

**MEDINA COUNTY FAMILY FIRST COUNCIL
ADMINISTRATIVE COMMITTEE MEETING
OCTOBER 20, 2009**

Attending: Chris Jakab, Mike Jenks, Greg LaForme, Christine Ruf, Nick Solar, Phillip Titterington, Mead Wilkins and Brad Williams

Chair: Mead Wilkins

Mead Wilkins welcomed everyone and called the meeting to order at 8:35 a.m.

1. Approval of the Minutes from September 15, 2009

Greg LaForme made a motion to approve the minutes from September 15, 2009. Nick Solar seconded. The motion passed.

2. Coordinator's Report – Christine Ruf

Copy of report attached to original minutes.

3. Audit

Christine Ruf announced that the examination of our records has been completed. The Auditor of State did not have any findings.

4. Budget

Christine Ruf met with Scott Miller concerning the budget and we are in good standing.

5. Catholic Charities Contract for Senior ICAT

Mead Wilkins reiterated that due to budget cuts the ADAMH Board is unable to continue to pay for the Senior ICAT Coordinator position. Family First Council agreed to fund \$15,336 for the last three quarters of the fiscal year. There is no plan to continue this funding after this year.

Discussion included:

- The duties are outlined in the contract.
- The rate is \$75.73 per hour. This is an agency rate; travel, overhead and everything that goes into an independent contractor is included.
- The contract is with Catholic Charities, not the individual as an independent contractor.
- Catholic Charities needs to find more permanent funding.
- Who does the individual take direction from?
- Who is validating the uses of the services?
- Who oversees it?
- Who is liable?
- Who is responsible?
- Who signs off on her hours?
- Accountability issues.
- Validation issues.
- Productivity issues.
- FTE is fairly significant – what is the justification?
- Face-to-face billable hours.
- This is an inclusive, composite rate.
- What will be the continuity of services after the fiscal year?

The Administrative Committee is requesting answers to questions before approving the contract. Christine Ruf and Mead Wilkins will meet with Tim Putka of Catholic Charities and get clarification before going further.

6. SPARK

Christine Ruf announced that the United Way Early Childhood Intervention Program for 4 year olds is underway. This is a well-designed evidence based program.

7. HMG Coordinator Contract

Mead Wilkins noted that the HMG Coordinator's contract was extended to June 30, 2010 at the last Council meeting. The Family First Council Coordinator's contract was previously approved to June 30, 2010. Chris Jakab will work with Scott Miller on official language and procedure of the contracts. A discussion ensued on RFP's and Independent Contractors. Chris Jakab noted that we do not have to do a RFP process for the HMG Coordinator position.

8. ICAT Retreats

Christine Ruf reported that the Youth ICAT retreats had been held over the last few weeks. The group is reviewing coordination.

9. Planning Committee Charge with the Strategic Plan

Christine Ruf distributed a copy of the Strategic Plan draft from Dale Fortner. This document will be on the Planning Committee's agenda.

10. Adjournment

Greg LaForme made a motion to adjourn. Phillip Titterington seconded. The motion passed. The meeting adjourned at 9:20 a.m.

Respectfully submitted by,
Jayme McCourt