



Perry County Family & Children First Council (FCFC)

Quarterly Meeting Minutes

Date: October 14, 2025

Time: 9:00 AM

Location: Perry County Job & Family Services Opportunity Center

Meeting Called to Order: 9:06 AM by Chairperson Amy Frame

Welcome and Introductions

Chair Amy Frame welcomed all attendees. Introductions were made around the room.

The following members and guests were present:

- Roger Birch-(Virtual)MHRSB
- David Couch-PCBDD
- Casey Coffey-Superintendent, New Lexington Schools
- Theresa Kane-Behavioral Health Choices, Inc.
- Ashley Reed-(Virtual) PCBDD, EI Coordinator
- Serena Dunn-(Virtual) Parent Representative
- Amy Frame-PCJFS
- Chase Bennett-Perry County Commissioner
- David VanCleave-(Virtual) DYS
- Mendra Hupp- PCJFS
- Lori Hollingshead-PCJFS
- Carla Stimmel-PCJFS
- David Kennedy-PCSO
- Misty White-PCJFS
- William Barker-PCSO
- Melanie Schott
- Caley Boyden-PCBDD
- John Wilson-BBBS of Licking and Perry Counties
- Kim Horn-COAD
- Helen Fulk-PCBDD
- Alex Miller-Aetna
- Tonya Steel

Approval of Previous Meeting Minutes

Chase Bennett made a motion to approve the minutes from the September 9, 2025, Special Meeting, seconded by Theresa Kane.
Motion passed unanimously. The approved minutes will be posted to the FCFC website.

Quarter 1 Financial Report

Lori Hollingshead, PCJFS Accountant, presented the financial report:

A detailed financial overview was provided for Quarter 1. Highlights included the status of key funding sources:

1. **Kinship Care Connections**
 - Application review and approval process ongoing
 - Current balance: **\$1,333.00**
 - Noted that funds are low
2. **OCBF – Operational Capacity Building Funds**
 - Allocation: **\$30,750.00**
 - Covers administrative expenses, audit costs, and background checks
3. **JFS “SSO” Fund Contribution**
 - Contribution: **\$57,351.76**
 - Supports coordination and supplements OCBF funds
4. **Family-Centered Services and Supports (FCSS)**
 - Allocation: **\$27,493.00**
 - \$4,000 spent in Q1
 - Must be tied to a formal family service plan
5. **Multi-System Youth (MSY) Capacity Funds**
 - Annual allocation: **\$3,600.00**
 - Used to support administrative overflow
6. **PCSA 12% MSY Portion**
 - Rollover fund balance: **\$11,447.52**
 - Represents local match from PCSA for state MSY funds
7. **Shared Plan Priority Incentive**
 - Balance: **\$16,784.37**
 - Tied to performance-based outcomes in the FCFC Shared Plan
8. **Family Youth Voice Incentive**
 - Balance: **\$7,812.50**
 - Supports authentic engagement of families and youth in FCFC processes

Summary:

The balance in the FCFC Fund at the end of Fiscal Year 16 Quarter 1 was \$163,314.92. Admin Funds have been allocated in the same amount at \$30,750.00, and MSY Admin Funds of \$3600.00. FCSS Funds were allocated in the amount of \$27,493.00, and through Quarter 1 expended approximately \$4,000.00. Local pooled funds still have \$349.24 remaining.

Discussion:

There was concern about the number of "in-kind" hours not supported by any current funding sources. It was agreed that the FCFC Funding Overview should be posted to the website as a community resource.

Motion:

Casey Coffey moved to approve the Quarter 1 Financial Report, seconded by David Couch. The motion passed unanimously with no objections.

Early Intervention Report

Presented by: Ashley Reed

- Ongoing discussion with Casey Coffey and NLSD regarding the addition of a Developmental Specialist
- A service coordinator is completing training and will assume responsibilities shortly

Motions:

- **Direct Grants Budget Approval**
Motion by Chase Bennett, seconded by Theresa Kane
Motion passed unanimously
 - **Approval of Interagency Agreement between FCFC and the Board of DD**
Motion by Theresa Kane, seconded by Serena Dunn
Motion passed unanimously
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Service Coordination Report

Presented by: Amy Frame

- **Current Active Cases:** 8
- **Services Provided:**
Invoices received for gas reimbursement, respite care, in-home behavioral supports, and recreational items (e.g., pickleball set, art kits)
- **Challenges Identified:**
 - Underserving of community noted
 - Lack of documentation and outdated plans impacting funding approvals
 - Need for updated policies and streamlined processes
- **Recommendations:**
 - Improved transparency in referrals and service coordination
 - Hiring of a new coordinator to lead policy implementation and case follow-up
- **Coordination Team Members:** Katie, Stacey, Darlene, Roger, Kendra, Jenna
- **Service Coordination Meetings:** Not held since June; regular monthly meetings are recommended
- **Respite Care Note:**
Families receive \$70/day; background check required for providers

Motion:

Casey Coffey moved to table the Service Coordination Report until the January 2026 meeting to allow time for restructuring and onboarding a new coordinator, seconded by Chase Bennett. Motion passed unanimously.

2025–2027 Shared Plan

Reviewed by: Alex Johnson, DCY Representative

- Recommended setting baseline data in Year 1
- Enhancements include:
 - Implementation of exit surveys
 - Website usage tracking
 - Improved family access to information
- Coordinator will monitor metrics; Council to review at each meeting
- Survey to include benchmarks (e.g. CANS assessment understanding for families)

Motion:

Theresa Kane moved to approve the Shared Plan with Benchmark Additions, seconded by David Couch. Motion passed unanimously.

FCFC Rebranding

- Two logo samples were reviewed
- **Motion to Approve Selected Logo (selected design on page 1):**
Motion by David Couch, seconded by Serena Dunn
Motion passed unanimously
- Funding for rebranding and online improvements through January 2026 discussed

Motion:

Chase Bennett moved to approve the use of funds for online improvements as part of the rebranding efforts, seconded by Casey Coffey
Motion passed unanimously

Next Steps:

Casey Coffey expressed interest in partnering in January to develop brochures and additional materials for the rebranding campaign.

FCFC Coordinator Contract Position

- Proposal to partner with MVESC, New Lexington Schools, and JFS to braid grant funding
- Includes use of GRIT Grant toward salary
- Development of a full-time Coordinator position that also supports early identification
- MVESC would manage job posting and recruitment

Motion:

Theresa Kane moved to approve the collaborative hiring approach and full-time Coordinator position, seconded by Chase Bennett. Motion passed unanimously.

Co-Chair Nomination

- David Couch announced retirement at the end of 2025
- Caley Boyden volunteered to serve as Co-Chair

Chair, Amy Frame formally closed the nominations.

Motion:

Casey Coffey nominated Caley Boyden for Co-Chair, seconded by David Couch. Motion passed unanimously.

Adjournment

Motion to Adjourn: David Couch

Meeting adjourned at: 10:19 AM

Next Meeting

Date: January 20, 2026

Time: 9:00 AM

Location: PCJFS Opportunity Center