

**Medina County Family First Council
Administrative Committee
November 21, 2008**

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

Guests: Gene Goebel, Debbie Kubena-Yatsko

Chairperson: Mead Wilkins

Mead Wilkins called the meeting to order at 8:40 a.m. Pat Robertson made a motion to approve the minutes from October 21, 2008. Phillip Titterington seconded. The motion passed.

1. Executive Director's Report

A. Update on Prior Month's Activities and Priorities

Vincent DeGeorge distributed a written report and reviewed the document by bullet point (copy attached to original minutes). Discussion ensued on Help Me Grow and the financial and logistical implications if the program is removed from under the direction of Medina County's Family First Council. Vince will report on this at the Family First Council meeting on Tuesday, November 25, 2008.

B. Educational Services Center

Vincent DeGeorge will present the proposal to the school superintendents at their meeting on January 9, 2009. The proposal entails the possibility of Medina County schools contributing to the administrative fund.

2. Revised Administrative Budget

Mead Wilkins summarized the revisions in the proposed administrative budget:

- Due to a reduction in funding from the state, the HMG contribution to the administrative fund is amended in the budget.
- Strategic Planning Retreat expenses are reduced to \$3,400.
- Public Relations budget is reduced to \$4,000.
- Four contributors (JFS, ADAMH, MR/DD and Juvenile Court) requested half of their funds be directed towards ICAT services – Scott Miller will work with this.
- There is a breakdown of salaries and fringe benefits for Amy Perrine, Jayme McCourt and Linda Rao-Lemmerman.

Mead Wilkins inquired about the time spent at the Finance office on Family First accounting and the need to pay for 8 hours per week of Linda Rao-Lemmerman's salary. Mead questioned the need for those hours when the invoices are coded before submitting for payment. Scott Miller noted that Linda fully utilizes the time allotted for Family First Council and Help Me Grow bookkeeping by compiling reports, entering invoices, etc. and to keep those hours and funds in our budget.

Scott Miller initiated discussion on changing the budget from a calendar year to the state fiscal year. Lynne Castele made a motion for Family First Council to change its fiscal year period to begin on July 1, 2009 and end on June 30, 2010. Pat Robertson seconded. The motion passed. **This will be an action item for the Family First Council Meeting on November 25, 2008.**

Mead Wilkins and Scott Miller will collaborate on a six-month budget including the changes outlined above. In March of 2009 the Administrative Committee will begin developing the budget for the next fiscal year. **This will be an action item for the Family First Council Meeting on November 25, 2008.**

3. United Way Proposal

Mead Wilkins initiated discussion on a memo received from Julie King, Executive Director of the United Way of Medina County, regarding Administrative and Financial Support for Family First Council dated November 10, 2008 (copy attached to original minutes). Mead also distributed portions of the existing bylaws, section 4.2 and section 7.2.1. Nick Solar, Chair of Bylaws Committee, provided copies of the proposed bylaws of the same sections (copies attached to original minutes).

Discussion included:

- The current Bylaws do not have a provision for other agencies to contribute to Family First.
- The current Bylaws do not have a provision for other agencies to be on the Administrative Committee.
- The Bylaws Committee anticipates the revised Bylaws should be approved by July 1, 2009.
- The Bylaws are not ready for distribution for review at this time.
- If the decision is made to approve the United Way as a contributor, it would not go into effect until July 1, 2009.
- The Administrative Committee is not ready to make a decision on this request at this time.

4. Help Me Grow Budget Updates

Christine Ruf presented an amended Help Me Grow budget with a personnel change and a general revenue decrease.

A. A Catholic Charities contract staff requested family coverage to be added to her insurance. Phillip Titterington made a motion to amend the contract to include an increase of \$4,835.25. Pat Robertson seconded. The motion passed. **This will be an action item for the Family First Council Meeting on November 25, 2008.**

B Lynne Castele made a motion to approve the HMG budget with the personnel change above and a general revenue decrease. Pat Robertson seconded. The motion passed. Mike Jenks abstained. **This will be an action item for the Family First Council Meeting on November 25, 2008.**

5. Schedule Executive Session for Review of Independent Contractor

Monday, December 8, 2008 at 1:30 p.m. the Administrative Committee is scheduled for Executive Session to discuss personnel issues. A copy of the Executive Director's contract and deliverables will be distributed to the members before the scheduled meeting. Mead Wilkins requested Vince DeGeorge to provide a programmatic justification on the need to maintain the current staffing level.

Phillip Titterington made a motion to adjourn. Mike Jenks seconded. The motion passed. The meeting was adjourned at 9:53 a.m.

Respectfully submitted by,
Jayme McCourt