

NAME OF COMMITTEE: STEERING

Co-Chair(s):	Sarah Goldstein	Sharon Alberts	
Note Taker:	Phyllis Y. Nettles		
Attendees:	William Boyce	Harold Hartger	Wes Sowers
	Terri Bishop	Verna L. Johnson	Laura Thomas
	Craig Dorin	Melissa Medice	Chris Weis
	Rachel Friend	Meg Park	
	Mike Gruber	Sherry Shaffer	

WELCOME: Co-Chairs Sharon Alberts and Sarah Goldstein called the meeting to order.

INTRODUCTIONS: Attendee introductions were made.

MINUTES APPROVAL: Minutes from the March 28, 2008 meeting were approved.

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

DECISION ITEMS

Agenda Item: Financial Report and Budget Submissions
Spokes Person(s): Mike Gruber
Discussion: Mike Gruber provided the SC with a financial report as of 3/31/08. Currently, ACCR has \$50,234 remaining in its budget. However, \$12,000 of that amount is from the Staunton Farm Foundation and doesn't have to be spent until October and can be pushed forward into the next fiscal year. ACCR is going to have significant expenses during the final quarter with the LIFEexpo event and the publication of ACCR booklets, posters, brochures, and bookmarks.

ACCR must submit a budget to PSAN for its submission to the Allegheny County Office of Behavioral Health. Next year, ACCR will not be receiving additional funding from Community Care, reducing its budget to \$37,620. It was suggested for the submission to PSAN, that all line items in this year's budget be reduced in proportion to next year's budget amount of \$37,620. The Committee agreed by consensus.

Action Item	Person Responsible	Target Date
Ask Jim Nelson for monthly reports on ACCR's financial status.	Mike Gruber	Until the end of the fiscal year.
Submit next year's budget to Jim Nelson.	Mike Gruber	By the end of the fiscal year.

Agenda Item: "The Lives They Left Behind: Suitcases from a State Hospital Attic"
Spokes Person(s): Rachel Freund
Discussion: Rachel requested \$2000 to help with deposits needed to reserve the Suitcases Exhibit for May 2010. Rachel Freund passed out a handout which gave information on the background, who's working on bringing the exhibit to Pittsburgh, bookings, displays, reason for the exhibit, planning, cost and request for financial assistance from ACCR. She also answered questions. A motion was made and seconded to expense \$2000 for the deposit on the Willard Suitcases Exhibit; it was voted on and passed.

Agenda Item: Payment *Ad Hoc* Group Recommendations

Spokes Person(s): Harold Hartger

Discussion: Harold Hartger passed out a handout draft of ACCR Policy and Procedures on Stipends, Compensation and Reimbursement. The Committee discussed deleting Volunteer from Volunteer Advisor and changing it to Consumer/Family Advisor; the committee agreed by consensus to put this discussion in the parking lot for a future discussion. A suggestion was made and a committee consensus was agreed upon to take the handout back to the individual committees to discuss and make their recommendations known to the *Ad Hoc* Group. Therefore enabling them to incorporate the suggestions in a report and bring it back to the next meeting for further discussion.

Action Item	Person Responsible	Target Date
Individual committees will discuss the handout and give their suggestions to the <i>Ad Hoc</i> Group.	ACCR Committees	ASAP
Suggestions will be incorporated into a report.	<i>Ad Hoc</i> Group	May 30, 2008

Agenda Item: Co Chair Transition

Spokes Person(s): Sarah Goldstein, Sharon Alberts and Mike Gruber

Discussion: Three handouts were passed out, which are as follows: ACCR Co-Chair Job Duties and Requirements, ACCR Steering Committee Co Chair Application Form and Draft ACCR Steering Committee Co Chair Selection Process. There will be an elections process to choose the new ACCR SC Co Chairs, which will consist of a new provider and consumer co-chair, starting July 1, 2008. If you choose to be considered for either of these positions, you will need to review the handouts, fill out the application form, and return the application to Sarah or one of the OBH staff. The applications will be reviewed by the nominating committee, interviews will be scheduled with applicants, the nomination committee will make their recommendations to the full ACCR SC and the SC will vote on the final selection. The nomination committee consists of Sarah Goldstein, Harold Hartger, Robin Spencer and Chris Terry. The selection process handout is a draft, therefore if anyone has suggestions please let Sarah or Mike know. The by-laws state that the SC co chairs are elected each year and there isn't any limit on how many times you can be elected.

DISCUSSION ITEM

Agenda Item: Recruitment Update

Spokes Person(s): William Boyce and Meg Park

Discussion: Bill and Meg have gone to System of Care Initiative, Mercy Behavioral Health Renaissance Center East, Champo, which has yielded 16 interested people who have filled out the forms and they are in the process of getting back to them. Some they have already gotten back to, some are already on committees and a few are on the side. They will be going out to Peoples Oakland next month on the 5th, New Horizon the week after them and they have some names from the CCBH Recovery Conference in March. They will also be recruiting at a couple of System of Care Initiative Advisory Boards; they have two in May and 1 in June so far. They are discussing having a recognition dinner for all volunteers at least once a year. They are asking for your assistance to make the people they recruit feel welcome and build a rapport with them in the individual committees so that they feel wanted and needed. Chris Weis volunteered to make follow-up phone calls to new recruits if need be. William or Meg will notify the co chair of a possible recruit attending their committee meeting, to give them the opportunity to be prepared.

