

Statewide Consumer Council Meeting Minutes

CCSM Office, 55 Middle St.

Augusta, ME

Date: 8-22-14

Time: 10:00 am – 5:00 pm

Members Present: **x = present** **A = absent (unexcused)** **E = absent (excused)** **ITV = via ITV** **PH = via phone**

X	Ron Welch, Chair	PH	Gwen Heath (joined for one hour)		
X	Dorie Oakes, Vice Chair	X	Jeanne Mitchell		
X	Karen Evans, Treasurer	X	Carolyn Noble (left at 2 pm)		Staff:
X	Cathy Brown	X	Dot Treadwell	X	Simonne Maline, Executive Director
E	Kevin Cleaves	X	Jamie Wood	X	Melissa Caswell
X	Judy Colomy (left at 2:20 pm)			X	Vickie McCarty
E	Kandie Desell			X	Paula Gustafson
X	David Eldridge				

Guests: None in attendance

Minute Recorder: Melissa Caswell

Next Meeting: 8-24-14

Minutes Approved:

TOPIC	DISCUSSION	ACTION PLAN	PERSON RESPONSIBLE
Welcome, Introductions, Establish Quorum	Members were welcomed, time given for introductions. Quorum established at 10:30 am-10 members out of 14 in attendance. Chairperson not in attendance; unexcused absence. It was determined that the Coordinating Committee will contact the chair to see why he did not attend today's meeting and find out what is intentions are with being involved with the SCC and local council.	Have a conversation with the SCC chairperson in regards to his intentions to stay involved with the Legislative Subcommittee and fulfilling chairperson duties	Coordinating Committee and/or Executive Director
Approval of Minutes from the June 20,	Reviewed minutes from the June meeting Motion made and seconded to accept minutes with corrections. Time given for	Review and approve April SCC meeting	All

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2014 SCC Meeting	<p>discussion. Motion carried with 7 in favor, no oppositions and 1 abstention.</p> <p>April minutes (voting tabled in June) were unavailable and tabled until the October SCC meeting</p>	minutes at the October SCC meeting.	
Review/Vote on Written Reports	<p><u>Updates/Follow Ups from June Meeting:</u> Statewide Symposium: MAPSRC still has not given a definitive answer on whether or not they will help us organize this event. Looks as if they do not want to take on this project as a whole. All MAPSRC delegates have been asked to talk about it with the members of their center and provide an answer at their September MAPSRC meeting.</p> <p><u>Treasurer's Report</u> Reviewed Profit & Loss Statement dated July1 through August 21. Also reviewed final quarterly report for fiscal year ending June 30th, 2014. End of year report has been reviewed by our accountant and he is confident we are ok. Budget committee recently met and they have 2 new members: Cathy Brown and Jeanne Mitchell. At their meeting, the committee thoroughly reviewed and discussed our state budget as well as reviewed QuickBooks information. Motion made and seconded to accept treasurer's report. Time given for discussion. Motion carried with 7 in favor, no opposition and 1 abstention. (2 members out of room at time of vote)</p> <p>The Finance Committee will work with the Executive Director</p>	<p>Create bi-monthly Treasurer's Report and Executive Directors Reports for each SCC meeting</p> <p>Create a bi-monthly written financial report</p> <p>Create a monthly local council meeting summary and send to Outreach Coordinator</p> <p>Create bi-monthly Local Council Activities report</p>	<p>Executive Director and Treasurer/Finance Subcommittee/Coordinating Committee</p> <p>Finance Subcommittee and/or Executive Director</p> <p>Local Council Chairs and/or Secretaries</p> <p>CCSM Outreach Coordinator and Local Council Chairs/SCC Reps</p>

