

**Medina County Family First Council
Administrative Committee Meeting
November 20, 2007**

Members Attending: Lynne Castele, Vince DeGeorge, Gene Goebel, Mike Jenks, Debbie Kubena-Yatsko, Scott Miller, Pat Robertson, Chris Ruf, Lisa Strebler, Phillip Titterington, and Mead Wilkins.

Chairperson: Mead Wilkins

A motion was made by Pat Robertson to approve the October 16, 2007 minutes as written. Lynne Castele seconded. The motion passed.

1. Financial Report – Scott Miller

Scott Miller distributed copies of the financial reports. (Copy attached to original minutes.) Vincent DeGeorge noted that at the October Administrative Committee meeting it was agreed that we would take the funds for CareTeams from the administrative budget if our funds were decreased from JFS. Vince received the addendum to the grant and we were decreased \$46,000 from our budget. The contracts were signed for the time period of July 1, 2007 through June 30, 2008. ESA funds are also down by 80%. The Lodi Resource Center is looking into applying for funding as a latch key center.

2. Action Items

A. Administrative Assistant Position Reclassification – Vincent DeGeorge

The position reclassification was approved at the last meeting. Vince did not receive any recommendations to change the description. Mike Jenks requested that “other duties as assigned” be placed in the job description. Lynne Castele made a motion to approve the revised job description. Debbie Kubena-Yatsko seconded. The motion passed. **This will be an action item for the Family First Council meeting.**

Mike Jenks made a motion to approve an increase from \$12.50 to \$13.50 an hour (an increase of \$1 per hour) retroactive to date of anniversary (2007). Lisa Strebler seconded. The motion passed. **This will be an action item for the Family First Council meeting.**

B. 2008 Budget – Vincent DeGeorge

An extensive discussion ensued about the 2008 budget. It was decided that a separate financial meeting was needed to discuss the budget. A comparison of FY 07/08/09 will be provided at that time. Vince DeGeorge’s compensation was discussed. Gene Goebel made a motion to go into Executive Session. Pat Robertson seconded. The motion passed. No decisions were made while in executive session. Gene Goebel made a motion to come out of Executive Session. Phillip Titterington seconded. The motion passed.

3. First Lady Visit November 20, 2007 – Vincent DeGeorge

Family First Council is hosting a meeting today with Mrs. Frances Strickland. It will take place at MR/DD. We have created a 30 minute PowerPoint presentation about our committee structure, administration budget, council operation, funding streams, and the strengths and barriers of how we do our business. After the presentation, there will be a 1 to 1 hour and 15 or 20 minute open dialog with Mrs. Strickland.

She is asking for us to give her information and has requested that we do not discuss the budget. Dr. Strickland is a member on the Cabinet that oversees Ohio Children and Family First Councils.

4. JFS Contracts – Vincent DeGeorge

Vince DeGeorge reported that Mead Wilkins has indicated the Family First Council Contracts with Job and Family Services may be cut further. Mead also stated there would be no contracts from JFS in SFY 2009.

5. Help Me Grow Updates – Christine Ruf

Two cases did not get timely receipt of services, though not the fault of Help Me Grow. Chris has to write a corrective action plan on these cases. The State Help Me Grow staff are coming in January to help explain this.

A motion was made by Phillip Titterington to adjourn. Mike Jenks seconded. The meeting was adjourned at 10:20 a.m.

Next meeting to discuss the 2008 Budget:

Date: December 18, 2007
Time: 8:30 a.m.
Place: Hogan Room
Job and Family Services Building

Respectfully submitted by
Jayme McCourt