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Governing Board Meeting Minutes

August 3, 2022

Attendees:

Beck, Dianna	Marietta/Belpre Health Department
Browne, David	Washington County Behavioral Health Board
Carson, Kara	Hopewell Health Centers
Everson, Daniel	City of Marietta
Farnsworth, Jennifer	Parent Representative
Fordham, Denyse	Parent Representative
Freimann, Flite	Washington County Dept. of Job & Family Services
Hanger, Tammy	Parent Representative
Jackson, John	Washington County Health Department
Rauch, Dawn	Community Action Program of Wash./Morg. Co.'s
Riffe, Brenda	Washington County Board of Developmental Disabilities
VanCleave, David	Ohio Department of Youth Services
Vuksic, Jamie	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:

Bohlen, Amanda	Ohio State University Extension
Greenley, Jeffrey	Belpre City Schools
McFarland, Janice	Life & Purpose Behavioral Health
Ritter, Kevin	Washington County Commissioner
Shiple, Rachel	Project Head Start
Silvus, Brad	Marietta City Schools
Warner, Heather	GoPacks

Guests:

George Goddard-WCBHB
Karri Schilling-COAD
Michelle Knowlton-OhioKAN
Troy Allford - CareSource
Tawni Mincks-MBHD

A Partnership of Families and Communities

INTRODUCTIONS

PRESENTATION

Flite Freimann, Director of Washington County Job and Family Services presented to Council on the Prevention Program. With the rise of children in Children Services custody (currently 104); the need to get involved needs to be much earlier. They would like to start back up the Prevention Program that ended many years ago through Children Services. They would like to start the program with 2 Prevention Specialists and a budget of around \$200,000. Salaries would be around \$140,000 so that leaves about \$60,000 for programming costs. They are looking for support and commitment from other departments and agencies. They are hoping to begin the program January 1st. If you would like to financially support the Prevention Program, please let Flite or Jamie know.

APPROVAL OF MINUTES

June 15, 2022 Governing Board Meeting Minutes were included in the emailing.

Flite Freimann made the motion to approve the June 15, 2022 minutes as emailed.

David Browne seconded the motion.

Motion Carried.

FINANCIAL REPORTS

June 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.

David VanCleave made the motion to approve the June 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: SFP 10-14 Program, GoPacks Community Resource Fair , Early Childhood Safety Initiative Summary Report for SFY 22 , Strengthening Families 10-14 Program Annual Reports, Incredible Years Preschool Basic Annual Report, Updated Council Roster, OhioRISE Launch Report Week of 7/11/22, OhioRISE Launch Announcement, OhioRISE/CANS Overview for Children, Youth, and Caregivers.

The following program reports were included in the emailing and reviewed; Early Intervention Quarterly Report, SC/WA Quarterly Report, SC/WA Annual Report.

COMMITTEE / WORKGROUP REPORTS

1. **Early Childhood Committee** – The July 14th meeting minutes were included in the emailing.
2. **Shared Plan Workgroup** – The Shared Plan Workgroup met July 6th and July 21st and the minutes were included in the emailing.
3. **No other Committees wished to report.**

OLD BUSINESS

1. **OhioRISE Updates** – Cindy met with the CME/ISBH July 26th, and provided updates from the meeting.
2. **Staffing Updates** – Haley Sargent has resigned her position as the Supervisor for the Help Me Grow Home Visiting Program. However, she has offered to stay on the payroll to assist in training new staff on evenings and weekends. Interviews were conducted immediately. Christina Coulter has been hired and her start date is August 8th. Patience Carpenter was hired as a new additional Home Visitor and began her position July 25th. She has completed her county trainings and ODH trainings, but we are now waiting for word on when there will be a required PAT training. Kelly Byrne has resigned her position as Family Peer Support Specialist due to needs of her family. She would like to re-visit the possibility of coming back in the future and has also applied for a parent rep seat on Council.

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

NEW BUSINESS

1. **June OFCF Data and Expense Reports** – Report was included in the emailing. The Family-Centered Services and Supports (FCSS) Monthly Report is for youth served with FCSS dollars. Included with this report is a copy of the FCFC Budget Invoice which reflects expenditures for the FCSS funds, Operational Capacity Building Funds and Multi-System Youth Admin. This invoice is included with the FCSS report when submitting monthly.

David Browne made the motion to approve the June OFCF Data and Expense Report.

