

**Medina County Family First Council
Administrative Committee
May 15, 2007**

Members Present: Vincent DeGeorge, Michael Jenks, Debbie Kubena-Yatsko, Greg LaForme, Scott Miller, Pat Robertson, Chris Ruf and Phillip Titterington.

Chairperson: Mead Wilkins (not in attendance)

A motion was made by Pat Robertson to approve the April 17, 2007 minutes as written. Debbie Kubena-Yatsko seconded. The motion passed.

1. Financial Report – Scott Miller

Scott Miller distributed copies of the financial reports. (Copies attached to original minutes.) Scott had several items for discussion.

- Invoicing \$3,375 to each agency
- ICAT – Residential and ESA, JFS, COBRA. What we are paying for and whom are we paying?
- Billing JFS for residential services
- ESA cannot be used for residential
- 60 day delay from services to invoices
- Have service providers get their invoices in to be paid
- Names and confidentiality
- Scott will move \$8,633.52 to preventative services. ESA services are all preventative.
- There is a carry forward balance on PfS
- PfS does not reflect the increase to Vince's contract. Moving \$3,000 from purchased services to management services.

2. Family Resource Center – Vincent DeGeorge

The lease between the Oaks and the Health Department still 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. The Oaks and the Health Department need to work out the sublease issues soon. There is a \$300 void each month that the Health Department is not paying its portion of the rent.

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

Vince has attended:

- State meetings
- Leadership Medina
- PfS meetings
- ICAT meetings
- All committee meetings
- Care Team meetings
- Dr. Dennis Embry's seminar

Monitoring of:

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

Coordinating:

- Legislative Breakfast for Medina and surrounding counties

RFP Reviews:

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

4. PfS Update – Vincent DeGeorge

Dr. Dennis Embry spoke at the Galaxy Restaurant on May 11th, wrapping up the Wadsworth Care Team for the year. The Wadsworth Care team is re-surveying the students. The Implementation meeting on June 15th has been rescheduled to June 8th because of the Legislative Breakfast. Debbie Kubena-Yatsko is re-recruiting individuals to serve on the Implementation Committee.

5. Contract Renewal for Chris Ruf and Amy Perrine – Vincent DeGeorge

Vince recommended a 3.5% increase in salary for Chris Ruf. This would increase her salary from \$28.41 per hour to \$29.41 per hour, a \$1.00 increase. At 40 hours per week X 48 weeks, the contract is not to exceed \$56,477. Greg LaForme made a motion to approve the 3.5% increase for Chris Ruf. Pat Robertson seconded the motion. Discussion on the motion included contract vs employee status. Chris's salary is paid out of the Help Me Grow grant. Discussion also included rewriting Chris's contract to describe more accurately her job duties and responsibilities. The motion passed. ***This will be an action item for the Family First Council meeting on May 22, 2007 for approval.***

Vince recommended a 3.5% increase in salary for Amy Perrine. This would increase her salary from \$26.81 per hour to \$27.75 per hour, a 94¢ increase. At 24 hours per week X 50 weeks, the contract is not to exceed \$33,000. Debbie Kubena-Yatsko made a motion to approve a 3.5% increase for Amy Perrine. Pat Robertson seconded the motion. Discussion on the motion included the funding source of Amy's salary. Amy's job duties are more extensive than people know. Amy did not receive a salary increase on her second year of employment. She is now going into her fifth year as the ICAT coordinator. The motion passed. After review of the utilization of Amy's contract, it was decided not to exceed \$30,000. ***This will be an action item for the Family First Council meeting on May 22, 2007 for approval.***

6. Access to Better Care – Mike Jenks

The ADAMH Board may have leftover ABC funds. If they do, they plan to transfer them into the pooled funds to link kids to services.

7. Wellness Grants – Vincent DeGeorge

Vince DeGeorge requested \$299,926 from JFS. All of this amount may not be given. The Wellness Committee reviewed the grants on May 8th. The Teen Pregnancy Grant requests were discussed and the Wellness Committee had several recommendations for the requestors. JFS expressed concern over abstinence-based programs. The Committee requested that specific things be eliminated from the proposals and abstinence-based teachings was one. Abstinence is still part of the Catholic Charities proposal, but it is part of a diversified approach. The proposals are being deferred back to the requestors for resubmission. All four of the Ohio Children's Trust Fund requests were not approved. Those requestors will be asked to resubmit with appropriate wording.

8. Planning Committee – Debbie Kubena-Yatsko

The next meeting will be Wednesday, June 20th at 8:30 a.m. at the Human Services Center. The decision to promote the "PfS Lite" process will go forward.

9. Legislative Breakfast – Vince DeGeorge

The Legislative Breakfast will be on June 15th at the Rustic Hills Country Club. The Administrative Committee is invited to attend. Sandy Calvert has made good progress on contacting our area legislators.

A motion was made by Mike Jenks to adjourn. Debbie Kubena-Yatsko seconded. The meeting was adjourned at 10:25 a.m.

Next meeting:

Date: June 19, 2007
Time: 8:30 a.m.
Place: Hogan Room
Job and Family Services Building

Respectfully submitted by
Jayme McCourt