

344 Muskingum Drive
Marietta, OH 45750
www.wcfcfc.org



(740) 376-7081
FAX (740) 376-7084
fcfc@suddenlinkmail.com

Governing Board Meeting Minutes

January 19, 2022

(Meeting held virtually due to COVID-19)

Attendees:

| | |
|----------------------|---|
| Aber, Rebecca | Marietta/Belpre City Health Department |
| Bohlen, Amanda | Ohio State University Extension |
| Browne, David | Washington County Behavioral Health Board |
| Davis, Cindy | FCF Council Director / HMG Contract Manager |
| Farnsworth, Jennifer | Parent Representative |
| Fordham, Denyse | Parent Representative |
| Hampton, Will | Marietta City Schools |
| Hanger, Tammy | Parent Representative |
| Higgins, Jon | FCF Financial Officer / Office Manager |
| Huck, Derrick | Life & Purpose Behavioral Health |
| Jackson, John | Washington County Health Department |
| Rauch, Dawn | Community Action Program of Wash./Morg. Co.'s |
| Ritter, Kevin | Washington County Commissioner |
| Shiple, Rachel | Project Head Start |
| VanCleave, David | Ohio Department of Youth Services |
| Vuksic, Jamie | Washington County PCSA |

Absent:

| | |
|-------------------|---|
| Everson, Daniel | City of Marietta |
| Freimann, Flite | Washington County Dept. of Job & Family Services |
| Greenley, Jeffrey | Belpre City Schools |
| Riffe, Brenda | Washington County Board of Developmental Disabilities |

Guests:

Tiffany Neill – WCBDD
Karri Schilling and Amanda Herron – COAD
Alexis Carpenter and Shana Brooks – Southeastern Ohio Counseling Center
Michelle Knowlton – OhioKAN
Mindy Schwendaman – OVESC
Dianna Beck – Marietta/Belpre City Health Department

A Partnership of Families and Communities

INTRODUCTIONS

APPROVAL OF MINUTES

December 1, 2021 Governing Board Meeting Minutes were included in the emailing.

***Kevin Ritter made the motion to approve the December 1, 2021 minutes as emailed.
David VanCleave seconded the motion.
Motion Carried***

FINANCIAL REPORTS

November and December 2021 Financial Reports were included in the emailing. Reports typically in the Fiscal Paperwork binder are passed around to council on meeting day, but now these are included in the financial reports email.

Financial Reports include a Financial Report Summary for All Accounts, Financial Officer Summary and Reports for each account.

The Financial Officer Summary Report is a summary of items that stand out for the month with an explanation and include a summary of any Appropriations and Amended Certificates for the month.

Each report for expenditures includes the budget beginning balance; any changes in that account that would reflect with the resolutions; monthly expenses; year to date expenses; outstanding encumbrances and finally the ending available balance.

Each report for revenue includes beginning balance, any changes in that account that would reflect with amended certificates; monthly revenue; year to date revenue; and anticipated revenue to be received.

Other Fiscal Reports includes a detailed report of all expenses and revenue; copies of amended certificates and resolutions for that month.

***Denyse Fordham made the motion to approve the November financial reports as emailed.
Rebecca Aber seconded the motion.
Motion carried.***

***Rachel Shipley made the motion to approve the December financial reports as emailed.
David Browne seconded the motion.
Motion carried.***

DIRECTOR'S REPORT

The Director's report was included in the emailing. Cindy reviewed points from the Director's report and the following handouts were included in the emailing: QRTP Agency Compliance, Washington County 2021 Family Questionnaire Results for Early Intervention.

Early Intervention Service Coordination Quarterly Report – This quarterly report was included in the emailing and reviewed.

FCF Service Coordination/Wraparound Quarterly Report – This quarterly report was included in the emailing and reviewed.

COMMITTEE / WORKGROUP REPORTS

1. **Membership Committee** – The committee met January 12th and implemented the new process approved at the last council meeting. Meeting minutes from that meeting were included in the emailing. Cindy received responses from the letters she sent out of potential members on Council. The committee reviewed all potential members and recommended approval for: Heather Warner from GoPacks, Kara Carson from Hopewell, and Tonya Davis from BB2C.

The Membership Committee made the recommendation to approve Heather Warner from GoPacks as a member of Council.

Will Hampton seconded the motion.

Motion Carried.

