

**MEDINA COUNTY FAMILY FIRST COUNCIL
ADMINISTRATIVE COMMITTEE MEETING
JULY 21, 2009**

Attending: Mike Jenks, Greg LaForme, Pat Robertson, Christine Ruf, Nick Solar, Phillip Titterington and Brad Williams

In the absence of Mead Wilkins, Nick Solar welcomed everyone and called the meeting to order at 8:40 a.m.

1. Approval of the Minutes from July 16, 2009.

Greg LaForme made a motion to approve the minutes from June 16, 2009. Brad Williams seconded. The motion passed.

2. Future OFCF Meeting Attendance by the Coordinator – Nick Solar

Nick Solar announced that he, Christine Ruf and Jayme McCourt met with Teresa Reed-McGlashan, the Regional Coordinator of the Northwest Division for Ohio Family and Children First a few weeks ago. Nick inquired of Teresa what the state wants from our Coordinator, our Council, and what meetings Chris need to attend, either regional or statewide. The meeting also encompassed clarification of what reports we are required to submit. Medina County did not have representation at the June meeting; therefore we were not informed about the 20% cut from the Operational Capacity Building Grant. Teresa will be attending the Medina County Family First Council meeting on July 28, 2009.

Nick explained that every other month there is a regional meeting for the north central area. The Mansfield meeting would be the closest to Medina County. The other meeting (opposite months of the regional meeting) is when all of the state coordinators meet in Columbus. We wanted to know what the necessary meetings are and received clarification from Theresa. As Chris will be unable to attend the August regional meeting, Teresa will meet with us at a later date to review the presentation.

Jayme McCourt informed the committee about the reduction in the staffing of Regional Coordinators and explained how the remaining three individuals are now assigned around the state.

Discussion: Is there a requirement to go to the meetings?
Every other month or monthly?
Travel is frozen at the state level. Can someone else go?
Look at the agenda and then determine if attendance is necessary.

3. Coordinator Report Format Discussion – Christine Ruf

Christine Ruf inquired of the Administrative Committee what information they want from her on a monthly basis. It was decided for Chris to report on 5 to 7 important items that her time was spent on the preceding month. Chris inquired about attending the Ohio Family and Children First retreat on August 12 & 13, 2009 at Deer Creek Park. Orientation for new Council Coordinators is on the agenda for the first day. She is investigating the fee for attending.

Discussion: We need to be compliant in state issues.
What is the value of the information?
Bring back information and inform the committee what is important.

Question: How was the ten hours a week for the Coordinator's duties determined?
Chris was already involved with Council activities and could pick up the slack. There will be peaks and valleys during the year and time allocations may have to be reevaluated. Help Me Grow is on a downturn now, but when the funds are allocated from the state, then more time will have to be devoted to Help Me Grow.

4. Action Item A

Greg LaForme made a motion to approve the application for the Operational Capacity Building Funds SFY 2010 (aka Administrative Grant) for \$16,257.00. Phillip Titterington seconded. The motion passed. ***This will be an action item at the July 28, 2009 Family First Council meeting.***

5. Action Item B

Greg LaForme made a motion to approve the submission of the House Bill 289 Update & Report. Phillip Titterington seconded. Discussion: The information contained in this report is based upon the Careteams data. We have inconsistent data but the tracking of the data will be improved upon next year. A letter was sent from the state for us to collect specific data and that data was not collected. We are collecting the data but this does not commit us to what we have to do in the next fiscal year. The motion passed. ***This will be an action item at the July 28, 2009 Family First Council meeting.***

6. Action Item C

Greg LaForme made a motion to approve the submission of Ohio Children's Trust Fund Report. Mike Jenks seconded. Discussion: Next year we will have to take a good look at where we allocate the funds in 2011. Chris developed new forms for data tracking, who the grantees are serving and what their costs are. The grantees will track the data throughout the year. The committee requested that we look at the programs and see where we will get the biggest bang for the buck. We must notify the recipients on what is expected of them. With limited resources we should have limited contracts. The motion passed. ***This will be an action item at the July 28, 2009 Family First Council meeting.***

7. Action Item D

Greg LaForme made a motion to approve the submission of the Ohio Children's Trust Fund Fiscal report. Pat Robertson seconded. Discussion: These reports are due on July 31, 2009. Theresa Reed-McGlashan needs a copy of the full Council meeting minutes showing the motions that were approved. Jayme must have the full and final minutes ready for submission with this report. The motion passed. ***This will be an action item at the July 28, 2009 Family First Council meeting.***

8. Action Item E

Greg LaForme made a motion to give the Chair discretionary authority on what is published in the Public Comments portion of the minutes. Pat Robertson seconded. Discussion: Anything that is pertinent to Council can be discussed in new business. Anything important can be put in writing for distribution through flyer or e-mail. The motion passed.

9. HB 289 Five Year Plan – Year One – July 2010

Chris Ruf relayed to the committee that when speaking with Teresa Reed-McGlashan all Councils will start their five year HB 289 planning process beginning in July 2010. We will have to do the PfS process, develop a plan and address the plan for activities in FY 2011. The issues you identify in FY 2010 are what you will focus on for the next five years. We will not receive any additional funds to do this process. Teresa was asked if our strategic planning event in September would suffice. She did not think it would. Questions from the committee were: How much did we spend to do the PfS process? Is council willing to do this? What are the specifications for the grant? Is this mandated?

10. Continuation from June 2009 meeting re: Wellness:

a. CareTeam After School Programs

Brad Williams spoke with Kris Quallich and Kris has data for Chris Ruf. Mike Jenks inquired what the funding will be used for. This information was requested at the June Administrative Committee meeting. Chris will ask Julie King to attend the next sustainability meeting. The CareTeam update will be put on the agenda for the Admin August meeting.

b. Lodi Resource Center

Due to time constraints, this agenda item will be on the August 2009 agenda.

11. Action Item F

Greg LaForme made a motion to approve discretionary authority to Nick Solar, Chair of Council, to authorize additional working hours for Christine Ruf for Family First Coordinator duties. Mike Jenks seconded. ***This will be an action item at the July 28, 2009 Family First Council meeting.*** The motion passed.

12. Adjournment

Pat Robertson made a motion to adjourn. Phillip Titterington seconded. The motion passed. The meeting adjourned at 10:05 a.m.

Respectfully submitted by:
Jayme McCourt