Brenda Riffe seconded the motion.

Motion carried.

2. **Cribs for Kids Agreement** – Cribs for Kids and Safe Sleep Acknowledgement and Acceptance agreement needs approved. This agreement allows FCF to distribute cribs to families in need of one. This a continuation agreement for SFY23.

David Browne made the motion to approve the Cribs for Kids and Safe Sleep Acknowledgement and Acceptance Agreement.

Tasha Werry seconded the motion.

Motion Carried.

3. **Spanish Interpreter Contract** – Approval is needed for the Spanish interpreter SFY23 contract. This is the contract for Monica Carhuay to provide Spanish Interpreter services for the Help Me Grow Program. Home Visiting currently has one family that is in need of these services. The contract is for \$600 at a unit rate of \$30 per hour.

Flite Freimann made the motion to approve the contract with Monica Carhuay to provide Spanish Interpreter services.

Kara Carson seconded the motion.

Motion Carried.

4. **Ely Chapman Rental Agreement** – Approval is needed for the rental agreement with Ely Chapman. Ely Chapman will provide 2 classrooms and the café (for dinner) for facilitation of the Strengthening Families 10-14 program. Any meals and drinks can also be purchased under the agreement.

Kara Carson made the motion to approve the Ely Chapman Rental Agreement for the Strengthening Families 10-14 Program.

Brenda Riffe seconded the motion.

Motion Carried.

5. **Parent Rep Application** – Kelly Byrne (former Family Peer Support Specialist) has submitted a Parent Representative application for Council.

David Browne made the motion to approve Kelly Byrne as a Parent Representative for Council.

*Kara Carson seconded the motion
Motion Carried.*

6. **SFY 2022 Shared Plan Update** – The update for the SFY 2020-2022 Shared Plan was included in the emailing. Cindy reviewed the update with Council. Approval is needed for submission of the update.

Tasha Werry made the motion to approve the SFY 2020 – 2022 Shared Plan Update as presented.

*Kara Carson seconded the motion.
Motion Carried.*

7. **SFY 2023-2025 Shared Plan** – The Shared Plan Workgroup met and reviewed data from the Council Retreat and developed a shared plan for SFY2023-2025. The Shared Plan for SFY 2023 – 2025 was included in the emailing and reviewed. Approval is needed for the new Shared Plan.

Flite Freimann made the motion to approve the SFY 2023-2025 Shared Plan as presented.

*Brenda Riffe seconded the motion.
Motion Carried.*

8. **Appreciation Resolution** – A policy needs to be in place for Staff Appreciation Events. FCF believes it is important to recognize staff members for their services and commitment to Council, to individuals and their families for which it supports, and for superior performance and professional accomplishments. A proposed policy was included in the emailing and reviewed.

David Browne made the motion to approve the Staff Appreciation Policy as presented.

*Tasha Werry seconded the motion.
Motion Carried.*

9. **Staff Retention** – Staff at FCF are falling behind when it comes to salary rates when compared to other county departments and in the private sector. Flite Freimann presented the need to increase rates. Cindy shared a comparison chart of comparable positions in the county and state, which indicated a large discrepancy in rates for FCF. In order to get employee salary rates up to a comparable level, a \$2.00 hourly raise for

all staff was proposed. This would help with staff morale and retaining current staff. Financial implications were researched, and FCF can support the increase financially. It was also suggested to develop a staff pay scale for the future.

***Tasha Werry made the motion to approve the \$2.00 hourly increase for all employees at Family and Children First.
Brenda Riffe seconded the motion.
Motion Carried.***

10. No other new business was discussed.

SHARED PLAN REPORTING BY MEMBERS

INFORMATION SHARING / PUBLIC COMMENT

Jon Higgins – If anyone knows of anyone that would like to become a Car Seat Technician; Stark County Health Department is offering 2022-2023 Child Passenger Safety Technicians Certification Courses. Jon Higgins is now a Technician Proxy and can sign off on Technicians car seat checks for re-certification. This would help anyone locally when needing to re-certify.

Tasha Werry – BB2C Ribbon Cutting Ceremony for 10th Anniversary is Aug 9th

MEETING ADJOURNED

Next meeting: September 21 2022 @ 1:30 pm, 204 Davis Ave., EOC

Prepared by:
Jon Higgins

Council Chair
Jamie Vuksic