

Ohio Family and Children First
Request of County Family and Children First Council
Operational Capacity Building Funds
SFY 2008



(Please type or print clearly)

Section I: Contact Information

County: Williams

<p>Council Chair</p> <p>Dates of Term: 1/1/2007 through 1/1/2008</p> <p>Name: Kerri Gearhart</p> <p>Agency: Northwest Ohio Educational Service Center</p> <p>Mailing Address: 1410 West High Street Bryan, OH 43506</p> <p>Phone: 419-636-5078 Fax: 419-636-6416</p> <p>Email: nwoesc_kge@nwoca.org</p>	<p>Council Coordinator</p> <p>Name: Melissa J. Rupp</p> <p>Agency: Williams County Family and Children First Council</p> <p>Mailing Address: One Courthouse Square, Fourth Floor Bryan, OH 43506</p> <p>Phone: 419-636-9348 Fax: 419-636-0643</p> <p>Email: mrupp@wmsco.org</p> <p>Website: www.wmsco.org</p>
<p>Administrative Agent</p> <p>Name: Brian Davis</p> <p>Title (check one that applies):</p> <p><input type="checkbox"/> ADAMH/MH/ADAS Board – <i>Director</i></p> <p><input checked="" type="checkbox"/> Board of County Commissioners - <i>Commissioner</i></p> <p><input type="checkbox"/> Board of Health – <i>Commissioner / Administrator</i></p> <p><input type="checkbox"/> Dept. of JFS - <i>Director</i></p> <p><input type="checkbox"/> Children’s Srvc Brd - <i>Director</i></p> <p><input type="checkbox"/> Board of MRDD – <i>Superintendent</i></p> <p><input type="checkbox"/> Board of Educ. – <i>Superintendent</i></p> <p><input type="checkbox"/> Board of Educ. Services Center – <i>Superintendent</i></p> <p><input type="checkbox"/> Juvenile Court – <i>Judge</i></p>	<p>Agency: Williams County Commissioner</p> <p>Mailing Address: One Courthouse Square, Fourth Floor Bryan, OH 43506</p> <p>Phone: 419-636-2059 Fax: 419-636-0643</p> <p>Email: bdavis@wmsco.org</p> <p>Federal ID Number: 34 - 6401595</p>

Section II: Budget Summary

Using the chart below, specify how the county FCF council intends to utilize the proposed \$20,000 GRF allocation. *Funds appropriated in the OFCF line item shall be used to fund the operational capacity of council that includes a portion of the salary and fringe benefits necessary to fund local FCFC coordinators, parent involvement, administrative support, and/or technical assistance.* In addition to the proposed \$20,000 GRF allocation, please identify the additional funding utilized to maintain FCFC's operations and activities.

Budget Category	Amount Allocated (\$20,000)	Description of Budget (\$20,000)	Additional Funding Allocated beyond GRF \$20,000	Description of Additional Budget (i.e., purpose, funding source)
Salary/Fringe/Travel Expenses Name: Melissa J. Rupp Position: Coordinator/Director <input type="checkbox"/> FTE or <input checked="" type="checkbox"/> PTE Name: Michelle Egler Position: Family Support Specialist <input type="checkbox"/> FTE or <input checked="" type="checkbox"/> PTE	\$19,600 0	20 hours of the Coordinator's 32 hour week. NO benefits included. N/A	\$26,520 \$8600	Funds 12 hours/wk of coordinator time and benefits, funds provided through administrative fees on grants: CTF, HMG and ABC initiative. For SFY 2008 a new dues structure will be implemented for local funding contribution. The Family Support Specialist is funded through Help Me Grow Part C funds and GRF allocation. This position is supervised by the FCF Coordinator and the HMG Project Director
Parent Involvement (including parent representative training, stipends, childcare, mileage) ■ If stipends are provided, specify amount and purpose in budget description.	400	Stipends are provided to families at a rate of \$25 per meeting. This support is to assist in the cost of travel and childcare.		
Administrative Support (including rent, utilities, postage, phone, internet, other indirect costs)	0	N/A	\$5375	Funding is allocated as follows: Audit: \$1525 Advertising, postage and printing: \$400 Supplies, office and other: \$400 Telephone: \$1050 Travel, lodging and meals: \$2000 based on .40/mile

