
Perry County Family and Children First Council

Meeting Minutes

Date: September 9, 2025

Location: Perry County Opportunity Center (PCJFS), 5250 State Route 37 East, New Lexington, Ohio 43764

Call to Order

Chair Amy Frame called the meeting to order at 9:00 a.m.

Attendance

- Amy Frame, Chair, PCJFS Director
- Chase Bennett, Perry County Commissioner
- Serena Dunn, Parent Representative (Virtual)
- Theresa Moore
- Linda Williams-Cunningham (Virtual)
- Roger Birch, Mental Health Recovery Services Board (Virtual)
- Lori Hollingshead, PCJFS Accountant
- Casey Coffey, Superintendent, New Lexington School District
- Caley Boyden, Perry County Board of Developmental Disabilities
- David VanCleave, Department of Youth Services (Virtual)
- Chris Delamatre, HAPCAP (Virtual)
- Theresa Kane, Perry Behavioral Health Choices
- Misty White, PCJFS School Outreach
- Lesa Garey, Perry County Health Department Designee (Virtual)
- Wendy Winegardner, PCJFS Protective Services
- Carla Stimmel, PCJFS, Administrative Assistant

Approval of Previous Minutes

Amy Frame noted that the minutes from the April 8, 2025, meeting have not yet been received. The status of those minutes is still pending.

Financial Reports

Lori Hollingshead, PCJFS Accountant, presented the financial report:

- All SFY25 funds have been fully expended.
- The FCFC Fund balance as of August 31, 2025, stands at \$91,939.63.
- SFY26 allocations have been released by the state and are expected to arrive shortly, maintaining the same amounts as the previous fiscal year.
- Operational Capacity Building Funds (OCBF - Admin Funds) remain at \$30,750.
- MSY Capacity Building Funds Admin allocation: \$3,600.
- Family Centered Supportive Services (FCSS) fund balance: \$27,493.
- Family Youth Voice Incentive fund available: \$7,812.50.
- Newly received Shared Plan Priority Incentive fund: \$16,784.37.
- Protective Services annual 12% MSY funds forthcoming: \$11,447.52.
- Shared MSY Pooled funds remaining prior to new allocations: \$9,084.44.
- Local pooled funds remaining: \$349.24.
- JFS SSO (Admin) funds have temporarily covered Supportive Services invoicing costs during the transition to the new fiscal year. Upon allocation arrival, funds will be reallocated, with an anticipated remaining balance of \$57,351.76 in SSO funds.

A discussion followed regarding the depletion of Admin funds by the end of Q3 and the shortfall of approximately \$11,000 that PCJFS fronted, including estimated Q4 expenses of \$7,000.

The group also discussed current voucher procedures and potential improvements, including enhanced documentation for auditing purposes, mileage tracking for transportation expenses, a certification process to ensure benchmarks are met, coordination with other agencies for transportation, and the possibility of capping program participation time.

No further questions were raised.

Motion: Chase Bennett moved to approve the April through June financial reports, seconded by Theresa Moore. The motion passed unanimously with no objections.

Service Coordination Report

There are currently five open family cases. Efforts continue to contact these families via phone and email; if unsuccessful, letters will be mailed.

Contract Approvals

- **Early Intervention Contract with DCY:**

Ashley Reed assisted Amy Frame in reviewing the contract.

Motion: Theresa Kane moved to approve the Early Intervention Contract Agreement with DCY, seconded by Chase Bennett. Motion passed unanimously.

- **DCY Grant Contract with Perry FCFC:**

Motion: Chris Delamatre moved to approve the DCY Grant Contract with Perry FCFC, seconded by Chase Bennett. Motion passed unanimously.

Final Shared Plan Update 2023-2025

Amy Frame reported difficulties in completing the Shared Plan due to lack of baseline data and minimal family engagement (nine families served at initial submission, zero families served in 2025). It was noted that residential placements within the CPS agency have increased with no progress toward benchmarks in the past two years, raising concerns about potential funding impacts.

Motion: Chase Bennett moved to approve the Final Shared Plan Updates for 2023-2025, seconded by Theresa Moore. Motion passed unanimously with no further discussion.

SFY 2026-2028 Shared Plan

Casey Coffey discussed New Lexington School District's development of a job description for a position targeting early intervention from birth to age three, which may reduce future financial burdens by addressing needs earlier. The plan will emphasize increasing community support and in-home services and focus on raising awareness of available resources across agencies. Amy Frame will incorporate the discussed changes and any recommended changes from DCY.

Motion: Theresa Moore moved to approve the SFY 2026-2028 Shared Plan as amended, seconded by Serena Dunn. Motion passed unanimously.

Updated Documents

- **Service Coordination Mechanism:**

The eligible age range will be verified for accuracy and adjusted if it's found that we can serve beyond age 20. The other updates were to the current members and non-members of council.

Motion: Theresa Moore moved to approve the updated Service Coordination Mechanism with discussed changes, seconded by Linda Williams-Cunningham. Motion passed unanimously.

- **Release of Information:**

Updated with Perry County specific providers.

Motion: Chase Bennett moved to approve the updated Release of Information form, seconded by Chris Delamatre. Motion passed unanimously.

- **Referral Form:**

The intake form was updated with the state approved form to include all of the data fields required.

Motion: Theresa Kane moved to approve the updated Referral Form, seconded by Chase Bennett. Motion passed unanimously.

Executive Session

A motion was made by Linda Williams to enter Executive Session for mandated members at 9:47 a.m., seconded by Chase Bennett. Motion passed without objection. Roll call was completed.

At 10:09am a motion to exit Executive Session with no action taken was made by Theresa Kane and seconded by Chase Bennett.

FCFC Coordinator Contract

Amy Frame discussed that we have been without the services of Kendra Warthman since June 15, 2025, and that based on information from Kendra her return-to-work date remains unknown. Amy Frame recommended that the Board consider termination of the contract at this time.

Motion: Chase Bennett moved to terminate the Coordinator Contract with Kendra Warthman providing the 30-day notice per contract language. The motion was seconded by Casey Coffey. Motion passed unanimously with no further discussion.

A motion to adjourn was made by Theresa Kane and seconded by Chase Bennett.

Meeting adjourned at 10:13am.
