



MEDINA COUNTY FAMILY FIRST COUNCIL

MINUTES OF JUNE 22, 2010

MEMBERS PRESENT

1. Andregg, Carol Family Representative
2. Barlow, Betty Oaks Family Care Center
3. Calvert, Sandy HANDS Foundation
4. Castele, Lynne Family Representative
5. Hudson, Nancy OSU Extension
6. Jenks, Michael ADAMH Board
7. Kasten-Krause, Melanie Society for Handicapped Citizens
8. Kauffman, Kevin Samaritan Care Center and Villa
9. Kubena-Yatsko, Debbie Medina Metro Housing
10. LaForme, Gregory Medina County Achievement Center
11. LaMar, Michelle Community Services Center
12. LeSure, Suzanne Cornerstone Wellness
13. Manes, Jan Medina County Board of Developmental Disabilities
14. Meador, Barbara Community Action
15. Nowak, Brian Medina County Drug Abuse Commission
16. Putka, Tim Catholic Charities
17. Quallich, Kristine Medina City Schools
18. Shema, Timothy Domestic Relations Court
19. Simon, Betsy Family Representative
20. Solar, Nick City of Brunswick
21. Strebler, Lisa Medina County Health Department
22. Titterington, Phillip Juvenile Court
23. Wilkins, Mead Medina County Job and Family Services, Chair-Elect
24. Williams, Bradford Solutions Behavioral Healthcare, Chair

GUESTS PRESENT

1. Hildreth, Kristen Medina County Health Department
2. Lacy, Sue Round River Consulting
3. Pichola, Kathleen Round River Consulting
4. Shook, Kathe Catholic Charities, Senior ICAT

STAFF PRESENT

1. McCourt, Jayme Administrative Assistant
2. Ruf, Christine Coordinator and Help Me Grow Project Director

1. WELCOME, CALL TO ORDER AND INTRODUCTIONS

Brad Williams welcomed everyone and called the meeting to order at 9:05 a.m. Introductions were made. A quorum was established.

2. COORDINATOR'S REPORT

Chris Ruf's Coordinator's Report was distributed with the other minutes and committee reports (copy attached to original minutes). Highlights include:

- HMG At Risk Program is now the Home Visitation Program. The enrollment criteria have changed.
- Chris met with Lisa Strebler from the Health Department and Joyce Giles and Debra Miskell from Medina Hospital for referrals to the program.
- Grant applications for HMG need to break down GRF's, Home Visitation Program and Part C.
- Chris will be facilitating and chairing the six Senior Survey Recommendation chair meetings.

3. APPROVAL OF MINUTES AND COMMITTEE REPORTS

Debbie Kubena-Yatsko made a motion to approve the minutes and committee reports. Sandy Calvert seconded. The motion passed.

4. ACTION ITEMS

i. Greg LaForme made a motion to approve the extension of Chris Ruf's contracts (FFC and HMG) for three months to ensure that the contract is written correctly and fairly and is faithful to her present duties and expectations. Mead Wilkins seconded. The motion passed.

ii. Greg LaForme made a motion to approve the HMG budget for SFY 2010/2011. Jan Manes seconded.

Chris Ruf distributed the budget and gave a brief synopsis:

- \$445,291 Part C Regular, Part C AARA and GRF funds
- \$35,214 Ohio Children's Trust Fund
- \$480,505 total funding
- \$44,529 transfer of 10% of the total budget to FFC
- \$245,000 for eight staff contracts from Catholic Charities
- \$70,200 for one staff member from the Health Department
- \$4,000 for newborn home visits
- \$50,000 for the HMG Project Director
- Three staff members from MCBDD and one staff member from Community Action are donated
- Lease, office supplies, phone etc. are also included

Discussion:

- HMG has been contemplating moving their offices to JFS. There would be no increase in rent. This has not been approved by the Commissioners.
- Newborn home visits can only be used for first time mothers identified during pregnancy by the Health Department. If HMG moves under the Department of Education, then the schools may be the provider and we can use the levy funds from the Health Department to pay for HMG.
- There is legislation before Congress on Health Care Issues.

Barb Meador, Tim Putka, Betsy Simon and Lisa Strebler abstained. The motion passed.

iii. Greg LaForme made a motion to approve using reserve funds to pay for FCSS expenses until the Service Coordination Mechanism is approved by the state. Once the funds are received, we will replenish the reserves. Mike Jenks seconded.

Discussion:

- This is approximately \$34,000 to work with families who do not require residential services. This is for non-residential services only. The Service Coordination Mechanism is being revised. If we do not have a plan, then we will not be approved for the FCSS funds. We will not receive funds until the plan is submitted. The use of the reserve funds keeps the family being served by providing summer activities. We believe the funds will be retroactive to July 1, 2010.

Lynne Castele abstained. The motion passed.

5. CROSS CUTTING TOPIC - ORGANIZATIONAL CHARTS

Mead Wilkins noted that the Organizational Chart was obsolete and is in the process of being revised. This topic came to light at the recent Senior Issues Summit. The current table tried to combine several processes and was confusing. The Bylaws will eventually be amended to reflect this. Council was given a copy of the three charts (copies attached to the original minutes). The charts will be reviewed and revised and will be an action item for voting at the next Council meeting.