Technical Assistance (including FCFC training, consultation)	0	N/A	\$300	Seminars/training expense for attending annual retreat or other relevant training.
Total Budget	20000 (not to exceed \$20,000)		\$40795 (in addition to the \$20,000)	

Section III: Strategic Plan for Core FCFC Functions

A. Building Community Capacity: *To mobilize child and family serving partners to address the needs of children and families through planning and implementing evidence-based programs*

Council Requirements per ORC 121.37 (B)(2)(b) and (B)(3)(c)	Identify key activities completed in SFY 07	Identify key activities or outcomes to be achieved in SFY 08
<p>Development and implementation of a process that annually evaluates and priorities services, fills service gaps where possible, and invents new approaches to achieve better results for families and children.</p> <p>Establish an interagency process to identify local priorities to increase child well-being. The local priorities must focus on expectant parents and newborns thriving; infants and toddlers thriving; children ready for school; children and youth succeeding in school; youth choosing healthy behaviors; and youth successfully transitioning into adulthood and take into account the indicators established by the cabinet council under division (A)(4)(a).</p>	<p>Submit the County FCFC HB 289 Biennial Plan with this <i>SFY 08 Operational Capacity Building Funds Application</i>. No additional information is required for this column.</p>	<p>Specify FCFC proposed activities for HB 289 Annual Plan Update due July 1, 2008.</p> <p>Due to being a Partnership for Success Implementation county in SFY 2007 we have begun implementation of our strategic plan. By July 1, 2008 we will have completed up to 18 months of implementation strategy addressing Teen Pregnancy Prevention and Negative behaviors associated with Mental Health. Evaluation of these strategies will be reported along with a plan for continuous quality improvement.</p>

<p>Develop an annual plan that identifies the county's interagency efforts to County Commissioners and Cabinet Council (<i>Biennial Plan due July 2, 2007; Annual Plan Update due July 1, 2008</i>).</p>		
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B. Shared Accountability: *To monitor, evaluate, and communicate progress and successes with the commitments to assuring all families and children thrive*

<p>Council Requirements per ORC 121.37 (B)(2)(b) and (B)(3)(c)</p>	<p>Describe the FCFC's oversight and monitoring system assuring accountability in SFY 07</p>	<p>Describe what will be done to enhance FCFC's accountability in SFY 08</p>
<p>Maintenance of an accountability system to monitor the county FCFC's progress in achieving results for families and children.</p>	<p>For example, committees structures, reporting, oversight for FCFC's activities including, but not limited to, HMG, OCTF, Service Coordination, Fiscal.</p> <p>The Family and Children First Council meets 6 times a year. This meeting is structured to allow for reporting and discussion for each of the grant and committee areas including: finance, Help Me Grow, Early Childhood Collaborative Committee, Clinical Committee (Service Coordination), OCTF, Executive and Family Committees. Motions are made to accept the financial reports.</p>	<p>The by-laws are being revised to address the structure implemented by Partnerships for Success and upheld through HB 289. This process includes the logic model development taught in PFS and includes planning, implementation and evaluation. Implementation strategies will be evaluated according to the strategic plan and then used to move forward in planning for the coming biennium.</p>

<p>Submit an annual report on the status of the county's efforts to increase child well-being to County Commissioners and Cabinet Council <i>(due July 1, 2008)</i>.</p>	<p>Does the county FCFC currently produce an annual report (please check the one that applies)? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If yes, please feel free to attach a copy of the most recent annual report to this request for funds.</p>	<p>Specify FCFC proposed activities for developing a HB 289 Annual Report due July 1, 2008.</p> <p>Addressing the strategies being implemented at each of the bi-monthly meetings through the year with reports from each of the implementation agencies. Collection of evaluation data will also be a focus for the Annual Report</p>
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C. Coordinating Systems and Services: *To provide a formalized venue to facilitate the alignment of resources, policies, and services with and for children and families*

<p>Council Requirements per ORC 121.37 (B)(2)(c)</p>	<p>Identify key activities and/or outcomes achieved in SFY 07</p>	<p>Describe FCFC review and utilization of the HMG Continuous Improvement Plan</p>	<p>What elements of the HMG CIP were completed in SFY 07?</p>
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Participation in the development of a county-wide, comprehensive, coordinated, multidisciplinary, interagency system for infants and toddlers with developmental disabilities or delays and their families (i.e., Help Me Grow).

