

**Medina County Family First Council  
Administrative Committee  
April 17, 2007**

**Members Present:** Jon Bluebond, Lynne Castele, Vincent DeGeorge, Michael Jenks, Debbie Kubena-Yatsko, Scott Miller, Pat Robertson, Chris Ruf, Phillip Titterington and Mead Wilkins.

**Chairperson:** Mead Wilkins

A motion was made by Pat Robertson to approve the March 20, 2007 minutes as written. Phillip Titterington seconded. The motion passed.

**1. Financial Report – Scott Miller**

Scott Miller handed out copies of the financial reports. (Copies attached to original minutes.) The ICAT report is in its final version. Contributions from agencies will be made when funds are requested. Agency contributions will be invoiced by Linda Rao-Lemmerman. State grant monies arrive in July. The Wellness grant was invoiced to JFS.

**2. PfS Update - Vincent DeGeorge**

Vince DeGeorge has a \$9200 yearly contract to provide services to PfS. There is \$117 left for the next three months. A motion was made by Debbie Kubena-Yatsko to approve a \$3,000 increase in funds as an addendum to Vince DeGeorge's contract. Lynne Castele seconded. The motion passed. ***This will be an action item for the Family First Council meeting on April 24, 2007 for approval.***

A PfS meeting will be held on Friday, April 20, 2007 where discussion will occur about sustainability, implementation, funding, transition, and utilization of funds. Wadsworth and Medina Care teams will be on the agenda. The committees will be finalized during this meeting. PfS personnel are willing to teach the logic model and start to train teams.

**3. Help Me Grow Budget - Chris Ruf**

The Grant Proposal on Part C funds is due April 30, 2007. Medina County exceeded the numbers of individuals projected. A 19% increase in cases provided us with an additional \$70,000 from the state. Some counties were reduced because they did not perform as expected. Caseloads are running at the maximum the state allows. Paperwork takes up a great deal of time. HMG is doing more evaluations, and more requirements are mandated but not enough time is available at the current staffing level. Chris is proposing two additional part-time staff members be hired; a family support person and a service coordinator. HMG needs to increase home visits to more than one time per month, increase newborn home visits and increase travel for miscellaneous child related needs. Chris is requesting a 3% increase in pay for the HMG staff. There is no projected need for new equipment. There is a need for more office space and HMG is looking to move to the third floor of the Professional Building. Vince and staff will remain at JFS. HMG total budget is \$550,926. A motion was made by Phillip Titterington to approve the budget. Pat Robertson seconded. The motion passed. ***This will be an action item for the Family First Council meeting on April 24, 2007 for approval.***

**4. Family Resource Center Update - Vincent DeGeorge**

The lease between the Oaks and the Health Department has not been finalized. The sub-lease with the Health Department will be retroactive to January 1, 2007 once completed. Liability issues and provider services need to be in the lease. The lease is at the Prosecutor's office for review.

**5. Legislative Breakfast June 8 - Vincent DeGeorge**

A multi-county legislative breakfast is planned at the Rustic Hills Country Club on Friday, June 8, 2007 at 8:00 a.m. FFC has been given \$3,000 to host this event. ***Please note: since the writing of the minutes and publication, the date has changed to Friday, June 15, 2007.***

**6. Executive Director Report - prioritization, effort and outcome – Vincent DeGeorge**

Vince has attended:

- ICAT meetings
- PfS meetings
- All committee meetings
- State meetings
- Workforce Investment Board meetings
- Leadership Medina
- Care Team meetings
- Audit meeting - all contracts with JFS were audited this month by Clyde Crabtree.

Coordinating:

- Legislative Breakfast for Medina and surrounding counties
- Collaborative conference on autism in Medina County
- Dr. Dennis Embry's visit to Medina County

Monitoring of:

- Americorps
- Child Advocacy Center
- Access to Better Care (ABC)

Preparing RPFs:

- Ohio Children's Trust Fund
- Wellness – Teen Pregnancy Prevention Grant

A motion was made by Pat Robertson to adjourn. Mike Jenks seconded. The meeting was adjourned at 9:50 a.m.

**Next meeting:**

**Date: May 15, 2007**  
**Time: 8:30 a.m.**  
**Place: Berry "A" Room**  
**Job and Family Services Building**

Respectfully submitted by  
Jayme McCourt