

**Medina County Family First Council  
Planning Committee Meeting  
May 25, 2010**

**Attending:** Sandy Calvert, Diane Dockrill, Debra Grace, Don Hartman, Suzanne LeSure, Judy Leuthaeuser, Christine Ruf, Nick Solar, Sharon Tahajod, Phillip Titterington, Mead Wilkins and Brad Williams

**1. Welcome**

Brad Williams welcomed everyone and called the meeting to order at 8:05 a.m.

**2. Approval of the Minutes from April 27, 2010**

Mead Wilkins made a motion to approve the minutes from April 27, 2010. Debra Grace seconded. The motion passed.

**3. Status of the Service Coordination Mechanism**

Mead Wilkins reported there was a meeting on May 20, 2010 with the Family Advisory Committee (FAC), Clinical ICAT personnel and Administrative ICAT personnel. It was a very productive two-hour meeting. A rewrite committee has been identified. All of the issues were on the table. The rewrite was started in September 2009, and then Council received guidance from the state in March 2010. The FAC was part of the last rewrite. There are specific guidelines regarding families, FAC, mentors, advocates and consumers. It was much better to have the FAC there than just the clinical group working on the process.

**Discussion:**

- o What is mandated?
- o What is guidance?
- o What signatures are needed?
- o Not far off of the final document.
- o There were legitimate questions on the document.
- o There was miscommunication throughout the process.
- o There was hostility in the room.
- o The group was open to the process.
- o A Family Representative should be on Senior Focus. There are too many meetings for a Family Representative to attend. How should they go about being included in the Senior Focus process?
- o When the process of SCM is over, we need to talk about the process of undertaking this type of project.
- o What you think you are doing by inviting people, and then not having the process work?
- o Rules changed.
- o When the prior coordinator left, it left a vacuum in ICAT.
- o The structural change had unintentional consequences.
- o The two tier system was a great idea – tried to separate them, but now have to put them together again.
- o This is a huge endeavor and it will not come together immediately.
- o We have to do it right and it will take time.
- o Announce the meeting.
- o If you are not there, send someone and move forward.
- o We need a few more meetings with FAC individuals there and the people that have a stake in the process.
- o All have to come together and figure out the process.
- o We are moving in the right direction.
- o We will meet the state requirements but they may postpone payment.
- o Council can sustain any moneys we are not receiving – we can work through it.
- o This process has not been done in five years and we now have to catch up.

- There are a lot of people to get input on the process.
- Consensus is the rewrite is getting closer.
- Have to look at the logistics of the process.
- Family advocates raised very good questions and we are not far off.
- Some people at the table do not necessarily need to be at the table.
- We are making progress.

#### **4. Information Flow - Program Goal 3**

Mead Wilkins is working on a table of organization, chain of command, and approval flow chart. The Bylaws can be changed to capture the current state. A proposed Senior Advisory Consortium would balance the table with the Youth Advisory Consortium.

Sandy Calvert questioned Senior ICAT and Senior Focus with relationship to treatment and prevention. There have been conversations going on outside of Council where questions and concerns were then directed to the coordinator. What needs to come before full Council? There need to be timelines of getting multiple entities together to know what has to come before Council for approval.

Mead Wilkins noted that as long as Council funds Senior ICAT, the coordinator has liability because she is signing off the service delivery of the program.

Sandy Calvert has no fiduciary responsibility but she is Chair of Senior Focus. She does not attend the closed portion of the meeting.

Mead Wilkins noted that Pat Robertson has specific questions on the structure. Hopefully next month we will have a reorganization to propose to Council.

#### **5. Program Goal 3 “E” Make FFC meetings productive and efficient**

How do we make our meetings more efficient?

- Quality of information flowing.
- Barriers.
- Assets.
- Strategy.
- Communication flow.
- Current – reporting out.
- Find the gaps.
- Be proactive.
- Crosscutting agenda: not reviewing work, but all of the committees prospective is heard.
- How to address the topics, not just reporting.
- Train ourselves to look for the topics, on how to bring those topics to the table.
- Subcommittees are set up to work on this now.
- Watch the balance.

Suzanne LeSure made a motion to add to the Family First Council agenda a “Crosscutting Topic” whereas a different one each month would be addressed. Any entity could bring to the Chair or to Chris Ruf, any special topic that the whole group could address. Diane Dockrill seconded. The motion passed.

The Planning Committee is responsible for the implementation of the Strategic Plan, keeping it on track and looking where the goal status is. Timelines and guidelines did not realize the work involved for the Strategic Plan to be approved and pushed everything back.

**6. Adjournment**

Mead Wilkins made a motion to adjourn. Nick Solar seconded. The motion passed. The meeting was adjourned 8:55 a.m.

Respectfully submitted by,  
Jayme McCourt