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## Governing Board Meeting Minutes

December 7, 2022

### Attendees:

Beck, Dianna	Marietta/Belpre Health Department
Carson, Kara	Hopewell Health Centers
Everson, Daniel	City of Marietta
Farnsworth, Jennifer	Parent Representative
Fordham, Denyse	Parent Representative
Hanger, Tammy	Parent Representative
Huck, Derrick	Life & Purpose Behavioral Health
Rauch, Dawn	Community Action Program of Wash./Morg. Co.'s
Riffe, Brenda	Washington County Board of Developmental Disabilities
Shipley, Rachel	Project Head Start
Silvus, Brad	Marietta City Schools
Warner, Heather	GoPacks
Davis, Cindy	FCF Council Director / HMG Contract Manager
Higgins, Jon	FCF Financial Officer / Office Manager

### Absent:

Bohlen, Amanda	Ohio State University Extension
Browne, David	Washington County Behavioral Health Board
Byrne, Kelly	Parent Representative
Freimann, Flite	Washington County Dept. of Job & Family Services
Greenley, Jeffrey	Belpre City Schools
Ritter, Kevin	Washington County Commissioner
Stewart, Alice	Washington County PCSA
VanCleave, David	Ohio Department of Youth Services
Werry, Tasha	Building Bridges to Careers Washington County Health Department

### Guests:

Troy Alfred - CareSource

## INTRODUCTIONS

### APPROVAL OF MINUTES

October 19, 2022 Governing Board Meeting Minutes were included in the emailing.

***Derrick Huck made the motion to approve the October 19, 2022 minutes as emailed.  
Rachel Shipley seconded the motion.  
Motion Carried***

### FINANCIAL REPORTS

October 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.

***Daniel Everson made the motion to approve the October financial reports as emailed.  
Derrick Huck 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 handouts were included in the emailing; Triple P – Positive Parenting Program, Ohio Early Intervention SFY2022 Summary, Home Visiting System Referrals.

## COMMITTEE / WORKGROUP REPORTS

1. **Executive Committee** – The Executive Committee met November 3, 2022. The minutes from the meeting were included in the emailing. The committee met to discuss staffing updates, OhioRISE, proposed salary schedule, and proposed staff rates.

Cindy then contacted the Executive Committee about the potential of hiring a 5<sup>th</sup> additional Help Me Grow Home Visitor. This would be an added position to Family and Children First. Cindy contacted Ohio Department of Health and a Home Visiting Expansion Funding request was submitted. This would pay \$19,200 to assist in hiring and training the new home visitor. The Executive Committee and Commissioner approved the hiring of the 5<sup>th</sup> Home Visitor. A motion needs made for the addition of a Help Me Grow Home Visiting Home Visitor.

***Kara Carson made the motion to approve the hiring of a 5<sup>th</sup> Help Me Grow Home Visitor.***

***Tammy Hanger seconded.***

***Motion Carried.***

2. **Nominating Committee** – The Nominating Committee (Brenda, David, and Denyse) met and nominated Rachel Shipley for President, Amanda Bohlen for Vice President, Dawn Rauch for Secretary, and Brenda Riffe as Treasurer.

***Derrick Huck made the motion to nominate Rachel Shipley as President, Amanda Bohlen as Vice President, Dawn Rauch as Secretary, and Brenda Riffe as Treasurer.***

***Brad Silvus seconded.***

***Motion Carried.***

3. **Shared Plan Workgroup** – The Shared Plan Workgroup met November 28, 2022. Minutes from the meeting were included in the emailing. The workgroup discussed No Wrong Door and the Resource Coordinator. No Wrong Door Philosophy and No Wrong Door outline were also included in the emailing and Cindy reviewed. A survey will be sent to Council members.

4. **No other Committees wished to report.**

## OLD BUSINESS

1. **Staffing Updates** – Since the last staffing update from September Council meeting, the internship for the second Service Coordinator/Wraparound Facilitator fell through. The person decided to accept a job elsewhere that would hire her and let her do her internship paid. The position was then posted again and interviews have begun. This

position will hopefully be filled and estimated to have a start date the beginning of January.

A job posting was placed for the Help Me Grow Home Visitor who resigned in October, and interviews were conducted. From the interviews, two viable candidates were interviewed and both hired. One would replace the vacant position and the other is an added 5<sup>th</sup> Home Visitor. Megan Tredway and Christina Lemley were hired as Home Visitors. They both began November 29<sup>th</sup> and have already been attending and completing trainings.

