



**Ohio Community Action
Training Organization**

Growing organizations one result at a time

**Ohio Community Action Training Organization
Board of Trustees Meeting
March 24, 2017
Sheraton on Capitol Square
Columbus, Ohio 43215**

Members Present: Tom Reed, President; David Brightbill, First Vice-President; Gwen Robinson Second-Vice President; Ruthann House, Treasurer; Joshua Anderson; Andrew J. Devany; David Shea; Judith Barris; Ken Kempton; Gary Obloy; Gary Ricer; Steve Sturgill; Kellie Ailes; Alvin Norris; Jeffrey Diver; Rodney Reasonover; Robert Chilton; Malcolm Costa.

Members Excused: Janice Warner, Secretary; Deb Gerken; Douglas Bennett; Bambi Baughn.

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 Specialist.

Guests Present: Paul Kudlak, The Junto Company; Jim Mermis, The Junto Company; Larry Price, L. Price and Associates; Randall Hunt, Ohio Development Services Agency; Tracey Ballas, Ohio Development Services Agency; Tim Donnellan, Community Action Partnership of the Greater Dayton Area; John Melnik, Ashtabula County Community Action Agency; Van Nelson, Trumbull County Community Action Program; Terry Jacobs, WSOS Community Action Commission; Steve Wilson, Muskingum Economic Opportunity Action Group.

Mr. Reed called the meeting to order at 10:00 a.m. He asked for a moment of reflection.

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

Mr. Diver motioned to approve the February 2017 minutes. Ms. House seconded. The motion passed.

Mr. Chilton motioned to approve the agenda. Mr. Kempton seconded. The motion passed.

Finance Report: Ruthann House

Ms. House reviewed the dues summary and financial reports with the board. Mr. Bollenbacher noted that two of the four agencies with outstanding dues payments had been received since the report was generated. A review of the financial report ending February 28, 2017, reflected the status of current contracts and fund balance. Mr. Devany informed the board that the Community Action Partnership would honor their commitment of \$20,000 to support the continued operation of Virtual Cap through the end of 2017. Mr. Cole will contact Ms. Harlow to clarify the level of current and future support.



Ms. House reported that OACAA's three-year auditing contract with Zeno, Pockl, Lilly and Copland, A.C. (ZPLC) had been fulfilled. The contract provides three one-year extension options. UGG guidelines allow auditing by the same company for up to five years; audits must be rebid every five years. The Finance Committee recommended the board exercise the option to remain with ZPLC for the 2016 audit and stated the audit costs decreased \$1000 from the previous contract.

Ms. House also stated Harvill Pension Consultants is currently reviewing seven 401K providers for employee benefits. The review will take at least another month to complete. Results will be presented to the board.

Ms. House made a motion out of committee to accept the financial report and place on file for audit. Mr. Reasonover seconded. The motion passed.

Development Services Agency Report: Randall Hunt

Mr. Hunt provided an update to the board regarding DSA's staff reorganization which includes adding a Communications Manager, Special Projects Manager, and replacing the CSBG Field Unit Supervisor. Mr. Hunt distributed the CSBG Field Unit Supervisor job description to the board emphasizing the critical nature of the position and he requested referrals. Mr. Hunt stated the best candidate for this position would be one who has CSBG knowledge.

Mr. Hunt stated Ms. Meadows is working with a committee, which consists of Community Action Agencies' staff members, to streamline the data collection process for ROMA Next Generation beginning in 2018. He stated suggestions and feedback would be reviewed and included in the state plan. Mr. Hunt thanked agencies that took the time to answer the CSBG survey questions and provide feedback. He also stated the Information Survey data reports are due to HHS on April 7, 2017. Mr. Hunt further reported that 92% of organizational standards for the State of Ohio are being met. One area of concern is board governance including the election of board members and record keeping. This will become a focus for training to ensure all standards are being met.

Mr. Hunt stated the HWAP Policy Advisory Council meeting would be held directly after the OCATO meeting to review the draft plan for PY2017, which is posted online. He stated an allocation table is not included because DOE has not yet provided numbers for the current year. Once the allocation is available, it will be posted online for review. He stated no changes in providers had been made; the public hearing will be held on April 7, 2017. Mr. Hunt also updated the board regarding the HEAP transfer to HWAP stating the energy bill has been reintroduced to the General Assembly. Mr. Hunt shared the information that must be included in the letter to HHS from an agency requesting a waiver to transfer funds per 45CFR 96.83.