The Membership Committee made the recommendation to approve Kara Carson from Hopewell as a member of Council.

Denyse Fordham seconded the motion.

Motion Carried.

The Membership Committee made the recommendation to approve Tonya Davis from BB2C as a member of Council.

Denyse Fordham seconded the motion.

Motion Carried.

The committee also discussed member attendance, member contributions, parent representatives with the possibility of needing to add another, and United Way presentation to Council.

2. **Early Childhood Committee** – The committee met January 13th and the minutes from the meeting were included in the emailing. The committee reviewed quarterly reports, Outreach updates, Early Intervention updates, Central Intake & Referral Updates, and Home Visiting updates. The Early Childhood Safety Initiative grant has proven to be successful with working with WIC and new referrals for Home Visiting; The Incredible Years Preschool Basic program will begin February 7th; The Strengthening Families 10-14 Program will begin February 22nd; and a 2022 meeting calendar was developed; finally, members shared updates.
3. **No other Committees wished to report.**

OLD BUSINESS

1. **Draft Amended Bylaws** – The draft Bylaws were presented at the last council meeting and a vote for the amended Bylaws was to be today. However, after reviewing the changes, Cindy discovered more changes were needed to the Bylaws. The newly drafted Amended Bylaws were included in the emailing and Cindy reviewed these additional changes. This is the 30-day notice for a bylaws revision. At the next Council meeting there will be a vote on the revision.
2. **No other Old Business was discussed.**

NEW BUSINESS

1. **Strengthening Families 10-14 Contracts** – The Strengthening Families 10-14 Program is to begin February 22nd and is a 7-week program. The program requires 3 trained Facilitators to implement the program and a child care provider. The program will be held at the Ely Chapman Education Center. The following contracts need approved:

Facilitator contract for Regina Duff dated February 1, 2022 to June 30, 2022 in the amount of \$630.00 for the Winter Session.

Janice McFarland made the motion to approve the contract for Regina Duff as a facilitator for the Strengthening Families 10-14 program.

Kevin Ritter seconded the motion.

Motion carried.

An amendment to the facilitator contract for Royetta Rea dated September 1, 2021 to June 30, 2022 in the amount of \$630.00 for the Winter Session of the Strengthening Families 10-14 program.

Rachel Shipley made the motion to approve the amendment of the contract for Royetta Rea for an additional \$630.00 as a facilitator for the Strengthening Families 10-14 program.

Amanda Bohlen seconded the motion.

Motion carried.

An amendment to the facilitator contract for Darylann Boley dated September 1, 2021 to June 30, 2022 in the amount of \$630.00 for the Winter Session of the Strengthening Families 10-14 program.

Dawn Rauch made the motion to approve the amendment of the contract for Darylann Boley for an additional \$630.00 as a facilitator for the Strengthening Families 10-14 program.

Janice McFarland seconded the motion.

Motion carried.

An amendment to the child care provider contract for Maggie Tome dated September 1, 2021 to June 30, 2022 in the amount of \$350.00 for the Winter Session of the Strengthening Families 10-14 program.

Dawn Rauch made the motion to approve the amendment of the contract for Maggie Tome for an additional \$630.00 to provide child care for the Strengthening Families 10-14 program.

Janice McFarland seconded the motion.

Motion carried.

- 2. Incredible Years Preschool Basic Contracts** – The Incredible Years Preschool Basic Program is to begin February 7th and is a 14-week program. The program requires 2 trained Facilitators to implement the program and a child care provider. The program will be held at the Ely Chapman Education. The following contracts need approved:

LeAnn Welch as the Lead Facilitator for the Incredible Years Preschool Basic Program. This contract is dated February 1, 2022 to June 30, 2022 in the amount of \$1,400.00.

Jennifer Farnsworth made the motion to approve the contract with LeAnn Welch as the Lead Facilitator for the Incredible Years Preschool Basic Program.

Dawn Rauch seconded the motion.

Motion Carried.

Elaine Corbitt as the Assistant Facilitator for the Incredible Years Preschool Basic Program. This contract is dated February 1, 2022 to June 30, 2022 in the amount of \$1,050.00.

Janice McFarland made the motion to approve the contract with Elaine Corbitt as the Assistant Facilitator for the Incredible Years Preschool Basic Program. David Browne seconded the motion. Motion Carried.

