

**MEDINA COUNTY FAMILY FIRST COUNCIL
ADMINISTRATIVE COMMITTEE MEETING
MARCH 17, 2009**

Attending: Lynne Castele, Vincent DeGeorge, Michael Jenks, Greg LaForme, Pat Robertson, Christine Ruf, Nick Solar, Lisa Strebler, Phillip Titterington, Mead Wilkins and Brad Williams

Guests: Chris Jakab and Beth McGuire

Mead Wilkins called the meeting to order at 8:35 a.m.

1. Approval of the minutes from February 24, 2009

Mead Wilkins made a motion to approve the minutes from February 24, 2009. Pat Robertson seconded. The motion passed.

2. Help Me Grow Updates

Christine Ruf reported that she has been involved with the weekly Help Me Grow teleconferences. She is investigating how to reduce our caseloads by July 1, 2009 incorporating the 40% reduction in funding. We cannot enroll at-risk children after six months of age. We will have to have two standard deviations below the norm in one area of development, or 1.5 standard deviations in two areas of development, to qualify for Part C services. We will have to reduce the caseloads from 45 to 25 per staff member, thus serving fewer children. Chris would need more full-time employees to handle the current caseload.

3. Older Adult Needs Assessment – Senior Focus

A motion was made in the Planning Committee meeting (February 24, 2009) directed to the Administrative Committee:

“The Planning Committee requests that Administration allocate resources and/or funding to support Senior Focus with the purpose of: 1 – Implementing recommendations of the Senior Needs Assessment Survey and 2 – Strengthening the ties between Family First Council and Senior ICAT”

Vince DeGeorge investigated the possibility of Amy Perrine providing administrative support to Senior Focus with additional hours. As an alternative, Mead Wilkins proposed Jayme McCourt’s support with no additional increase in hours. Vince spoke with Sandy Calvert about this, and she and Senior Focus have accepted this offer. Sandy wants approximately five hours per week for support. Since the Bylaws Committee is near completion, allocating Jayme’s time previously spent for Bylaws could be directed to Senior Focus. This will be assessed after a few months.

Discussion included:

- See what can be accomplished in the hours allotted.
- Utilize existing staff, and then reevaluate the situation.
- Sandy Calvert will coordinate the logic model process.
- Coordinate the six recommendations with existing coalitions.
- Senior Focus has not met and will have to determine what is needed after the process begins.
- Supply information to the Administrative Committee on what Jayme provides to Senior Focus through the Executive Director’s report.

4. Executive Director’s Request for Proposal (RFP)

Mead Wilkins requested that Council staff depart the meeting while the RFP was discussed. Vincent DeGeorge, Christine Ruf and Jayme McCourt were excused at 8:55 a.m. The committee came to consensus that the RFP will be presented to the full Council on Tuesday, March 24, 2009. It then will be published and the interview process will begin. Vincent DeGeorge, Christine Ruf and Jayme McCourt rejoined the meeting at 9:45 a.m.

5. Financial Report

Distributed but not discussed (copy attached to original minutes).

6. Executive Director's Report

Distributed but not discussed (copy attached to original minutes).

7. AmeriCorps Grant

Vincent DeGeorge noted that April 24, 2009 is the final date to submit a letter of intent if we wish to apply for the AmeriCorps Grant. Family First Council would have to provide a 24% match of the funds. We would also have to hire either eight full-time employees or sixteen part-time employees to fulfill the requirements of the grant. Lynne Castele suggested that we not apply this year until we receive more support from the community and partners with in-kind donations or financial assistance. This could be reviewed at the Strategic Planning Retreat. The committee came to consensus not to submit a letter of intent.

8. Bylaws

Lynne Castele announced the draft Bylaws have been distributed to Council. The timeline is:

Friday, March 13, 2009 - Distribute electronic copy of House Bill 289 and the draft of the revised Bylaws. (Hard copy US mailed to Billy Ray.)

Remainder of March, April and May of 2009 - Read and discuss the revised Bylaws at the respective committee meetings and submit suggestions to the Chair of the committee.

By Friday, May 1, 2009 - Chairs of Committees to send suggestions to Jayme McCourt. Jayme will compile the information from the Chairs and forward it to the Bylaws Committee.

Mike Jenks inquired about the "Chair of the Administrative Committee" and Lynne Castele referred him to House Bill 289.

9. Wellness Committee

Vincent DeGeorge announced that the Wellness Committee information will be presented to the Planning Committee on March 24, 2009.

10. Adjournment

Lynne Castele made a motion to adjourn. Pat Robertson seconded. The motion passed. The meeting adjourned at 10:10 a.m.

Respectfully submitted by,
Jayme McCourt