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	<p>to create a bi-monthly financial report.</p> <p><u>Executive Director's Report</u> Reviewed written Executive Directors report. Addition to NAMI/CCSM RFP section: Executive Director clarified that if the proposal submitted is accepted, the CCSM will receive \$10,000 to complete our educational piece. Motion made and seconded to accept the Executive Directors Report. Time given for discussion. Motion carried unanimously.</p> <p><u>Local Council Activities Report</u> Reviewed written Local Council activities report. Clarification made on some items and corrections to be made. Additions to report: Group discussed ways to support Homeless Voices for Justice in their protest of the Portland DHHS office move. Suggestion: Attend rally with CCSM banner and/or poster saying that we support an accessible DHHS office. The suggestion brought forth today will be brought to the issue subcommittee for further discussion. More research needs to be done regarding what has already been done and also need to send out protest dates so members can attend. CCSM Outreach Coordinator to arrange getting banner to Portland every month.</p> <p>Carolyn, Rep for the Biddeford Local Council is attending an upcoming conference where they will have a workshop on the national Murphy Bill. She will attend and bring information back to the SCC and local councils</p>	<p>Create a bi-monthly Subcommittee and Extraneous Workgroups report</p> <p>Make corrections to Local Council Activities report and send out final copy</p> <p>Contact Jim Devine to collaborate on HVJ protests</p> <p>Give report at next SCC meeting and local council meetings on Murphy Bill workshop attended</p> <p>Put issue statement on letterhead and submit to Commissioner Mayhew</p>	<p>CCSM Staff and SCC Reps /Subcommittee Chairs</p> <p>CCSM Staff</p> <p>Paula</p> <p>Carolyn</p> <p>CCSM Staff</p>

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	<p><u>SCC Subcommittee & Extraneous Workgroups/Councils Meeting Report</u> Reviewed written SEWCM report and time given for discussion.</p> <p><u>Subcommittees and Extraneous Workgroups/Councils Report</u> Reviewed Subcommittee and Workgroups report and time given for discussion.</p> <p><u>Issue Statement Review</u> Reviewed draft copy of the issue statement presented on behalf of the Issue Subcommittee on Flat Funding in Peer Support & Recovery Centers. Motion made and seconded to accept the drafted issue statement. Time given for discussion. Motion carried with 6 in favor, 1 abstention and no oppositions. (This vote was based on members left in attendance as some left early)</p>		
Mileage Policy	Reviewed the draft SCC mileage reimbursement policy. All mileage must stay consistent on stipend/mileage forms every month for bookkeeping purposes. It was determined that we will now only pay mileage based on the reference sheet provided and all mileage calculated on this sheet is based on Google Maps. It was stated that some corrections need to be made to the document; we will round all mileage to the nearest whole number. Members also reminded that this document is a working document and additions and corrections will be made to it on an ongoing basis based on members coming and going.	Correct draft mileage policy document and publish final copy	CCSM Staff

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	Motion made and seconded to accept the mileage reimbursement policy with the round off corrections. Motion carried unanimously.		
SAMHS Leadership	<p>Guy Cousins in attendance to give a quarterly update. He reported that SAMHS monthly report to the commissioner will be put into a newsletter but it will be changed a bit to reflect accomplishments, what needs to be worked on in the future and what needs will be.</p> <p>SAMHS has developed toolkits and is doing a lot of Behavioral health education in workplaces.</p> <p>Peer Services RFP Update: The Dept. is currently held up due to discussion and debates around the performance measures that need to be in the RFP. There has been push back about whether measures are actually helpful. No more information can be given other than this is creating barriers to getting the RFP out in the timeline the Department has stated. There is no updated or new timeline given; they are still aiming for July 1, 2015. Guy will be meeting with the commissioner to get a timeline settled. He also stated there should be no hold up in funding going to peer centers</p> <p>Discussion regarding suggestion made about sensitivity training to people, like nurses, working in ER's. Guy states this is something that we can collaborate on in the future.</p> <p>IPSAC: Guy talked about the recent meeting held. There was good participation and feedback given. All notes will be transcribed so everyone can see what is working, what's not</p>	<p>Get clarification of timeline for Peer Services RFI and pass on to CCSM</p> <p>Send work being done at Copeland Center to Guy Cousins</p> <p>Follow up with Guy about collaborating on sensitivity training for those working in hospital Emergency Room</p> <p>Follow up with Guy to find out when next IPSAC meeting will be held</p>	<p>Guy Cousins, SAMHS</p> <p>Outreach Coordinator</p> <p>Executive Director</p> <p>Executive Director</p>

