



MEDINA COUNTY FAMILY FIRST COUNCIL

MINUTES OF AUGUST 24, 2010

MEMBERS PRESENT

| | | |
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| 1. | Andregg, Carol | Family Representative |
| 2. | Calvert, Sandy | HANDS Foundation |
| 3. | Carmon, Gail | Alternative Paths |
| 4. | Dockrill, Diane | Solutions Behavioral Healthcare |
| 5. | Grace, Debbra | Wadsworth Salvation Army |
| 6. | Kasten-Krause, Melanie | Society for Handicapped Citizens |
| 7. | Koran, William | Medina County ESC |
| 8. | LaForme, Gregory | Medina County Achievement Center |
| 9. | LaMar, Michelle | Community Services Center |
| 10. | LeSure, Suzanne | Cornerstone Wellness |
| 11. | Leuthaeuser, Judy | Medina County Library |
| 12. | McGuire, Beth | Hospice of Medina County |
| 13. | Nowak, Brian | Medina County Drug Abuse Commission |
| 14. | Putka, Tim | Catholic Charities |
| 15. | Quallich, Kristine | Medina City Schools |
| 16. | Reed, Kellie | Family Representative |
| 17. | Robertson, Pat | Family Representative |
| 18. | Shema, Timothy | Domestic Relations Court |
| 19. | Simon, Betsy | Family Representative |
| 20. | Strebler, Lisa | Medina County Health Department |
| 21. | Tahajod, Sharon | Family Representative |
| 22. | Wilkins, Mead | Medina County Job and Family Services, Chair-Elect |
| 23. | Williams, Bradford | Solutions Behavioral Healthcare, Chair |

GUESTS PRESENT

| | | |
|----|-----------------------|---------------------------------|
| 1. | Hawkins, Esther | Parent Advocacy Connection |
| 2. | Kroft, Marcia | OSU Extension |
| 3. | Lewis, Doug | Granger UMC |
| 4. | Shook, Kathe | Senior ICAT, Catholic Charities |

STAFF PRESENT

| | | |
|----|----------------------|---|
| 1. | McCourt, Jayme | Administrative Assistant |
| 2. | Ruf, Christine | Coordinator and Help Me Grow Project Director |

1. CALL TO ORDER, WELCOME AND INTRODUCTIONS

Brad Williams welcomed everyone and called the meeting to order at 9:05 a.m. Introductions were made. A quorum was established.

2. COORDINATOR'S REPORT

The Coordinator's report was emailed out with the agenda. A copy of the report is attached to the original minutes.

3. APPROVAL OF MINUTES AND COMMITTEE REPORTS

Carol Andregg made a motion to approve the minutes and committee reports. Debbie Grace seconded. After forwarding the minutes to Council for review before approval, Jayme McCourt received the following corrections for inclusion to the July 2010 Council minutes:

Sharon Tahajod gave a brief summary on why she voted no on the Service Coordination Mechanism:

I have signed the SCM on behalf of the Family Advisory Committee because the FAC does not want the FFC to lose any possibility of getting the grant, which will happen if the July 30 deadline is not met. That said, I will be voting no on the action item for two reasons. The first is that I gave my word to SC families, FAC and professionals outside SC whose clients have been in SC that I would work for changes in Service Coordination. The changes they asked for would have SC better serve families and children's needs. After giving my word, I have failed to persuade the majority involved in the

development of this SCM to effect those changes. I had opportunity to air these concerns and worked diligently to address them. My conscience will not permit me to vote yes for this SCM when those concerns have not been addressed. The second reason I am voting no is that I think that the FFC should submit a mechanism that meets the guidelines of the grant request. This SCM does not meet the guidelines. The majority of the development group believes that this SCM meets the minimum requirements of the O.R.C. I do not believe that it fulfills the requests made in the March 2010 Guidance Document.

Mike Jenks responded to Sharon's statement:

While I respect Sharon's feelings, I had a different take away from the Service Coordination Process. Having been a part of ICAT since the late 80's I think it is fair to say that over the years the Youth ICAT process and its members have done a wonderful job and helped an enormous number of families. The challenge with the most recent guidance from the state was to revise our Service Coordination Mechanism. Administrators, Youth ICAT members and family reps have met together and spent many tireless hours to develop the final product. The opportunity permitted everyone's viewpoint to be heard, understood, and valued. The process was also enlightening for all of us and in the end this product, in my opinion, reflects our best work. I am personally very impressed with what was accomplished.

The motion passed with the above section inserted.

4. ACTION ITEMS

i. Greg LaForme made a motion to approve the moving costs for HMG (phone upgrade, computer move, network installed and mover) for \$10,600. Will Koran seconded.

