

Name of Committee: Steering

Co-Chair(s):	Sarah Goldstein	Sharon Alberts		
Note Taker:	Phyllis Y. Nettles			
Attendees:	William Boyce	Mike Gruber	Margaret Park	Chris Weis
	Kim Blair	Harold Hartger	Sherry Shaffer	Denise Weis
	Craig Dorin	Verna L. Johnson	Wes Sowers	
	Roy G. Faloskey	Melissa Medice	Laura Thomas	
	Andrew Gleason	Annette Mendel	Albert Torcaso	

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

MINUTES APPROVAL: Minutes from the February 29, 2008 meeting were approved.

REVIEW OF AGENDA: The order in which the agenda was presented was changed.

ANNOUNCEMENTS

1. The (ELI) Emerging Leadership Institute will be holding two trainings in May.
2. Handout: ACCR awareness event Hope and Change – Imagine the Possibilities is planned in conjunction with the 2008 LIFEexpo from noon to 8:00 PM on Saturday, May 3rd, 2008 in the Great Hall at Heinz Field.
3. Handout: On May 14th 2008 members of the Public Awareness Committee of the Coalition will host a TV show that will air, live, on the public access station PCTV to educate and inform the public.

DISCUSSION ITEMS

Agenda Item: Co Chair Contact Information
Spokes Person(s): Sharon Alberts and Sarah Goldstein
Discussion: Share and discuss information to be displayed on the ACCR webpage

The ACCR webpage has been redesigned. Margaret Park is the webmaster for the webpage and she'll be in charge of keeping it updated. It was previously agreed that co-chairs with an office would display their name, phone # and/or E-mail. Anyone who hasn't been contacted by Meg can contact her with their webpage preference to be posted or opt out.

Action Item	Person Responsible	Target Date
The webpage choices will be E-mailed to the co-chairs.	Margaret Park	4/08

Agenda Item: Committee Reports
Committee Goal Being Addressed: ACCR Committee Budget for Fiscal Year 08/09
Discussion: Each Committee will present their goals, activities and costs

Committee: Child and Family
Spokes Person(s): Sherry Shaffer
Discussion:

Goal – to educate the children’s behavioral health system about the concept of resilience and recovery as it relates to the child’s service plan. Money will be used to: Develop tool kits to educate provider staff. Tool kits, which will include: Double folders with Mary Ellen Copeland’s Wrap for Children Workbook and Wrap CDs, Recovery & Resilience Cross-walk flyers and brochures, etc. We are also working on a Power Point CD, which providers can use to train there staff.

Action Item	Person Responsible	Target Date
Hard copy tool kit samples with the ACCR logo for the next SC meeting.	Sherry Shaffer	On-going

Committee: Education
Spokes Person(s): Mike Gruber

Discussion:

The budget will be used toward the following: The Social Marketing Task Force has created posters for distribution as well as bookmarks. We are working on the calendars and their distribution for a later date. In addition, we are working with the Public Awareness Committee around marketing, anti-stigma and developing materials.

Action Item	Person Responsible	Target Date
Distribution of posters and bookmarks to service coordination units, etc.	Education Committee	ASAP
Publish 40 – 50 thousand ACCR booklets	Education Committee	May 2, 2008
Follow-up with Emerging Leadership Institute	Education Committee	ASAP

Committee: Public Awareness
Spokes Person(s): Craig Dorin

Discussion:

This committee’s budget will be utilized in the following ways: The committee has obtained space at the LIFEexpo event and will be presenting different areas of interest. They have a half hour for our speaker to address the audience. The audience for this 4 day event is expected to be between 20 – 25,000 people. We’ll have table space, and a booth. There will be 15 minute presentations that will occur at each of the stations and will be staggered throughout the day. The participants will receive the Hope and Change bag and a brochure that will inform them of all the activities. In addition, we will be looking into providing the public with something that will connect them to the event and ACCR. May 14th we will be shooting a 501(c) 3 live segment on PCTV with a live call-in-show, where people will talk about recovery. We are asking the ACCR SC to help us recruit people with expertise in the proposed topics, and we’ll only need 8 hours of there time. If you have any ideas please send them to Craig Dorin or Bobbi Donovan. Future plans will be to discuss how PA can structure itself to be able to engage audiences in a very focused way. They plan to do more print and media advertising and are working on getting onto the public television show “On-Q”. E-mail Craig Dorin if you wish to participate in these events.