In January , the Williams County HMG staff, in addition to 3 other NW Ohio Counties, became trained in an evidence based parenting curriculum, Triple P (Positive Parenting Program) this curriculum is designed to meet the needs of typical parents as well as parents with special needs children.

The HMG staff successfully transitioned to Early Track 3.0

The HMG program exceeded target numbers for Part C and At Risk children in SFY 2007. In July of 2007 another service coordinator was added to the staff of the Williams County Health Department. This reduced the number of children placed on a waiting list. Funding was provided as a partnership with the Wms Co Department of Job and Family Services.

A Family Support Specialist was hired in January and has begun actively engaging families in educational and family support activities. She is employed 10 hours/week.

The Williams County HMG program collaborated with the Latino Outreach to conduct screenings with our hispanic population. Most forms were translated to spanish and interpreters were utilized for screenings and home visits.

The HMG Project Director along with the Family and Children First HMG Steering committee work together to address the Continuous Improvement Plan. The Steering Committee meets quarterly or more often as needed to address needs in the system. The Project Director reports to the council at the bi-monthly meeting. Through this process, a plan was established to address the growing wait list for services and a policy for implementing a wait list. The added staff addressed the immediate problem.

All forms were brought up to state compliance in October 2006. The implementation of Early Track was completed including training for all staff members.

	Identify key activities and/or outcomes to be achieved in SFY 08	What other system issues have been identified and will be addressed in SFY 08?	What elements of the HMG CIP will be completed in SFY 08?
	<p>Continue to address the growing hispanic population and outreach to this population. The council and HMG contract agencies will continue to collaborate with the Latino Outreach to conduct screenings and implement home visits.</p> <p>As the new state Help Me Grow Policies are implemented, will will work to transition our local policy to comply with the state. Transition from Part C to Part B is an ongoing effort and the council will continue to build collaboration to make this transition more family friendly and smooth. We will implement policy and monitor it's progress. Finally, the Help Me Grow program will continue to move toward outcomes based reporting. Moving beyond target numbers to actual family-based outcomes.</p>	<p>As new families are identified for services, the HMG Steering committee will continue to monitor the need for additional staff and effective use of a waiting list for families unable to be served.</p> <p>SFY 08 will bring staff changes. The HMG staff in Williams County has a high level of longevity. With this new year 2 staff persons will be transitioned out and two new persons will need to be hired and trained.</p>	<p>Continued monitoring and implementation of the Early Track 3.0 system will be a priority. Timely data collection and input is imperative for accurate state reports. We will continue to work with staff to ensure their ability to do the required data entry accurately and timely.</p>

C2. Coordinating Systems and Services: *To provide a formalized venue to facilitate the alignment of resources, policies, and services with and for children and families*

Council Requirements per ORC 121.37 (C)	Describe barriers to implementation in SFY 07	Identify specific activities used to educate families, agencies, and direct service personnel about the	Identify value added through Service Coordination in SFY 07
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	SC mechanism in SFY 07		
<p>Development and implementation of a county Service Coordination Mechanism which serves as the guiding document for coordination of services in the county.</p>	<p>As the Service Coordination process evolved this year to follow the Wrap Around Model, the Service Coordination Mechanism did not accurately reflect the changes. With the changes, a new model for clinical committee emerged. As the pieces came together for implementation of high-fidelity wrap around and resource management, the SC Mechanism became less effective.</p> <p>One barrier to effective service coordination was the lack of evaluation and tracking of children and families utilizing service coordination. This is being addressed through implementing a matrix to show family progress.</p>	<p>In SFY 2007 we conducted a wrap around training for service providers in the 5 county area. A total of 7 participants from Williams County were trained on the Wrap Around model of service coordination. In January a Service Coordinator/Wrap Around Coordinator was hired to implement high fidelity wrap around within our county. This person also pursued training at two other sites. Meetings were held in participating agencies to educate staff on the benefits of Wrap Around for their clients at risk of out of home placement and family instability.</p> <p>In an attempt to educate the public, and more specifically families involved in multiple systems, about the service coordination mechanism and Wrap Around a page was added to the website to include the Service Coordination document in addition to a few documents and links to greater information about Wrap Around.</p>	<p>Through the implementation of Wrap Around and family teams, more family voice is provided in the service coordination plans. The family is not just invited to the table, but the center of the team plan. Through the collaborative funding of the coordinator, partnerships with the Adams Board, Four County Family Center, Department of Job and Family Services and the Juvenile probation office have been enhanced. Referrals to Service Coordination have expanded. Clinical Committee has taken on a resource/administrative role to ensure funding of key services for family stability.</p>
	<p>Describe the activities that will be implemented to address the barriers in SFY 08</p>	<p>Identify specific activities that will be used to educate families, agencies, and direct service personnel about the SC mechanism in SFY 08</p>	<p>Identify activities that will be employed to increase the value added through Service Coordination in SFY 08</p>

