

**MEDINA COUNTY FAMILY FIRST COUNCIL  
ADMINISTRATIVE COMMITTEE MEETING  
NOVEMBER 16, 2010**

Attending: Mike Jenks, Greg LaForme, Brian Nowak, Pat Robertson, Chris Ruf, Nick Solar, Lisa Strebler, Sharon Tahajod, Phillip Titterington, Mead Wilkins and Brad Williams

Chairperson: Mead Wilkins

Mead Wilkins welcomed everyone and called the meeting to order at 9:00 a.m.

**1. Approval of the Minutes from October 16, 2010**

Greg LaForme made a motion to approve the minutes from October 16, 2010. Nick Solar seconded. The motion passed

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

Chris Ruf distributed her report via email with the other documents for the meeting. Help Me Grow is in 100% compliance with ODH. A copy of the report is attached to the original minutes.

**3. Sign and Execute the Help Me Grow/Family First Council Lease with Job and Family Services**

Mike Jenks make a motion for the Chair of Council to approve and execute the lease between Help Me Grow/Family First Council and Job and Family Services. Greg LaForme seconded. The motion passed. Mead Wilkins abstained. *This will be an action item for the Council meeting on November 23, 2010.*

**4. Help Me Grow Budget**

The HMG budget has been updated for FY 2010 to reflect the carryover funds, the additional 5 hours for Jayme McCourt, the moving expenses and the telephones. A copy of the budget is attached to the original minutes.

**5. Contract for Community Action and Help Me Grow**

Chris Ruf announced that Susan Slusser is retiring from Catholic Charities and will be leaving Help Me Grow on November 23, 2010. We have a new person hired by Community Action for 24 hours a week. She is very limited on whom she can serve. With the additional 12 hours per week, the Community Action caseworker can see Ohio Children's Trust Fund families and families with income over 125% of poverty. Phillip Titterington made a motion to approve the contract with Community Action to pay for 12 hours a week for \$10,274 until June 30, 2010. Lisa Strebler seconded. The funding for the hours is coming from the Catholic Charities person who is retiring. We may be offering additional hours to current staff in the future. That funding will also come from the retirement balance. The motion passed. *This will be an action item for the Council meeting on November 23, 2010.*

**6. Senior Service Coordination**

Chris Ruf reminded the Administrative Committee that the contract with Catholic Charities and Senior Service Coordination ends on December 31, 1010. Chris has spoken with Tim Putka and Tim has not received notification from Western Reserve concerning any funding. This will be an agenda item for the December 21, 2010 Administrative Committee meeting. Mead Wilkins noted that funding for older adults and APS is just not there. This issue will be followed up with Tim Putka.

**7. Job Descriptions**

Copies of the Family First Council job descriptions were distributed to the committee. The three staff members individually compiled their own job description. The Administrative Committee will review them and they will be discussed at the December 21, 2010 meeting.

Discussion:

- The FFC Coordinator job has changed since July 1, 2009 when Chris Ruf was contracted for the position.
- Medina County has nine different items to evaluate a person on and some are immeasurable items.
- Lisa Strebler will bring information from the Health Department on their evaluation process.
- Chris is exploring evaluations and keeping a file jacket on each employee.
- There are ten different items that have to be in the HR file jacket.

- Council hired the individuals, but the County Human Resources Department has all of their hiring information and paperwork.

**8. Needs Assessment**

Chris Ruf has a meeting scheduled for discussion of the Needs Assessment but will have to cancel and reschedule. Look for emails asking for your availability.

**9. Executive Session**

Mead Wilkins made a motion to go into Executive Session to discuss personnel issues. Greg LaForme seconded. The motion passed. Jayme McCourt was excused from the meeting.

Greg LaForme made a motion that the Administrative Committee recognizes there exists a systemic pattern of dysfunction and lack of understanding of prefaces and procedures. Given that, it is recommended that a mediation session be held between a representative of the Service Coordination Team, Chris Ruf and a neutral third party.

Phillip Titterington made a motion to exit Executive Session. Pat Robertson seconded. The motion passed.

**10. Adjourn**

Greg LaForme made a motion to adjourn. Brad Williams seconded. The motion passed. The meeting adjourned at 11:30 a.m.

Respectfully submitted by,  
Jayme McCourt