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## Governing Board Meeting Minutes

January 18, 2023

### Attendees:

Beck, Dianna	Marietta/Belpre Health Department
Bohlen, Amanda	Ohio State University Extension
Brown, Beth	Frontier Local Schools
Browne, David	Washington County Behavioral Health Board
Byrne, Kelly	Parent Representative
Carson, Kara	Hopewell Health Centers
Everson, Daniel	City of Marietta
Farnsworth, Jennifer	Parent Representative
Fordham, Denyse	Parent Representative
Huck, Derrick	Life & Purpose Behavioral Health
Rauch, Dawn	Community Action Program of Wash./Morg. Co.'s
Sanders, Alane	Washington County Health Department
Schilling, Charlie	Washington County Commissioner
Shiple, Rachel	Project Head Start
Silvus, Brad	Marietta City Schools
Stewart, Alice	Washington County PCSA
Werry, Tasha	Building Bridges to Careers
Davis, Cindy	FCF Council Director / HMG Contract Manager
Higgins, Jon	FCF Financial Officer / Office Manager

### Absent:

Freimann, Flite	Washington County Dept. of Job & Family Services
Riffe, Brenda	Washington County Board of Developmental Disabilities
VanCleave, David	Ohio Department of Youth Services
Warner, Heather	GoPacks

### Guests:

George Goddard – WCBHB  
Karri Schilling – COAD  
Katie Howard – Athens Co. FCF  
Amy Jenkins – Athens Co. FCF  
Ann Scufca – Warren Local Schools

## INTRODUCTIONS

### APPROVAL OF MINUTES

December 7, 2022 Governing Board Meeting Minutes were included in the emailing.

***There was an error on the minutes for attendees. Derrick Huck attended the meeting instead of Janice McFarland from Life and Purpose Behavioral Health. Derrick Huck made the motion to approve the December 7, 2022 minutes as amended.***

***Daniel Everson seconded the motion.***

***Motion Carried***

### FINANCIAL REPORTS

November and December Financial Reports were included in the emailing. Jon Higgins passed around the Fiscal Paperwork binder for Council viewing. These reports were included in emailing.

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.

***Brad Silvus made the motion to approve the November financial reports as emailed.***

***Denyse Fordham seconded the motion.***

***Motion carried.***

***Charlie Schilling made the motion to approve the December financial reports as emailed.***

***Daniel Everson 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: Washington County 2022 Family Questionnaire Results, 2022 Child Passenger Safety Program Summary Report, Updated Council Member Roster, Early Intervention Service Coordination Quarterly Report, SCWA Quarterly Report.

OhioRISE discussion – Council discussed their concern that OhioRISE indicated they are full at this time. They are at their max caseload for Washington County. Council was concerned for families not receiving services. The issue was raised if there was anything Council could do; share their concern up the ladder to the state, if Council could write a letter, express in any way that expectations are not being met for Washington County families. It was recommended a letter be drafted and sent to the state. Commissioner Schilling will draft the letter and get community leaders to sign it.

***Charlie Schilling made the motion to draft a letter of concern for OhioRISE in Washington County.***

***Denyse Fordham seconded the motion.***

***Motion Carried.***

## **COMMITTEE / WORKGROUP REPORTS**

1. **Pooled Funds Group** – The group met January 5<sup>th</sup> and the minutes were included in the emailing. There is a fund balance in the pool but Pooled Funds are not being utilized for placement costs since the application process for Multi-System Youth funding from Ohio Department of Medicaid started in 2020. There were two youth funded in 2022 for placement costs and were funded using the Multi-System Youth funds. The group reviewed various reports around Service Coordination/Wraparound.
2. **Early Childhood Committee** – The committee met January 12<sup>th</sup> and minutes were included in the emailing. The committee reviewed quarterly reports and discussed Help Me Grow updates, Early Intervention updates, Home Visiting and Central Intake & Referral Updates.
3. **No other Committees wished to report.**

## **OLD BUSINESS**

1. **Staffing Updates** – A new Service Coordinator has finally been hired and will start Monday, January 23<sup>rd</sup>. Her name is Joanne Beal and she will be the second Service

Coordinator. Patience Carpenter resigned as a Home Visitor for the Help Me Grow program. A previous applicant that had been interviewed reached out to Cindy about the Home Visitor position. The position was offered to this applicant previously but she declined to work for the OhioRISE program. After some time, she reconsidered and wanted the Home Visiting position. Her name is Tami Green and her start date is January 31<sup>st</sup>. The two new Home Visitors that were hired in November are still waiting for OCCRA to credential them. There are still families on the waitlist that need to be served. Once the new staff are credentialed they can start serving families.

