

**Medina County Family First Council  
Administrative Committee  
March 18, 2008**

**Attending:** Lynne Castele, Vince DeGeorge, Mike Jenks, Debbie Kubena-Yatsko, Greg LaForme, Scott Miller, Pat Robertson, Christine Ruf, Nick Solar, Lisa Strebler, Phillip Titterington, Mead Wilkins

**Chairperson:** Mead Wilkins

Greg LaForme made a motion to approve the minutes from February 19, 2008. Pat Robertson seconded. The motion passed.

**1. Financial Report – Scott Miller**

Scott Miller distributed the financial reports (copies attached to original minutes). No discussion was held on the financials. **Action item:** Correction to the January 15, 2008 minutes. The Juvenile Court Pooled funds utilized to pay a portion of Amy Perrine's salary are depleted and therefore cannot be transferred to the Administrative Budget. Greg LaForme made a motion to correct the previously written minutes. Phillip Titterington seconded. The motion passed.

Vince DeGeorge announced that the Medina County Commissioners funded Family First Council \$25,000 towards teen pregnancy prevention. An article appeared in the Medina Gazette on March 18, 2008 (copy attached to original minutes). Family First Council requested \$149,000 and received \$25,000. The funds are to go towards the teen pregnancy prevention and CareTeams. The Wellness Committee will have to decide where to best utilize the funds. The funds will be available after July 1, 2008. Family First will request funding again in 2009.

**2. Help Me Grow and the Request for Proposal (RFP) Process – Christine Ruf**

Christine Ruf noted that Family First Council is under the audit of Job and Family Services. When the auditor, Clyde Crabtree, conducted the last audit, he stated that HMG has to do a RFP process for the positions at Help Me Grow. This entails writing the proposal, notification to the community, receiving the requests and scoring the requests. JFS has RFP drafts that HMG can look at to write the proposal. Mead Wilkins will investigate a Memorandum of Understanding (MOU) vs. an RFP, as not all counties conduct the RFP process.

**3. Contract Deliverables – Mead Wilkins**

The Administrative Committee did not get an opportunity to review the contract for the Executive Director before the Full Council meeting last month. At the FFC meeting in February, Family First granted a 2 month extension on the contract with a 3% increase in salary. Debbie Kubena-Yatsko reviewed the contract deliverables for the Executive Director (copy attached to original minutes). Debbie read line by line the listing that was proposed for the 2008-2009 contract. After extensive discussion, it was decided that Mead Wilkins, Debbie Kubena-Yatsko and Lynne Castele will re-review and/or rewrite the deliverables, ask the prosecutors to review it and come back to the Administrative Committee. Mike Jenks provided a written suggestion on what contract deliverables are appropriate (copy attached to original minutes).

**4. PfS Request – Mead Wilkins**

Mead received a request from Senior Focus for funding of \$7,000. Mead will speak with Scott Miller to see if we can provide the funds for this venture. This request will be reviewed at next Administrative Committee meeting.

Nick Solar made a motion to adjourn. Pat Robertson seconded. The motion passed

The meeting adjourned at 10:00 a.m.

Respectfully submitted by,  
Jayme McCourt