**2. No other Old Business was discussed.**

**NEW BUSINESS**

1. **2023 Meeting Calendar** – The 2023 Council Meeting Calendar was included in the emailing. Council will meet 10 times; the third Wednesday of the month during Jan, Feb, Mar, Apr, May, Jun, Sept, Oct and the first Wednesday in Aug and Dec. There will be no meetings in the month of July and November. Meetings will be held at the EOC.

***Denyse Fordham made the motion to approved the 2023 Council Meeting Calendar as presented.***

***Kara Carson seconded the motion.***

***Motion Carried.***

2. **Revised Budget** – Jon Higgins found an error in salary rates for two employees in the 2023 budget. One staff had an incorrect beginning salary rate and the other did not have the probationary period rate increase included. Also included in this revision are the two additional positions added. It was decided to move forward with the hiring of the second Service Coordinator/Wraparound Facilitator since the internship fell through. Salary and fringe for this position was added to the Multi-System Youth fund. With the addition and approval of the 5<sup>th</sup> Help Me Grow Home Visitor; salary and fringe was added to the Help Me Grow fund. Jon has been in contact with the Commissioner’s office with the okay to submit the revision to them. No changes were made to the Commissioner’s contribution.

***Denyse Fordham made the motion to approve the revised 2023 budget to be submitted to the Washington County Commissioners.***

***Brad Silvus seconded.***

***Motion carried.***

3. **Parent Preps** – Term expiration for Parent Representatives Denyse Fordham, Tammy Hanger, and Jennifer Farnsworth expires January 1, 2023. Cindy has spoken with them and Denyse and Jennifer and they would like to continue on Council. Tammy Hanger however is retiring and will not continue on Council.

***Rachel Shipley made the motion to approve Denyse Fordham as a Parent Representative on Council.***

***Dawn Rauch seconded.***

***Motion Carried.***

***Heather Warner made the motion to approve Jennifer Farnsworth as a Parent Representative on Council.***

***Kara Carson seconded.***

***Motion Carried.***

4. **Community Reps** – Term expirations for Community Representatives from OSUE and Life and Purpose Behavioral Health expire January 1, 2023. Cindy has spoken with Amanda Bohlen from OSUE and Derrick Huck from Life and Purpose Behavioral Health; both have shown interest in continuing on Council.

***Rachel Shipley made the motion to approve the membership of Amanda Bohlen from OSUE on Council.***

***Heather Warner seconded.***

***Motion Carried.***

***Densyse Fordham made the motion to approve the membership of Derrick Huck from Life and Purpose Behavioral Health on Council.***

***Brad Silvus seconded.***

***Motion Carried.***

5. **No other new business was discussed.**

**OhioRISE Update** – Cindy, Elaine, and Community Options Team members met with 3 people from OhioRISE. This meeting was beneficial and concluded FCF, Children Services, and Board of DD will meet regularly with the OhioRISE staff.

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

No Shared Plan reporting by members.

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

**Heather Warner** – Partnering with BB2C, they will offer internships to high school students who are already in GoPacks.

**Troy Alfred** – Ohio Department of Medicaid Next Generation plans were supposed to start Dec 1<sup>st</sup>, these have been pushed to Feb 1<sup>st</sup>

**Dianna Beck** – Community Health Worker has hit the ground running.

**Dawn Rauch** – The Point in Time Count will be Jan 24<sup>th</sup>, They are accepting volunteers to count that day. Please have them contact the Washington/Morgan Community Action office.

**Brad Silvus** – Marietta City Schools has hired a Student Success Coordinator whose job will be working on absenteeism and the graduation rate. Marietta City Schools will have a meeting with Service Providers.

**Jennifer Farnsworth** – Hunger Solutions donated money to the Washington County Food Pantries. A new Communication Disability Law passed that allows individuals with a communication disability to enroll in a database that connects to the Law Enforcement Agencies Data System, so the law enforcement officer can then be aware if the driver may have difficulty communicating.

**Denyse Fordham** – Still have funds available in the Fordham Scholarship. Denyse has partnered with the Marietta Community Foundation to provide grants to young graduated Washington County residents looking for tools, clothes, or specific items needed to begin a career. This grant will pay costs for these items. If you know of someone that might be interested, have them contact the Marietta Community Foundation.

## **MEETING ADJOURNED**

**Next meeting:** January 18, 2022 @ 1:30 pm, 204 Davis Ave., EOC

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Prepared by:  
Jon Higgins

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Council Chair  
Rachel Shipley