COMMITTEE STRUCTURE

- Wellness manages the Ohio Children's Trust Fund.
- Wellness previously had TANF funding but is no longer a program.
- Wellness would now be under YAC as it is a youth program.
- Moved the Bylaws Committee from ad hoc to a standing committee.
- Created an Adult Advisory Consortium by bringing all the adult services under one umbrella, as YAC is to youth services.
- Planning and Administrative are on an equal level.

Discussion:

Why is Youth ICAT under YAC? Issues about youth can be discussed at YAC but individual cases will not be discussed. YAC looks at the gaps and outcomes that we identify in the service coordination. YAC would be the avenue to discuss it at Council. YAC recognizes it is a work in progress. This is another step in the development and functioning of the consortium. Council needs to look at how we report out, manage activities and community issues. YAC identifies the gaps, identifies the needs and discusses it at Council meetings. Early Childhood Collaborative Group is mandated by the ORC. YAC is an advisory group that advises HMG. YAC is Medina County's group. This is informational sharing and brainstorming and not a reporting factor for Youth ICAT. Data, patterns and trends are brought to YAC then eventually the information will be brought to full Council. There are very similar issues for youth and adults. The Youth ICAT Administrators are a subset of the Administrative Committee, as some of the same individuals are on both. The Chair of YAC is on Planning and issues are brought to Planning for discussion. The Chair of the Adult Advisory Committee will also be on Planning. Delete the word ICAT from Youth Service Coordination. The advisory groups are desired to look at needs and gaps. This provides a place for it. Head Start, the Health Department and FFC need this advisory group.

CHAIN OF COMMAND

The Chain of Command listing is to capture the current state of Council. The Bylaws were written before the charts were established. We are not limited by the Bylaws. The "Committee" box will be removed. Discussion ensued on chairs of the committees.

COORDINATOR RESPONSIBILITIES

This listing is to capture the melding of the two responsibilities. HMG is a huge program that is a major responsibility for the Coordinator. The responsibilities list: HMG, FFC staff, and financial. Change "Seniors" to "Senior ICAT" and change "Placement" to "Youth ICAT" under the financial responsibilities.

The above mentioned changes will be made and the documents will be discussed at the next Council meeting. Once approved, the charts will go to the Bylaws Committee for updates to the Bylaws.

6. COMMITTEE REPORTS

i) ADMINISTRATIVE

Mead Wilkins reported that Chris Ruf's yearly evaluation is due and the Administrative Committee will be setting up a meeting to discuss this. This is to just get the process right, not a reflection on Chris. Greg LaForme noted that Chris has done a marvelous and heroic job this past year in leading FFC.

ii) FAMILY ADVISORY

In the absence of Sharon Tahajod, Lynne Castele reported the Family Representatives have been working on the Service Coordination Mechanism. FAC is not responsible for the Back to School Rallies. All of the dates have been published.

Chris Ruf announced that Lynne Castele was recently honored as a Parent Advocacy Connection Advocate of the year for region 3. Excerpt from the award: *The Parent Advocacy Connection is dedicated to educating parents so that they can effectively partner with professionals and together achieve best outcomes for Ohio's children. Lynne Castele exceeds the expectations of PAC advocates by tirelessly working towards the improvement of services for children with special needs and the strengthening of parent participation in decisions regarding care, treatment and services for their children. She understands and advocates in a way that clearly shows her belief that parents, despite their own exceptionalities, cultures and personal histories, know their children best. Lynne Castele sets a high standard of professionalism, compassion and learning that all of Ohio's advocates should strive to achieve.* Chris presented Lynne with a daylily plant. Congratulations Lynne!

iii) MEMBERSHIP

In the absence of Judy Leuthaeuser, Brad Williams reported the Membership Committee will meet on Wednesday, July 14, 2010 at 9:30 a.m. The committee will discuss and evaluate the current Council openings, review member attendance at Council and committee meetings and the responsibilities of the Membership Committee.

iv) PUBLIC RELATIONS

Phillip Titterington reported the Public Relations Committee reviewed the Strategic Plan Program Goal D 2 through 5. PR is charged with looking at Social Media. At the meeting last week Jayme McCourt's daughter Kelly, spoke to the committee about Facebook. We had a spirited conversation and diligently researched the topic. Kelly McCourt showed us how to create a page and how to maneuver the site. It is the PR Committee's recommendation to NOT engage Facebook on the FFC website. There is more potential for harm than for benefit for Council. There are individual agency links on the website. If you feel that FFC needs to be on Facebook, you are invited to come to the next PR meeting on July 15, 2010 at 9:00 a.m. to review the issue. The committee's recommendation is not to proceed with Facebook. A formal recommendation will be next month.

