

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

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

Guest: Debbie Kubena-Yatsko

Chairperson: Mead Wilkins

Mead Wilkins called the meeting to order at 8:40 a.m. Greg LaForme made a motion to approve the minutes from September 16, 2008. Pat Robertson seconded. The motion passed.

1. Help Me Grow Budget Updates – Christine Ruf

Chris Ruf provided a copy of an e-mail concerning the Help Me Grow General Revenue Fund (GRF) Reductions dated 10-8-08 from Sondra Crayton at the Ohio Department of Health, Bureau of Early Intervention Services (copy attached to original minutes). Medina County's subsidy will be reduced by \$4,865 for a revised GRF award of \$105,850.

On November 1, 2008 new policies will be put in place for Help Me Grow. HMG costs will be going up due to the mandates of the new policies. Two of the mandates are that where one person used to go on a home visit, now two people have to go, and that letters must be mailed to families, so postage will increase.

One of the HMG employees is requesting family medical insurance. She is an employee of Catholic Charities. Chris is not going to propose a contract amendment at this time, because there is another Catholic Charities employee who is going out on maternity leave, therefore equaling out the funds.

HMG needs to reduce the amount of the administrative fees given to Family First Council by \$4,800. HMG has to do more paperwork with less money. MR/DD and HMG are involved in mediation and investigation on a dispute of services at MR/DD. Mediation is scheduled on October 30, 2008. The investigation is not yet scheduled.

2. Executive Director's Report – Vincent DeGeorge

A. Update on Prior Month's Activities and Priorities

Vince distributed a written report on his prior month's activities/priorities and reviewed the document by bullet point. Vince distributed a copy of a flyer concerning Ohio Family and Children First Connecting With Turnaround Ohio Initiatives (copy attached to original minutes). Vince also distributed a draft budget request to submit to the Medina County Commissioners for teen pregnancy prevention funding (copy attached to original minutes).

B. Educational Services Center

Vince contacted Will Koran about the Medina County Schools contributing to Family First Council. Will Koran will present the request to the Superintendents at the next Superintendents meeting. There was also discussion about which school district had the highest enrollment in the County. Will confirmed it is Medina City Schools according to the October 2008 statistics.

C. Wellness Recommendations

A discussion ensued on abstinence and statistics on teen pregnancy and the projected costs from 2008 through 2013.

Mike Jenks made a motion to approve the submission of the Family First Council Program Budget Requests to the Medina County Commissioners. Greg LaForme seconded. The motion passed. Debbie Kubena-Yatsko abstained.

3. Administrative Budget

Discussion and questions included:

HMG contribution to FFC.

The allotment for the strategic planning retreat.

Vince will contact Scott Miller on the proposed changes to the budget.

Can the ICAT reserve pay for ICAT children?

Are there opportunities to move funds to service areas?

Can the contribution of \$6,750 be divided amongst FFC administrative expenses and ICAT?

Funds to FFC may be easier to obtain if we designate the money to direct service delivery as opposed to administrative costs.

Insert a footnote that will indicate the split between administrative costs and ICAT costs.

How do the staffing patterns remain the same since we have no programming costs?

Staffing patterns are not changing as we are funding Ohio Children's Trust Fund and Teen Pregnancy and CareTeam. Funding went to the projects, not to the overseeing of the projects.

4. Executive Session

Greg LaForme made a motion to go into executive session to discuss personnel issues. Mike Jenks seconded. The motion passed. Vincent DeGeorge, Jayme McCourt and Christine Ruf were excused while the committee went into executive session.

Pat Robertson made a motion to come out of executive session. Mike Jenks seconded. The motion passed. Vincent DeGeorge and Jayme McCourt rejoined the meeting. It was noted that no decisions were made.

5. November Administrative Meeting

The committee will review the revised budget with the three changes suggested:

- a. The 50/50 split of contributions from Job and Family Services, ADAMH Board, MR/DD and Juvenile Court going to administration and ICAT.
- b. The HMG contribution reduction.
- c. The miscellaneous expenses being reduced to offset the HMG reduction.

Vince DeGeorge will meet with Scott Miller to discuss the revisions. The fringe benefits and salaries will remain constant until the Executive Director's contract is considered at the December administrative committee meeting. The contract is up for renewal in February of 2009.

The next meeting of the Administrative Committee will be Friday, November 21, 2008 at Job and Family Services, Berry Room "A".

Pat Robertson made a motion to adjourn. Nick Solar seconded. The motion passed. The meeting was adjourned at 10:44 a.m.

Respectfully submitted by:
Jayme McCourt