

**MEDINA COUNTY FAMILY FIRST COUNCIL
ADMINISTRATIVE COMMITTEE MEETING
APRIL 20, 2010**

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

Chair: Mead Wilkins

Mead Wilkins welcomed everyone and called the meeting to order at 9:00 a.m.

1. Approval of the minutes from March 16, 2010

Greg LaForme made a motion to approve the minutes from March 16, 2010. Pat Robertson seconded. The motion passed.

2. Vocabulary List

Per the Strategic Plan, Sharon Tahajod compiled and distributed a list of acronyms (copy attached to original minutes). Sharon is submitting the list to the Administrative and Planning Committees asking for input, suggestions, etc. Once those suggestions are incorporated, the list will go to full Council for their input. Sharon followed the process in the Strategic Plan by scanning for terminology from the bylaws, HB289 and minutes of each committee from Council. Sharon is happy to add a description of an agency if they wish. The definitions were taken directly from the sources with no editorializing. Sharon's goal is to share with Council in May of 2010.

Greg LaForme noted that this would be a huge time commitment if we review this with full Council at a meeting. There is no educational opportunity and is not necessary at full council. The committee concluded the vocabulary list will be emailed and hard copies will be available if needed.

3. Coordinators Report

Christine Ruf distributed a memo from OFCF notifying county Councils that OFCF have increased the Operational Capacity Building Funds to \$17,069 (copy attached to original minutes). Specific criteria must be met before we receive funding. Chris also distributed a matrix for Help Me Grow funding (copy attached to original minutes). There are several changes forthcoming.

Mead Wilkins noted that he, Chris Jakab, Tim Putka and Chris Ruf met at Chris' office recently. During the meeting at the Professional Building, the window blew in, barely missing Chris. Mead offered HMG to move their office to JFS's ground floor offices. At this point we are looking at the details with the computers and telephones.

Chris Ruf must submit a revision for HMG Part C regular money as this is an extension year. Have to submit a revision. Recovery money grant is due may 17 in Columbus. Met with Scott Miller to work on the grant. No guesstimate on how much they will give us to work with. 64911 last year. Can't work on the budget.

Need a motion to approve.

Greg

Mike

BE ON AGENDA NEXT WEEK.

All approved.

3. Budget

– Mead – need to get Scott a budget by May 1. Paying for senior icat from reserves. Senior Summit may 12 to talk about the role. FFC is not a service provider. Now paying for it thru senior icat. Do we take 20K and pay for Senior ICAT for next FY ? Tim Putka has not gotten any external funding. Our reserves are 131K from 209K. meeting tomorrow to look at collaborative. Mission critical.

Discussion on budget and funding of collaborative in fy2011.

Mead and Chris will work with Scott for the budget.

Motion – to set aside 5K for this fy for the purpose of supporting collaborative.

Greg
Phillip 2

4. Financial Reporting

admin contributions
make new expense category

5. Table of Organization

Pat – strat plan came and bylaws waited on the org chart. Table for next month. Pat will e-mail her notes and will facilitate the discussion next month. Chain of command – what we want it to be. Feedback next month.

Chris – the six senior issues go across the entire aspect of womb to tomb. Look at the structure for entire population and not just focus on seniors. Not just problems for seniors. Restructure and look at it for all age groups. Senior focus has taken on a life of its own. Meeting with the senior group soon. The presentation generated comments on senior issues. The attempt for the 12th is to get all the issues on the table. Need to coordinate all the efforts. Senior Issues forum on the 12th. Nick - Senior Services Network meets on the 12th.

6. Job Descriptions

working on it. Jayme working on it.

7. Meeting Time

Mead Wilkins requested the Administrative Committee meeting start at 9:00 a.m. due to a conflict with a prior meeting. The meeting will now be scheduled from 9:00 a.m. to 10:30 a.m. on the third Tuesday of the month.

8. Adjourn

Nick Solar made a motion to adjourn. Pat Robertson seconded. The motion passed. The meeting was adjourned at 10:15 a.m.

Respectfully submitted by,
Jayme McCourt