

**Medina County Family First Council
Planning Committee Meeting
July 22, 2008**

Attending: Lynne Castele, Vince DeGeorge, Diane Dockrill, Joyce Giles, Debra Grace, Debbie Kubena-Yatsko, Suzanne LeSure, Jan Manes, Beth McGuire, Debra Radecky, Nick Solar, Phillip Titterington, and Mead Wilkins

Lynne Castele welcomed everyone and called the meeting to order at 7:40 a.m. Debra Radecky made a motion to approve the minutes from June 24, 2008. Joyce Giles seconded. The motion passed.

1. Organizational Chart

Nick Solar distributed current and proposed copies of the Organizational Chart. The Bylaws Committee met on Friday, July 18, 2008 and recommended inserting the Youth Advisory Consortium. It was noted that PfS was removed as the program is completed. Developmental Assets and AmeriCorps were moved under Wellness. The Bylaws Committee proposed Wellness, Senior Focus, and Youth Advisory Consortium as Subcommittees and Mid-Cat and Bylaws as Ad Hoc committees. Wellness has the Ohio Children's Trust Fund, Teen Pregnancy Prevention, Developmental Assets and AmeriCorps. ABC/FAST are under Youth ICAT.

Discussion included:

- Ongoing active committees should be operational committees making them subcommittees. It makes sense to change the bylaws to create subcommittees. Others are to be ad hoc until they are more permanent.
- Subcommittee vs ad hoc is ad hoc is time limited.
- Discussion of subcommittees and ad hoc committees was the entire Bylaws meeting.
- Change the colors of Executive Director, ICAT Coordinator, Administrative Assistant and Help Me Grow Project Director to be a different color to differentiate between subcommittees and staff.
- Part of FFC needs an Early Childhood Committee and YAC would be an advisory group. YAC is meeting the first Tuesday of the month. A large number of people from different agencies participated in the last two meetings as they have coordination of services and gain and share knowledge.

Suzanne LeSure made a motion to accept this organizational chart. Joyce Giles seconded. The motion passed.

2. Retreat for Fall of 2009

Discussion included:

- Places to have it and speakers.
- Propose a budget.
- Joyce Giles suggested Western Reserve Masonic on Nettleton Road, where we can get a good price and good food. It can accommodate 70 people, classroom style.
- Wadsworth's Galaxy and Williams on the Lake were also discussed.
- The retreat needs to be in the most cost effective way.
- The retreat needs a Facilitator.
- We need to know where we are going in order to decide what speaker we would need.
- FFC is required to create a strategic plan following the logic model. Would need a new one by 2010 and fit into one of the 6 indicators.

- Have hard data before we walk in the retreat. Why are we doing what we doing.
- Data sharing on the web site. Place data that cannot be altered. Data will be helpful depending on what is placed.
- Prioritizing our needs.
- This retreat will be the first of the needs assessment.
- Use a part of the logic model.
- State may be able to provide a speaker to help.
- Put the work in ahead of time to analyze so you can be prepared for the retreat.
- Make sure it is feasible in order to accomplish.
- Be prepared – we have over a year to prepare for this.
- Use best practice components.
- Create a timeline to get to this end.
- Need a dynamic facilitator.
- Don't need a speaker.
- Short term outcomes.
- Long term outcomes.
- Prioritize then gather data.

1. Prioritizing Indicators
2. Needs assessment
3. Resource assess/gaps
4. Research programs effectiveness
5. Put into logic model/Choose strategies and outcomes
6. Sustainability

This will be on the agenda for the meeting on August 26, 2008. Joyce Giles made a motion to adjourn. Debra Radecky seconded. The motion passed. The meeting adjourned at 8:50 a.m.

Respectfully submitted by,
Jayme McCourt