

Minutes

January 28, 2024

Meeting was held in-person at The Perry County Opportunity Center, 5250 State Rt. 37 E, New Lexington, Ohio 43764.

Call to Order Chair, Amy Frame, called the meeting to order.

Present: Amy Frame, (Chair, JFS); Theresa Moore, Linda Williams-Cunningham, Serena Dunn, (Parent Representatives); Chase Bennett, (Perry County Commissioner); Roger Birch, (Mental Health Recovery Services Board); Mendra Hupp, Lori Hollingshead, (Perry Co Job & Family Services); David Couch, (Perry Co Board of DD); Ashley Reed, Helen Folk, Melanie Schott, (Early Intervention, HMG); Casey Coffey, Jessica Sweeney, (NLSO); Misty White, (Perry County Protective Services); Sheriff Barker, David Kennedy, (Perry County Sheriff's Office); Lesa Garey, (Perry Co Health Dept.); David VanCleave, (Dept. of Youth Services); John Wilson, (Big Brothers Big Sisters); Cassie Owens, (COAD); Chris DeLamatre, (HAPCAP); Lea Ann Wells, (Juvenile Court); Krisa Rhodes, Bobbi Holcombe, (MVESC);

Amy Frame requests a motion for approval of the January meeting minutes. David Couch makes a motion to accept the minutes with a second by Lea Ann Wells. No additions or corrections made. No objections- motion passed to accept the minutes.

Financial Reports:

Administrative Agent. PCJFS Fiscal Manager, Lori Hollingshead submitted fiscal records. The balance in the FCFC fund was \$172,800.22. The admin funds were allocated in the same amount of \$30,750 and MSY Admin funds of \$3,600. We currently still have the MSY Admin Funds available, and we have utilized 59% of the OCBF Allocation. These funds are on track to be fully expended within the fiscal year. *FCSS funds were allocated in the amount of \$27,493, and currently have \$8,525.41 remaining as of now (following the latest check run). We are at 68% expended and only halfway through the fiscal year. At this rate these funds will be expended prior to the end of the fiscal year, and we may come up a tad short and may have to seek pooled funds from partners.

*Local pooled funds are currently at \$349.24 remaining.

*The current balance in the JFS contribution toward administrative expenses is still at \$72,953.43. These funds will help cover any overage in the administration of the FCFC program. (salary, fringe, audit costs, dues, etc.).

We also received our final documents from Auditor of State on our completed financial audit. I believe Kendra sent these out to everyone, but if anybody would like a copy sent their way, please let me know.

We had **no findings** in our audit (which is fantastic news!). All of the financials were lined up and compliant in our reporting.

There are just a few non-finding items mentioned for review/recommendation moving forward:

- Noncompliance Findings:
 1. 2022 financial reporting that was due by March 1, was not submitted until March 10th.
 - This was due to an error when I began preparing the reporting; I chose the incorrect accounting type (GAAP which is due May 31st); however, this is a “Regulatory” filing, which is due March 1. This will not happen again moving forward.
 2. A public office shall have a copy of its current records retention schedule at a location readily available to the public.
 - The council shall establish and approve a records retention schedule and have it readily available to the public.
 3. The council did not maintain written acknowledgement the records custodian/manager has received the Public Records Policy.
 - The Council’s Public Records Policy shall be distributed to the records custodian/manager and the Council should maintain written acknowledgement of receipt from the records custodian/manager.
 - Alison (from AOS) provided the above attachment (very simple) on what can be signed as a receipt of this. She mentioned this does not need to be completed annually; just completed once and kept on file; only updated if the policy changes or if there is a new main records custodian.
- Recommendation:
 1. Insufficient FRAQ Responses from Key Inquiries
 - AOS failed to receive sufficient Fraud Risk Assessment Questionnaire responses from two Council Members. Due to the size of the Council’s Board, and receiving a significant number of sufficient responses, they did not identify any specific risks in which impacted the audit procedures.
- It is recommended that all Council members perform their governing duties in a way to support a positive control environment. This would include timely response to auditor requests during the biennial audit. A motion was made by Linda Williams-Cunningham to accept the financial report with a second by Serena Dunn. Motion passed. No objections.

Reports:

1.Early Intervention- Ashley Reed gave the Early Intervention update. Ashley referred to the documents she shared (4) and says if there are questions to let her know. Pilot program is still going well. Ongoing services continue to get positive feedback from both families and PCBDD staff. We have worked through several issues and communication has improved.

Outreach efforts will focus on the southeast region of the county. We know that our EI program and the County Board as a whole is underserving that area. We are

using EI funds to sponsor a fall sports calendar that will be displayed at local businesses. We are also going to represent EI at the upcoming Senior Expo. We continue to see a rise in aging caregivers so we want to make sure that we share what services and supports we can provide.

Evaluations and assessments are still a struggle. Our Developmental Specialist Tera is responsible for leading every evaluation that we do, as well as carrying an ongoing caseload. Her calendar is very full, and it is getting more difficult to schedule everything that is required in the 45-day timeline. We have been working closely with Lindsey Jay and DCY and they have allowed the pilot therapists to serve on the E&A team again, which is helpful to capture the best information, but does not help Tera's time constraints. We will continue to work with Lindsey to identify other possible options.

Ashley has absorbed Katie's caseload and is currently serving her families. They will be going through the 45-day timeline review later this spring. I will share those results when we receive them.