Maggie Tome as the child care provider for the Incredible Years Preschool Basic Program. The contract is dated February 1, 2022 to June 30, 2022 in the amount of 700.00.

Rebecca Aber made the motion to approve the contract with Maggie Tome as the Child Care Provider for the Incredible Years Preschool Basic Program. Will Hampton seconded the motion. Motion Carried.

- 3. November/December FCSS Reports** – Per guidance from Ohio Family and Children First (OFCF) a Family-Centered Services and Supports (FCSS) Monthly Report must be approved by Council and reflected in the minutes. These minutes will then be submitted to OFCF. The FCSS reports for November and December were included in the emailing. Cindy reviewed the reports. These reports had to be submitted to OFCF by the 10th of each month for reimbursement of expenditures. These reports are only for youth served with FCSS dollars and does not reflect the entire youth served in Service Coordination and Wraparound.

David Browne made the motion to approve the November FCSS Monthly Report. Will Hampton seconded the motion Motion Carried.

David Browne made the motion to approve the December FCSS Monthly Report. Jennifer Farnsworth seconded the motion. David Brown advised there were names of youth included on the report by accident. Names will be omitted and the report will be sent back out. David Browne made the motion to approve the December FCSS Monthly report revised. Jennifer Farnsworth seconded the motion. Motion Carried.

- 4. New Hire** – At the last Council Meeting the Early Intervention Service Coordinator/Supervisor position was approved. Since then Cindy has identified Jennifer Clatterback to fill this position. Jennifer will begin February 7th.

Denyse Fordham made the motion to approve the hire of Jennifer Clatterback as the Early Intervention Service Coordinator/Supervisor.

***Janice McFarland seconded the motion.
Motion Carried.***

5. **2021 Council Attendance Report** – The 2021 Council Meeting Attendance Record report was included in the emailing and reviewed.
6. **Other new business.**

Approval is needed for the contract with the Ely Chapman Education Foundation for rent. The contract is for \$910.00 for use of 2 rooms and the Café for the Incredible Years Preschool Basic Program.

***Rachel Shipley made the motion to approve the contract with Ely Chapman Education Foundation for Incredible Years Preschool Basic Program rent.
Janice McFarland seconded the motion.
Motion Carried.***

Approval is needed for the contract with the Ely Chapman Education Foundation for rent. The contract is for \$455.00 for use of 3 rooms and the Café for the Strengthening Families 10-14 Program.

***Rachel Shipley made the motion to approve the contract with Ely Chapman Education Foundation for Strengthening Families 10-14 Program rent.
Jennifer Farnsworth seconded the motion.
Motion Carried.***

SHARED PLAN REPORTING BY MEMBERS – FCF Office had a Trauma Informed Care training.

INFORMATION SHARING / PUBLIC COMMENT

Dawn Rauch – The Housing Department is very busy. If you know of anyone who needs help with eviction prevention, finding a home, rental subsidies, hotel/motel for homeless, there are many different funding opportunities available at Washington/Morgan Community Action. The Washington County CHIP Program was approved for home repair of low income homeowners. This program is all of Washington County now, previously the City of Marietta had a CHIP Program. The Emergency Food and Shelter Program allocations are out for Washington County. There is a huge increase in the allocation this time, so a lot of funding will be going out to local organizations.

Janice McFarland – Staffing continues to be a challenge. They are in need of Therapists. If you know of anyone that is qualified, please have them go onto indeed.com and look for the Life and Purpose Behavioral Health job postings. Doug continues to do Trauma Informed Schools.

John Jackson – Encouraged everyone to stop by and say hello at the Washington County Health Department.

Rebecca Aber – They are excited to announce the hiring of their new Director of Nursing / Nurse Practitioner Dianna Beck. Dianna will also be the new representative on Council for the Marietta/Belpre City Health Department.

Dianna Beck – Introduced herself and they are planning clinics.

Shana Brooks – Southeastern Ohio Counseling has moved into their new location. They are located at 218 North 7th Street and getting a lot more referrals. Staff are receiving training.

Michelle Knowlton – They have a new navigator for the Southeastern region. Marlene Emrick is the new navigator. There are also 3 additional navigators in the region.

MEETING ADJOURNED

Next meeting: February 16, 2022 @ 1:30 pm, 204 Davis Ave., EOC

Prepared by:
Jon Higgins

Council Chair
Jamie Vuksic