2. **No Wrong Door** – Cindy shared results from the survey Council filled out. The majority of Council members showed their favor for developing No Wrong Door and even some showed possible support to fund it. FCF will commit to fund the first year of a contract for \$30,000 in order to get the program developed and implemented. Additional funds may be needed for marketing materials. Cindy also suggested a virtual presentation on NWD to help answer Council questions. Lauren Perry from Butler County has agreed to present at the February 15<sup>th</sup> meeting.
3. **No other Old Business was discussed.**

## **NEW BUSINESS**

1. **OFCFCA Dues Membership** – Annual dues for the Ohio Family Children First Coordinators Association are due. The fee is \$85.00.

***Denyse Fordham made the motion to approve the OCFC Association dues for 2023.  
Kara Carson seconded the motion.  
Motion Carried.***

2. **Strengthening Families 10-14** – The Strengthening Families 10-14 Program is to begin February 21<sup>st</sup> 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 Darylann Boley dated February 1, 2023 to June 30, 2023 in the amount of \$630.00 for the Winter Session.

***Amanda Bohlen made the motion to approve the contract for Darylann Boley as a facilitator for the Strengthening Families 10-14 program.  
Tasha Werry seconded the motion.  
Motion carried.***

Facilitator contract for Royetta Rea dated February 1, 2023 to June 30, 2023 in the amount of \$630.00 for the Winter Session.

***Amanda Bohlen made the motion to approve the contract for Royetta Rea as a facilitator for the Strengthening Families 10-14 program.  
Denyse Fordham seconded the motion.  
Motion carried.***

Facilitator contract for LeAnn Welch dated February 1, 2023 to June 30, 2023 in the amount of \$630.00 for the Winter Session.

***Denyse Fordham made the motion to approve the contract for LeAnn Welch as a facilitator for the Strengthening Families 10-14 program.  
Amanda Bohlen seconded the motion.  
Motion carried.***

Child Care Provider contract for Maggie Tome dated February 1, 2023 to June 30, 2023 in the amount of \$350.00 for the Winter Session.

***Kara Carson made the motion to approve the contract for Maggie Tome to provide child care for the Strengthening Families 10-14 program.  
Alice Stewart seconded the motion.  
Motion carried.***

- Incredible Years Preschool Basic** – The Incredible Years Preschool Basic Program is to begin February 6<sup>th</sup> 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, 2023 to June 30, 2023 in the amount of \$1,400.00.

***Amanda Bohlen made the motion to approve the contract with LeAnn Welch as the Lead Facilitator for the Incredible Years Preschool Basic Program.  
Derrick Huck seconded the motion.  
Motion Carried.***

Elaine Corbitt as the Assistant Facilitator for the Incredible Years Preschool Basic Program. This contract is dated February 1, 2023 to June 30, 2023 in the amount of \$1,050.00.

***Kara Carson made the motion to approve the contract with Elaine Corbitt as the Assistant Facilitator for the Incredible Years Preschool Basic Program.  
Dianna Beck 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, 2023 to June 30, 2023 in the amount of \$700.00.

***Amanda Bohlen made the motion to approve the contract with Maggie Tome as the Child Care Provider for the Incredible Years Preschool Basic Program.  
Kara Carson seconded the motion.  
Motion Carried.***

4. **OCTF Early Childhood Safety Initiative Grant** – The Ohio Children’s Trust Fund (OCTF) has released the Request for Grant Applications for the OCTF’s Early Childhood Safety Initiative. This grant was applied for and awarded to FCF in 2021 for SFY2022 and SFY2023. The Early Childhood Safety Initiative provides parent education and early child safety supports to TANF eligible families. Families receive up to \$400 in approved early childhood safety items. Cindy would like to apply for this grant again and if awarded would cover SFY2024 and SFY2025.

