

**MEDINA COUNTY FAMILY FIRST COUNCIL  
ADMINISTRATIVE COMMITTEE MEETING  
AUGUST 18, 2009**

Attending: Lynne Castele, Gene Goebel, Mike Jenks, Pat Robertson, Christine Ruf, Nick Solar, Lisa Strebler, Phillip Titterington, Mead Wilkins and Brad Williams

Chair: Mead Wilkins

Mead Wilkins welcomed everyone and called the meeting to order at 8:30 a.m.

**1. Approval of the Minutes from July 21, 2009.**

Pat Robertson made a motion to approve the minutes from July 21, 2009. Lisa Strebler seconded. The motion passed.

**2. Family First Council Budget**

Mead Wilkins announced that 10% of the Help Me Grow budget will be transferred to the Family First Council budget. State General Revenue Funds (GRF) are vulnerable based on the state revenues. The transfer of funds is done on a quarterly basis. Help Me Grow cannot exceed the 10% transfer to Family First Council. There is some stimulus money in the Part C line item in the HMG budget. The Operational Capacity Building Grant (aka Administrative Grant) has not been received by the Medina County Finance Department to date.

The budget reflects an increase in Amy Perrine's salary and hours for ICAT from 20 hours to 30 hours per week effective September 1, 2009. This increase in hours will eventually lead to Amy taking over Mid-ICAT from Chris Ruf. Chris has to go to the YAC meetings as per state guidelines. The three staff members will then meet and determine how to divide their time amongst the meetings for Council. Jayme McCourt's hours will be evaluated with the inclusion of Senior Focus responsibilities and if necessary, the budget will be revisited.

Family First Council will receive FAST funds, which is now System of Care funds, of approximately \$36,000.

The operating budget has a reserve of approximately three years. Can we invest in some of the services that we provide? \$10,000 could be used at the discretion of ICAT. \$15,000 could be used to fund Catholic Charities by continuing to manage Senior ICAT.

**Discussion on Senior ICAT:**

- Who are the people coordinating Senior ICAT?
- Who are we serving?
- How does it work?
- Senior ICAT is different from Senior Focus.
- Senior ICAT is wraparound services by keeping seniors in their own homes.
- Senior ICAT started in 1998.
- Senior issues were not being addressed.
- Forms were established to fill out.
- Senior ICAT meets once a month.
- Senior ICAT is a project of the ADAMH Board and Catholic Charities.
- Kathe Shook manages all of the elderly issues.
- There is no designee from Council that attends the Senior ICAT meetings.
- Is there funding for Senior Focus?
- How do we fund Kathe or other items?
- There is a need to educate Council.

- Provide a MOU with Catholic Charities to keep Senior ICAT for this fiscal year for \$15,000.

### **Discussion on Youth ICAT**

- Funds for non-residential services.
- Discussion on Family-Centered Services and Support Funds (FCSS) and System of Care funds and what it can be used for.
- Clinical team discussion of use of funds for residential and/or nonresidential.
- Pooled funding.
- Out of home placement funding.
- Liability of the ICAT group.
- Flexible funding.

The \$30,000 line item will be distributed

- \$10,000 to Youth ICAT.
- \$15,000 to Senior ICAT.
- \$5,000 be available to Senior, Mid or Youth ICAT at a later date.

The rent is decreased by Jayme moving to the HMG offices. Amy will stay at JFS. The rent now includes only one cubicle.

PR's budget was decreased.

There is no funding for the needs assessment; it will be in next year's budget for our HB 289 reporting. Survey scanning equipment and software may be investigated for purchase.

Phillip Titterington made a motion to approve the budget as presented. Brad Williams seconded. The motion passed. Lynne Castele, Mike Jenks and Pat Robertson abstained. **This will be an action item at Family First Council meeting on August 25, 2009.**

### **3. Coordinator's Report**

Christine Ruf summarized her monthly report (copy attached to original minutes).

- Attended the Coordinator 101 seminar at the retreat.
- Time was dedicated to the Ohio Children's Trust Fund and the rewriting of the Oaks and OSU proposals. A one-page summary to the state was submitted with the revised budget.
- Discussed the timeline for FFC and HMG.
- The timeline will be presented to the Planning Committee for the retreat. MR/DD will laminate the timelines to use as placemats.
- An action item is needed for OCTF at the Council meeting on August 25, 2009.

### **4. Help Me Grow Budget and Contracts**

Christine Ruf noted key points:

- Keeping the risk factors.
- Limit to 200% of poverty.
- Bring back almost all staff as of September 1, 2009.
- Approximately 350 children are being served by Help Me Grow: 264 are Part C and 88 are at-risk.
- Help Me Grow eliminated the family support person because it is no longer mandated.
- Newborn home visits are no longer mandated and have been eliminated.
- There is a reduction in hours for one staff member.
- There is a reduction in hours for Chris with Help Me Grow as 10 hours are now devoted to Family First Council.
- Help Me Grow can contract with the Health Department to provide newborn home visits if the pregnant mom is a HMG client. We would have to enroll women in the prenatal stage.
- Community Action will pick up one person for one year because of stimulus funds.
- The time of three ODD staff is donated.
- There is funding in the miscellaneous line item if the state cuts some of our funding.

- Federal guidelines determine poverty guidelines.

Nick Solar made a motion to approve the HMG budget. Lynne Castele seconded. The motion passed. Lynne Castele, Mike Jenks and Pat Robertson abstained. **This will be an action item at Family First Council meeting on August 25, 2009.**

**5. Juvenile Court MOU's**

Mike Jenks made a motion to authorize Christine Ruf to enter into two Memorandums of Understanding with Juvenile Court for FY 09/10. Pat Robertson seconded. The motion passed. Phillip Titterington abstained.

**6. Eleemosynary Project**

Pat Robertson announced that the Family Advisory Committee would like to go forward with the Eleemosynary Project. An e-mail request will be sent through Jayme to Council members if they know of a family that we could adopt for the holiday.

**7. Notification of Action Items and Supporting Documentation**

After recent conversations with Council members, Christine Ruf suggested sending all the supporting documentation to Council on any action items. Any information we can transfer freely on an action item will be sent with the other items distributed.

**8. Wellness Recommendations for the Ohio Children's Trust Fund**

Christine Ruf reported that the Wellness Committee recommended accepting the Oaks and OSU's revised programming to meet the Ohio Children's Trust Fund requirements. Family First Council will issue MOU's to the grant recipients. Chris revised the reporting process and noted when the due dates are. The OCTF half year funds have been received. Mead Wilkins made a motion to accept the revised Ohio Children's Trust Fund programming by the Oaks and OSU. Lisa Strebler seconded. The motion passed. **This will be an action item at Family First Council meeting on August 25, 2009.**

**9. Continuation from June 2009 meeting re: Wellness:**

**A. CareTeam After School Programs**

A sustainability meeting is needed to determine funding options.

**B: Lodi Resource Center**

Funding was received through the Ohio Children's Trust Fund. There is no further funding available.

**10. Adjournment**

Mead Wilkins noted that he appreciated the efforts made by Christine Ruf through the changeover. Nick Solar made a motion to adjourn. Pat Robertson seconded. The motion passed. The meeting adjourned at 10:15 a.m.

Respectfully submitted by,  
Jayme McCourt