

ACCR Steering Committee

Co-Chair(s):	Sarah Goldstein	Sharon Alberts			
Note Taker:	Phyllis Y. Nettles				
Attendees:	William Boyce	Harold Hartger	Chris Michaels	Virginia Suplee	Chris Weis
	Terri Bishop	Thomas E. Lee Sr.	Jim Nelson	Laura Thomas	Denise Weis
	Kim Blair	Melissa Medice	Meg Park	Albert Torcaso	
	Mike Gruber	Annette Mendel	Sherry Shaffer	Curtis Upsher Jr.	

WELCOME/INTRODUCTIONS: Co-Chair Sarah Goldstein called the meeting to order and introductions were made.

REVIEW OF AGENDA: No changes were made to the agenda as presented.

ANNOUNCEMENTS

1. Mike Gruber has joined the Adult Mental Health Bureau as the System Transformation Coordinator. In his new responsibilities, he will be responsible for various projects involving the transformation of our BH (Behavioral Health) System to a Recovery Oriented Service System. Primary responsibilities include:
 - Direct supervision of the Recovery Specialists - William Boyce and Meg Park
 - Coordination of the Employment Transformation Initiative – Work with CCBHO (Community Care) to develop a more comprehensive employment plan for Allegheny County
 - Coordination and Development of Peer Support Specialist Services in collaboration with MH (Mental Health) Operations - Work with providers to start the process of creating positions for them.
 - Liaison with Change Management Committee and OBH (Office of Behavioral Health) for SPA (Single Point of Accountability) Implementation
 - Technical Assistance on Data Management and Reporting for the MH Bureau
 - Maintaining responsibility for the ACCR (Allegheny County Coalition of Recovery – Involved with the SPA Committees, to improve service coordination services to consumers and their families.
 2. Margaret (Meg) Park is the new OBH Recovery Specialist. Meg is located in the office next to the soda machine on the 4th floor and her phone extension is 412-350-3455. She will be working with a number of ACCR Committees, the SPA SC (Steering Committee), CSP (Community Support Program), and OBH employment initiatives among other things. Meg brings lots of energy and talent to the position and will be a tremendous asset as recovery system transformation moves forward in the behavioral health system.
 3. The SC co-chairs, Craig Dorin and Albert Torcaso will meet to discuss the ACCR Public Awareness Blog.
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MINUTES

Minutes from the November 30, 2007 meeting were approved with one correction, as follows: This also includes D&A (Drug and Alcohol) and children. The committee is in the process of working with the child and family committees to make sure this recovery oriented plan is facilitated in the children's agencies as well. The Minutes correction is found under the Quality Committee. Everyone agreed to the change and the minutes were approved.

DISCUSSION ITEMS

Agenda Item: Finance Report and Budget Reminder

Spokes Person(s): Jim Nelson and Sharon Alberts

Discussion: Budget for the first six months of the Fiscal Year from July 2007 to December 2008

Jim Nelson reported that ACCR has not spent much of its budget for the year. There are some planned expenditures for the remainder of the year, but committees need to begin reviewing their budgets and developing a spending plan for the remainder of the year. There was also discussion about the payment process for people who are co-chairs, record minutes, etc. Jim explained how the process works.

Action Item	Person Responsible	Target Date
Resiliency Flyers – check supply and order more for Sherry Shaffer if needed.	Mike Gruber	ASAP
Committees will discuss and Co-Chairs will prepare a detailed budget projection of what their expenses, costs and needs for additional funds will be for the remainder of the year.	Co-Chairs	Mar. 28, 2008
Talk to Life Works about meeting participants purchasing lunch, catering, etc.	Mike Gruber	ASAP

Agenda Item: Meet and Greet at Provider Sites

Spokes Person(s): Sarah Goldstein and William Boyce

Discussion: Recruitment at Provider Sites

The Meet and Greet Team we'll give a presentation, where they will talk to people about how ACCR is impacting the mental health and drug and alcohol communities for recovery. This will be a good way to recruit for note takers, volunteer advisors and access different parts of the community. They'll be recruiting consumers, family members and providers, etc. We'll indicate our mission, meeting dates, times and locations, etc. on various agency websites and newsletters, etc. ELI (Emerging Leadership Institute) recruitment – 4 people started and 1 person retained.

