

**MEDINA COUNTY FAMILY FIRST COUNCIL  
ADMINISTRATIVE COMMITTEE MEETING  
JUNE 16, 2009**

**Attending:** Lynne Castele, Vincent DeGeorge, Chris Jakab, Mike Jenks, Greg LaForme, Pat Robertson, Christine Ruf, Nick Solar, Lisa Strebler, Phillip Titterington, Mead Wilkins and Brad Williams

Mead Wilkins called the meeting to order at 8:40 a.m. This is the last meeting with Vince DeGeorge as he will be out of town for the Family First Council meeting on June 23, 2009.

**1. Approval of the minutes from May 19, 2009**

Greg LaForme made a motion to approve the minutes from May 19, 2009. Pat Robertson seconded. The motion passed

**2. Executive Director's Report**

Copy attached to original minutes.

**3. Wellness – Ohio Children's Trust Fund (OCTF) Grants**

Vince DeGeorge reported the renewal grants for the OCTF were approved at the last Wellness Committee meeting. The updated recommendations are attached to the original minutes. These are the same amounts as last year. The Lodi Resource Center provides parent education and services that target enhanced parental supervision. The training is being funded and there are no funds used for overhead. Interim applications were sent to the state. The Children's Center started their internship program in February. The Wellness Committee needs approval by the Administrative Committee, then an action item by full Council so the state can issue the funds.

Lisa Strebler and the Health Department are concerned about the Lodi Resource Center as WIC is there in the facility. They are not getting the referrals for some of the at-risk children. Ages 0-21 are not being referred to the clinic. Lisa is in contact with Rebecca Rak.

Lynne Castele made a motion to approve the Wellness Committee's recommendations for the Ohio Children's Trust Fund continuation of the grant for FY 2010 totaling \$52,391

▪ Battered Women's Shelter	\$5,642
▪ Catholic Charities	\$9,000
▪ Children's Center of Medina County	\$5,410
▪ Oaks Family Care Center, Lodi	\$19,993
▪ OSU Extension	\$7,346
▪ Wadsworth Salvation Army	\$5,000

Nick Solar second. The motion passed. ***This will be an action item for the Family First Council meeting on June 23, 2009.*** The Lodi Family Resource Center discussion will be placed on the agenda for the Administrative Committee meeting on July 21, 2009.

**4. Wellness – CareTeam After School Programs**

Vince DeGeorge reported that the Sustainability Committee met last month. The Wellness Committee is requesting \$8,000 per school (\$24,000) from Family First Council carry-over funds for the after school programs. To cover 22 weeks would be approximately \$6,600 to \$8,000 per school, with the schools contributing another third. Teen pregnancy funds are not being asked for. This targets after school programs and at-risk behavior. At this time the match from the schools is not calculated as they would provide 25-33% in matching the funds. We should know in September. The Wellness Committee oversees prevention services and the committee will meet again in August. Original CareTeam funds were from Partnership for Success (Pfs), then from Temporary Assistance for Needy Families (TANF), then from the Medina County's Commissioners contribution.

Mike Jenks would like a breakdown of what the funds will be used for. For example, what activities are done? During school? After school? What is the budget that we are trying to fill? Vince will ask Kris Quallich to provide this information on Claggett Middle School and A.I. Root Middle School and ask Kris Quallich, Roger Wright, and Debbra Grace for information on Wadsworth Middle School. The CareTeam discussion will be placed on the agenda for the Administrative Committee meeting on July 21, 2009.

#### **5. Help Me Grow**

Mead Wilkins noted that in the past HMG has been funded with TANF and HMG transferred 10% to FFC. These funds have been the source of our reserves for the last two years. HMG's funding is in jeopardy and the days of funding FFC are probably over.

Christine Ruf noted that she submitted a Part C RFP to extend FY09 with \$80,000 from Federal funds. She has spoken with the contracted agencies and informed them we cannot enter into contracts. Catholic Charities has given layoff notices to all the staff. The one person that is left is the nurse from the Health Department and she is funded at \$68,000 per year. She is the lead on the evaluation team for Part C. Rent is \$18,000 per year. State requirements for Part C require two disciplines and we don't have the staff. We have two full time staff members provided by MR/DD.

Discussion ensued on the state of HMG, the lack of funds, the lack of staff and options to continue. It was decided to ask Christine Ruf to provide a 90 day budget for review by the Administrative Committee and approval at the Council meeting on June 23, 2009. ***This will be an action item for the Family First Council meeting on June 23, 2009.***

#### **6. Budget**

Mead Wilkins announced that agency contributions are one quarter of the prior years. At a time when the county has layoffs the contributed funds are only going into reserves. We are not actually paying for anything because we have the funds to continue operating. Vince DeGeorge noted that the \$20,000 from the Ohio Family and Children First grant is still in the budget. This grant needs to be submitted by July 31, 2009. After the approval we will then receive the allocation. Mike Jenks is uncomfortable approving a half or full year budget without more information, when we don't know what our budgets will be.

Greg LaForme made a motion to approve the FY2010 FFC Administrative Budget. Lynne Castele seconded. Discussion on the motion:

- The HMG 90 day proposal may amend the budget in the future.
- Contract for three months with Christine Ruf for HMG Services
- HMG may only be able to serve Part C kids.
- At-risk kids are being referred to other agencies to transition them out.
- Part C appointments are booked through mid-August.
- Chris Jakab will provide Christine Ruf with a contract for 10 hours per week for Family First Council Coordinator services for the full year. He will also supply a contract for Christine Ruf for 30 hours per week for Help Me Grow Project Director services for 90 days.
- The Strategic Planning Retreat line item was decreased from \$3,400 to \$2,500. Dale Fortner is \$500 and food costs are yet to be determined. This will be on the Planning meeting's agenda on Tuesday, June 23, 2009.
- Jayme McCourt will forward the proposed budget to Council for the meeting on Tuesday, June 23, 2009.

The motion passed. ***This will be an action item for the Family First Council meeting on June 23, 2009.***

#### **7. Contracted Services with Christine Ruf**

Mead Wilkins noted that the Family First Council Coordinator contract was approved at the last Administrative Committee meeting, but no deliverables were discussed.

Greg LaForme made a motion to approve the Family First Council Coordinator's contract with the deliverables from the request for proposal incorporated, at 10 hours per week for FY 2010. Lisa Strebler seconded. The motion passed. ***This will be an action item for the Family First Council meeting on June 23, 2009.***

Greg LaForme made a motion to continue the Help Me Grow Project Director contract for 90 days for 30 hours per week. Pat Robertson seconded. The motion passed. ***This will be an action item for the Family First Council meeting on June 23, 2009.***

**8. Office Move**

Christine Ruf raised the issue of Jayme McCourt moving her office to HMG as this will save on rent at Job and Family Services. When would she move and who would do the actual move? Mead Wilkins took responsibility for the move.

**9. Thank you to Vincent DeGeorge**

Chris Jakab thanked Vince DeGeorge for his years of service to Family First Council. Phillip Titterington also thanked him for his commitment to ICAT. Pat Robertson thanked him as he empowered the Family Advisory Committee.

**10. Adjournment**

Lynne made a motion to adjourn. Pat Robertson seconded. The motion passed. The meeting adjourned at 9:45 a.m.

Respectfully submitted by:  
Jayme McCourt