

ACCR Committee Minutes Form

Date: 10/27/06

Name of Committee: Steering Committee

Co-Chair(s): Sarah Goldstein, Sharon Alberts

Note taker: Mike Gruber

Attendees: Sarah Goldstein, Sharon Alberts, Wes Sowers, Harold Hartger, Chris Weis, Sherry Shaffer, Virginia Suplee, Thomas Lee, Sr., Christopher Terry, Curtis Upsher, Jr., Craig Dorin, Melissa Medice, Evelyn Stafford, Robin Spencer, David Page

Announcements:

1. The next ACCR meeting is scheduled on December 1. The starting time of the meeting has been delayed until 1:00 so people can attend Message Carriers Tree of Life Celebration. The meeting will end at 2:45.
2. Message Carriers is sponsoring its 4th Annual Tree of Life Celebration on Friday, December 1 from 11:00 a.m. to 1:00 p.m. State Representative Joseph Preston is this year's honoree. All ACCR members are encouraged to attend.
3. Governor Rendell is signing the Housing Visibility Act into law tomorrow at United Cerebral Palsy tomorrow. Members were encouraged to attend.

The minutes from the September 29 meeting were officially approved.

Agenda Item: ACCR Financial Report

Committee Goal Being Addressed:

Discussion:

Three financial reports were distributed: The FY 06-07 Projected Budget, the FY 06-07 1st quarter expenses by committee, and the new proposed financial reporting format. To date, ACCR has spent \$9,011.50 out of an anticipated \$27,792.00 in revenue. \$5,000 of this amount was received from OMHSAS for the NFI grant to develop a social marketing plan. In order to track expenses by committees in the future, committee co-chairs will need to write their committee code on all invoices and expense requests. These codes will be developed by Jim Nelson and distributed to all co-chairs.

Action Item	Person Responsible	Target Date
Notify Jim to proceed with development of new financial reporting format.	Mike	10/30/06

Agenda Item: Child/Family Committee Event Request

Committee Goal Being Addressed:

Discussion:

The Child/Family Committee discussed holding Jr. Olympic type event for families. Hope would be to offer information about children's services and conduct screenings in addition to having sporting events and activities. Committee wants to work with the Public Awareness Committee on this event and wanted to know if the Steering Committee liked this idea.

Action Item	Person Responsible	Target Date
Sherry is to call Craig to discuss how the 2 committees might work together on this project and develop a preliminary budget to be	Sherry/Craig	12/1/06

presented at the next Steering Committee meeting.		
---	--	--

Agenda Item: ACCR Retreat

Committee Goal Being Addressed:

Discussion:

The SC Co-chairs and staff recommended that ACCR schedule a retreat to decide what the vision is for ACCR in the coming years. There was considerable discussion pro and con regarding the merits of holding a retreat. It was suggested the SC should have a full compliment of members before a retreat is undertaken. In order to accomplish this, the Nominating Committee will need a few more members.

Action Item	Person Responsible	Target Date
Send list to Harold of SC participants and who they represent in order to identify current vacancies.	Mike	10/30/06
Actively recruit new SC members and fill all vacancies	Entire Steering Committee	1/30/07
Survey ACCR committee members in preparation for retreat	Saya, Mike, Co-Chairs	12/15/06
Schedule retreat based upon projected date of all SC vacancies being filled.	Co-Chairs, Saya, Mike	12/31/06

Agenda Item: Modern Rules of Order

Committee Goal Being Addressed:

Discussion:

Last month, the SC passed by-laws that stipulated, "When needed for formal meeting decisions or actions, the steering committee meetings shall be conducted according to The Modern Rules of Order (Pennsylvania Bar Institute, 1992). Harold shared a handout with the Committee called "The Modern Rules of Order in a Nutshell." He briefly explained how The Modern Rules of Order would be used in Steering Committee meetings.

Agenda Item: Budgeting Process

Committee Goal Being Addressed:

Discussion:

Each committee was asked to delineate projects/expenses for the remainder of this fiscal year and to identify projects and resources needed for FY 07-08. ACCR, as part of PSAN's budget request to the County, will need to submit its budget request in February or March.

Action Item	Person Responsible	Target Date
Each committee will identify projects/expenses for remainder of FY 06-07.	Committee Chairs	12/1/06
Each committee will submit a budget for projects and resources needed for FY 07-08.	Committee Chairs	1/15/07

Agenda Item: Committee Reports

Minutes from the Child/Family, Consumer/Provider Collaborative, Education, Public Awareness, and Quality Committee were submitted for review by the SC.

Discussion Comments:

Education Committee – Virginia briefly updated the Committee about the Social Marketing Task Force 2 day training with the consultant from Coordinated Care Services, Inc. The participants in the training were, for the most part, new to ACCR and generated a lot of excellent suggestions and ideas. The Social Marketing Planning Committee needs to meet to sift through this information and develop a plan as to how to proceed.

!!!! Note Meeting Date and Time Change!!!!!!!

Next Meeting Date, Location, and Time: December 1, 2006, Life'sWork, 1:00-2:45 p.m.