Several months ago the website had a server crash and the data page was not functional. The data is being restored and is about three-quarters complete. Once it is fully populated we will send another request to have your agency link to ours. Also, we can then form a speaker's bureau. The committee is looking at old brochures and updating them. Once the tables of organization are approved then we can look at the brochure to make sure it is correct. The goal of PR is to meet the Strategic Plan's recommendations.

v) PLANNING COMMITTEE

Brad Williams noted that the Planning Committee met this morning and focused on the Tables of Organization. Those charts were discussed previously in this meeting. There will NOT be a meeting in July 2010. The committee will reconvene in August 2010.

(a) SUBCOMMITTEES

1. WELLNESS

In the absence of Diane Dockrill, Brad Williams noted the Wellness Committee minutes were distributed with the agenda (copy attached to original minutes). The next meeting is August 6, 2010.

i. CARE TEAMS

Phillip Titterington noted that the Sustainability Committee will be meeting on July 16, 2010.

2. SENIOR FOCUS

A written report was sent out with the agenda (copy attached to original minutes). Chris Ruf reported that Senior Focus and Senior ICAT came together on May 11, 2010. We are hoping with the reorganization of Council committees and the addition of the Adult Advisory Consortium (AAC) some of the senior issues will be worked out. We need to continue to show support for seniors.

3. SENIOR ICAT

Kathe Shook announced that Medina County Senior ICAT was invited to report at the Summit on Aging. Trumbull, Summit and Medina were asked to present to probate judges. We are the only county that provides service delivery. The Elder Justice Act may be mandated throughout the state. We reported on how we started in 1998 and how we kept it together. The most important thing we have is trust, relationship and coordination amongst the agencies. The model was built from the bottom up. We received very positive feedback and they were very interested in what our county has. Senior ICAT continues to meet every other month.

4. YOUTH ADVISORY CONSORTIUM

Jan Manes noted that YAC met on June 1, 2010 where updates were given on all the respective agencies. The Early Childhood Development Center will be physically moving by October 1, 2010. The funding streams will follow. Items discussed at the meeting were: mental health funds, Part C funds, the Ohio Department of Health and the Ohio Department of Education. The MCBDD budget and other things are on hold until after the election. Jan announced that the MCBDD won the Buckeye Best Award. Lisa Strebler noted that the Obesity Prevention program identified some needs and those items were changed.

5. YOUTH ICAT

Chris Ruf reported that work on the Service Coordination Mechanism is continuing. Tomorrow is the SCM meeting and anyone is welcome to attend. We will be working from the current draft. Mead Wilkins facilitated the last meeting. The meeting on June 23 will have an outside facilitator. Chris arranged for this facilitator that is unbiased and neutral. Nancy Hudson directed Chris to Bill Grunkemeyer who works for OSU Extension in Wooster. He will facilitate the meeting at no charge to Council. Last week Amy Perrine, Lynne Castele, Chris Ruf and Stephanie Reau met with Bill and gave him some history and feedback on the process. His goal is to keep the process moving forward. Bill has a handle on what we need and asked good questions. The latest draft will be displayed on the wall for all to see. The SCM must be sent to the state for approval. We do not receive funding until it is approved. We are hopeful that the plan will be finished tomorrow and be able to bring the final to Council for approval in July. Chris noted that only the youth portion of service coordination is mandated.

6. MID ICAT

Chris Ruf reported that Amy Perrine is chairing Mid-ICAT. This year they have served seven families and only one is a case. Transportation is one of the major issues. Disabled people who are married are not eligible, as they make just a little bit too much money. It is the same thing with the eligibility of some seniors.

Carol Andregg asked if anyone from transportation has been approached to be on Council. Transportation is a big issue in our county. They would be a welcomed and important member at the table. Suzanne LeSure suggested transportation

be a cross cutting agenda item. Invite someone from transportation to come to the September Council meeting for a presentation and Q&A session. Transportation goes across the age span. Debbie Kubena-Yatsko will take this issue to the Membership Committee to extend an invitation.

(b) AD HOC COMMITTEE

1. BYLAWS

Lynne Castele announced that Council received a letter from the Prosecutors office about certain items we need to change in the Bylaws. The Bylaws Committee met and reviewed the concerns. The Bylaws will be sent to the Prosecutors office to review before we give it to Council for approval. The Bylaws Committee will be changed to a standing committee with the recent changes in the Table of Organization. The Bylaws Committee is looking at a Public Records Policy and will be an appendix to the Bylaws. The Commissioners will receive a list of what we want to destroy and then it must go to the Ohio Historical Society for approval. The Historical Society meets twice a year.

7. UNFINISHED BUSINESS

None.

8. NEW BUSINESS

None.

9. PUBLIC COMMENTS

Kathleen Picola, a representative at Round River Consulting, thanked Chris Ruf and Jayme McCourt for their assistance with the Community Health Needs Assessment project. Jayme emailed you the overview of the five county project. Kathleen distributed information to Council members (copy attached to original minutes). Jayme also sent the letter from the CEO's of the three area hospitals. Round River Consulting is producing a health assessment that will be publicly available. They are looking for participation in the second phase by distributing surveys and recruiting people for focus groups.

10. ADJOURNMENT

Phillip Titterington made a motion to adjourn. Lynne Castele seconded. The meeting was adjourned at 11:06 a.m.

Respectfully submitted by:
Jayme McCourt