Action Item	Person Responsible	Target Date
Acquire a list of public radio stations and their contacts	Melissa Medice	ASAP
Tape video footage of the LIFEexpo event for the Public Awareness Committee	Albert Torcaso	May 3, 2008
Contact WBGN about the cost of airtime on there radio station	Albert Torcaso	ASAP
Look into recruiting John Lee	Craig Dorin	ASAP

Committee: Quality
Spokes Person(s): Wes Sowers

Discussion:

QI will submit the same budget as last year, which was used towards payment for the note takers, consumer representatives, co-chairs, mailings, supplies, printing and focus groups, etc.

Committee: C-P Collaborative
Spokes Person(s): Wes Sowers

Discussion: CPC’s budget will be used to facilitate training, and print more brochures for distribution.

Agenda Item: Payment Ad Hoc Group Recommendations
Spokes Person: Harold Hartger and Albert Torcaso

Discussion:

- Develop a policy and procedures about payments:

- We'll put in the policy some kind of advisory notice informing people that the stipend may affect their benefits and/or taxes and we'll indicate who to contact for more information.
- Develop a rate structure that should be reviewed annually:
 - Volunteer Advisors - \$20/per meeting
 - Event/Administrative Support Activities - \$10/hour
 - Recorders and Co-chairs - \$50/meeting
 - Miscellaneous Category – which will be negotiated, based on the skills needed and market based rates for each particular event. If it's a \$100.00 (or less) and falls within the budget, the co-chairs would be empowered to authorize payment. Any payment outside the ACCR SC's approved budget and/or more than \$100 would need the ACCR SC's approval.

We are recommending an increase of some kind for 2008/2009, such as a \$5 increase for Volunteer Advisors and \$10 increase for Recorders. We discussed alternative payments, such as people don't have to accept a stipend, or they could be directly reimbursed for their expenses.

Action Item	Person Responsible	Target Date
Draft of both policy/procedures & rate structure will be sent to Mike Gruber	Harold Hartger	Before April 25 th
Distribution of both policy/procedures & rate structure drafts to the ACCR SC	Mike Gruber	ASAP

Agenda Item: ACCR Recruitment Updates
Spokes Person(s): William Boyce and Margaret Park

Discussion:

The first recruitment site visit was held at CORP on the 6th of April. They have scheduled more recruitment visits at Mercy Behavioral Health, East Liberty, New Horizons, Chain of Hope and are negotiating with Peoples' Oakland. There are also other possibilities that they are looking at and they've got 4 – 5 recruitment visits scheduled within the next 2 months. They've developed a recruitment handout. They supply food. They haven't been able to recruit anyone from CORP. However they have been able to recruit people from individual efforts for various committees. The presentation is about an hour and they are open to speaking at various programs. If you're involved with a program and you would like them to speak about ACCR please contact William Boyce and/or Margaret Park.

Action Item	Person Responsible	Target Date
People who have been recruited for the Public Awareness Committee will be contacted in reference to attending the Public Awareness Committee meetings.	Chris Weis	ASAP

Agenda Item: Public Awareness vs. Public Events
Spokes Person(s): Craig Dorin

Discussion:

We need more of the right resources of people at the table to represent other aspects of the community. The goal is to represent ACCR to the community in a well-organized manner. Are we a public awareness and/or a social marketing group? Whichever we are we need to understand how it's going to operate, how it will be comprised and what we'll need to do? Do we need an actual marketing plan developed, with specific goals and target audiences, with break-outs used to concentration on specific segments of the population, where we will be organized and focused? We need to know who we want to talk to with what specific message, etc. The structure we have now will not sustain all of this activity and do it at the caliber and quality level we desire. We definitely need to identify the structure and the expectations. If we don't get more people then we could look at 2 groups who know specifically what their role and expectations are. If we do have the people with the skill sets and restructure under a marketing umbrella then we could have 5 people work on public awareness and 5 people work on public events. Training is needed for people who have limited knowledge of the marketing field. There are 3 different options for the Public Awareness Committee to choose from, which are: Public Awareness, Public Events or a combination of both.

Action Item	Person Responsible	Target Date
Discussion: What's a feasible plan of action for the Public Awareness Committee to move forward and accomplish their goals?	Public Awareness Committee	ASAP

Next ACCR SC Meeting

Date: Friday, April 25th, 2008

Location: Life's Work, 1325 Forbes Avenue

Time: 12:30 - 2:15 p.m.