Mr. Hunt announced the next OCEAN training dates for EPP and HWAP would be available soon. He also stated the PIPP+/Universal Service Fund Notice of Intent would be filed with PUCO on May 31, 2017. The Public Advisory Board meeting will be held on May 17, 2017.

Mr. Hunt reported on HEAP applications and stated approximately one-third of the applications received had been processed by the state. Applications for HEAP continue to trend down. PIPP+



enrollment is also down. Theories surrounding the downward trend include the mild winter, success of PIPP+ in reducing arrearages, and a more stable economy. Mr. Hunt stated that HEAP is trending down nationally, though the challenge remains with serving families who are eligible yet are not receiving services because they do not apply. Mr. Hunt stated clients receive better services when they complete applications at their local agencies due to the wrap-around services available. He stated a large percentage of zero income applications are processed at local agencies. In rural areas, 80% of applications are processed through the agencies versus 20% at the state. In urban areas, 60-70% of applications are processed at agencies with 30-40% processed at the state offices due to volume and capacity. Ms. Ballas stated 16 agencies are represented on the committee tasked with building capacity for the network to complete all applications at the local level, and to eliminate temporary contract HEAP associates at the state. Discussions have included a client portal and online application. The committee has received significant feedback from client surveys that will be considered.

Mr. Hunt stated the timeline for the state plan has been moved back eleven months and the first draft will be submitted on March 31, 2017. The plan will include the summer crisis program guidelines. The final state plan will be submitted by September 1, 2017.

Ms. Ballas addressed communications challenges with agencies. She stated DSA would continue to circulate communication memorandums throughout the network with updated information as changes occur. Mr. Hunt stated federal grantee training has moved from June to April allowing HEAP coordinator training to be moved up to June 5th. The HEAP coordinator training will be held in downtown Columbus. Mr. Hunt addressed questions from board members regarding HWAP risk assessment concerns. He stated the online application and client portal documents would be posted online soon. He also stated the challenge of removing the barriers that impede clients are being addressed, such as allowing social security cards as an acceptable form of identification.

Program Reports: Lorie McClain and Josh Summer

Ms. McClain reviewed the training report with the board. She provided updates regarding the Foundation Level Seminar Series and Family Development Certification trainings. Both are offered to members at no charge; she encouraged the board to send staff to the trainings. She also provided an update on the Annual Summer Conference. Ms. McClain stated four on-site trainings at local CAAs were completed, nine additional had been scheduled, and three were requested.

Mr. Summer reported the OCATO's Training and Technical Assistance grant had been approved by DSA. He also stated a response to the 2015 DSA audit was submitted. Mr. Summer continued by stating the ROMA Next Generation committee meeting will be held following the board meeting to discuss OCEAN capacity and agency needs to accommodate data collection for ROMA Next Generation. The new system must be in place by the beginning of 2018 to process data for the 2019 reports. Mr. Cole stated Mr. Hiler was aware of the concerns regarding issues with OCEAN.

Mr. Summer reported the leadership training program, created with OSU, was scheduled and will begin in May. Twenty-seven people are currently registered to attend the workshops. He also



stated the State of Poverty report was released at a press conference on Thursday. Mr. Summer informed the board that only one person from Region V was selected to be on the national CSBG Task Force. He concluded his report asking board members to consider recommendations for ICs with strategic planning and board training experience.

President's Report: Tom Reed

Mr. Reed welcomed and introduced the guests present.

Executive Director's Report: Philip E. Cole

Mr. Cole discussed the membership committee's alumni association initiative and stated other state association directors are interested in the idea. He stated that he and Ms. Robinson would take the lead on the initiative and requested board input to create a successful project.

Old Business:

None.

New Business:

None.

Open Dialogue:

None.

Adjourn:

Mr. Diver motioned to adjourn the meeting at 11:00 a.m. Mr. Sturgill seconded. The meeting adjourned.

End:

Respectfully submitted,

Janice W. Warner, Secretary

Date