

**Medina County Family First Council
Administrative Committee
December 18, 2007**

Members Present: Lynne Castele, Vincent DeGeorge, Greg LaForme, Mike Jenks, Debbie Kubena-Yatsko, Pat Robertson, Lisa Strebler, Philip Titterington, and Mead Wilkins.

Chairperson: Mead Wilkins

A motion was made by Pat Robertson to approve the November 20, 2007 minutes as written. Debbie Kubena-Yatsko seconded. The motion passed.

1. Financial Report – Vincent DeGeorge

Discussion included: Help Me Grow, ICAT Pooled Funds, State/Other, Americorps, and PfS. The ICAT Coordinator position is being proposed as an employee rather than a contract.

2. JFS Contracts – Vincent DeGeorge

The elimination of the \$200,000 JFS Teen Pregnancy Prevention Grant contract is waiting to be signed. With the loss of funding, the Lodi Resource center and all after school programming from Wellness will be eliminated. The Wellness Committee has prioritized the programs when it went through the RFP process. The Wellness Committee will be meeting on January 4, 2008 and will discuss what priority is. Chris Jakab and Steve Hambley suggested to Vince that he present a funding request to the Medina County Commissioners. An extensive discussion on the reduction of funds from JFS ensued.

3. 2008 Budget – Scott Miller

Scott Miller gave the members a written proposed 2008 budget (copy attached to original minutes). Items discussed were:

- History of how the budget was completed in prior years
- Balancing of the budget and what reserves are necessary for the coming years
- Agency contributions
- MR/DD and Juvenile Court contributions to ICAT Coordinator position
- Independent Contractor status vs employee status for Executive Director and ICAT Coordinator
- State/Other line item
- Administrative support from Finance as Administrative Agent
- Travel
- Public Relations
- Family Advisory
- Miscellaneous expenses and supplies
- CareTeam
- Strategic Plan

Debbie Kubena-Yatsko made a motion to go into Executive Session to discuss personnel issues. Lisa Strebler seconded. The motion passed.

No decisions were made in Executive Session.

Phillip Titterington made a motion to exit Executive Session. Lynne Castele seconded. The motion passed.

In order for the budget process to move forward the next draft should reflect the following:

- Come back with another budget that gives flat agency contribution \$3375.
- No Juvenile Court contribution for \$10,000.
- Staff issues were raised from independent contract to employee status. Mike Jenks or Phillip

Titterington will request assistance from the prosecutor's office for legal interpretation.

- All personnel related expenditures project a 3% multiplier.
- Strategic planning – need further discussions and to reduce substantially.
- Take the Strategic plan to zero to see how the numbers work out.
- Make a budget and identify the shortfalls and come back to the committee for review.

The next meeting will be on Tuesday, January 8th at 8:30 a.m. Debbie Kubena-Yatsko will attend to help with this meeting.

Pat Robertson made a motion to adjourn. Lisa Strebler seconded. The motion passed. The meeting was adjourned at 11:10 a.m.

Respectfully submitted by
Jayme McCourt