



**Ohio Community Action
Training Organization**

Growing organizations one result at a time

**Ohio Community Action Training Organization
Board of Trustees Meeting
February 17, 2017
Sheraton on Capitol Square
Columbus, Ohio 43215**

Members Present: Tom Reed, President; Ruthann House, Treasurer; Janice Warner, Secretary; Deb Gerken; David Shea; Judith Barris; Douglas Bennett; Ken Kempton; Gary Obloy; Steve Sturgill; Anita Maldonado; Kellie Ailes; Alvin Norris; Bambi Baughn; Jeffrey Diver; Rodney Reasonover; Robert Chilton; Malcolm Costa.

Members Excused: David Brightbill, First Vice-President; Gwen Robinson Second-Vice President; Joshua Anderson; Andrew J. Devany; Gary Ricer.

Staff Present: Philip E. Cole, Executive Director; Josh Summer, Development Director; Greg Bollenbacher, Fiscal Director; Kathryn A. Clausen, Communications Director; Lorie McClain, Program Manager; Neva Dunn, Office Manager, Jeannette M. Jarrett; Operations and Support Assistant; Naima Ilmi, Policy Intern.

Guests Present: Paul Kudlak, The Junto Company; Jim Mermis, The Junto Company; Larry Price, L. Price, and Associates; Yvonne Freeman, OURS; Randall Hunt, Ohio Developmental Services Agency; Jackie Boehnlein, Lorain County Community Action, Inc.; Terry Jacobs, WSOS Community Action.

Mr. Reed called the meeting to order at 10:02 a.m. He asked for a moment of reflection.

Ms. Warner called the roll; a quorum was established.

Ms. House motioned to approve the January minutes. Mr. Sturgill seconded. The motion passed.

Ms. Sturgill motioned to approve the agenda. Ms. Warner seconded. The motion passed.

Finance Report: Ruthann House

Ms. House reviewed the financial report with the board and noted some outstanding first-half membership dues. She also noted little activity on the report due the fiscal year having just begun.

Ms. Gerken motioned to approve the financial reports. Mr. Sturgill seconded. The motion passed.

Development Services Agency Report: Randall Hunt

Mr. Hunt stated the OCATO grant is nearing the final approval stage and will be forwarded to OACAA when finalized. Mr. Hunt discussed two DSA work groups that are under development: Energy Assistance Process Improvement Committee led by Ms. Ballas, and CSBG ROMA Next Generation Committee lead by Ms. Meadows. The first committee will ensure agencies have the



capacity for increased workload when the state ends mail-in applications for HEAP and PIPP+. In the future, applications will be accepted at the local level to eliminate duplication of services and allow wholistic services at the agencies. The committee will consist of sixteen local agency staff along with six OCA staff, including Mr. Hiler. The second committee will review process to streamline ROMA Next Gen in OCEAN by determining what is essential. Mr. Summer will serve on the committee as well as other agency representatives.

Mr. Hunt reviewed HEAP and PIPP+ applications and approvals noting numbers are continually trending down. He also discussed that DSA is working toward including a furnace replacement component in HEAP which may include removing the \$500 repair limit with a certification necessitating replacement. Mr. Obloy requested considerations be given, while developing program rules and policies, to allow agencies with in-house HWAP expertise to make the repairs instead of outsourcing certifications and inspections. Ms. Boehnlein also asked that there be consideration for agencies that do not operate HWAP to allow outside certifications and inspections so they are not eliminated from operating the replacement program. Mr. Hunt continued by stating the HWAP public hearings were completed in January and good input was received. He also stated DSA is considering utilizing the risk assessment tool to determine “effective providers.” Discussions have included circumstances that would trigger an RFP for territories. One consideration is an agency that is rated high-risk for two consecutive years utilizing the risk assessment tool would be at risk for territory rebidding. The tool was sent to the network for comment.

Mr. Hunt discussed with the board the recent news articles about CEOGC and stated DSA is working to assure the board is properly seated. MYCAP also recently received a judgment in favor of former Head Start employees regarding sick and leave payout when terminated. Mr. Hunt stated MYCAP filed an appeal seeking a stay or overturn of the judgment. Mr. Hunt also stated Geauga County is currently undergoing restructuring and is receiving T&TA from DSA.

Mr. Hunt continued his update stating Ms. Stanford recently announced her retirement which will be effective March 3rd. He continued by stating hers is a key position that will need to be filled along with two additional positions. Mr. Hunt also announced DSA training dates for HEAP intake workers which will be held in October. Comments from the board include Mr. Norris thanking Steve Wheeler for assisting his staff with reporting, and Mr. Costa stated the OCEAN training was reportedly very good. Ms. House inquired the reasoning behind monitoring 10% of the HWAP houses instead of the required 5% noting monitoring twice as many files and homes is a significant increase for larger programs. Mr. Hunt stated 10% is a goal for monitors and not a requirement. Ms. Maldonado inquired when the HWAP state plan would be approved. Mr. Hunt replied the plan must be submitted in April.

Program Reports: Lorie McClain and Josh Summer

Ms. McClain reported a total attendance of 256 people at the Winter Legislative Conference. She also presented pending onsite training for the 2017 program year.

Mr. Summer reported to the board that he is awaiting the 2017 DSA contract. The 2016 report will be closed out the week of February 20th. He also reported many responses regarding leadership training had been received. Participants and training dates will be announced when the



grant contract is finalized and received. Mr. Summer reported the State of Poverty in Ohio report is nearing completion, and he alerted the board that the GOFBI recently hired a new director which may cause delays in the TANF grant operations.

President's Report: Tom Reed

Mr. Reed thanked the OACAA staff for the great work they did to put together the Winter Legislative Conference.

Executive Director's Report: Philip E. Cole

Mr. Cole introduced Ms. Naima Ilmi, OACAA Policy Intern, to the board. Ms. Ilmi is finishing her Bachelor's degree at Capital University as a triple major. She has extensive experience and will be working at OACAA eight hours each Friday.

Mr. Cole discussed Virtual CAP and expressed that a dedicated, reliable funding source is needed to support the project. He also noted usage for the site is low and considered a reduction in hours to maintain a balanced budget for the project. Mr. Cole stated more information would be provided to the board in order to make a decision before the end of June.

Mr. Cole reported that Hartville Pension Consultants had begun their evaluation of 401K providers. The evaluation is expected to take about three months to complete, at which time the findings will be reported to the board.

Old Business:

None.

New Business:

None.

Open Dialogue:

None.

Adjourn:

Mr. Sturgill motioned to adjourn the meeting at 10:43 a.m. Mr. Diver seconded. The meeting adjourned.

End:

Respectfully submitted,

Janice W. Warner, Secretary

Date