planning meeting will decide where and when the event will occur, who should be represented, and what the agenda and format will be. ACCR SC members will be notified about the above information once it is decided. SC members were asked what outcomes should occur at the meeting. Five areas were identified:
 - a. Identify what types of Recovery activities are occurring in Allegheny County and who is doing what.
 - b. Begin to identify best practices and standards for Recovery activities.
 - c. Determine if consumers are being mentored.
 - d. Determine what should be the role of the Coalition For Recovery.
 - e. Determine what is being done to spread the word or communicate about Recovery in Allegheny County.

The Steering Committee will meet on December 3rd, the week before Recovery Summit, to review the agenda and format and to plan for the meeting.

Next Meeting:

December 3, 2004 – 12:30-2:15

Life's Work, 1323 Forbes Avenue