	<p>The Clinical Committee has begun the process of updating the Service Coordination Mechanism and the related forms to meet the new standard of operating. The Service Coordinator and the Council Coordinator are working together to rewrite the mechanism under the guidance of the Clinical/Resource Committee and the Council.</p> <p>Also forms that relate to Wrap Around and resource management will be updated to reflect a family centered approach to service coordination.</p>	<p>The Service Coordinator will seek to attend staff meetings to educate referring agencies to the Wrap Around model. Also families will be given brochures and access to the Service Coordination document to more fully understand the model to access services for their child/family. As forms, brochures and policy is developed they will be posted on the website for easy access to all that would wish to access it.</p>	<p>The Council Coordinator will continue to work with the ABC Workgroup in the northwest corner of Ohio to build on the Transformation Plan for kids with Behavioral Health needs. This group will continue to monitor out of home placements, access to services and program implementation.</p> <p>The Council Coordinator and Service Coordinator will seek to learn and implement the E-Score, web-based application for effective tracking of families in service coordination. E-Score is anticipated and will be implemented when available. This application will allow the council to fully evaluate progress made and effectiveness of family teams.</p>
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D. Engaging and Empowering Families: *To recruit and support families to be active contributing members on council and advocate on behalf of children and family*

Council Requirements per ORC 121.37 (B)(1)(a) & (B)(2)(e)	Describe the involvement of <u>family representatives</u> with the below FCFC activities	How are <u>family representatives</u> supported and asked for involvement in FCFC activities?	What activities will be done to recruit and retain <u>family representatives</u> in SFY 08?
<p>Family Representatives: (B)(1)(a) At least three individuals who are not employed by an agency represented on the council and whose families are or have received services from an agency represented on</p>	<p>Building Community Capacity (planning): On two occasions community opinion surveys were conducted through the PFS process to identify community readiness for change and the impact areas identified through the needs assessment process. More than 300 surveys were collected the first survey addressing the 6 identified PFS strategies. The second survey received about 150 responses addressing the impact area of Teen Pregnancy.</p>	<p>Family representatives are invited to the table and receive ALL correspondence with council. Due to their time restrictions and availability, two of our family reps choose to be involved through internet correspondence. They review documents and provide input when applicable. We have had a family representative on Executive Committee and several working committees.</p>	<p>Recruitment and retaining family representatives is one of the most difficult applications of the law. Barriers include day-time meetings, daycare for special needs children and the many demands on family time.</p> <p>Funding limits the time a coordinator can dedicate to recruiting and building these relationships, as relationships are what build capacity and drive</p>

<p>the council or another county's council. Where possible, the number of members representing families shall be equal to twenty per cent of the council's membership.</p> <p>(B)(2)(3) Establishment of a mechanism to ensure ongoing input from a broad representation of families who are receiving services within the county system</p>	<p>Family representatives participated on each of the 3 planning committees of the PFS process.</p> <p>Accountability (reporting): All documents and minutes are distributed to the full council including all family representatives. Through this process, family input is encouraged and sought.</p> <p>Coordinating Systems & Services: The Service Coordination process has evolved from a family serving tool to a family centered and driven document. Family Advocates have been utilized for some families and most families are actively involved in the team process, driving the process and goals for their families.</p> <p>Other FCFC Activities:</p>	<p>committees. The council has maintained a Family Representative Committee. This committee has been critical in our community outreach during the Williams county Fair. Through their work, we serve more than 800 adults and children through our literacy project at the fair.</p>	<p>what build capacity and drive involvement. The Family Representative Committee has not operated at its full capacity during the PFS grant years due to the extreme time dedicated to that process. Although family representatives were involved, they did not meet independently of other committee meetings. In SFY 2008, the family representative committee will rebuild its ability to contribute to council. Council agreed to support independent meetings with family representatives to foster a relationship and individual agencies will support family representatives as a "council mentor".</p> <p>Council has begun conversations about how to include family representatives. Consideration will be given to moving the council meeting to a friendlier time if requested.</p>
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D2. Engaging and Empowering Families: *To recruit and support families to be active contributing members on council and advocate on behalf of children and family*

