

**Medina County Family First Council
Bylaws Committee Meeting
October 8, 2010**

Members Present: Lynne Castele, Judy Leuthaeuser, Christine Ruf and Brad Williams.

Chairperson: Lynne Castele

1. Welcome

Lynne Castele welcomed everyone and called the meeting to order at 9:30 a.m.

2. Approval of the Minutes

Brad Williams made a motion to approve the minutes from September 10, 2010. Judy Leuthaeuser seconded. The motion passed.

3. Agenda

- Public Records Policy
- Record Retention Policy
- Bylaws to Reflect the Current Tables of Organization
- Policy and Procedures

4. Updates from the September 2010 meeting

Committee agreed to draft of Public Record Policy as written. This policy will be added to bylaws as an addendum. Jayme will send updated public record policy to Prosecutor's office for approval. Jayme will prepare letter for Lynne's signature. Shortly after submittal of the policy to the Prosecutor's Office, Chris or Jayme will follow up with a phone call to Carol Shockley.

5. Organizational Chart reviewed by committee.

6. Discussion

- What relation is Service Coordination Administrative Group to Standing Committee Administrative Group? Bylaws Committee discussed that the FFC Admin Committee reviews financial reports of Council which includes the pooled funding report. Committee members discussed that perhaps this fund was more of a "braided" fund rather than a pooled fund. This topic will be discussed at next Administrative Committee meeting on 10-19-10 to find out why council signs bills and whether it is a braided or pooled fund. Is there an actual account with money in it?
- Added 7.2.6 Youth Advisory Consortium (aka Early Childhood Collaborative Committee/Early Intervention). Chris to write Purpose language. The YAC committee will name the representative from that committee to serve as the statutory member of council. The Chair of Council will appoint the Chair of YAC. The maximum committee membership will be set by Chair of YAC and determined by needs of the committee.
- 7.1.5 change to read The membership of an advisory consortium shall consist. . . .

7. Next Meeting

The next meeting will be 11-12-10 at 9:30 a.m. at Medina Metropolitan Housing Authority. Committee will review what Chris has written for YAC committee and will write descriptions etc for Bylaws Committee and Adult Advisory Consortium.

8. Adjourn

Judy Leuthaeuser made a motion to adjourn. Brad Williams seconded. The meeting adjourned at 11:00 a.m.

Respectfully submitted by,
Chris Ruf