

**Medina County Family First Council
Planning Committee Meeting
August 25, 2009**

Attending: Julie King, Suzanne LeSure, Judy Leuthaeuser, Jan Manes, Debra Radecky, Christine Ruf, Nick Solar, Phillip Titterington, Mead Wilkins and Brad Williams

Guests: Gene Goebel, Betsy Simon

1. Welcome

Nick Solar welcomed everyone and called the meeting to order at 7:50 a.m.

2. Approval of Minutes

Mead Wilkins made a motion to approve the minutes from July 28, 2009. Phillip Titterington seconded. The motion passed.

3. Strategic Planning Retreat

Nick Solar reported that the invitation/announcement was sent out to Council and copies are on the table if needed. The room set up sheet was distributed. People will be sitting at long tables facing the stage for breakfast then break out to the other tables. Tablecloths will not be used, making it easier for paper flow. The timeline will be placemats. Jayme McCourt gave an update on the layout and food. Jayme will send the invitation, timeline and layout to Dale Fortner.

We will state before the meeting that funding will not be discussed. Think outside the funding. We've done much without money – Senior Focus, Senior ICAT, and Mid-ICAT.

Arrival is 8:00 to 8:30 a.m. for continental breakfast and socializing. We will start at 8:30 a.m. There will be signs for event parking. There is plenty of parking in the back. We will ask Roberta from Western Reserve, to have signs when we get in the building directing us to the Chapel and the Council event.

4. Back to School Rallies

Nick Solar reported the Back to School Rallies went well. Nick Solar was at the Brunswick Rally and they had steady traffic. Betsy Simon and Chris Ruf were at the Medina Rally. Chris noted that Medina had a continuous flow of people. Medina had 250 applications and 250 packs prepared and they had 50 on a waiting list.

The number of backpacks distributed was:

- 200 at Buckeye
- 200 at Brunswick
- 250 at Medina
- 300 at Wadsworth

Discussion included:

- Scheduling for Brunswick's Rally should be reviewed because of the County Fair. People were at the fair rather than the Rallies.
- The United Way collected 30,000 items and still have items to give out.
- There was an article appeared in the Gazette stating that Council had items for school supplies.
- Jayme McCourt will send the article to Planning.
- Pre-register for school supplies?
- School supplies were distributed at Mellert Park in Medina.
- Staples in Medina had a donation box for the Boys and Girls Club of Cleveland.
- The location of the Rallies was discussed.
- Who owns the Rallies?
- Is Council coordinating the rallies?
- What is Council's role now?
- Is it just the sign up sheet for agencies/people to attend to the Rallies?
- Consensus is to go back to Family Advisory and see what they think of the program.

5. Ohio Children's Trust Fund Updates

Chris Ruf received notice that the Ohio Children's Trust Fund is not accepting two proposals as written. OSU Extension and the Oaks (Lodi) are not eligible for the funds. OCTF sent a list of recommended programs that they would accept. This information was sent to the Wellness Committee to discuss and come to consensus on how to proceed. Chris noted that there were two options: go out for RFP or rewrite the proposals. OSU and the Oaks rewrote the proposal and the state accepted it. The funding amount did not change. This will be an action item at the full Council. There will be continued scrutiny of the programs. Next year the Wellness Committee needs to be part of the planning and PFS process.

6. State Retreat and Meeting Information

Nick Solar reported that he, Chris Ruf, Amy Perrine and Jayme McCourt spent about three hours with Teresa Reed-McGlashan at Job and Family Services. Chris noted that the purpose of the meeting was to go over the August Regional meeting but the ORC section 121.7 was presented instead. Chris went to Ohio Family and Children's First retreat at Deer Creek Park. She attended the Family First 101 orientation for new coordinators. Chris met three other new coordinators. Chris was assigned a mentor coordinator from Geauga County. This person also has HMG in Geauga County. Chris attended the Data Collection presentation. There is a scanning unit with the software for about \$1,500. The unit takes a piece of paper, scans it and then the software will read it and create reports. This system would be worth investigating for purchase for PFS, HMG, FFC, CareTeams and the Health Department. It is simple software to use that coordinates MSTAT, graphs, charts, etc. It would be worth looking into and having a salesperson come and do a presentation at a Council meeting.

7. Timeline

In an attempt to clarify reporting dates, motions, applications and pertinent dates, Chris Ruf drafted a timeline for Help Me Grow, Family First Council and Family First Council staff. Jayme McCourt revised it and it was discussed at last weeks Administrative Committee meeting. It was suggested to laminate the sheet and use it as a placemat at the retreat.

8. Other Business

A. Jayme McCourt will be moving to Help Me Grow on Friday, August 28, 2009. She will have the same e-mail address but a different physical address and different telephone number.

B. We will not have a Planning Committee meeting in September, 2009.

C. The Planning Committee needs to look at the time that we meet. The committee members are not here at 7:30 a.m. Do we need to look at the structure and focus of the committee? This committee looks at the information coming in from the committees below them in the organizational structure. The date and time was an attempt to gather everyone before Council meets. The Program Committee and Planning Committee were combined into one. The chairs of committees are here for the Council meeting and it is a good place to meet.

D. There will be a meeting in October and the meeting will begin at 8:00 a.m. and adjourn at 8:45 a.m.

9. Adjourn

Julie King made a motion to adjourn. Mead Wilkins seconded. The meeting adjourned at 8:50 a.m.

Respectfully submitted by,
Jayme McCourt