

**Medina County Family First Council
Bylaws Committee Meeting
September 9, 2010**

Members Present: Lynne Castele, Debbie Kubena-Yatsko, 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

Debbie Kubena-Yatsko made a motion to approve the minutes from June 11, 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 June 2010 meeting

- Web site link - provide link to Ohio Sunshine Laws. – Completed and the link appears on the “Minutes” home page of the website.
- Review and draft a Public Records Policy (Lynne Castele, Chris Ruf and Jayme McCourt). – Draft was emailed to the Bylaws Committee.
- Referred to Administrative Committee Article VIII, 8.1 regarding contract review for Coordinator. – Was referred to and discussed at the June 15, 2010 Administrative Committee meeting.
- Made various changes suggested by the Prosecuting Attorney’s office. – Completed and sent to the Prosecutor’s office on August 16, 2010.

5. Update Given to Council on August 24, 2010

Jayme McCourt gave the following synopsis to Council and reiterated it for the Bylaws Committee. The Bylaws Committee met in June to discuss the recommendations from the Prosecutor’s office. Changes were made and the document was sent to them on Monday, August 16, 2010 for their review and approval. Once approved by the Prosecutor’s office, it will go to full Council for approval. Since the change in the Tables of Organization, Bylaws is now a Standing Committee. Lynne Castele has agreed to stay as Chair until the selection of committees is made after the election. A Public Records Policy and a Record Retention Policy are being reviewed and written by the Bylaws Committee. At the August 24, 2010 Planning Committee, the Bylaws Committee was charged with the creation of a Policy and Procedure Manual for Council. It was felt that as Council is growing, the way we do things should be consistent and have procedures in place for anyone to follow.

6. Discussion

- Pat Robertson has resigned from the Bylaws Committee.
- Lynne Castele requested that Brad Williams contact Greg LaForme to see if Greg would be interested in joining Bylaws.
- Lynne Castele will be asking for volunteers for Bylaws at the next Council meeting.
- The Ohio Historical Society Records Retention Policy and their role in Council’s records.
- Judy Leuthaeuser will provide the Bylaws Committee with a copy of Medina County District Library’s Retention Policy.
- HMG has specific rules regarding public records.
- Service Coordinator, Mid ICAT and Senior ICAT are private and confidential records.

- Records review via written request, verbal request or identity of requester.
- The Bylaws need to reflect the current Tables of Organization to include the Adult Advisory Consortium, Bylaws as a standing committee, and Youth Advisory Consortium.
- Council agenda will include a sign up sheet to circulate for any individuals interested in the Adult Advisory Consortium.
- Changes will be made to the draft Public Records Policy and forwarded to the Bylaws Committee.
- The Records Retention information from the Ohio Historical Society will be reviewed and matter will be selected for our records retention.

7. Next Meeting

The next meeting will be on October 8, 2010 at 9:30 a.m. at Medina Metropolitan Housing Authority. Jayme McCourt and Nick Solar will not be in attendance.

8. Adjourn

Judy Leuthaeuser made a motion to adjourn. Lynne Castele seconded. The meeting adjourned at 10:45 a.m.

Respectfully submitted by,
Jayme McCourt