<p>Council Requirements per ORC 121.37 (B)(2)(e)</p>	<p>Describe the involvement of <u>additional families</u> with the below FCFC activities</p>	<p>What in the system has changed as a result of involvement/ feedback from a <u>broad representation of families in SFY 07?</u></p>	<p>What activities will be done to gather input from a <u>broad representation of families in SFY 08?</u></p>
<p>Additional Family Input: (B)(2)(e) Establishment of a mechanism to ensure ongoing input from a broad representation of families who are receiving services within the county system</p>	<p>Building Community Capacity (planning): A survey will be administered through the Business and Industry fair in which 25% of our county population attends. The 6 commitments to child well-being will be addressed for future planning. Also a knowledge inventory will be utilized to identify those targeted impacts addressed in the previous year.</p> <p>Accountability (reporting): Evaluation tools have been incorporated into each of the PFS strategies to provide feedback from a wide representation of families served.</p> <p>Coordinating Systems & Services: Service Coordination Matrix and Team Meeting goal /progress notes from families will be reviewed and utilized to improve services in the county</p>	<p>Through the information gathered regarding community attitudes towards Teep Pregnancy issues, we were able to target our marketing campaign and community mobilization efforts to address family concerns. We were also able to communicate family perspective with local agencies when addressing program implementation around Teen Pregnancy and Mental Health issues.</p>	<p>Pre-post surveys will be conducted with each family participating in the Families and Schools Together program. Each family whose child participates in the Signs of Suicide class will receive information about how to contact Council agencies for help or more information. A broad community survey will be conducted at the Business and Industry fair.</p>

	<p>Other FCFC Activities: The Fair literacy project provides an opportunity to meet with more than 300 adults and 500 youth at the Williams county Fair. We receive anecdotal feedback on services in addition to written surveys on Council services and awareness in the community.</p>		
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Section IV: Technical Assistance

Please specify technical assistance needed for each of the core FCFC functions for SFY 08.

Building Community Capacity	Shared Accountability	Coordinating Systems & Services (HMG)	Coordinating Systems & Services	Engaging and Empowering Families
<p>Ongoing training on applying HB 289 standards to council business. Including boardmanship training for council members and effective by-laws guidance.</p>	<p>Defining Shared accountability in terms of state and local relationship and expectations. Provide resources for management of increased accountability measures.</p>	<p>Continued support for meeting compliance standards including access to HMG regional representatives.</p>	<p>E-Score training and implementation. Continued training for Wrap Around as a community tool.</p>	<p>Opportunities for training for interested parents that are sensitive to the needs of families. Trainings that are either easily accessed in the county, or via phone. It is not appropriate to expect busy family representatives to travel 2 hours to a meeting they do not fully understand with people they have never met in a city they have never visited. Especially if a local council member is unable to attend with them to help build those relationships. It is a rare person that will commit that kind of dedication that is not already committed to another project or job.</p>

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Section V: County FCF Council Schedule & Mandated Members Attendance

A. County FCFC Full Council Meeting Schedule for CY 06

Please identify the months the full County FCF Council Meetings occurred for CY 06 with an X in the provided boxes.

Jan 06	Feb 06	March 06	April 06	May 06	June 06	July 06	Aug 06	Sept 06	Oct 06	Nov 06	Dec 06
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>						

B. County FCFC Full Council Meeting Schedule for CY 07

Please provide the date and time of each full County FCF Council Meetings in CY 07 by using the provided drop down box for the date and typing in the time of the meeting. If there is no meeting scheduled for a particular month, please identify with the provided N/A.

