

**MEDINA COUNTY FAMILY FIRST COUNCIL
ADMINISTRATIVE COMMITTEE MEETING
JANUARY 19, 2010**

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

Chair: Mead Wilkins

Mead Wilkins welcomed everyone and called the meeting to order at 8:50 a.m.

1. Approval of the Minutes from December 15, 2009

Greg LaForme made a motion to approve the minutes from December 15, 2009. Pat Robertson seconded. The motion passed.

2. Coordinator's Report - Christine Ruf

A copy of the report is attached to the original minutes.

3. Youth ICAT Service Coordination Plan/Process and Approval

A discussion ensued on the Youth ICAT Service Coordination Plan/Process and the progression of the draft. It was determined to have a meeting with key people before the Planning Committee meets to review the draft. The draft and backup materials will be on the Planning Committee's Agenda for Tuesday, January 26, 2009. Backup materials will be distributed to the Planning Committee, but the draft will need updating before it is presented to full Council.

4. Administrative Committee Members

Mead Wilkins discussed the Administrative Committee membership according to the Bylaws. If anyone wishes to be a part of the Administrative Committee, he/she must present the request in writing to the Chair of Council. This is true for Administrative and Planning only. There is no maximum number of members for Planning. The maximum number of members for Administrative is 18.

Lynne Castele submitted a written request to Brad Williams, Chair of Council, to be a member of the Administrative Committee. Discussion ensued on the process. The committee came to consensus that any request must be made at the beginning of each calendar year for a one-year appointment. The person would serve February through December. It is the Chair's discretion if the person is appointed.

Jayne McCourt will provide a selection sheet for members to choose a committee at the full Council meeting on January 26, 2010.

5. Designees or Representatives on Council

According to the Bylaws, agencies that have designees or representatives on Council must select their designee or representative annually. Jayne McCourt will relay this information to the Membership Committee for action. It was also requested that the selection sheet be circulated at the November meeting in 2010 for existing Council members and then new members can select in January 2011. The designees or representatives must be renewed each year and be in writing.

6. Budget

a. Carry-over funds:

- o Mead Wilkins discussed the July 2009 to December 2009 half year budget. We have a carry-over balance of approximately \$180,000 and at this point we expected more. The Finance office reported it as a cash flow issue.

- b. Family Centered Services and Support (FCSS) Funds:
 - Council can invoice Amy Perrine's time to be deducted from the FCSS funds.
 - The Administrative Committee has requested Christine Ruf to work with the formula to have FCSS funds pay a part of Amy's salary.
 - Council must spend the funds quarterly in order to receive the funds for the next quarter.

- c. Help Me Grow:
 - Christine Ruf may have to spend funds for "Parents as Teachers."
 - Christine Ruf is investigating the possibility of a contract for someone to set up the monthly meetings and to plan group activities.

- d. Needs Assessment Funds:
 - Council must complete a formal needs assessment in the fall of 2010 for FY 2011.

7. Adjournment

Greg LaForme made a motion to adjourn. Lynne Castele seconded. The motion passed. The meeting adjourned at 9:45 a.m.

Respectfully submitted by,
Jayme McCourt