



Ottawa County Family & Children First Council

EXECUTIVE COMMITTEE

COUNCIL MINUTES

Ottawa County Family & Children First

2.3.2021 | 2:00-3:00 p.m. | Virtual via Zoom

Attendance:

Member	Member Agency	Present	
		Yes	No
Adkins, Pat	Port Clinton City Schools, Superintendent*	X	
Bingham, Jerry	Ottawa County Health Department*		X
Chasteen, Mandi	Parent Representative*		X
Cronin, Brenda	Mental Health & Recovery Board of Erie & Ottawa, Executive Director*	X	
Douglas, Don	Ottawa County Commissioner*	X	
Kowal, Stephanie	Ottawa County Department of Job & Family Services, Director*	X	
Slusser, Melinda	Ottawa County Board of Developmental Disabilities, Superintendent*	X	
Non-Voting	Representing	Present	
		YES	NO
Osborne, Margaret	Ottawa County FCFC Manager	X	

1. Call to Order & Consent Agenda A

Chair, Ms. Kowal, called the meeting to order.

- o Review and approval of the agenda.

Motion to approve by Ms. Slusser, second by Ms. Cronin. Motion carried.

2. Council Positions Approval & Hire – Director & WrapAround Coordinator

Ms. Kowal presented the positions of Director and WrapAround Coordinator to the committee. Ms. Osborne will be transitioning from the Ottawa County Board of DD to the Ottawa County Commissioners office. The search committee for the WrapAround Committee reviewed applications and conducted interviews. The committee is recommending Natalie Gottron for the position pending BCI and drug screen results. After the position is approved from the commissioners and the pre-screenings are acceptable, Ms. Gottron will begin her position.

3. Council Report

Ms. Osborne requested approval on Consent Agenda B for:

Office Space Lease & Computer Services: Ms. Osborne reported that Ms. Slauterbeck from the Commissioner's office forwarded the office space lease for \$261/month which includes sewage, electricity, gas and trash. An additional \$500 per user for computer services, which is an annual service and billed once a year. Two phone lines will be put in and billed from Riverview Nursing Home.

MHRBEO Funding Request: A request has been submitted to the Mental Health & Recovery Board of Erie & Ottawa Counties for \$20,000.00 to assist funding in WrapAround services to Ottawa County youth and families. Ms. Osborne presented to a committee for their board last night and the request was approved which will now go to their full board for approval.

Service Coordination Mechanism Updates: Updates to the mechanism were made to reflect the new positions, new contact information for council and changes in Juvenile Court programs.

Community of Support Grant: The purpose of this grant is to establish a sustainability plan to support and help expand our systems of care network. This plan will examine the community-based services and supports for children that are already being done in Ottawa County as well as look at gaps and barriers that are inhibiting services and supports still needed. The funding will provide the necessary supports needed to create a system wide Level of Care Assessments for children at risk of, or who are placed in residential facilities; and provide for after care planning for six months post discharge. The funding will also enhance collaboration with birthing hospitals and federally qualified health centers to create CARA plans of safe care.

Ottawa County Community Foundation Grant: The grant which is open once a year is due March 15. Ms. Osborne stated that she is requesting approval to apply for the grant for office equipment. She will know more once she is settled into the fulltime position.

Occupational Capacity Building Funds: The purpose for these funds are to support council with the coordinator position and to fund any stipends for parent representatives on council.

Office Supplies Requisition: Ms. Osborne requesting council approve the request to purchase office supplies not to exceed \$1000.00.

4. **Consent Agenda B recommends the council to approve Financial Reports, Current Invoices and recommendations –**

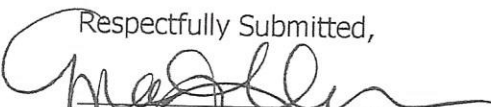
1. Recommendation and approval of creation of FCFC positions, Director & WrapAround Coordinator.
2. Recommendation and approval to hire Natalie Gottron for WrapAround Coordinator with starting date of 2.8.21.
3. Recommendation and approval to transfer Margaret Osborne from Ottawa County Board of DD employee to Ottawa County FCFC employee with effective date determined due to training at DD.
4. Recommendation and approval to enter into contract with the Ottawa County Board of Commissioners to rent space at Riverview School Building at \$261/month and computer services at an annual cost of \$500/per user for a total of \$1000.
5. Recommendation and approval for MHRBEO funding request for WrapAround in the amount of \$20,000.00.
6. Recommendation and approval to changes make to the Service Coordination Mechanism.
7. Recommendation and approval to apply for the Community of Support Grant.
8. Recommendation and approval to apply for the CY21 Ottawa Community Foundation Grant.
9. Recommendation and approval to apply for FY22 OCBF application.
10. Recommendation and approval to purchase office supplies for CY21 not to exceed \$1000.00.

Motion to approve by Mr. Adkins, second by Ms. Cronin. Motion carried.

5. **Adjournment –** Motion to adjourn.

Next meeting scheduled for March 5, 2021, at 9:00 a.m.

Respectfully Submitted,


Margaret Osborne, Coordinator

Approved,


Stephanie Kowal, Chair