Jan 07	Feb 07	March 07	April 07	May 07	June 07	July 07	Aug 07	Sept 07	Oct 07	Nov 07	Dec 07
Date: 24	Date: NA	Date: 28	Date: NA	Date: 23	Date: 26	Date: 18	Date: NA	Date: 26	Date: NA	Date: 14	Date: NA
Time: 1:30	Time:	Time: 1:30	Time:	Time: 1:30	Time: 12:00 noon	Time: 1:30	Time:	Time: 1:30	Time:	Time: 1:30	Time:

Section V: County FCF Council Schedule & Mandated Members Attendance (continue)

C. Mandated Members Attendance for CY 06

Please complete the below chart by listing all mandated members of the county FCF Council for calendar year 2006, and specify their attendance at full FCF Council meetings in CY 2006 per the requirement of H.B. 289. Place a X in the box to note attendance for a given month. *This attendance chart will be compared to the full County FCF Council meeting schedule for CY 2006 on page 10, Section V., A.*

Last Name	First Name	Agency	Title/Position	Jan 06	Feb 06	March 06	April 06	May 06	June 06	July 06	Aug 06	Sept 06	Oct 06	Nov 06	Dec 06	Total # of full FCFC Meetings Attended
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
Rupp	Craig	Juvenile Probation Office/ Juv Court	Chief P. O.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	7						
Campbell	Pamela	Montpelier Schools	Superintendent	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	5
Stuckey/Davis	Marv/Brian	County Commissioners	Commissioner	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	4
Day	Trudy	Bryan City	Designated Rep	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	6
DeMain	Ed	Dept of Youth Services	Parole Officer	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
Sachs	Marilyn	Ohio State University Extension	Family Consumer Science Educator	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	6

Section V: County FCF Council Schedule & Mandated Members Attendance, Section V(C) continue

Last Name	First Name	Agency	Title/Position	Jan 06	Feb 06	March 06	April 06	May 06	June 06	July 06	Aug 06	Sept 06	Oct 06	Nov 06	Dec 06	Total # of full FCFC Meetings Attended
Ewonus	Kathleen	Family Rep	Family Rep	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	6						
Eyre	Sue	Family Rep	Family Rep	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0				
Flegal	Julie	Family Rep	Family Rep	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1
Gunner	Jim	Bryan City Schools	Superintendent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0				
Gearhart	Kerri	Northwest Ohio ESC	Director of Spec Education	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	7
Jackson	Susan	Dept of Job and Family Services	Director	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4
Manuel	Jerome/Jerry	Board of MR/DD	Superintendent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0				
McCaslin	Les	Four County ADAMhs Board	CEO	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	4
Watkins	Jim	Health Department	Health Commissioner	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	5
Woolum	Kayren	NOCAC- Defiance	Child Development Director	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2				
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					

Section VI: FCF Council Roster

Please complete the below roster of county FCF Council members. Identify mandated members, their designees (if applicable), and all family representatives. Include contact information for each member (agency affiliation, position, address, phone number and email).

FCFC Member Last Name	FCFC Member First Name	Agency Affiliation	Title/Position	Address (including city & zip code)	Phone Number	Email Address	Mandated Member (x if applicable)
See Attached Form							<input type="checkbox"/>
							<input type="checkbox"/>
							<input type="checkbox"/>
							<input type="checkbox"/>
							<input type="checkbox"/>
							<input type="checkbox"/>
							<input type="checkbox"/>
							<input type="checkbox"/>
							<input type="checkbox"/>
							<input type="checkbox"/>

Section VI: FCF Council Roster, continue

FCFC Member Last Name	FCFC Member First Name	Agency Affiliation	Title/Position	Address	Phone Number	Email Address	Mandated Member (x if applicable)
							<input type="checkbox"/>
							<input type="checkbox"/>
							<input type="checkbox"/>
							<input type="checkbox"/>
							<input type="checkbox"/>
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Section VI: FCF Council Roster, continue

FCFC Member Last Name	FCFC Member First Name	Agency Affiliation	Title/Position	Address	Phone Number	Email Address	Mandated Member (x if applicable)
							<input type="checkbox"/>
							<input type="checkbox"/>
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Section VII. County FCF Council Minutes

Attach a copy of the county FCF Council minutes approving the (1) SFY 2007 Operational Capacity Building Funds Application; (2) HB 289 Biennial Plan; and (3) PFS Letter of Interest (if applicable). Council approval of the application must not have occurred prior to the release of the grant application, March 30, 2007.