2. Family & Children First - Kendra Warthman gives update. FCFC has changed with the Department of Children and Youth- as they lend oversight and institute new opportunities to serve families and to be accountable. Overview annual report CY24- served 24 youth: 0-6:1, 7-12:9, 13-18:13, 19-20:1- Total 24 youth served in CY 24. MSY \$266,549.31 funds FCFC and OhioRISE Perry County. Shared Plan will be shared 2026-2028 in August. Would like to add additional Parent Representatives- be a parent and live in Perry County. Participation Survey results- color-coded. Go over areas council felt we are doing well and areas that need attention. OFCF is creating a manual for Council Members to explain expectations. Organizational Chart and committees. Shared Plan funding through online survey- visibility needs to be increased to raise the referral rate. Acronym list- may be continually updated. Youth and Incentive Funds Safety Class with OSU Extension/ Misty Harmon.

New Business:

1. **Election of Vice Chair-** David Couch volunteers to serve through June 30. A motion was made by Linda Williams-Cunningham with a second by Theresa Moore. Motion passed. No objections.
2. **Service Coordination Mechanism-** A few changes were noted that will be implemented. Diversion mention will be omitted in the Juvenile Court section. A motion was made by Theresa Moore to accept the 2025 Service Coordination Mechanism for Perry County with a second by Serena Dunn. Motion passed. No objections.
3. **Shared Plan Priority Incentive Funding-** Amount is \$16,748.37 to be used for increased visibility in the community with advertising, pamphlets, etc. as well as Service Coordination costs. A motion was made by Chris DeLamatre with a second by Theresa Moore. Motion passed. No objections.
4. **Krisa Rhodes- MVESC- Parent Mentor-** Krisa is a Parent Mentor- someone with lived experience. It was implemented back in 1991. Services are free. She is managed by OSU and the Ohio Dept of Education and Workforce. Krisa describes the process to engage with her program-mainly to connect with school-age children. She is the parent of a special needs

child and works with Southern Local, various agencies and youth in the community. The program assists parents through a complicated process. Pamphlets were left for distributed to the group. Important referrals come in when the children are young. She has developed a binder with other Parent Mentors. She gives these to families. It explains things for them. She is there to support the families through difficult meetings. The goal of the project is to work with students with disabilities in their schools to support the educational process. She has developed numerous resources. She meets with other parent mentors. She gives people options. Meetings come up with an action plan. Program lets parents be seen, heard, and supported. She has used the Charting Lifecourse – it helps people decide what they need. It connects families to supports to provide continuity. She wants to assure needs are met at home and school. A lot of resources are available from a variety of sources: Parent Mentor website, Ohio Dept of Ed, Workforce, Family Resource Ctr of Ohio.

5. **Amy Frame-Meeting Date**- discussion of changing the date to a different day and time

Agency Updates:

Mendra Hupp- Perry Co JFS- Bridges program offers assistance to single parents transitioning off benefits.

Misty White- School Outreach- Is also the new supervisor for FCFC.

Lesia Garey- Perry Co Health Dept- Free Narcan program

John Wilson- BBBS- Approved for \$165,000 over a multi-year program to expand to So Local schools. New Lex has taken off this year.

Lea Ann Wells- Juvenile Court- Redirection U-Turn program- families with problems. 6–8-week classes. Relevant topics to the community plus two sessions that are equine. Horse Power is also offered 12-18 ages. Do not have to be involved with the court to enroll. Contact Mendy Boley.

Casey Coffey- New Lex Schools- Is appreciative of what we do- happy to see a full room. Excited to be back to school. Excited to roll out new construction project. Just has the boot off his leg with a deep heel bruise and pinched nerve in his neck. Excited about going back to school- a lot of great things happening. Thanks for all we do.

Melanie Schott- Outreach Help Me Grow- Can help with events- let her know. She can be a vendor- does outreach activities.

Chris DeLamatre- Head Start/ Early Head Start- They are fully enrolled. People should continue to apply. When a child drops they replace the opening. They have coats size 2-3T, 10-12, more 14-16 and some 8-9 Toddler shoes. Project Warm. Need to be TANF eligible. Let her know if you have any families who could utilize. Waiting on determination from Fed grant funding determinations.

Theresa Moore- Parent Representative- Tom is developing his own life. She visits him 2-3 times a week. It is a process.

Ashley Reed- Help Me Grow- Early Intervention- Available if special needs parents need someone to talk to. Parent mentor page.

Bobbi Holcombe- MVESC- Director After School Programs- 20% funded Fed grants- Perry there all grade levels being served. Glenford, (last year) Somerset..21st Century Fed. Grants announced last Fall- taking a pause. Let her know if you have questions.

Helen Folk- Help Me Grow- Actively trying to hire a Home Visitor position- she supervises the Home Visiting program.

Chase Bennett- Perry Co Commissioner- is first meeting- orientation of different agencies.

Roger Birch- Mental Health Recovery Services- Levy will be coming up in Perry in May.

Mendra Hupp- Perry Co JFS Bridges -Single parents program for self-sufficiency- gas vouchers- savings accounts, setting goals, TANF over 200%- 18 months to complete the program. They celebrate when they complete the program. Reach out to Adessa.

Amy Frame- Children Services update- spent more in 2024- will exceed 1.3 million. One youth cost the county \$64,000 in a DD setting in Toledo. This is the result of 14 years of trauma. They need to be in a family setting. Significant needs are coming in or they sleep in the building. They have had it happen a couple of times. The Gov office is aware. There is no short-term fix. It is a nationwide issue. Otherwise, cases are manageable. Things are going well, just a few cases drain the system. They are looking at a pilot program while students pursue their Bachelor's degree. Targets non-social work programs.

Meeting adjourned at 10:30 am. The next meeting is April 8, 2025 at the Opportunity Center at 9:00 a.m.