

**Medina County Family First Council
Planning Committee Meeting
June 22, 2010**

Attending: Sandy Calvert, Suzanne LeSure, Jan Manes, Chris Ruf, Nick Solar, Phillip Titterington, Mead Wilkins and Brad Williams

1. Welcome

Brad Williams welcomed everyone and called the meeting to order at 8:15 a.m. A quorum was established.

2. Approval of the Minutes from May 25, 2010

Suzanne LeSure made a motion to approve the minutes from May 25, 2010. Phillip Titterington seconded. The motion passed.

3. Table of Organization

Mead Wilkins noted that at the Senior Summit it was brought to attention that the Table of Organization was incorrect. The realization was made to make it correct and to do something with our adult services.

On Friday, June 11, 2010, Jayme McCourt, Amy Perrine, Pat Robertson, Christine Ruf, and Mead Wilkins met to discuss the Table of Organization. Draft copies of the charts that derived from that meeting were distributed (copies attached to original minutes). The drafts are to capture the current state of Council and the proposed committee structure.

- Wellness would be moved under the Youth Advisory Consortium (YAC) because Wellness has one program, the Ohio Children's Trust Fund.
- Youth Advisory has worked well – mirror that with an Adult Advisory Consortium. The OOA could chair the Adult Advisory Consortium. He or she could coordinate the mid range services. Under YAC all the agencies come together to share information and see where the gaps in services are and duplications in services. AAC would address the issues of ages 22 and up.
- Administrative and Planning are equal committees. They are in charge of long range plans, the strategic plan and financial plans.
- Bylaws will be a standing committee.

Chain of Command

- Our Coordinator is a contract staff person who supervises two county employees.

Coordinator Responsibilities

- Our Coordinator has HMG, FFC staff and financial responsibilities.
- The position and role has grown over the last year.

Discussion ensued on committee structure.

4. Strategic Plan

The committee came to consensus that we do not need to meet in July 2010. The August meeting will be held unless further notified.

5. Contracts Extension

Mead Wilkins reported at the Administrative meeting on June 15, 2010 a motion was made to extend the FFC Coordinator and HMG Coordinator contract for three months (end September 30, 2010) to ensure that the contract is written correctly and fairly and is faithful to her present duties and expectations. The Administrative Committee will look at the contracts and the deliverables and see if is reasonable and fair to both parties. A separate contract review meeting will be scheduled. Council will be given the opportunity to provide feedback on the job performance. The Chair will coordinate the compilation of the information then provide it to Council.

6. Adjournment

Mead Wilkins made a motion to adjourn. Sandy Calvert seconded. The motion passed. The meeting was adjourned 8:50 a.m.

Respectfully submitted by,
Jayme McCourt