Action Item	Person Responsible	Target Date
Meet and greet at provider sites for ACCR recruitment	Sarah Goldstein, William Boyce and Meg Park	ASAP
Advertise ACCR on agency websites and newsletters	Mike Gruber	ASAP
Advertisement contact: PSAN, William and/or Meg	Mike Gruber	ASAP

Agenda Item: New Role of ACCR and Committees

Spokes Person(s): Sarah Goldstein and Sharon Alberts

Discussion: ACCR as a 501 C3 and CAP (Conference of Allegheny Providers) feedback

501 C3: At the March retreat it was decided that a 501 C3 isn't the right direction for the SC at this time. CAP feedback: The role of ACCR is to educate the public and the provider system on the concepts of ACCR and as a leader in advancing the recovery movement. Suggestions are as follows:

- Communication with other groups through a quarterly or monthly newsletter to give updates on ACCR activities.
- Share ACCR outcomes at the BHP (Behavioral Health Provider) and COE (Centers of Excellence) meetings, etc.
- Collaborate with groups working on similar missions, link efforts, and share resources to promote cohesiveness.

CAP offered to give feedback from the subcommittee level and the larger CAP meeting on Friday afternoons to get different perspectives, if ACCR thought it would be helpful.

Agenda Item: Review of Strategic Plan Goals

Spokes Person(s): Sarah Goldstein and Sharon Alberts

Discussion: Strategic Plan Goals

To communicate ACCR's priorities to various groups: Target mailings to providers, distribute materials in CCBHO's newsletter, use posters in settings other than MH and inform CAP.

Action Item	Person Responsible	Target Date
The Education and Public Awareness Committee's will discuss how ACCR can communicate it's priorities to various groups and report their findings to the SC.	V. Suplee, L. Thomas, C. Weis and C. Dorin	ASAP

Agenda Item: Payment Ad Hoc Group Report
Spokes Person(s): Harold Hartger and William Boyce
Discussion: Payment to ACCR Volunteers

It takes three weeks to a month for volunteers to be paid. The volunteer payment process consist of: The ACCR Invoice is signed by the subcommittee co-chair and the SC co-chair then it's mailed or faxed to Jim Nelson. The subcommittee discussed an E-mail process, which would include the SC co-chairs E-mailing the ACCR Invoice to Jim Nelson and then he will start the payment process. At the end of the month ACCR could have a voucher system that prints out an invoice, which states all the volunteers who were paid and what they were paid for, then the SC co-chairs would sign it. There would also be a copy of the sign-in-sheet(s) that would verify the volunteer's participation. In the yearly budget ACCR could indicate the stipend rates for volunteers for different events and for the different roles they play. The SC would approve these rates every year along with setting guide lines. For the committee roles people play there are term limits established.

Action Item	Person Responsible	Target Date
SC members are encouraged to give their input and the group will take it into consideration for their final recommendations.	Payment Ad hoc Group	Fri., Feb. 29, 2008
Review final recommendations with Jim Nelson for auditing purposes.	Payment Ad hoc Group	ASAP

COMMITTEE REPORTS

Agenda Item: The Public Awareness Committee
Committee Spokes Person(s): Melissa Medice and Chris Weis
Discussion: Public Awareness Event at the Pittsburgh Zoo and Aquarium

The Public Awareness Committee wants to have various stations throughout the Zoo talking about different things. We've included the Child & Family and the Education Committees and Veterans. The committee wants to have stations that address anti stigma and hearing voices. The theme of this event would be the correlation between the Zoo's natural habitat, which enables the animals to be freer and the freedom of recovery for people with mental illness. The committee wants to hold this event before the end of the fiscal year, on a Saturday and we'll pitch it to all agencies. The committee will not give out T-shirts, but we will have a raffle. The committee's looking into various ways to advertise, such as a PSA (Public Awareness Announcement). We do not have confirmation from the Zoo and if we don't get it we'll have it at another comparable venue. The SC voted and approved this event.

Agenda Item: ACCR Quality Management Committee
Spokes Person(s): Harold Hartger
Discussion: Language Revision, Guidelines and Indicators for Recovery Oriented Services, Proposed new:

- "The person in recovery drives the service planning process."
- "Service planning and the service system must be constructed in a way that encourages independence, community supports and choice of services."
- "Individuality will be recognized, respected and used in constructing unique plans."
- "A wide variety of methods should be explored for developing an effective plan for change."
- Successful working relationships are based on trust which is gained by communicating honestly and respectfully.
- A person's strengths must be identified before setting goals."
- Plans should be in easy to understand language that helps everyone work together.
- "The individual's chosen support network should be involved whenever the individual decides it may be helpful."
- The plan should provide a clear way to measure progress toward stated goals within reasonable timeframes. Plans and goals should be regularly reviewed.
- "Service plans should belong to the person in recovery and should be in a form that can be built upon and carried from one provider of services to another"
- The service plans should promote health for the whole individual. Plans should reflect ways to make healthy choices for body, mind and soul."

NEXT MEETING: **Date:** Fri., Feb. 29, 2008 **Location:** Life's Work, 1325 Forbes Ave. **Time:** 12:30 - 2:15 PM