



Ohio Association of
Community Action Agencies

**Ohio Community Action Training Organization
Board of Trustees Meeting
November 20, 2015
The Quest Center
8405 Pulsar Place, Columbus, Ohio**

Members Present: Tom Reed, President; David Brightbill, First Vice President; Ruthann House, Treasurer; Janice Warner, Secretary; Andrew J. Devany; David Shea; Judith Barris; Ken Kempton; Gary Obloy; Gary Ricer; Anita Maldonado; Alvin Norris; Bambi Baughn; Jeffrey Diver; Robert Chilton.

Members Excused: Gwen Robinson, Second Vice President; Deb Gerken; Joshua Anderson; Douglas Bennet; Steve Sturgill; Rodney Reasonover; Malcolm Costa.

Staff Present: Philip E. Cole, Executive Director; Josh Summer, Development Director; Kathryn Clausen, Communications Director; Greg Bollenbacher, Fiscal Director; Lorie McClain, Program Manager; Neva Dunn, Office Manager

Guests Present: Paul Kudlak, The Junto Company; Tracey Ballas, Ohio Development Services Agency; Larry Price, LPrice & Associates.

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

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

Ms. House motioned to approve the agenda. Mr. Diver seconded. The motion passed.

Ms. House motioned to approve the October 2015 minutes. Mr. Ricer seconded. The motion passed.

Finance Report: Ruthann House

Ms. House reviewed the dues report and financial report with the board and stated all accounts were on track for the year and there are no concerns. Ms. House motioned to approve the financial report and place on file for audit. Mr. Brightbill seconded. The motion passed.

Development Services Agency Report: Tracey Ballas

Ms. Ballas, Assistant Deputy Chief, thanked the board for welcoming her and stated she has been making telephone calls and scheduling meetings with all Community Action Agency executive directors to learn more about each agency and how DSA can better collaborate with the network. Upon completion, she will write a comprehensive report and share, after internal review, with OACAA to develop a plan to better work together and serve the agencies.

Ms. Ballas stated HEAP began on November 2nd and despite the warmer weather an increase of approximately 15,000 applications have been received and 25,000 more calls. Despite the increase, call times are reportedly down by one minute in the call center. She also reported that



letters of intent for HWAP from all counties and zip codes throughout the state have been received. Applications are due by 4:00 p.m. on December 4th. Additional questions cannot be answered due to the competitive bid status.

CSBG applications for 2016/2017 are due by November 23rd. Some agencies have requested extensions due to staff challenges and all requests have been granted. She also stated field representatives are working to process final 2014/2015 revisions and are finishing HEAP monitor reports. Ms. House requested additional information on fiscal reporting requirements for the 2016/2017 applications stating the requested information was not relevant to agency budgets and the format requested was overwhelming. Mr. Obloy concurred. Mr. Brightbill noted that their fiscal office reported a three day delay in OCEAN due to the requirements and Mr. Diver, Mr. Norris, and Mr. Kempton also noted delays in the system. Ms. Ballas requested the directors send her an email with details of the delay so she can follow up and thanked them for the feedback.

Ms. Ballas also reported that HHS has accepted the CSBG grant for Ohio. She relayed appreciation from Melissa Stanford for the assistance from those who are participated in the advisory meetings, with a special thank you to Deb Gerken. Mr. Summer stated the draft version is currently posted online and requested the final version be posted.

Training and Development: Lorie McClain

Mr. Cole noted a change in terminology on the report at his request to create a more accurate note of attendance at trainings and conferences. Ms. McClain reviewed the report with the board and stated the evaluations on the recent History of the War on Poverty (HWOP) and the Region V Innovations conferences were very high. Front-line staff stated the HWOP gave them a new perspective on their jobs and they enjoyed the training. Ms. Ballas seconded the positive sentiments. Mr. Cole noted the HWOP is expensive to host though suggested the training and development committee review the training and potentially offer it bi-annually.

Ms. McClain further stated the Social Enterprise training with the Ohio CDC Association is scheduled for December 10th in Columbus. Space is limited and registration is currently open.

Program Reports: Josh Summer

Mr. Summer requested approval by the board to submit the 2016 Training and Technical Assistance grant in the amount of \$1,076,543 for program operations and administrative support. The request is a 10% increase over last year. Mr. Diver motioned to approve the request. Ms. House seconded.

Mr. Summer continued to review the spend-down throughout the year. Currently, \$39,000 remains in the budget due to increased generated income and lower than anticipated expenses for budgeted projects. Due to UGG guidelines, roll over of generated income is no longer permitted. Reallocation requests have been submitted to 1) adjust IC retreat from a one-day to a two-day event and expand the curriculum; 2) purchase HR law toolkit for all agencies from Scott Warrick; and 3) contribute funds to each agency to provide additional assistance to families in need in December.



Mr. Summer also reported that the self-sufficiency calculator has been expanded to include additional family type configurations. The calculator and report will be released in December. The State of Poverty in Ohio Report is also being finalized and will be released early 2016. Nine agencies were selected by the Governor's office for Operation Warm with intentions to expand next year.

Ms. House made note to commend Mr. Summer on his work with WSOS during their recent strategic planning.

President's Report: Tom Reed

Mr. Reed thanked the staff for their work planning and hosting the Region V Innovation Conference stating it wasn't an easy event but they did well. He also thanked Ms. Barris, Mr. Ricer and Mr. Gossett for their insight during the panel discussion.

Executive Director's Report: Philip E. Cole

Mr. Cole provided an update to the board regarding the Jefferson County CAO review. The full report has been emailed to the board members. Mr. Cole thanked the members of the team for their work in reviewing the organization and providing recommendations. Discussion. Mr. Cole also discussed a potential conflict of interest with board members who are also Internal Consultants (ICs). Discussion. Mr. Reed suggested a detailed review by the Bylaws Committee to determine if a conflict is present.

Mr. Cole discussed the upcoming lease renewal for the OACAA offices. The lease rate has increased by approximately \$4/sq. ft. though he noted the rate had never been increased and is still below market rate. Mr. Bollenbacher confirmed an increase was anticipated for the upcoming year and has been budgeted. The lease office has requested that the offices move to a different floor. Mr. Cole stated he would prefer to sign a one-year lease and look into alternate space should the new offices not sufficient. Mr. Devany motioned to allow Phil to take action deemed appropriate and report to the board in January. Mr. Ricer seconded.

Mr. Cole updated the board on the status of the new Strategic Plan. A rough draft was developed with Ms. Julia Wise and the staff. The draft will be sent to the Executive Committee for review within the next two weeks and will then go to the full board for discussion and final approval. Mr. Cole also stated the feedback received from the Innovations Conference was positive and the association has been asked to hold another conference next year. He has compiled dates and will follow up with attendees to support their innovative initiatives and process.

Old Business

None.

New Business

None.



Open Dialogue

None.

Mr. Devany motioned to adjourn the meeting at 11:20 a.m. Mr. Diver seconded. The motion passed and the meeting was adjourned.

End:

Respectfully submitted,

Janice W. Warner, Secretary

Date