Chris Ruf explained that HMG is moving to JFS for better parking, meeting rooms, rest rooms, lunch room, etc. HMG received estimates from movers, our technical support person, and the purchase of a phone system. FY2010 had carryover funds from GRF. The space at JFS is very similar in size, but we will have better work space.

Tim Putka, Betsy Simon and Mead Wilkins abstained. The motion passed.

ii. Beth McGuire made a motion to approve an additional 5 hours per week for Jayme McCourt to assist HMG with miscellaneous clerical for \$4,123. Greg LaForme seconded.

Chris Ruf explained that HMG now has two separate software systems where we have to enter our client's data. Data entry takes about 10-15 minutes per child. One existing clerical person did not want the additional hours. The carryover funds will be used for Jayme's salary. This funding will be until June 30, 2010.

Tim Putka and Betsy Simon abstained. The motion passed.

iii. Sharon Tahajod made a motion to approve the Revised Service Coordination Mechanism (SCM) and Parent/Family Strength Assessment Form. Mead Wilkins seconded.

Sharon Tahajod noted that on Monday, August 16, 2010, Chris Ruf received notification from the state that our Service Coordination Plan was not accepted as written and must be revised. The SCM was discussed at the Administrative Committee meeting on Tuesday, August 17. Chris Ruf, Sharon Tahajod and Phillip Titterington made the necessary changes to the document. The ICAT Clinical Team reviewed it on Thursday, August 19. The Revised SCM was sent to Council the afternoon of Thursday, August 19. The deadline for submission to the state is September 20, 2010. The next Council meeting is September 21. Sharon is recommending voting for it.

Changes were made in the beginnings of the process with the family. We cannot have the mandatory team that was indicated originally. We can make the process open to the family by offering the expertise of other clinical and staff members. We have added a Family Strength Assessment form to engage the family in conversation and the family states what the needs, strength and goals are. Service Coordination does not commit to fulfilling the goals but it fulfills the documentation needed by the state. The Intake Form has not been addressed.

Discussion:

- Carol Andregg: She reviewed the document and the SCM now says what the Family Reps had hoped for from the beginning; the core team is something else – an oversight committee – and is not at the table in the beginning of the process.

- Sharon Tahajod: There are two types of cases: 1-Children in the community who are at risk and 2-Children for out-of-home placement. Funds cannot be used for out-of-home placement. Those cases go to the Core Team.
- Mead Wilkins: When we submitted the SCM, we also submitted the Operational Capacity Building Grant. We received the \$17,000 for the Capacity Building Grant. The SCM funds are approximately \$34,000 and those funds have not been received.

Discussion continued on funding:

- Pooled
- Out-of-home
- Administrative
- FCSS
- Separation of issues
- Kris Quallich: When the schools refer a child or a family to ICAT, can the family ask that the schools not be involved? Is it no longer ICAT, but just agencies working together for the benefit of the family? Referrals are made because of those people at the table that have the great ideas.
- Kellie Reed: Likes the word “oversight” and people can be consulted on the child.
- Brad Williams: The initial meeting will be smaller and then get the professionals involved later.
- Esther Hawkins: Families are involved with multiple systems. The schools are involved and it depends on the case on who is involved. As the meetings progress others are invited in and is totally family based.
- Chris Ruf: The family meets with the Service Coordinator and discusses who they want at the meeting. Amy Perrine, the Service Coordinator’s job, is to encourage the family to get the right people at the meeting. It can be another support person that the family can turn to. The Service Coordinator will spend time interviewing the families getting their strengths and skills to get the appropriate people at the table. The former ICAT Core Team will be the Oversight and Guidance Team. The Core Team can talk about the family without any identifying information. This adds another layer but fulfills a need in our community. We need a Family Team specific to that family. Things will change over time and it is a blending of the processes. We will be able to address all the issues and make the family more comfortable coming to the table. The forms are in place to get the information from the families.
- Suzanne LeSure: How often is it that a parent says they don’t want a person there?
- Esther Hawkins: After the trust is established, there are no problems.
- Kellie Reed: Initially it is scary there, but then if the trust is there with Amy Perrine, it helps the parent be comfortable.
- Will Koran: Will vote no on the SCM because the state micromanages what works on the local level. The trust that we have in “Amy” is trust in the person, rather than the position.
- Mead Wilkins: Guidelines are suggestions. If it is the law, then we comply. Mead will vote yes, but the state micromanages.
- Beth McGuire: The word is “family based” – the focus is “does it work well with the family?” It is not agency based. The needs of the family have not been met.
- Chris Ruf: The ORC said it is family based. The guidelines were based on the ORC.
- Beth McGuire: It would be very intimidating to walk into a room with many different people. The other ideas are good, too.
- Mead Wilkins: Sharon Tahajod, Phillip Titterington and Chris Ruf have worked diligently to get this done. This has been a really healthy process but the three have kept at it to get it completed.

