

**Medina County Family First Council  
Administrative Committee Meeting  
November 17, 2009**

**Attending:** Lynne Castele, Mike Jenks, Pat Robertson, Chris Ruf, Nick Solar, and Brad Williams

In the absence of Mead Wilkins, Nick Solar welcomed everyone and called the meeting to order at 8:40 a.m. The committee is unable to approve the minutes from October 20, 2009 because we do not have a quorum.

**1. Coordinator's Report – Christine Ruf**

Copy attached to original minutes.

**2. Catholic Charities Contract for Senior ICAT**

On October 20, 2009, the Administrative Committee requested Christine Ruf review and revise the Senior ICAT contract with Catholic Charities. Catholic Charities reduced the hourly rate to \$43.45 for 329.49 hours, plus \$1,000 for mileage. A detailed invoice will be submitted by Catholic Charities on a monthly basis. Council cannot guarantee the funding for the next year. This is a good program and needs to continue. Catholic Charities needs to pursue other funding. ***This will be an action item for Family First Council on November 24, 2009.***

**3. Family and Civic Engagement Grant**

Christine Ruf distributed a copy of a letter from the Department of Education offering the opportunity to apply for a Family and Civic Engagement Grant totaling \$26,000. Twenty-five counties in Ohio will be awarded the funds. Chris participated in the web cast for information on the grant. Council must have a collaborative effort within their county with the ESC, another school district and a community agency. The funds would be split by the ESC and Council. The grant application is due on 1-18-2010. The letter of intent is due by 12-21-09. The RFP is posted on the ODE web site. This may be very similar to the PfS process. Chris will forward details as they become available.

**4. State of Ohio Audit and Invoice for Council**

Christine Ruf received a copy of the audit and the invoice. A copy of the audit is attached to original minutes. Two issues were noted: (1) publication of the annual report and (2) the cash balance. Both issues are with the Finance Department. The invoice is \$2312.11. To pay this invoice, Chris suggested using the retreat balance and parent expense line item to pay for the audit and not use the reserve funds. The committee agreed.

**5. Strategic Plan**

Christine Ruf noted that the Planning Committee may need more time to work with the draft plan in order for it to become a final document. Comments were requested by November 11 and only one person responded. Council needs a realistic timeframe for the plan. We need to make a decision on the process and take the time to make this a workable document because these are the guidelines for the next three years.

**6. Adjournment**

Brad Williams made a motion to adjourn. Pat Robertson seconded. The meeting adjourned at 10:25 a.m.

Respectfully submitted by,  
Jayme McCourt