

**MEDINA COUNTY FAMILY FIRST COUNCIL
ADMINISTRATIVE COMMITTEE MEETING
AUGUST 17, 2010**

Attending: Mike Jenks, Greg LaForme, Tim Putka, Chris Ruf, Nick Solar, Lisa Strebler, Sharon Tahajod, Phillip Titterington, Mead Wilkins and Brad Williams

Chairperson: Mead Wilkins

Mead Wilkins welcomed everyone and called the meeting to order at 9:00 a.m.

1. Approval of the minutes from July 20, 2010

Greg LaForme made a motion to approve the minutes from July 20, 2010. Nick Solar seconded. The motion passed

2. Senior ICAT Discussion - Tim Putka

Mead welcomed Tim Putka to the meeting to discuss Senior ICAT. Tim reported the following:

I. Funding

- A. Catholic Charities has applied to Western Reserve Area Agency on Aging (WRAAA) FOR \$25,000 to provide supportive services (a category of services funded by WRAAA). \$11,900 represents the salary and share of benefits for the Program Director (Kathe Shook) to provide those services to ICAT cases. The remainder, \$13,100, represents salary and benefits of two part time case managers that will provide supportive services to Senior ICAT and Catholic Charities cases.
- B. State of Ohio – Attorney General – Volunteer Guardianship Program - \$10,000 - Advisory Panel of Probate Court – Supports proposal – Request of \$10,000.
- C. Submitted – Medina Eagles to support Sr. ICAT
- D. Will submit to Brunswick Eagles
- E. Preliminary discussion w/ADAMH Board
- F. Scheduling meetings w/Hospitals

II. What does Sr. ICAT do for funding?

- A. Provides leadership to a community collaborative that provides clinical problem solving and consultation in the home or on the phone to the elderly.
- B. Meet face-to-face w/the care recipient & caregiver to clinically assess, educate, counsel, develop a service plan, navigate services systems & advocate for quality care.
- C. Evaluate & monitor to maintain client w/independence in the least restrictive environment.

III. Additional Services Provided by Sr. ICAT

- A. Provision of info about benefits
- B. Assistance in applying for benefits, including completion of forms
- C. Provision of info about available services
- D. Referrals to appropriate resources & other service providers
- E. Assistance in contacting resources & other service providers
- F. Follow-up to referrals
- G. Coordination w/other professional services

IV. Numbers Served in the Past Fiscal Year

- 152 non-duplicated cases were provided a skilled assessment to determine health, mental health status, functional capacity, home situation and caregiver needs by licensed SW or RN
- 133 additional people were served over the telephone
- On average contact lasted approximately three months
- 10 Primary ICAT cases
- 65 caregivers served in group or face-to-face

V. Outcomes

- 88% of the participants served reported an improved quality of life
- 84% participants have increased ability to utilize community resources. Older adults are often reluctant to accept supportive services because of:
 - Fears & misunderstandings of the system
 - Pride
 - Need for control
 - Fear of being a burden
 - Fear of placement

- 88% clients served remaining in the least restrictive environment

VI. Kathe Shook – Snapshot report – 2 wks. July 7-21

- A. 20 new referrals – all of these cases
- B. Referral sources – reviewed by Kathe Shook
 - 5 Skilled Home Health Agencies
 - 4 Area Hospitals
 - 3 APS/JFS
 - 3 Families
 - 1 Church
 - 1 Nursing Home
 - 1 Fire & Rescue
 - 1 Hands Foundation
 - 1 Self
- C. 60% presented with complicated family matters
 - Mental health issues/coping
 - Level of care concerns
 - Safety/Risks issues

VII. Case Referred by Wadsworth Rittman Hospital Social Work dept.

- A. 76 yr. old female, complex medical problems, financial difficulties, mental health issues, four generations in the home due to loss of jobs.
- B. Clinical Assessment

There was limited understanding of medical problems.

KS & Case Manager response – Education & prevention indicated

There are enormous stress and adjustment issues as a result of four generations living under the same roof.

KS & Case Manager response – Listening, validation, self-care strategies re: healthy boundaries, direct communication, and counseling.

There is limited knowledge of community support & resources

KS & Case Manager response – Educate, follow up, advocate for in-home skilled care

Negotiated a family plan to reduce demands on client

KS & Case Manager response – Negotiate family plan to help with activity of daily living (ADL)

VIII. Kathe Shook's Time

- A. Tracked last 9 months of her time
- B. 42 hours per month billed
- C. Services Provided

Triaging @ 7 hrs. per month

1. Appropriate referral for agency
2. Who else in community can do this
3. Assign our clinicians to more difficult cases
4. Give family “magic words” appropriate language to access service
5. Clients & family members don't know what to say & how to execute
6. Family clueless on how to take care of mom when discharged
 - a. New Diet
 - b. New Medicine
 - c. Not connected
 - d. Therapy schedule
 - e. Discharged – on plan, but most times given to older adult –“not caregiver”
7. Assess, screen, problem solve, empower the older adult or family to be their own managers. Client does the work & if they can't figure out – get back to use.
8. Save dollars for more clinically challenged cases

Preparation & ICAT Meeting. @ 10 hrs. per month

1. Attendance at meeting
2. Setting agenda
3. Correspondence & conversation with ICAT members
4. Cases that cannot be resolved by community agencies
5. Problem Solving
6. Interventions & strategies

Support Current Caseload @ 1.5 hrs. per month

1. Oversee current cases
2. Ongoing consultation w/open cases
3. Pre-ICAT cases discussed

Data @ 1 hr.

