

**Medina County Family First Council
Administrative Committee
August 19, 2008**

Attending: Lynne Castele, Vincent DeGeorge, Mike Jenks, Greg LaForme, Scott Miller, Pat Robertson, Christine Ruf, Nick Solar, Lisa Strebler, Phillip Titterton, and Mead Wilkins

Guest: Debbie Kubena-Yatsko

Chairperson: Mead Wilkins

Mead Wilkins called the meeting to order at 8:35 a.m. Pat Robertson made a motion to approve the minutes from July 15, 2008. Lynne Castele seconded. The motion passed.

1. Financial Report – Scott Miller

Scott Miller distributed copies of the financial reports (copy attached to original minutes). Scott noted that if we spent 100% of our budget, the carryover would be approximately \$145,000.

2. Executive Session – Lynne Castele

Lynne Castele made a motion to go into executive session to discuss personnel issues. Greg LaForme seconded. The motion passed. Vincent DeGeorge, Jayme McCourt and Christine Ruf were excused while the committee went into executive session.

Greg LaForme made a motion to come out of executive session. Pat Robertson seconded. The motion passed. Vincent DeGeorge, Jayme McCourt and Christine Ruf rejoined the meeting. It was noted that no decisions were made.

2. Action Items

a. Addendum to Catholic Charities and Help Me Grow Contract – Christine Ruf

Christine Ruf noted that the FY08 budget needs a line item adjustment. When the contract with MR/DD was canceled, HMG had to hire an additional person through Catholic Charities for one month. Lynne Castele made a motion to approve the addendum to the Catholic Charities contract for an additional \$3,500. Mead Wilkins seconded. The motion passed. ***This will be an action item for the Family First Council meeting on August 26, 2008.***

b. Family First Council Lease from Job and Family Services – Mead Wilkins

Mead Wilkins informed the committee that Job and Family Services will now be charging rent for the three offices for Family First Council staff. Greg LaForme made a motion to approve the lease (copy attached to original minutes) between Job and Family Services and Family First Council. Lynne Castele seconded. Discussion on the motion consisted of an actual cost basis of space and usage. Debbie Kubena-Yatsko expressed concern over some of the wording in the lease:

- A 5-year lease with no out for either party.
- No limit on rent increases.
- Normal wear and tear – sections 12 and 15, whereas 15 overrides section 12.
- Needing a 30 day out clause.
- No permission needed to enter premises.

A discussion ensued about what Family First receives now without paying rent to Job and Family Services. Greg LaForme made a modified motion to change to a one-year lease with a 30 day out clause with no escalation in rent. Lynne Castele seconded. Vincent DeGeorge will coordinate with Cheryl Scheck of Job and Family Services to change the lease. This lease will begin on July 1, 2008 and not exceed \$4,800 per year. The motion passed. Mead Wilkins abstained. ***This will be an action item for the Family First Council meeting on August 26, 2008.***

3. Organizational Chart – Nick Solar

Nick Solar distributed copies of the organizational charts that the Bylaws committee has been revising. The committee reclassified some ad hoc committees to subcommittees – Wellness, Senior Focus and Youth Advisory Consortium (which YAC is looking at a new name once it is determined what integration of services it will entail and how it will serve as an advisory system). Programs are listed under each subcommittee (AmeriCorps will run through March of 2009). Bylaws and Mid-CAT are ad hoc because of the limited nature of the committees. The gray area, ABC-FAST, Youth I-CAT and Senior I-CAT are private meetings and are not open to the public. Old and new organizational charts will be distributed to the membership on August 26, 2008.

4. Wellness Updates – Vincent DeGeorge

The Wellness Committee met and discussed the use of the remaining \$12,500 from the County Commissioners. The committee reviewed the prior grants and it was decided to award Catholic Charities Teen Pregnancy Prevention Program \$8,500 (this is not an abstinence based program) and to the Boys Club at Edwards Middle School \$4,000. Mike Jenks made a motion to award the funds to Catholic Charities in the amount of \$8,500 and Edwards Middle School for \$4,000. Phillip Titterington seconded. Discussion on the motion included:

The proposed unit cost at the point when we were funding before the Job and Family Services contract was cancelled due to federal budget cuts. No funding from the Commissioners is to go to the Lodi Resource Center. The Lodi Resource center was awarded funding from the Ohio Children's Trust Fund in July of 2008. The Health Department is concerned over where it will reside in the Lodi area. The wellness survey showed data on youth pregnancy that values on sex, drinking and drugs is the mitigating force for teens.

The motion passed. ***This will be an action item for the Family First Council meeting on August 26, 2008.***

Mike Jenks made a motion to adjourn the meeting. Phillip Titterington seconded. The motion passed. The meeting was adjourned at 10:15 a.m.

Respectfully submitted by,
Jayme McCourt