

**MEDINA COUNTY FAMILY FIRST COUNCIL
ADMINISTRATIVE COMMITTEE MEETING
MARCH 16, 2010**

Attending: Lynne Castele, Chris Jakab, Mike Jenks, Greg LaForme, Suzanne LeSure, Pat Robertson, Christine Ruf, Nick Solar, Lisa Strebler, Phillip Titterington, and Mead Wilkins.

Chair: Mead Wilkins

Mead Wilkins welcomed everyone and called the meeting to order at 8:35 a.m.

1. Collaborative Family Treatment Team

Mead Wilkins opened the meeting with a discussion on the Collaborative Family Treatment Team (CFTT). For the last 15 years CFTT has holistically served families, offenders, perpetrators, and family cycles. This team has been operating through Catholic Charities Services. Funding was provided by the ADAMH Board at \$39,000 per year.

Suzanne LeSure noted the \$39,000 was designated to the program and agencies have drawn down their units of mental health funds. The ADAMH Board notified Catholic Charities Services in July of 2009 that they cannot fund the program this year due to lack of funds. Suzanne noted that funding is being billed through their home agencies with Medicaid and unreimbursed individuals. The Catholic Charities Services funds were used as a last resort and funds were used efficiently. Juvenile offenders with reduction in status have to be served through a certified agency. Suzanne LeSure left the meeting in order for the discussion to ensue.

Mead Wilkins suggested a \$5,062.50 per agency contribution for Catholic Charities Services for Collaborative Family Treatment Team. Mike Jenks of the ADAMH Board, Phillip Titterington of Juvenile Court and Mead Wilkins of Job and Family Services would contribute to keep the collaborative effort moving forward. This would be for the remainder of SFY 2010. We would revisit the issue for the SFY 2011 budget when the budget is formulated.

Phillip Titterington made a motion to increase on a voluntary basis the Family First Council Administrative contribution to \$6,750 (a difference of \$5062.50) per agency for SFY 10. Lynne Castele seconded.

Discussion:

- Reserves and fund balances.
- Funds linked through ICAT.
- Funds for SFY 2010 and then review the issue for SFY 2011.
- Why is this going through Council?
- Collaboration and the bridge is Youth ICAT as a limited link

The motion passed. Jayme McCourt will provide invoices to the agencies.

2. Approval of the Minutes from January 19, 2009

Greg LaForme made a motion to approve the minutes from January 19, 2010. Lisa Strebler seconded. The motion passed.

3. Coordinator's Report

Christine Ruf discussed her report. The date range has been changed to reflect the day of the last Administrative Committee meeting to the day before the next Administrative Committee meeting. A copy of the report is attached to the original minutes.

4. Request for Proposal (RFP) for Coordinator of Council and HMG

Mead Wilkins noted that Christine Ruf's contract will soon be at the second year mark. Chris is providing 10 hours a week as the Family First Council Coordinator and 30 hours a week as the Help Me Grow Coordinator. She is being paid the same rate for both jobs. There is a built-in rollover for the second year; therefore we will not have to go out for proposals. Historically, we are not a service provider. The position has become more complicated. The committee will look at the contract renewal at the Administrative Committee meeting in April, May or June 2010.

5. Help Me Grow

Christine Ruf distributed HMG statistical reports via email with the agenda. HMG applied for an Ohio Children's Trust Fund (OCTF) Grant to serve the children that will no longer be served due to policy changes. The regulations state a visit one time per month. The new regulations will be visits one time each week for six months, then twice a month after that. HMG will have to perform four more screenings. The eligible population has decreased, but the frequency of visitation has increased. "At Risk" is now "Home Visitation". Children must be enrolled by their six-month birthday and use the Parent as Teacher (PAT) curriculum. HMG is apparently moving under the Department of Education.

6. Ohio Children’s Trust Fund - Wellness Recommendations

Phillip Titterington was the scribe for the Wellness Committee as they scored the seven applications for requests for funding from the Ohio Children’s Trust Fund.

The reviewers recommended for funding:

HELP ME GROW	REQUESTED	\$35,214.00
PARENTS AS TEACHERS (HMG + PAT)		
OAKS FAMILY CARE CENTER	REQUESTED	\$12,625.00
PATHS, GOOD TOUCH BAD TOUCH, PARENTS AS TEACHERS		
CATHOLIC CHARITIES COMMUNITY SERVICES	REQUESTED	\$ 4,552.00
CHILD ASSAULT PREVENTION WORKSHOPS		

Greg LaForme made a motion to approve the funding for Help Me Grow, Oaks Family Care Center and Catholic Charities Community Services. Lynne Castele seconded. The motion passed. ***This will be an action item for the Family First Council meeting on March 23, 2010.***

7. Position Descriptions

Mead Wilkins requested the four Council position descriptions be updated. The descriptions were forwarded to the Administrative Committee. The committee needs to review them and make sure they are accurate. Jayme McCourt will transfer the descriptions into the county format. Mead also requested the current approved table of organization be reviewed at the April Administrative Committee meeting.

8. Strategic Plan

Christine Ruf reported that Dale Fortner reviewed the plan and sent it back with items to incorporate. Chris included the changes and this is the final product. The items in red are Dale’s recommendations. The committees need this document to work on their projects. Mead Wilkins suggested a twenty minute Power Point presentation of the Strategic Plan at the March 23, 2010 Council meeting. Since this will be a discussion at the Council meeting, Mead Wilkins canceled the Planning Committee meeting that same morning. Jayme McCourt will email a notice to the Planning Committee.

9. Senior ICAT, Senior Focus

Christine Ruf discussed the Strategic Plan and the need to look at the Table of Organization on how Senior Focus and Senior ICAT blend and mesh. How and where do Senior Focus and Senior ICAT fit within the organization? Senior Focus was not listed on the survey that Strategic Plan group 4 sent out. They were upset that they were not on the collaborative listing.

Mead Wilkins posed the question of “Do we want to fund it?” This is a big draw from the reserve funds with \$20,000 deducted from the reserves. Mead is meeting today with Debra Radecky and Christine Ruf to discuss the issue.

10. FFC Administrative Agent

Christine Ruf received a letter from the State of Ohio where Council has to identify our Administrative Agent. In keeping with the Commissioners as our Administrative Agent, Commissioner Sharon Ray signed the form.

11. Bylaws

Lynne Castele received notice from the Prosecutor’s Office concerning the Bylaws. They had several suggestions to modify the document. The Ohio Revised Code was revised in October 2009, two months after we submitted the Bylaws for review. There were amendments in the law that we need to address in our Bylaws. The Bylaws Committee will be reconvened to make the directed changes.

12. Agenda Item for April 2010

The budget will be on the agenda for April 13, 2010.

13. Adjourn

Nick Solar made a motion to adjourn. Pat Robertson seconded. The motion passed. The meeting was adjourned at 9:45 a.m.

Respectfully submitted by,
Jayme McCourt