

Step Ahead
-Community Resources United
Melissa Moulter, Council Chair
Mike Frasure, Vice-Chair
Stephanie Bower, Coordinator

Meeting Minutes
Thursday, January 19, 2006
1:00pm

In attendance: Joy Kaylor, Home Visitor, Healthy Families; Sue Wallace, Office Manager, Healthy Families; Chris Whitsitt, Director-Healthy Families; Brent Cardin, Executive Director, Arc Rehab Services; Maureen Buskirk, Boone County Coordinator, Purdue Extension; Pat Isenhower, Administrator, Witham Health Services; Alice Carroll, Coordinator, Early Head Start; Amy Johnson, Service Coordinator, First Steps; Ralph Walker, Superintendent, Lebanon Community Schools; Ruth Bramlage, Lead Counselor, Boone Co Branch, Family Service; Bambi McQuade Jones, Administrator, Nurse Practitioner, Community Clinic; Kathleen McGee, Developmental Therapist, First Steps; Monica Eberle, Intern, Witham Hospital; Mike Frasure, Physical Therapist, Witham Hospital; Stephanie Bower, Coordinator.

- I. *Introductions-* Members introduced themselves and were invited to share pertinent information. The following members gave program updates: Pat Isenhour- welcomed the group to the hospital for the meeting and extended an open invitation to meet at Witham; Maureen Buskirk- listed new classes offered through the Extension office; Chris Whitsitt- Healthy Families is serving 40-45 families, passed out Earned Income and Child Tax Credit forms; Brent Cardin- Senior Services is now running a new public transportation service in the county- cost is \$3 in town for a one way trip- contact Senior Services for details; Ralph Walker- Cape Grant begins next Fall and will provide for 2 classes of preschool at Harney Elementary and two classes at Western Boone- purpose of the preschool is to close any student learning gaps before the 2nd grade- details of the program are still in negotiation process. School system will partner with local agencies and work with Step Ahead in order to identify children in need of the preschool services- Pat I. suggested that the group may assist the schools by helping with PR (brochure, etc) and outreach; Ruth Bramlage- after a break in service, Family Service is back in the county providing individual and group services on a sliding scale basis; Bambi McQuade Jones- Community Clinic serves underinsured and uninsured Boone Co. residents on a sliding scale fee- private donations and grants also help fund the clinic- budget needs include a \$60,000 shortfall from last fiscal year; Sue Wallace- resource directory is still in process but needs to be completed ASAP- Stephanie B. and Joy K. will pursue

outstanding information for the directory and report on this at the April Council meeting.

II. Reports

- A. Old Business- Minutes from the 10/05 meeting were reviewed and approved.
- B. Bylaws, Officers- Stephanie distributed the bylaws, revised 12/05 in light of our new mission and funding source. Members will review, offer suggestions, and submit proposed changes via email and vote on bylaws at 4/06 meeting. Alice C. requested more clarification on membership in the new bylaws. Discussion followed on membership of individuals vs. agencies. General consensus was that individuals would serve as members and could represent agencies. Individual members would be able to send a proxy from their agency as needed, but the person, as opposed to the agency would be the member. Stephanie will review and revise as needed for 4/06 vote. Melissa Moulter has accepted a new job in Lafayette and is no longer able to serve as Chair. Chris W. suggested putting both the Chair/Vice Chair position up for nomination. In this way, someone might be able to serve as Vice Chair, with Mike F. moving into the Chair position. Mike said that he would be open to considering this, if someone shows interest in serving as Vice-Chair as opposed to Chair. Will need volunteers/nominees for Chair by next meeting. Contact Stephanie to express interest.
- C. Sue Wallace, Resource Manual- Most updates are complete, and manual is up to date on the web. Sue is waiting for one committee member to send updates. Once this is accomplished, these will be reflected on the web and Sue can send hard copy of manual to print.
- D. Committees- Bambi M. and Joy K. brought up the issue of businesses contributing to the community by participating in groups such as Step Ahead, making contributions to local service organizations. The 'work/family' committee organized last year was pursuing working with mgt. in the business park to bring these issues to light. Committee suggestions were: Work/family, Fundraising, Membership, First Steps, CPS Issues, Training. Mike distributed a sign up sheet for committees. Will break into committees during the 4/06 meeting.
- E. Funds- Discussed requesting members to pay a yearly \$10 membership fee for supplies. A motion was made and seconded for a vote on the membership fee. The vote was affirmative for the \$10.00 fee. Members can turn fees over to the Chair at any time.
- F. Meeting dates, No Name Meeting, Newsletter- Meetings will be the third Thursday of the month in which the quarter falls (Jan., April, July, October). Joy K. volunteered to attend the No Name meetings and report back to the group. Stephanie will put out a quarterly newsletter highlighting member agencies, local families using our services, community calendar, etc. Members interested in being featured should see Stephanie.

III *Old Business*

- A. Melissa Molter reported on events that had been funded through previous funding sources, pointing out that money left over from the old budget had gone to good use. Community Action held 'An Evening with the Artist', attended by professional child caregivers. This was a big success. Funds are also left over to complete the directory. Step Ahead did submit a request to the County Commissioners for funding for this fiscal year. This request was denied. Funding may be an issue for a new committee to tackle. Commissioner funds had gone to small but important projects supporting children and families in the county. After directory is completed, the old budget will be zeroed out. The new budget provides for nothing but salary for the Coordinator and a 10% fee required by the fiscal agent. No supplies are provided for in the budget. Rob Roberts suggested members bring donations of office supplies to the next meeting.
- B. A discussion was held on the name for the new group. The MOU reads 'Community Resources United, A Step Ahead'. Brent Cardin suggested using a tag line, naming the group 'Step Ahead', with tag line 'Community Resources United'. Chairperson M. Molter asked K. Aeschillman of CPS if we could change wording on the name. Kamilla gave her consent. Motion and vote followed. Motion passed with a unanimous vote. Official name for Step Ahead will be Step Ahead...Community Resources United.

IV *New Business*

- A. Melissa announced that YAC has agreed to continue to serve as Fiscal Agent, providing that this is acceptable to the group. Motion was made to accept YAC as fiscal agent. Motion was seconded and passed unanimously. YAC will be the fiscal agent.
- B. Motion was needed to establish payment 2x per year, as per prior email communication 9/05 from Rhonda Allen. Motion was unanimously passed by verbal vote to accept contract as presented.
- C. Chris Whitsitt, former Step Ahead Coordinator, spoke about the reorganization of the group, saying that Step Ahead has always been an asset to the community and will continue to be as we establish our footing in our new role. Kamilla A. will take up where Rhonda left off, representing the OFC. Tara S. commented that in the 3 counties she serves for System of Care, Boone is the only county keeping Step Ahead. She commended the group for their dedication to the families of Boone County.
- D. Melissa M. and Chris W. addressed the issue of committees with the group. Ideas for new committees were: Nomination Committee- short term committee evaluating membership on the Council, in light of our new mission; Bylaws- interested members may volunteer to work with the

Executive Committee on revision of by-laws; Fundraising- addressing short and long term fund raising needs, Brent Cardin expressed interest in serving on this committee; other committees, to be determined. Will discuss at next meeting.

- E. Minutes for this and the previous meeting will be available at the January meeting. Next meeting- 1/19/06 @ 12:15 at Witham Hospital.

Adjourned at 1:15