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	working and what can be done differently. SAMHS will formulate a list and get information out to people so then they can prioritize and work on solutions. Guy will find out where the transcription process is at and get that information out to people who attended the meeting and/or are interested. Another meeting will be scheduled so they can start looking at the To-Do list (what needs to happen next) and Guy will let us know when that is happening.		
NAMI Project	NAMI secured money through a Community Development block grant from the city of Augusta to create a Peer Education Recovery Course that is recovery oriented rather than disease oriented. There will be a total of ten modules and each module will be self-contained so people can choose to take the whole training or just certain modules. NAMI national knows that NAMI ME is doing this and they are interested in changing their national Peer to Peer Curriculum. Members reviewed and asked to complete survey handed out and turn in before they leave today. This survey will help NAMI shape what the course will look like and what it will contain. Members asked to take copies and give out at local council meetings as well as hand out to others. There is a quick turnaround time to get this done as they are on a timeline and need to get course chapters written.	Complete NAMI survey and give back to CCSM staff. Bring copies of survey to next local council meetings and/or hand out to other peers.	SCC Members Outreach Coordinator and/or SCC reps
Sharing Voices & Visions	Debrief on the meeting held in Hallowell on June 27 th . The group agreed that this was a repeat of conversation we have had in the past and people expected to get more action plans out of the meeting. Lack of movement or action seemed to be the consensus and a continued discussion on what future collaboration will look like happened. The SCC established 3	Crte a draft letter to the DRC regarding continued collaboration and the CCSM's expectations for the next meeting.	Executive Director

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	<p>things that need to be in place in order for the CCSM to continue collaboration:</p> <ol style="list-style-type: none"> 1. Meetings need to be goal oriented 2. CCSM has to have access to an email list 3. There needs to be cooperation and shared decision making <p>Motion made and seconded that we don't pay anything other than mileage for the next event at Le Club Calumet. Time given for discussion. Motion passed with 5 in favor, no oppositions and no abstentions.</p> <p>Motion made and seconded to send a letter signed by the SCC to the DRC and let them know the 5 things agreed upon and there needs to be open communication. A draft letter will be sent out to the SCC for feedback before it goes out. Time given for discussion. Motion carried with 4 in favor, no oppositions or abstentions.</p>	<p>Once draft is complete, send to SCC for feedback. Once ok'd send to DRC.</p>	
Outreach	<p>Continued discussion from the June SCC meeting. Discussed member retention and ways to involve more people. Make connections with people by finding out what they want to do and pair it with what needs to be done. A reminder given that it is all member's responsibility to do outreach.</p>	<p>Send any outreach suggestions to the Outreach Coordinator and/or Outreach chairperson</p>	<p>All</p>
Public Comment	<p>Time given for public comment for one guest in attendance.</p>	<p>N/A</p>	<p>N/A</p>
Consumer Community Updates & Announcements	<ol style="list-style-type: none"> 1. Reminder: Local Council Chair Meeting has been merged with Outreach Subcommittee. Not getting good local council chair attendance. Dot will be making reminder phone calls each month. Also reminded SCC 	<p>Make reminder calls to all local council chairs about attending monthly Outreach/</p>	<p>Dot</p>

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	<p>reps that if the local chair person cannot attend, then each local council should be appointing another member to attend in the chairperson's place.</p>	<p>Local Council Chair Meeting</p> <p>Attend monthly Outreach/Local Council Chair meetings or appoint a local council designee to attend</p>	<p>Local Council Chairs</p>
<p>Meeting Recap, Action Steps, Upcoming Agenda Items</p>	<p>Reviewed task list created at today's meeting with all members. Discussed the CCSM's role during the November Elections. Each local council should be helping people register to vote and get to the polls. CCSM staff will get voting packets from DRC as they have in previous years.</p> <p>Discussed topics for next SCC meeting agenda:</p> <ol style="list-style-type: none"> 1. Invite Jay Harper to talk at an SCC meeting 2. Discuss celebration for Helen Bailey of DRC at the January meeting 3. Voting Activity Update 4. Approval of April's SCC meeting minutes 	<p>Complete all task list items in time frame given or by next month's SCC meeting</p> <p>Create agenda for next SCC Meeting</p> <p>Secure voting packets from DRC</p>	<p>All</p> <p>Coordinating Committee and Executive Director</p> <p>CCSM Staff</p>
<p>Check-In & Adjournment</p>	<p>Meeting wrap-up and adjournment at 4:40 pm.</p>	<p>N/A</p>	<p>N/A</p>