

**Medina County Family First Council
Administrative Committee
January 15, 2007**

Members Present: Lynne Castele, Vince DeGeorge, Mike Jenks, Debbie Kubena-Yatsko, Greg LaForme, Scott Miller, Pat Robertson, Christine Ruf, Phillip Titterington, and Mead Wilkins.

Chairperson: Mead Wilkins

Greg LaForme made a motion to approve the minutes of the December 18, 2008 meeting. Pat Robertson seconded. The motion passed.

1. Financial Report – Scott Miller

Scott distributed the financial reports (copies attached to original minutes). No discussion on the financials.

2. 2008 budget – Mead Wilkins, Vince DeGeorge

In response to a request made at the financial meeting on January 10, 2008, Vince DeGeorge discussed the time study of Jayme McCourt, Amy Perrine, and his hours. Scott Miller discussed Linda Rao-Lemmerman's hours. (Copies attached to original minutes.)

The members discussed the budget addition of the ICAT Coordinator as an employee vs. contract staff. The shift of funds from the ICAT budget to the Administrative funds was discussed; \$5,000 will be moved from the ICAT Juvenile Court pooled funds to administrative funds to cover Amy Perrine's salary.

All agency contributions are at the 2004 level of funding with the exception of MR/DD and ADAMH Board. The respective boards will be apprised to determine if they are willing to increase the administrative funds to the 2004 level as the other four systems.

Discussion of Administrative Expenses included Travel, Public Relations, Other/Miscellaneous and Parent Expenses. A suggestion was made to evaluate the CY09 budget later this year so this process can be started earlier.

Vince's contract is due for review and a meeting will be set up for that in the near future

Greg LaForme made a motion to approve the budget. Mike Jenks seconded. The motion passed.

This will be an action item for the Family First Council meeting on January 22, 2008.

3. Help Me Grow – Christine Ruf

Chris Ruf is requesting to move Help Me Grow funds from *miscellaneous* to *equipment* of \$3,000 to purchase two (2) laptop computers. Greg LaForme made a motion to approve the request. Pat Robertson seconded. The motion passed. **This will be an action item for the Family First Council meeting on January 22, 2008.** State Help Me Grow personnel will be at the next Family First Council meeting to discuss the additional audit measures.

4. JFS Contracts/Commissioner Presentation – Vincent DeGeorge

Commissioner Steve Hambley asked Vince DeGeorge to present a teen pregnancy prevention funding request to the commissioners. Vince distributed the information to the committee members (copies attached to original minutes).

5. Americorps Program – Vince DeGeorge

At this time we are not yet able to fill the full time slot. Therefore we will try to fill two (2) part time slots. If you know of anyone, please let Vince know.

6. **Planning Committee Strategic Plan – Debbie Kubena-Yatsko**

Debbie Kubena-Yatsko is no longer the chair of the committee. No future meeting is scheduled. Family First Council needs a chairperson to volunteer.

7. **Care Teams – Vince DeGeorge**

Medina CareTeam after school program is starting this week, Wadsworth's CareTeam started in November of 2007. We have to do some sustainability on the CareTeams. We need someone to chair the Sustainability Committee. Debbie Kubena-Yatsko will not be continuing as chair. Sustainability did not have a set meeting date/time and at this time no meeting is scheduled. Mike Jenks would like to see sustainability continue.

8. **Christmas Project – Pat Robertson**

Pat Robertson will report at the Family First Council on January 15, 2008. \$684 in cash and checks, plus other donated items were received for the two families. Sharon Tahajod, Carol Andregg and Pat Robertson delivered the items to the families.

A motion was made by Lynne Castele to adjourn; Phillip Titterington seconded. The meeting was adjourned at 9:30 a.m.

Next meeting:

Date: February 19, 2008
Time: 8:30 a.m.
Place: Hogan Room
Job and Family Services Building

Respectfully submitted by
Jayme McCourt