

**Medina County Family First Council
Administrative Committee
April 15, 2008**

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

Guest: Debbie Kubena-Yatsko

Chairperson: Mead Wilkins

Greg LaForme made a motion to approve the minutes from March 18, 2008. Pat Robertson seconded. The motion passed.

1. Financial Report – Scott Miller

Carry over for PfS money has been depleted. The \$25,000 awarded from the Commissioners will be transferred in the next 4 to 6 weeks.

2. Help Me Grow – Christine Ruf

Christine Ruf requested approval to submit the Part C application which is due on May 5th. Greg LaForme made a motion to approve the request. Mike Jenks seconded. Discussion on the motion included:

Personnel increases.

Employee vs. independent contractor for Project Director.

Funds from Help Me Grow to the Family First Council Administrative budget.

Reduction in newborn visits from prior years.

Reduction in home visits from prior years.

Request for proposals.

Mileage rates.

The motion passed. **This will be an action item for the Family First Council Meeting on April 22, 2008.**

3. Ohio Children's Trust Fund – Vincent DeGeorge

Vincent DeGeorge requested approval to submit the application to the state for \$52,390. Greg LaForme made a motion to approve the request. Pat Robertson seconded. The motion passed. **This will be an action item for the Family First Council Meeting on April 22, 2008.**

4. Executive Director Contract – Debbie Kubena-Yatsko

Debbie Kubena-Yatsko provided copies of a proposed contract for Vincent DeGeorge (copy attached to original minutes). Discussion included:

Establishment of goals.

How to prioritize goals.

Bylaws review needs to reflect the changes of responsibilities.

Establish priorities of Council.

Guidance from Administrative Committee.

Wording on Article II – C – travel and mileage.

Remove word "wishes"

Lynne Castele made a motion to accept the contract with the changes discussed. Mike Jenks seconded. The motion passed. **This will be an action item for the Family First Council Meeting on April 22, 2008.**

5. PfS Request from Senior Focus – Mead Wilkins

Mead Wilkins gave a synopsis of the PfS request from Senior Focus. This money was originally slated to come out of the reserves but that was before TANF was cut. Where does this now fit in our prioritization? Take from reserves? We are missing details to make an informed decision on this request. Vince DeGeorge noted that in October 2007 a commitments was made to the groups seeking funding through the PfS training and \$30,000 was set aside from the reserves for this purpose. Greg LaForme noted that this request would consume 5% of our reserve. It was decided to ask the Executive Director to come back to the Administrative Committee with a detailed overview of the Senior Focus proposal.

6. 2008 Heartland Hero – Vincent DeGeorge

Congratulations to Debbie Kubena-Yatsko as she was selected as a Heartland Hero from the American Red Cross. A copy of the press release is attached to original minutes.

Phillip Titterington made a motion to adjourn. Pat Robertson seconded. The meeting adjourned at 9:50 a.m.

Respectfully submitted by,
Jayme McCourt