Section VIII. Required Signatures

Please print or type all information, except signatures.

The county FCF Council signatures in Section 8 certify that the county meets the minimum requirements for establishment of a Family and Children First Council as specified in O.R.C. 121.37.

In addition, each county FCF Council is required to have at least three family representatives pursuant to O.R.C. 121.37 (B)(1)(a). Where possible, the number of members representing families shall be equal to twenty percent of the council's membership.

Each family representative signature signifies that: (1) the individual noted is a current family representative on the county FCF Council; (2) the family representative is an individual whose family is or has received services from an agency represented on the county FCFC or another county's FCFC; (3) the family representative is not employed by an agency represented on FCFC; (4) the family representative has had the opportunity to participate in the development of the FCFC's strategies as outlined in this application and with the FCFC HB 289 Biennial Plan; and (5) the family representative has received a copy of the completed application and the FCFC HB 289 Biennial Plan.

Family Representative Name (print/type)

Family Representative's Signature

Date

Family Representative Name (print/type)

Family Representative's Signature

Date

Family Representative Name (print/type)

Family Representative's Signature

Date

FCFC Chair Name (print/type)

FCFC Chair's Signature

Date

FCFC Administrative Agent Name (print/type)

FCFC Administrative Agent's Signature

Date

**Ohio Family and Children First
SFY 08 Operational Capacity Building Funds Application
Checklist**

We have included a checklist for your convenience. To ensure the County FCFC Council's application is processed in a timely manner, please verify that each item is complete and accurate.

- Contact information for FCFC Chair, Coordinator, and Administrative Agent, including its Federal ID Number (Section I, page 1)
- Budget Summary: Amount Allocated and Description of Budget Item (Section II, page 2)
- Building Community Capacity Strategic Plan (Section III A, page 3)
- Shared Accountability Strategic Plan (Section III B, page 4)
- Coordinating Systems and Services - HMG (Section III C, page 5)
- Coordinating Systems and Services (Section III C2, page 6)
- Engaging and Empowering Families – Family Representatives (Section III D, page 7)
- Engaging and Empowering Families – Broad Representation (Section III D2, page 8)
- Technical Assistance for the FCFC Functions (Section IV, page 9)
- County FCFC Full Meetings Schedule for CY 06 and CY 07 (Section V, A and B, page 10)
- County FCF Mandated Members Attendance for CY 06 (Section V, C, page 11-12)
- County FCF Council Roster (Section VI, page 13-15)
- County FCF Minutes Approving Application, HB 289 Biennial Plan, and PfS Letter of Intent (if applicable) (Section VII, page 16)
- Signatures from 3 Family Representatives; Council Chair; and Administrative Agent (Section VIII, page 16)
- Original and one copy of the Operational Capacity Building Funds Application and the FCFC HB 289 Biennial Plan be submitted to your OFCF Regional Coordinator by 4:00 p.m. on July 2, 2007.

Ohio Family and Children First SFY 08 Operational Capacity Building Funds Application Guidelines

The following information provides guidance for the annual allocation of the state general revenue funds (GRF) to support county Family and Children First Council's operational capacity building.

- The funds shall be used by county FCF councils to provide a portion of the salary, fringe benefits and travel expenses necessary to fund county FCF council coordinators, parental involvement, administrative support, and/or technical assistance.

- The funds shall not be used for direct services or any other costs not included above.

- The funds will be paid to the county FCF council's administrative agent.

- Applications for funding must include the signatures of the county FCF council's administrative agent, council chair, and three family representatives. The required signatures certify that counties meet the guidelines as specified in ORC 121.37.

- Once each county has designated an administrative agent, it is OFCF's expectation that the administrative agent will remain the same for the state fiscal year. OFCF shall be notified in writing within ten (10) days when there is a change in the county FCF council's administrative agent. If there is a change in the administrative agent, please attach the minutes of the county FCF council meeting approving the change. Any monies currently in receipt must be transferred to the new agent. Please note that a change in the administrative agent will result in a delay in the transfer of funds to the county.

- The administrative agent shall maintain the appropriate records of expenditures at all times.