

**Medina County Family First Council
Planning Committee Meeting
August 24, 2010**

Attending: Sandy Calvert, Diane Dockrill, Debbie Grace, Judy Leuthaeuser, Chris Ruf, Sharon Tahajod, Mead Wilkins and Brad Williams

1. Welcome

Brad Williams welcomed everyone and called the meeting to order at 8:30 a.m. A quorum was established.

2. Approval of the Minutes from June 22, 2010

Sharon Tahajod made a motion to approve the minutes from June 22, 2010. Sandy Calvert seconded. Judy Leuthaeuser abstained. The motion passed.

3. 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 the document 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. The Bylaws Committee was charged with the creation of a Policy and Procedure Manual for Council. It was felt that as Council is growing, the way we do things should be consistent and have procedures in place for anyone to follow.

4. Needs Assessment - Chris Ruf

Chris Ruf distributed information from the Ohio Family and Children First website on Building Community Capacity and the HB 289 Plan and Report (copy attached to original minutes). Over twenty-five counties in Ohio are working on a shared plan model with the new guidance on HB 289. The prior Needs Assessment was a joint effort by the Health Department, United Way, Family First Council, Job and Family Services and the Office for Older Adults. We have purchased software and can work with the data but we cannot analyze the data. Other agencies, like the Health Department, need information for grant applications. We had community involvement with the Senior Needs Assessment. The fee was \$7,000 from start to finish. What questions do we want in the Needs Assessment? The Senior Survey needed a wide variety of questions answered. We will have more information in October of 2010 and will have to produce a needs assessment for 2012. We need to start now to look at it and form a group to commit to the process. Debbie Grace made a motion to form an Ad Hoc committee to explore a future Needs Assessment in Medina County. Diane Dockrill seconded. The motion passed.

5. Adult Advisory Consortium

The Table of Organization now has an Adult Advisory Consortium which mirrors the Youth Advisory Consortium. We do not have a Chair for that group. The AAC will be the oversight for Senior ICAT, Senior Focus and Mid ICAT. How do we blend the three existing groups into the one consortium? A suggestion was made to ask Joyce Giles and Sandy Calvert to co-lead the AAC. Sandy will speak with Joyce on suggestions for a chair for the AAC.

6. Service Coordination Mechanism

Chris Ruf noted that we received the document back from the state with suggestions for revision. The SCM will be discussed at the Council meeting this morning.

7. Strategic Plan

The Planning Committee is responsible for reviewing the progress of the Strategic Plan. We have not reviewed it for a quite some time. Items that need to be reviewed are Council reorganization, structure, minutes, policies and procedures. This agenda item is tabled until the September 28, 2010 meeting.

8. Next Meeting

The Planning Committee will meet on September 28, 2010 at 8:00 a.m. The agenda will be the Strategic Plan.

9. Adjournment

Judy Leuthaeuser made a motion to adjourn. Sandy Calvert seconded. The motion passed. The meeting was adjourned 8:55 a.m.

Respectfully submitted by,
Jayme McCourt