

**MEDINA COUNTY FAMILY FIRST COUNCIL  
ADMINISTRATIVE COMMITTEE MEETING  
MAY 18, 2010**

Attending: Mike Jenks, Greg LaForme, Pat Robertson, Chris Ruf, Nick Solar, Lisa Strebler, Sharon Tahajod, Phillip Titterington, Mead Wilkins and Brad Williams.

Chair: Mead Wilkins

Mead Wilkins welcomed everyone and called the meeting to order at 9:10 a.m.

**1. Approval of the Minutes from April 20, 2010**

Pat Robertson made a motion to approve the minutes from April 20, 2010. Nick Solar seconded. The motion passed. Lisa Strebler abstained.

**2. Coordinator's Report – Christine Ruf**

Greg LaForme made a motion to approve the report as written. Philip Titterington seconded. The motion passed.

**3. Senior ICAT - \$500 move from Travel to Service Delivery**

Greg LaForme made a motion to move \$500 from travel to service delivery for Senior ICAT. Brad Williams seconded.

Discussion:

- The original MOU was \$14,336 for services and \$1,000 for travel.
- Catholic Charities is not going to use the entire \$1,000 for travel.
- Catholic Charities is requesting to use \$500 for services.

The motion passed

**4. Table of Organization**

Mead Wilkins distributed a draft of an organizational chart (copy attached to original minutes). The old chart has Senior ICAT reporting to Senior Focus. Chris Ruf and Mead Wilkins met to discuss a Senior Advisory Consortium where seniors are under an umbrella similar to youth. A suggestion was made to change the name to Adult Advisory Consortium.

Discussion:

- Pat Robertson sent an email to the Administrative Committee with questions on points to be considered on the organizational chart (copy attached to the original minutes).
- According to Chris Jakab, the County Commissioners are not to be on top of the chart as there is no line of authority. They are our Administrative Agent only.
- Show chain of command.
- Show committees with chain of command.
- Show staff.
- Show flow of information.
- Show approval flow.
- The Planning Committee consists of the Chairs of all the other committees.
- Planning has assumed a coordinator role.
- The Strategic Plan indicates modifying the structure of Council.
- Youth umbrella and adult umbrella.

**5. Outcomes - Senior Issues Forum on May 12, 2010**

Mead Wilkins reported on the outcomes of the Senior Issues Forum on May 12, 2010. The forum was well attended and went well. There are many services involving seniors but they cross the board to all ages. We will be taking the issues to the Planning Committee then to full Council.

Discussion:

- Gap analysis. Formal needs assessment. Use Council to address gaps in services.
- Senior ICAT serves a very important function.
- Office of Older Adults may be able to take over Senior ICAT.

- Senior ICAT will be looked at when the new director of OOA is hired.
- More coordination is needed for the umbrella over senior services.
- Looked at Council's role and make a recommendation for senior ICAT for next fiscal year.
- Does the Administrative Committee want to recommend \$20,000 for next fiscal year?
- It is a good project and it does fit with Council.
- Only 9 cases went to Senior ICAT but worked with hundreds of people before it came to Senior ICAT.
- Senior ICAT reported information to full Council in February 2010.
- The funding is high for just 7 to 9 cases.

Senior ICAT has 3 responsibilities:

- 1 - High acuity cases
  - 2 - Sub acute cases so they don't rise
  - 3 - Create a culture of collaboration with the frequent flyers
- The 7 to 9 cases are the tip of iceberg. It is hard to quantify what you don't see. There is a lot going on that doesn't come to ICAT.
  - Council reserves will be down from \$270,000 to \$130,000 at the end of this fiscal year (2007 to 2011).
  - CFTT is drawing down \$10,000 for services. \$5,000 will be drawn down this year.
  - Senior ICAT should be done but who funds it?
  - Catholic Charities could not get funding – independent or otherwise.
  - A suggestion was made that agencies that benefit from Senior ICAT contribute funds to staff this position.
  - Council is not a service provider.
  - What will we have to fund next?
  - Funds from Western Reserve do not dictate where they are to be spent. Funds from Western Reserve could be used for supportive services.
  - A suggestion was made to fund Senior ICAT for 6 months.
  - Ask Catholic Charities which agencies benefit and how.
  - There are vested beneficiaries that benefit from Senior ICAT.

What and how does Council fund things?

- Youth ICAT is mandated.
- Amy Perrine is Chairing Mid-Cat.

Discussion on reserve funding:

- Should there be six months of reserves?
- Elemental funding – an adult advisory group should determine what is funded.
- OOA may have concerns with this.
- Documentation should be sought from Catholic Charities on what steps have been made to secure funding.
- Need monthly reporting.
- If the leadership in the system thinks Senior ICAT is good, then each agency should provide \$2,000 to fund it.
- Many agencies are benefiting from this service.
- This is a good idea but not wait six months to act on it, start thinking about it now, and not wait until next year.
- There is the unknown factor in OOA.

Greg LaForme made a motion to approve a six-month Senior ICAT budget, pending changes in OOA and modifications in the structure of Council. Phillip Titterington seconded. The motion passed.

## **6. Needs Assessment**

Lisa Strebler noted that it is time for a needs assessment. Council contracted for one in 2006 and things have changed over the last five years. The Health Department is looking at an upcoming levy and applying for a grant for under or non-insured children. There are other areas in the county that can benefit from fresh data.

Chris Ruf requested advice from Teresa Reed McGlashan from Ohio Family and Children First Council. In FY 2011 Council will have to undertake a needs assessment as indicated by the HB 289 plan. OFCFC is changing the

format and that format will not be announced until October of 2010. We will require a needs assessment to go forward with this requirement. The Health Department and Council will need the assessment and the data. We have the software to do surveys and gather the data. We do not have to contract with Akron University to complete the survey process. We can gather a group of people to format questions and do a simple survey.

Chris Ruf is seeking approval from the Administrative Committee to form a group to determine the needs assessment. We cannot do the analysis but we can do the survey. We will look at all of the agencies that have an interest in the data outcome.

Greg LaForme made a motion to approve the formation of a group of individuals to determine the needs assessment. Pat Robertson seconded. The motion passed. Chris Ruf and Lisa Strebler will work on this.

**7. Budget SFY 2011**

Chris Ruf distributed the proposed budget for SFY 2011. CFTT will be changed from \$15,000 to \$10,000. Chris received information on HMG's funding from the state. ARRA funding came through and we will receive around \$44,000. \$10,000 will be set aside for ICAT and asterisk a notation that it is a 6 month budget. The Administrative Committee will revisit the issue in 6 months.

Greg LaForme made a motion to approve the budget with the above mentioned changes. Phillip Titterington seconded. The motion passed.

**8. Adjourn**

Nick Solar made a motion to adjourn. Pat Robertson seconded. The motion passed. The meeting was adjourned at 10:20 a.m.

Respectfully submitted by,  
Jayme McCourt