

**MEDINA COUNTY FAMILY FIRST COUNCIL
ADMINISTRATIVE COMMITTEE MEETING
JUNE 15, 2010**

Attending: Lynne Castele, Greg LaForme, 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 9:05 a.m.

1. Approval of the Minutes from May 18, 2010

Nick Solar made a motion to approve the minutes from May 18, 2010. Greg LaForme seconded. The motion passed.

2. Table of Organization

On Friday, June 11, 2010, Jayme McCourt, Amy Perrine, Pat Robertson, Christine Ruf, and Mead Wilkins met to discuss the Table of Organization. Mead distributed draft copies of the charts that derived from that meeting (copies attached to original minutes). The drafts are to capture the current state of Council and the proposed committee structure.

- Wellness would be moved under the Youth Advisory Consortium (YAC).
- Wellness has one program, the Ohio Children's Trust Fund.
- Adult Advisory Consortium would mirror the YAC group.
- Administrative and Planning are equal committees.

Discussion:

- What is under YAC and what issues are discussed at YAC?

YAC is a flow of information. YAC would take on the duties of what Wellness did. A subset of YAC would review the OCTF grants. There would be an unbiased group to review grants. YAC would have all the issues related to youth, but not specific cases. Topics for discussion will flow upward to Council. ORC specifies that FFC have an Early Childhood Group and Medina County has YAC as that group. This group serves prenatal through age 21. There is the exchange of information during that meeting and a place to address the issues.

- Adult Advisory Consortium

Look at issues that arise with adults.

Look at the issues that should go to Council.

- Needs Assessment

It is an ongoing project with fluid responsibilities.

- Bylaws

The Bylaws Committee is moved to a regular committee, even if they just meet annually.

- Chain of Command

We mixed and matched prior Tables of Organization.

Who does the Coordinator report to?

Who does the Council staff report to?

The tables captured the current reporting structure.

- Coordinator responsibilities

Fiscal and staff

The three charts will be discussed at the Council meeting on June 22, 2010.

Mead Wilkins announced that interviews for the Director position for the Office for Adults are being conducted. We are hoping for a person that will take an active role in FFC.

3. Contract Renewal for FFC Coordinator and HMG Coordinator

Mead Wilkins noted that the FFC Coordinator and HMG Coordinator contracts are up for renewal. This is the second year of a two year RFP process. A review process for the positions should be established. Nick Solar made a motion to approve both contracts. Lynne Castele seconded.

Discussion:

Since the original contract added responsibilities of Senior Focus and the Collaborative has been added to the list of deliverables. More items have been added within the 10 hour per week timeframe allocated for the FFC Coordinator. The group discussed compensation and extra hours. The budgeted line item cannot be exceeded for the contract.

The motion failed.

Greg LaForme made a motion to extend the FFC Coordinator and HMG Coordinator contract for three months (end September 30, 2010) to ensure that the contract is written correctly and fairly and is faithful to her present duties and expectations. Lisa Strebler seconded.

Discussion:

The Administrative Committee will look at the contracts and the deliverables and see if is reasonable and fair to both parties. A separate contract review meeting will be scheduled. Council will be given the opportunity to provide feedback on the job performance. The Chair will coordinate the compilation of the information then provide it to Council. In the future an evaluation should be done on a calendar year, not when the contract is due.

The motion passed. ***This will be an action item for the June 22, 2010 Council Meeting.***

4. Coordinator's Report – Christine Ruf

Chris Ruf highlighted some of the information on the report (copy attached to original minutes):

- More time was spent on senior topics.
- Chris participated in a regional meeting and Mrs. Strickland attended.

At-Risk/Home Visiting Program

- HMG has new rules regarding the At-Risk Program. The name is now the Home Visiting Program.
- Screening for at-risk children will increase to eleven new screenings and all need to be completed within 45 days of referral.
- There will be twice a month visits rather than once a month.
- The numbers of children decrease but the work intensifies.
- GRF is the highest line item and Chris had to complete the budget without the final figures. The Part C and the Home Visiting Program children were split where staffing is mixed and not directed towards one or the other.
- The HMG Budget is subject to change.
- The HMG program is changing in the next year.

Proposed move and issues:

- HMG is proposing to move out of 120 W. Washington and move into JFS.
- There is limited parking availability where staff is in and out all day.
- 120 W. Washington is not conducive to holding HMG staff appropriately.
- JFS has better work space.
- JFS has a better entrance into a building.
- JFS is easier when carrying equipment
- Chris is working on a budget for a proposed move.
- HMG is receiving estimates on movers, computers and telephones.
- HMG would need a separate telephone number.
- This information will be submitted to Chris Jakab and the Commissioners for consideration.
- It is good business sense to move.
- The rent is neutral.
- There are security issues with 120 W. Washington.
- 120 W. Washington is a revenue source for the Commissioners.
- HMG staff looked at the space at JFS.
- The GRF that we did not spend this fiscal year can be spent next year and can be used for the move.
- No funding will be taken out of the current budget.

5. HMG Budget

Chris Ruf distributed a copy of the proposed HMG Budget (copy attached to original minutes).

- There is \$445,291 in funding which is a \$3,000 increase from last year. Total funding is \$480,505.

- The nurse from the Health Department is being named the HMG Clinical Supervisor; there will be no increase in salary.
- Three staff members from MCBDD are donated.
- One staff member from Community Action is donated but she has resigned. We are hoping that she will be replaced.
- There are increased hours for Catholic Charities staff.

A concern was expressed about newborn home visits not being reflected in the budget. Children must be enrolled while the mother is pregnant. The group came to consensus to create a line item with \$4,000 for newborn home visits.

Phillip Titterington made a motion to approve the HMG budget with \$4,000 added for newborn home visits. Lynne Castele seconded. The motion passed. Lisa Strebler abstained. ***This will be an action item for the June 22, 2010 Council Meeting.***

6. Senior Issues

Chris Ruf wanted discussion to proceed on senior issues. It is important to bring these items to the Administrative Committee for review.

Discussion:

- Senior ICAT.
- Senior Focus.
- Senior Issues Forum.
- Personality issues.
- Interaction with Council.
- Six committee chairs of the recommendations from the survey meet monthly.
- Chris Ruf will chair the meeting of the six recommendations chairs by being the facilitator only.
- All the issues that come out of the survey were not related to just seniors. They relate to everyone.
- There is no current county leadership for older adults.
- Prevention vs. intervention.

7. FCSS

FCSS are the funds that we use to support the service coordination for youth. The Service Coordination Mechanism has not been approved by Council or by the state. We will not receive the funds until after July 1, 2010. We must use this years fund before June 30, 2010.

Lynne Castele made a motion that until the Service Coordination is approved by the state, reserve funds will be used to pay FCSS expenses. Once the funds are received, we will replenish the reserves. Lisa Strebler seconded. The motion passed. ***This will be an action item for the June 22, 2010 Council Meeting.***

8. Bylaws

Lynne Castele noted that in the letter to the Bylaws Committee from the Prosecuting Attorney's Office, we need to send any contracts to them for approval. This is a process issue. What do the Commissioners do to approve a contract?

9. Adjourn

Nick Solar made a motion to adjourn. Lynne Castele seconded. The motion passed.

The meeting adjourned at 10:15 a.m.

Respectfully submitted by,
Jayme McCourt