



**Ohio Community Action
Training Organization**

Growing organizations one result at a time

**Ohio Community Action Training Organization
Board of Trustees Meeting
November 19, 2016
Renaissance Hotel
Columbus, Ohio 43215**

Members Present: David Brightbill, First Vice-President; Gwen Robinson Second-Vice President; Janice Warner, Secretary; Andrew J. Devany; David Shea; Judith Barris; Douglas Bennett; Ken Kempton; Gary Ricer; Kellie Ailes; Al Norris; Bambi Baughn; Jeffrey Diver; Robert Chilton; Jeffrey Diver.

Members Excused: Tom Reed, President; Ruthann House, Treasurer; Joshua Anderson; Deb Gerken; Gary Obloy; Steve Sturgill; Anita Maldonado; Rodney Reasonover; Malcolm Costa.

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.

Guests Present: Paul Kudlak, The Junto Company; Jim Mermis, The Junto Company; Larry Price, L. Price and Associates; Randall Hunt, Ohio Developmental Services Agency; Megan Meadows, Ohio Developmental Services Agency; Tracey Ballas, Ohio Developmental Services Agency.

Mr. Brightbill 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.

Mr. Ricer motioned to approve the agenda. Mr. Norris seconded. The motion passed.

Mr. Norris motioned to approve the September minutes. Mr. Shea seconded. The motion passed.

Finance Report: Ruthann House

Mr. Bollenbacher presented the financial report to the board in the absence of Ms. House. The membership dues remained the same with two agencies yet to submit second half dues payment. Mr. Bollenbacher stated the purchase order for state TANF funds has been received and the association is awaiting invoices from the membership to begin distributing funds.

Mr. Devaney made a motion to transfer up to \$30,000 from OCATO to OACAA at the close of 2016. Mr. Norris seconded. The motion passed.

Development Services Agency Report: Randall Hunt

Mr. Hunt reported a level funding amount on the continuing resolution though HEAP is down due to a reduced carryover amount causing the average benefit to be reduced from \$226 to \$175.



The projected summer crisis program is \$3 million and will depend on the winter crisis season. He also reported that requests for winter crisis assistance have been slightly lower than the previous season though it is projected that the number of applicants will increase as the season progresses.

Mr. Hunt discussed the complaints being received from customers regarding appointment lines. He stated DSA is working to gather best practices to help avoid complaints. Mr. Hunt stated PIPP verification does not need to be completed face-to-face and suggested agencies allow customers to drop-off paperwork for reverification at the agency or utilize self-addressed stamped envelopes for mailings. Mr. Hunt also discussed the challenge of getting additional administrative dollars to agencies and has requested \$1.4 million for administration for agencies with the new rate case. If approved, the funds will be distributed in January to local agencies for administrative purposes; a separate grant will be submitted in OCEAN for this purpose. Mr. Hunt continued stating DSA will be sending out the next CSBG amendment which will have a slight boost in formula-based allocations. Mr. Diver praised the new process noting the ease of the electronic application process.

Mr. Hunt stated the Standards report will be presented at the winter conference and will include agencies who met 100 percent; he stated agencies are doing well and most agencies who are not at 100 percent are rating at 70- or 80-percent due to minor issues, such as board signatures. Only a few agencies need additional assistance. Mr. Hunt continued stating a one-on-one desktop review process will be used in the 2017 program year for those who have unmet Standards and will emphasize training and technical assistance.

Mr. Hunt concluded his report with an update on HWAP stating though there was a slow start, production is good. Amendments for three agencies are expected to be finalized soon. Mr. Chilton stated he requested reduced funding and reduction of expected outcomes due to the late start and loss of staff during the rebid process but was denied. Mr. Hunt stated each agency will be reviewed on a case-by-case basis and DSA is working with agencies for the next reevaluation. Mr. Hunt stated no additional information was available regarding the HEAP transfer to ODJFS.

Program Reports: Lorie McClain and Josh Summer

Ms. McClain reported on the 2017 Winter Legislative Conference which will be held January 25-27, 2017. She requested topic recommendations for the Leadership track. Mr. Cole requested feedback by the end of the following week. Ms. Warner suggested staff burnout, time management, and other staff supportive trainings. Ms. McClain completed her report stating all deliverables had been met or were exceeded.

Mr. Summer requested approval from the board to apply to OCS for \$1.148 million in grant funds; he presented the budget and the list of planned deliverables for the upcoming year. Mr. Devany motioned to approve the application. Ms. Warner seconded. The motion passed.

Mr. Summer thanked Mr. Hunt and OCA for expeditiously approving budget amendments which allowed for the expansion of the HR/Fiscal Conference and the Internal Consultant Retreat. He stated the State of Poverty Report planning is underway and anticipated to be complete in early 2017. Mr. Summer recently visited Geauga CAA and the agency would like to become a part of



the membership network. He stated the executive director has participated in district meetings and though the agency is limited in capacity with a part-time director, they have a strong board and should be viewed as a startup organization. The agency is focusing on financial literacy and car programs as they are just starting out. Board members suggested that other agencies reach out to them.

Mr. Summer continued the report discussing ROMA and the final 30-day comment period which ends on November 30th. Mr. Summer stated some significant changes have occurred based on the comments of the last period specifically in the area of community outcomes. Based on the funding cycle, Ohio will not be impacted by changes until 2018. Mr. Hunt and Ms. Meadows are trying to be proactive in dealing with what the ramifications would mean regarding OCEAN. Mr. Brightbill commented that CAPLAW is continuing to address keeping agency names out of the Standards reports. Mr. Summer stated the protocol could be to only include an agency name if they are on a quality improvement plan. Requirements are that they only report the number of agencies that are on a quality improvement plan. Mr. Devany stated that the Partnerships would comment on the procedure citing adjustments to include all levels in the reporting from 80-, 90-, and 100-percent met. Mr. Summer stated there will no longer be a pass or fail requirement or penalty.

Mr. Summer concluded his report discussing college-based curriculum goals to support executive and fiscal directors, planners, and emerging leaders in Community Action. He stated the Association would like to engage John Glenn School at OSU to develop an ongoing training series. Ms. Robinson stated the membership committee would be interested in participating in the process. Mr. Cole agreed with Ms. Robinson.

President's Report: Tom Reed

No report

Executive Director's Report: Philip E. Cole

Mr. Cole asked the board's opinion on the NCAF Webinar. The general consensus from the board was positive. Ms. Ailes stated staff has been under a lot of pressure and she believed the webinar helped ease anxiety. Mr. Brightbill stated the webinar was surprisingly upbeat and optimistic though the time zone base (PST) made it difficult to watch the full event. Mr. Cole made note of the 3-minute video produced in-house by Ms. Clausen and was played during the event break. The membership thanked Ms. Clausen on her work on the video.

Old Business:

None

New Business:

None

Open Dialogue:

Mr. Norris suggested the board members make a personal donation to pay the membership dues of the Geauga County CAA for the second half to show good-faith and support.



Adjourn:

Mr. Ricer moved to adjourn the meeting at 11:00 a.m. Mr. Norris seconded. The motion passed and the meeting adjourned.

End:

Respectfully submitted,

Janice W. Warner, Secretary

Date