

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

Members Present: Vincent DeGeorge, Gene Goebel, Chris Jakab, Mike Jenks, Debbie Kubena-Yatsko, Scott Miller, Pat Robertson, Philip Titterington, and Mead Wilkins.

Chairperson: Mead Wilkins

A motion was made by Pat Robertson to approve the September 19, 2007 minutes as written. Debbie Kubena-Yatsko seconded. The motion passed.

1. Financial Report – Scott Miller

Scott Miller distributed copies of the financial reports. (Copy attached to original minutes.) Items discussed were:

PfS carry-over budget revision will be worked on between Scott and Vince.

The Board of Education is moving out of the Professional Building. Second floor has finished space for HMG to stay on the second floor.

Ohio Children's Trust Fund \$26,185 was received.

FAST \$108.95 was refunded. The ADAMH board has to work with it.

Mead Wilkins and Job and Family Services is going to be stepping back our TANF contracts to control allocations. \$50,000 was cut from the \$200,000 line item. As per a prior action item, we will be drawing funds out of the administrative line item if not replaced at the end of the year. Vince DeGeorge has to sign off on the contract and look at the addendum.

2. Action items

a. Americorps – Vincent DeGeorge

Family First Council was awarded grant from Americorps and have been offered another half-time position. The local match is \$5,225. Americorps does mentoring for mental health, and Juvenile Court individuals. It was recommended that we use the ICAT/State/Other funds for this. Also use this line item to pay for other ICAT related items. The only agency that has contributed to Amy's ICAT Coordinator position is Juvenile Court. Vince is concerned about Amy's position and pay. Phillip Titterington made a motion to approve the local match of \$5225 for an additional half time position. Pat Robertson seconded the motion. All approved and the motion passed. **This will be an action item for the Family First Council meeting on October 23, 2007.**

b. Administrative Assistant – Vincent DeGeorge

After much discussion it was decided that the Administrative Committee members will give input as to updating and upgrading the job description for the Administrative Assistant. It was agreed that a \$1.00 per hour increase would be retroactive to Jayme McCourt's hire date of October 17. This discussion will continue at the next Administrative Committee meeting.

3. Executive Director Report – Vincent DeGeorge

- a. Perry Palumbo from Americorps will be visiting us on Thursday, October 18, 2007. FFC is in need another Americorps position. If you know of anyone, please refer them to Vince. A high school diploma is required for the Americorps position and the salary is \$5.32 an hour. An educational stipend is also provided. If you are full time you will receive health care benefits. A background check is run before we hire an individual
- b. Met with the schools and the after school proposals that are being formulated.
- c. Went to the NE Ohio parent meeting and met with Janice Houchins on HB289. She does not need to meet with full council. Medina County FFC has to use one of the six commitments in our papers. If you miss more than "X" amount meetings, then letters should be sent to your boards. Due to auditing processes, we need to send the letters. We held off a year and now we have to do it. Designee on certain people is allowed. Membership looks at who is missing. HB289 has attendance issues and it is required in Strategic Plan.
- d. Attended Juvenile Court advisory meeting.

e. Attended State meeting.

4. Americorps Program

Covered under (2) Action Items (a).

5. Planning Committee Strategic Plan – Debbie Kubena-Yatsko

The next meeting is on Wednesday, October 17 at 8:30. The training is all set for Friday, October 19, 2007 at Williams On-The-Lake. Chris Ruf and Vince DeGeorge went over forms for the Medina Logic model and Medina PfS at the last meeting.

6. Help Me Grow Updates – Vincent DeGeorge

We received an e-mail from Temmie Ladipo. FFC has to send in our subsidy agreement.

7. Christmas Project – Pat Robertson – Pat Robertson

We do not have a name for the Lodi family, but one was selected. Carol Andregg gave us a name of a Medina Family. Coats for Kids will purchase coats for families (authorized by Mead Wilkins).

8. Multidimensional Treatment Foster Care – Vincent DeGeorge

Per discussion at the ICAT retreat Vince will consult with Patrick Canary in regards to this type of treatment foster care and continuum of intensive services to keep kids in the county.

9. Reduction of Paper – Philip Titterington

In light of the web page becoming active, the PR committee has incorporated a calendar page. The agenda and minutes will be E-mailed everyone prior to the meeting. When you come to a meeting ONE paper copy will be available for use as a reference copy. Bring your papers with you. We have so much waste and are trying to streamline the process. The committee agreed that this is a good idea and the PR committee has their support.

A motion was made by Debbie Kubena-Yatsko to adjourn. Phillip Titterington seconded. The meeting was adjourned at 9:50 a.m.

Next meeting:

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

Respectfully submitted by
Jayme McCourt