The majority of Council voted yes. Will Koran voted no. The motion passed.

iv. Greg LaForme made a motion that if the Revised SCM is returned from the state, Council gives the authority to Chris Ruf to make changes. Chris will advise Sharon Tahajod and Phillip Titterington in order to make the deadline from the state. Carol Andregg seconded. The only anticipated change could be the Intake Form. We do not have any other anticipated changes. The motion passed.

5. CROSS CUTTING TOPICS

i. Ohio Children's Trust Fund - Chris Ruf

At the Administrative Committee meeting on August 17, 2010, Chris Ruf gave statistics on FY2010 Ohio Children's Trust Fund for Medina County. The report was simplified to one page to educate Council on OCTF. The funds are to be used for prevention, not for substantiated abuse. The total allocation was \$52,391. The Wellness Committee made the recommendations and monitored the allocations. In FY2010 six awards were granted. A copy of the report is attached to the original minutes. More children were served than was originally proposed in the grant application. For FY2011, grants were recommended for Catholic Charities, The Oaks and HMG. The monitoring of the grants was transferred to YAC. The Wellness committee has disbanded.

Diane Dockrill noted that this was the next logical step as outlined in the Strategic Plan. We are refining the Tables of Organizations to be more in alignment with the current processes. We do not have any developmental assets or teen pregnancy funds. The only program was the OCTF with fewer grantees than in prior years. With the financial and organizational aspects the duties fit better under YAC.

ii. Back to School Fairs - Sharon Tahajod

A few years ago the Family Advisory Committee sponsored two back to school fairs. The United Way collected donations of 16,000+ school related items through its "Stuff the Bus 2010" Campaign. The items were distributed to the five local sponsors of the Back to School Rallies.

- Brunswick School District sponsor: Holy Trinity Lutheran Church in Brunswick distributed 400 bags of school supplies and 225 backpacks. This is a record attendance and number of bags distributed.
- Buckeye School District sponsor: Zion Lutheran Church in Valley City, distributed 169 backpacks with supplies to children at their rally. They had a few leftovers which will be given to the district.
- Cloverleaf School District sponsor: Cloverleaf Middle School PTO distributed 210 bags of school supplies, also believed to be a record.
- Medina City School District sponsor: Medina Salvation Army distributed 390 backpacks with school supplies. This was a record attendance and number of bags distributed.
- Wadsworth City School District sponsor: Wadsworth Salvation Army distributed 309 backpacks with school supplies. This was a near record number.

Only Zion Lutheran Church had "leftover supplies". The County total was over 1,400 bags of supplies and over 1,000 backpacks distributed. Most sponsors asked for the name of the school the child attends and most children attending the rallies were from the sponsor's district. This is a good system for reaching the vulnerable population and a good opportunity to educate parents. The school supplies are the hook to get people in the door. If you are in other groups and can't support a table, please join one of the other events.

6. COMMITTEE REPORTS

i. ADMINISTRATIVE

Chris Ruf reported the Administrative Committee discussed the OCTF, HMG move, additional hours for Jayme and the Bylaws update. The committee invited Tim Putka to have a discussion about Senior ICAT. Tim provided information on funding and responsibilities. The Planning Committee will be working on the Adult Advisory Consortium.

ii. BYLAWS

Jayme McCourt reported that the Bylaws Committee met in June to discuss the recommendations from the Prosecutor's office. Changes were made and it was sent to them on Monday, August 16, 2010 for their review and approval. Once approved by the Prosecutor's office, it will go to full Council for approval. Since the change in the Tables of Organization, Bylaws is now a Standing Committee. Lynne Castele has agreed to stay as Chair until the selection of committees is made after the election. A Public Records Policy and a Record Retention Policy are being reviewed and written by the Bylaws Committee. The Planning Committee has charged the Bylaws Committee to create a Standard Operating Procedure (SOP) Manual outlining policies and procedures.

iii. FAMILY ADVISORY

Sharon Tahajod noted that the members are in the process of trying to recruit Family Representatives for the upcoming election in November.

