

**Medina County Family First Council
Administrative Committee
May 20, 2008**

Attending: Lynne Castele, Vincent DeGeorge, Mike Jenks, Scott Miller, Pat Robertson, Christine Ruf, Nick Solar, Lisa Strebler, and Phillip Titterington

Guest: Jon Bluebond

Chairperson: Lisa Strebler for Mead Wilkins (not in attendance)

Lisa Strebler called the meeting to order at 8:35 a.m. Lynne Castele made a motion to approve the minutes from April 15, 2008. Pat Robertson seconded. The motion passed.

1. Financial Report and Projection – Scott Miller

Discussion included:

ICAT contributions from Juvenile Court.

Help Me Grow contributions.

Decreased budgeted line items from Coordinator Travel, Public Relations and Family Advisory.

With the Juvenile Court contribution, Help Me Grow contribution, and Commissioners contribution the ending balance went from approximately \$98,000 to approximately \$170,000 ending balance. Some expenses were decreased.

Vince DeGeorge and Scott Miller worked on a 5 year projection.

This year had the audit process expenses that were not projected in the current budget. Medina County had one of the lowest audit fees in the State of Ohio.

Scott Miller will present a five year projection (not a budget) at the FFC meeting on May 27, 2008.

2. Help Me Grow Budget – Christine Ruf

Request for Proposals (RFP) were received from the Health Department and Catholic Charities. The RFP was published in the Gazette and on the *FamilyFirstMedina.org* web site. Next year we will revisit newborn visits projections.

3. Contract Renewal for Christine Ruf

Discussions included:

Independent contractor vs. employee status.

Supervision vs. review vs. state mandates vs. regulations.

Consultant hourly rates set by consultant.

Revised position description for Help Me Grow Project Director (copy attached to original minutes).

Scott Miller will review the job description and Chris' contract to reword her contract (copy attached to original minutes). This will be reviewed at the next Administrative Committee meeting in June.

Gather HMG Director salaries statewide and compare to Medina County.

Budget needs to be presented to council before July 1.

A motion was made by Pat Robertson to renew the contract with Christine Ruf with the following:

Change the Project Director's hourly rate from \$29.41 to \$32.00 per hour.

Leave the hours as proposed.

Contract not to exceed \$56,000.

Change the budget to reflect the limit of \$56,000.

Mike Jenks seconded the motion. The motion passed.

4. ABC Funds

Vincent DeGeorge reiterated that we may not use FAST funds for children with autism unless they have a co-morbid mental health diagnosis. We will be using FAST \$08 funds to assist with the CFIT summer camp. We can also use FAST funds for service coordination expenses that can be weaved into Amy Perrine's salary. Vince received clarification from the Ohio Department of Mental Health that ABC, 404 and FAST funds require agreement between the ADAMH Board and Family First Council as to the prioritization and use of the funds. Medina County's SFY 09 allocations are \$49,003 and FAST \$37,020. The ADAMH board agreed to use the funds for CareTeams and service coordination.

5. CareTeams Update

Vince DeGeorge noted that the CareTeams are closing and not taking on any more kids. There is a meeting on June 2, 2008 with Ken Bender and the CareTeams. On June 27, 2008 the sustainability committee will meet.

6. Senior Needs Survey

Scott Miller spoke with Steve Hambley concerning the Senior Needs Assessment. Steve would like to know where is the Memorandum of Understanding (MOU) is on this project. He also wants Family First Council as lead name on the survey as we contributed the most funding. The MOU needs to be done so it follows protocol.

Nick Solar made a motion to adjourn. Phillip Titterington seconded. The meeting adjourned at 10:30 a.m.

Respectfully submitted by,
Jayme McCourt