

**Medina County Family First Council  
Administrative Committee  
January 16, 2007**

**Members Present:** Lynne Castele, Vincent DeGeorge, Michael Jenks, Debbie Kubena-Yatsko, Greg LaForme, Linda Rao-Lemmerman, Pat Robertson, Chris Ruf, Lisa Strebler, Phillip Titterington and Mead Wilkins

**Chairperson:** Mead Wilkins

A motion was made by Pat Robertson to approve the November 21, 2006 minutes as written. Debbie Kubena-Yatsko seconded. The motion passed.

**1. Financial Report – Linda Rao-Lemmerman**

- The Administrative cash balance is \$140,296.37.
- Administrative Assistant Services now include Linda Rao-Lemmerman's position in Finance and Jayme McCourt's position with FFC.
- The Coordinator (Executive Director) Travel will be reviewed by Vince DeGeorge so that funds may be allocated correctly to the PfS Grant.
- Juvenile Court paid for two years at \$3,375 each, thus showing a 200% collection.
- The carryover dollars of PfS will be used for sustainability in SFY 2008.
- Help Me Grow and Wellness invoices are billed on a quarterly basis.
- \$1,100 was received from the state to reimburse attendees of the September 18, 2006 OFCF NE Regional Family Network meeting. Any remaining balance will not be returned to the state.
- \$550 was received from Brunswick Old Fashioned Days. The donation will be placed under ICAT.
- \$751 of donations for the Adopt-a-Family was received and \$750 was spent.

***Action items:*** ▪Finance department will number the pages of the financial report for ease of use.  
▪Chris Ruf will be reviewing HMG grants at the February 20, 2007 Administrative meeting

**2. Ken Bender Contract – Vincent DeGeorge**

Ken Bender was interviewed in late November and was hired as a Family Engagement Specialist as part of the Wadsworth Care Team under the PfS process. His term began December 1, 2006 at \$25 per hour for 30 hours, not to exceed \$22,500, ending June 30, 2007. Greg LaForme made a motion to approve the contract. Discussion on the motion included the review of the bylaws so that Vince DeGeorge may enter into contractual agreements that have been previously approved at prior subcommittees when a full committee meeting is not scheduled. This approval will be retroactive to December 1, 2006. The motion passed.

***Action item:*** ▪Place on FFC agenda for January 23, 2007 for approval of contract.

**3. PfS Americorps Update - Vincent DeGeorge**

On January 17 & 18, 2007 Vincent DeGeorge, Chris Ruf, Kelly Clapper and Katie Castele will be attending training on PfS in Columbus. The Policy and Procedure committee of PfS will continue to meet in the future.

**4. Lodi Family Resource Center – Vincent DeGeorge**

Vincent DeGeorge and Philip Titterington visited the facility recently and everything is in place. The Oaks is checking with the Fire Department on the capacity of the facility. There are still challenges with the

sublease between the Health Department and the Oaks. The Health Department has established the WIC program and will be giving available immunizations on January 17, 2007. Adolescent care is still being discussed. FFC will not have any contracts with the Oaks and/or the Health Department. This will function similarly to a Wellness Grant. FFC will have no administrative control of the operation of the Resource Center, including lease agreements.

**Action item:** •Oaks to check on capacity codes.

**5. Access to Better Care (ABC) Funds – Vincent DeGeorge**

The \$37,000 that was not used in 2006 will roll over in 2007. A discussion was held about Kelly Clapper's availability to the Juvenile Court and other individuals in need of her services. Kelly is not under the administrative supervision of FFC.

**Action items:** •Vince DeGeorge will discuss ABC issues with Kelly Clapper.  
•Jayme McCourt to draft a brochure and youth application for the ABC program.

**6. HMG Update – Chris Ruf**

Chris Ruf has been attending county-mandated meetings. HMG is finding more children are eligible for pre-school. MRDD has offered space for a pre-school and the county has opened a classroom there for children in need. The county schools are paying for it as the schools are at capacity for pre-school children.

**7. Planning Committee Strategic Plan – Debbie Kubena-Yatsko**

The strategic plan was mailed out to FFC members. The next meeting is on Wednesday, February 21, 2007 at 8:30 a.m. in the Human Services Building. At the FFC meeting on January 23, 2007 members will be asked about committee membership commitments.

**8. PfS Americorps Update – Vincent DeGeorge**

We now have 1-1/2 employees through Americorps. Bill Schneider accepted the fulltime position and is in the process of paperwork and hiring. Katie Castele's hourly wage was increased to \$11.38 per hour by the county. Her hours were also decreased. Reporting this information to the state may be problematic as the number of hours may not coincide with earlier reporting guidelines. \$2,500 from the Castele Foundation was awarded to PfS. These funds can and will be used for mentoring processes.

**Action item:** •Jayme McCourt to follow up on Katie's increase with Americorps.

**9. Family Advisory Eleemosynary Project – Pat Robertson**

Pat Robertson shared a letter from Debra Grace of the Wadsworth Salvation Army thanking the council members for their generous donations to one of the families we adopted. (Copy attached to original minutes.) Jayme McCourt mailed out thank you letters to all of the donors. Pat reported that there was an overwhelming response of clothing, household items and games for the two families chosen for the Eleemosynary project this year. A special thank you to Vince DeGeorge for the use of his Kohls charge card allowing Pat Robertson and Chris Ruf to shop before all of the funds were collected, calculated and disbursed. \$400 was charged before Vince was reimbursed by the county. \$310 of the \$400 was spent on clothing for both families. A \$50 Kohl's gift card was given to the Medina family and a \$40 Kohl's gift card was given to the Wadsworth family. A total of \$751 was donated in cash or checks including a \$100 unsolicited donation from the Medina County Drug Task Force. Of the remaining monies, gift cards to Buehlers were purchased (\$150 to the Wadsworth family and \$100 to the Medina family), and a \$100 gift card to Payless Shoes for the Medina family. Thank you to everyone who donated.

**Action item:** Pat Robertson to check with the mother of the Medina family wanting to thank the council personally at the January 23, 2007 meeting.

A motion made by Greg LaForme to adjourn; Pat Robertson seconded. The meeting adjourned at 9:45 a.m.

**Next meeting:**

**Date:** February 20, 2007  
**Time:** 8:30 a.m.  
**Place:** Hogan Room  
Job and Family Services Building

Respectfully submitted by,  
Jayme McCourt