iv. MEMBERSHIP

Beth McGuire reported that the Membership Committee met last week and reviewed the attendance sheets. The ballot will have the member's attendance and it is something to consider their commitment to council when voting. The committee looked at the announcement for the newspaper, the invitation and the application. Renewals of members were discussed. Any elected members that are not up for renewal, if you do not wish to continue, please let the Membership Committee know so we can plan accordingly. Betty Barlow, Sandy Calvert, Diane Dockrill, Beth McGuire, Barb Meador and Pat Robertson are up for renewal.

v. PUBLIC RELATIONS

No report.

vi. PLANNING COMMITTEE

Brad Williams noted that the Planning Committee did not meet in July but did meet before the Council meeting this morning.

a. SUBCOMMITTEES

i) WELLNESS

Diane Dockrill announced that the Wellness Committee members met for the last time on August 6, 2010. The three grantees (HMG, CC and Oaks) will receive their memorandum of understanding when we obtain information from the state. The grantees will be required to attend the YAC meetings. Diane invited the Wellness members to participate and join other committees.

ii) CARE TEAMS

Kris Quallich noted that the Sustainability Committee did not meet; therefore there is no report. Kris questioned why the Care Teams should report to YAC. We do not receive any funding so why do we report the sustainability of the program to YAC?

iii) SENIOR FOCUS

Sandy Calvert discussed Senior Focus and issues at the Planning meeting this morning. One topic was the new umbrella of the Adult Advisory Consortium. Sandy has been charged with speaking with Joyce Giles from the OOA to be a part of the Consortium. Chris Ruf is facilitating the six recommendations chairs of the senior survey. The RSVP Program received a grant and will be working with Mature Services in Medina and Summit County. They are interviewing for a coordinator. "The Source" was mailed to over 20,000 older adults in Medina County. Sandy will bring extra copies to the next meeting. Sandy met with Nora Nees, Director of Senior Nutrition Programs for the Ohio Association of Second Harvest Food Banks, concerning food stamps and cuts in programming. The Second Harvest Food Bank challenged a family to eat on \$21 per week as it impossible to do this amount. This is a hot topic at the state and federal level. They are looking at grant opportunities at the local level for food assistance. Meetings at the state level are ongoing.

iv) SENIOR ICAT

Kathe Shook reported that when federal stimulus funding ends, there will be more people presenting for assistance. With the economic downturn it will be epidemic. 60% of cases are multi-generational families trying to meet the demands of the people. Catholic Charities is applying for several grants. Kathe is participating on the Elder Abuse Consortium for a five county area. Medina County Senior ICAT is used as a model because of how we operate and how long we have been in operation. Senior ICAT has been busy behind the scenes.

Sandy Calvert noted that the grant funds being offered from Attorney General Richard Cordray's office may be stopped due to a possible federal class action lawsuit. The Ohio Chamber of Commerce is considering the suit against the AG, because the funds used for these grant opportunities should be returned to the businesses that the money came from.

v) YOUTH ADVISORY CONSORTIUM

No report.

vi) YOUTH ICAT

Chris Ruf relayed a report from Amy Perrine on Youth ICAT: As we move into the SCM process the forms have changes and we will be able to look at what the family's goals and visions are. We are looking at the data and bringing the issues to Council. We currently have 29 active children with 11 being out-of-home placements.

vii) **MID ICAT**

Chris Ruf relayed a report from Amy Perrine on Mid ICAT: Mid ICAT has been working behind the scenes and currently has one open case. The family is involved in three different systems. Many mental health issues are surfacing in the Mid-Cat arena. The group has refined a pre and post test. Medina Metropolitan Housing Authority has been a wonderful asset to the group.

7. UNFINISHED BUSINESS

None.

8. NEW BUSINESS

None.

9. PUBLIC COMMENTS

A. Kellie Reed – There has been discussion about the SCM and participating in the process. Kellie is in ICAT and has been able to see both sides of the process. People put so much time and energy into this process. Her son benefits from being part of ICAT. It is wonderful to see people set aside their resistance to change and she is grateful for everyone's work.

B. Pat Robertson – Thank you to Kris Quallich for helping her get four children enrolled in the Medina Schools quickly. Thank you to Lisa Strebler and the Health Department for booster shots to allow them to attend school. Thank you, Council, for your support over the last few months.

C. Suzanne LeSure – An electronic version of the Cornerstone Wellness Newsletter was emailed out. We hope to provide information for prevention, etc. Print the newsletter and distribute as you wish.

D. Sharon Tahajod – Chris Ruf has put in "hundreds of hours" for the SCM. Thank you for going way beyond the call of duty.

10. ADJOURNMENT

Tim Putka made a motion to adjourn. Sandy Calvert seconded. The motion passed.

The meeting adjourned at 10:40 a.m.

Respectfully submitted by:
Jayme McCourt