1. Data Collection

Format & Process @ 6 hrs. per month

1. E-mails/telephone calls re: ICAT
2. Format/Process/Administrative aspect of ICAT
3. Operational aspect of running ICAT

Meeting Time @ 15 hrs. per month

1. Community mtgs. – Senior Focus, Family First, Regional meetings-WRAAA, Volunteer Guardianships, Older Abuse Consortium, Social Policy Committee.

Question and Answer Session:

Q. Is there coordination between Passport and Senior ICAT?

A. Most of the WRAAA funds go to Cuyahoga County. There are no funds for caregivers. There is a limited amount of funding. Medina County funds go to OOA. If Catholic Charities receives funds it would be \$25,000 starting January 1, 2011.

Q. If Catholic Charities receives the \$25,000 will you need the \$10,000 from Council?

A. The \$25,000 could supplant the \$10,000 from Council. We are hoping to be the recipient of some of the grant funds but demographics come in to play.

Q. Is the \$25,000 additional funding? Or used in the current way?

A. It is the same funding. It cannot be used for counseling but can be used for supportive services.

Q. What would the funding from the Eagles be?

A. A few thousand; anywhere from \$1,000 to \$5,000.

Q. What did Council approve?

A. \$10,000 until December 31, 2010.

Mead Wilkins noted that there are a few things that can happen:

- Council can decide to create an indefinite outcome.
- Council can say they are sorry and are not going to fund Senior ICAT any longer.
- Council can decide to pay some portion, perhaps \$5,000.
- The Adult Advisory Consortium, the Office for Older Adults and Adult Protective Services can work to fill in the needs as it hasn't been before.
- Use pre-existing community resources.

Chris Ruf noted that Council needs to contact the new Director of OOA to see what the relationship is going to be between Senior ICAT, Senior Focus and Council.

Other notes:

- Mid ICAT meets twice a month and is about \$4,000 to \$5,000 a year in salary.
- WRAAA would pay for Kathe, but it could not be used for the areas where it was used. There is no funding for counseling for caregivers.
- Other areas would have a negative impact.
- The Administrative Committee requested Tim Putka report this information at a future full Council meeting.

3. Coordinator's Report – Chris Ruf

Chris spent time on finalizing reports and HMG conference calls. The Operational Capacity Building Grant was approved. A copy of the report is attached to the original minutes.

4. Ohio Children's Trust Fund Update

Chris Ruf announced Wellness had OCTF as one of its programs and Wellness is now under YAC. Funding from OCTF was awarded to five grantees. Chris distributed a copy of the final report (copy attached to original minutes). The program served more people than we anticipated. Chris had to take five individual reports and merge it into one and it took several hours to compile the report. The follow-up of the reporting process should be a factor in the award process for next year. YAC will now

have the responsibility to review the grants next year. We will have a larger unbiased group for the review process.

The OCTF will be a Cross Cutting Topic at the full Council meeting on August 24, 2010. The outcomes and numbers of individuals and families served will be discussed.

5. HMG Move Update

Chris Ruf received the approval from Chris Jakab for HMG and FFC staff to move to JFS. The staff at HMG will give up a little bit of space by moving, but the parking, the meeting rooms and the restrooms will be much better for us. The move will most likely take place in late October. Chris distributed a copy of the HMG budget (copy attached to original minutes). The expenditure for the move would be \$7,100 for technical (moving our network to JFS, the purchase of new phone system and setting up the computers and Internet), \$2,700 to Parma Movers and \$600 for miscellaneous expenses, for a total of \$10,600. HMG has a carryover balance and we can use GRF funds for the move.

Greg LaForme made a motion to approve the moving costs for HMG. Nick Solar seconded. The motion passed. *This will be an action item for the August 24, 2010 Council meeting.*

6. Increase of Hours

Chris Ruf reported that Jayme McCourt is doing a significant amount of work for HMG. There is a software package for Parents as Teachers as well as the grant for OCTF. Jayme has spent time getting the system up and running. Since one of the Intake Specialists did not increase her hours, there are HMG funds available for clerical support. HMG is asking for additional \$4,123 for an additional 5 hours per week for Jayme McCourt. Jayme will then be working 20 hours for Council and for HMG. With the funding for the move and the additional hours HMG will still have a carryover balance of \$22,000.

Greg LaForme made a motion to increase by 5 hours clerical support by Jayme McCourt for HMG. Lisa Strebler seconded. *The motion passed. This will be an action item for the August 24, 2010 Council meeting.*

7. Bylaws Update – Jayme McCourt for Lynne Castele

The Bylaws Committee met in June to discuss the recommendations from the Prosecutor's office. Changes were made and it 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.

8. Service Coordination Mechanism

Chris Ruf received notification that the SCM was not approved by the state. There were eight areas of concern that need to be revised. A copy of the "Team Reviewer's Summary" is attached to the original minutes.

Areas of concern are:

- The people attending the meetings.
- The release of information.
- Who developed the plan?
- Oversight committee could be our clinical team.
- The core team has to have the family's approval.
- Criteria – ours is the same as Wayne County but ours was not approved. Wayne County has a "diversion team" which is more of an advisory group.

Chris noted that some of the corrections are simple to do but others are more detailed. The Administrative Committee suggested that Chris Ruf, Sharon Tahajod and Phillip Titterington work on this process for resubmission. The Clinical Team would be the Oversight Committee. Amy Perrine develops an individualized process. The SCM needs to be a flexible process.

9. Agenda Items to be Discussed at the Planning Meeting

- Adult Advisory Consortium
- Chairperson
- How to blend Senior ICAT, Senior Focus and Mid ICAT into AAC.

10. Adjournment

Nick Solar made a motion to adjourn. Lisa Strebler second. The meeting adjourned at 10:15 am.

Respectfully submitted by,
Jayme McCourt