***Alice Stewart made the motion to approve submission of the OCTF’s Early Childhood Safety Initiative application.  
Denyse Fordham seconded the motion.  
Motion Carried.***

5. **OFCF Environmental Scan** – Cindy received a memo from Elisha Cangelosi, Executive Director for Ohio Family and Children First. One of OFCF’s Core Focus Areas has been ensuring that an Environmental Scan is completed to determine the landscape for local Family and Children First Councils’ current state of operations, as well as assist in decision making around future operations. Washington County was selected with 14 other councils to participate in this scan. Next step is to reply that Washington County accepts as a participating council.

***David Browne made the motion to accept the Environmental Scan for Washington County Family and Children First.  
Kelly Byrne seconded the motion.  
Motion Carried.***

6. **Supplemental for EI Staff** – Cindy received word that Ohio Department of Developmental Disabilities is revising guidance on the Early Intervention Service Coordination ARPA grant to include staff retention bonuses. No official guidance has been received yet. This grant has been used to support Early Intervention staff, supplies, and funding has also been allocated to Washington County Board of Developmental Disabilities. The funds were to be used to strengthen local EI systems and improve outcomes for children. FCF and BDD have been purchasing technology, supplies, and a lending library for families. There is a little bit of funds remaining that need to be spent by June and Cindy would like to use these funds for staff retention. These funds can only be used for Early Intervention staff.

***Alice Stewart made the motion to utilize extra Early Intervention Service Coordination ARPA funds for staff retention.***

**Tasha Werry seconded the motion.  
Motion Carried.**

7. **2023 Terms/Committees** – The 2023 Standing Committees, Officers & Term Expirations was included in the emailing. Cindy passed around a copy of the handout and if anyone wished to sign up for a committee they could write their name on the sheet. Cindy will update and email to Council.
8. **2022 Council Attendance Report** – The 2022 Council Meeting Attendance Record report was included in the emailing and reviewed.
9. **No other new business was discussed.**

#### **SHARED PLAN REPORTING BY MEMBERS**

No Shared Plan reporting by members.

#### **INFORMATION SHARING / PUBLIC COMMENT**

**Amanda Bohlen** – If any family would like to enroll their child in 4H; there will be an Open House Mar 2<sup>nd</sup> 6:00 – 7:30 at the Junior Fair Building. Enrollment for 4H is due by Apr 15<sup>th</sup>.

**Derrick Huck** – Life and Purpose Behavioral Health is looking to hire 2 employees for a Mobile Response and Stabilization Service(MRSS). MRSS will provide a crisis response team to any young person under the age of 21 who is in crisis in the community.

**Alice Stewart** – Children Services is always looking for foster parents; they are currently looking to hire a caseworker; there is funding available to kinship families; the new prevention program began Jan 2<sup>nd</sup> but only service Marietta at this time.

**Dianna Beck** – Marietta Belpre Health Department will have a free Hearing Clinic January 19<sup>th</sup>.

**Brad Silvus** – Marietta City Schools is working on programming to assist parents involved in Marietta City Schools. Student Success Coordinator is doing a great job.

**Tasha Werry** – Building Bridges to Careers has spaces available in their small business incubator. Mental Health Day was a huge success with students, they will have a Discovery Entrepreneur Day and Discover Engineer Day.

**Alane Sanders** – Interim Administrator for Washington County Health Department introduced herself. The Health Department has openings for a full time and part time Nurse. They have recently hired a couple people for their Smoking Sensation program; they have funds available in this program and looking for suggestions to promote this program.

**Kara Carson** – Hopewell Health participated in the Mental Health Day with Building Bridges to Careers.

**Jon Higgins** – Child Passenger Safety – Ohio Buckles Buckeyes which gives free car seats to income eligible families is offered by the Marietta Belpre Health Department and holds monthly in-person classes. Virtual classes that were offered since COVID have been changed to a training module and participants “work at their own pace”. Marietta Belpre Health Department and now FCF have administrators for this program and can sign participants up. FCF offers the Car Fitting Station for parents/primary caregivers to educate and check car seats. If anyone would like to, or know of someone would like to, become a Child Passenger Safety Technician, there is a hybrid Child Passenger Safety Technician class being offered in February. If anyone has any questions, please reach out to Jon Higgins.

**Cindy Davis** – Family and Children First has meals left over from the OSU Kindness project that was distributed. If anyone would like to have some, please contact the FCF Office.

**MEETING ADJOURNED**

**Next meeting:** February 15, 2023 @ 1:30 pm, 204 Davis Ave., EOC

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Prepared by:  
Jon Higgins

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Council Chair  
Rachel Shipley