The (ELI) Emerging Leadership Institute is having two trainings for Allegheny County in May on the 5th and 12th through the (MHA) Mental Health Association of Allegheny County. MHAAC has the rights to the ELI curriculum and to certify the trainers.

Action Item	Person Responsible	Target Date
Bring Pizza Hut gift cards to the next meeting to be used for recruitment mtgs.	Sharon Alberts	May 30, 2008
Invite Exec. Dir. Of MHA to Edu. cmte to discuss Emerging Leadership Institute development	Laura Thomas	ASAP

COMMITTEE REPORTS

Agenda Item: Consumer/Provider Collaborative

Committee Spokes Person(s): Wes Sowers

Discussion: The Transition Age dialogues will run in the fall parallel to a Parent/Provider dialog. The committee is working on a location, which is a joint project with the Child and Family Committee. C-PC is also working on facilitating training before the end of the fiscal year. Several facilitator trainings are planned over the course of the next year to increase the number of facilitators available for dialogues. The Single Point of Accountability Committee is working to encourage agencies to hold dialogue therefore, there's a possibility that the demand will be growing further in the next year.

Agenda Item: Quality Improvement Committee
Committee Spokes Person(s): Wes Sowers
Discussion: We're working on the terminology around the elements of the service plan, revising the language in the principles in the matrix we put together to guide service planning to make it clearer and easier to understand. The work that the committee is doing is directly being picked up by the Single Point of Accountability Steering Committee and is going to be used. This is a great example of how one of the ACCR Committees will have a big impact on the Allegheny County stage.

Agenda Item: Child and Family Committee
Committee Spokes Person(s): Sherry Shaffer
Discussion: Through the recruitment effort we've recruited some great new members; we have a young person from the System of Care PYT Service Coordinators. We are proceeding with our primary focus to develop a tool kit for mental health child and family providers. The committee has selected the folders to be used for the tool kits and Marianne Baugher (CCBH) will order the kits. The committee is also going to focus on developing a power point CD that providers can use with their staff and maybe some audio stories for young people, which will go in the tool kit as well. In addition, a small number of Mary Ann Copeland's WRAP book for children to go into the tool kits also, for each individual provider agency to use as a tool when planning with children and their families.

Agenda Item: Education Committee
Committee Spokes Person(s): Melissa Medice
Discussion: Melissa is the liaison between the Public Awareness and Education Committees. The Public Awareness Committee took the May 13th event to them for volunteers but hasn't heard from them yet. The Education committee talked about the veteran's recovery fair in June, what their goals are for the next year, what they really want to work on and everybody's thinking about that currently.

Agenda Item: Public Awareness Committee
Committee Spokes Person(s): Craig Dorin
Discussion: We are one week away from the LIFExpo big event. PA Committee sent out an E-mail blast informing everybody about this great volunteering opportunity and we're asking the Coalition to come out and support us. To make sure we represent the image that we want to portray, which is, we're polished, well organized, mental health recovery is a very important issue to be addressed and accepted by the public. Handouts were passed out stating, we need about 25 or more volunteers. A roster was circulated for people to sign up to volunteer. We have a half page color ad that went into 40,000 households and it will be published next Thursday or Friday. A Trip Full of Media will put a tab insert in the newspaper with all the different people who paid for an ad for their exhibit or group. We have the Hope and Change bag, bookmarks, booklets and the Warm Line cards to be given to the public who take the information and show interest in visiting the other stations. Our main event will be on Saturday from 12–8 PM, after the Highmark Walk for the Healthy Community. We paid for a booth for 4 days, therefore, in addition the committee would like to have volunteers on Thursday and Friday in shifts from 12–4 PM and 4–8 PM. We would like to have at least 2 to 4 volunteers a day to greet the people, hand out brochures, talk to the people, answer their questions, and recruit people. ACCR will pay volunteers \$5.00 towards their transportation and the raffle prizes will be for the public. The roster will be E-mailed, therefore enabling people to check their schedules and sign up to volunteer, after making any changes E-mail it back to Craig. If you are recruiting people make sure to let them know there will be more than one person signing up for that same time.

Action Item	Person Responsible	Target Date
Give volunteer contact information from the Child and Family Committee members who want to volunteer for the LifExpo to Craig	Sherry Shaffer	ASAP

NEXT MEETING: **Date:** Friday, May 30, 2008 **Location:** Life's Work, 1325 Forbes Avenue **Time:** 12:30 - 2:15 p.m.