



**Ohio Community Action Training Organization  
Board of Trustees Meeting  
Sheraton on Capitol Square  
June 16, 2017  
Columbus, Ohio 43215**

**Members Present:** Tom Reed, President; David Brightbill, First Vice-President; Gwen Robinson, Second Vice President; Janice Warner, Secretary; Joshua Anderson; Andrew J. Devany; Deb Gerken; David Shea; Judith Barris; Douglas Bennett; Gary Obloy; Steve Sturgill; Kellie Ailes; Alvin Norris; Bambi Baughn; Jeffrey Diver.

**Members Excused:** Ruthann House Treasurer; Ken Kempton; Gary Ricer; Rodney Reasonover; Robert 'Bo' Chilton; 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 Specialist; Naima Ilmi, Policy Intern.

**Guests Present:** Paul Kudlak, The Junto Company; Jim Mermis, The Junto Company; Larry Price, L. Price, and Associates; Yvonne Craig, Ohio Urban Resource Systems; Van D. Nelson, Executive Director, Trumbull Community Action Program; Randall Hunt, Development Services Agency; Tracy Ballas, Development Services Agency; Megan Meadows, Development Services Agency; Jackie Boehlien, Lorain County Community Action Agency; Melissa Pearce, Community Action of Wayne/Medina.

Mr. Reed called the meeting to order at 10:37 a.m. A. quorum was established.

Ms. Brightbill motioned to approve the agenda. Mr. Devany seconded. The motion passed.

Mr. Diver motioned to approve the May 2017 minutes. Mr. Shea seconded. The motion passed.

**Finance Report: Ruthann House**

Mr. Shea motioned to approve the financial report as reported in the immediately preceding meeting. Ms. Robinson seconded. The motion passed.

**Development Services Agency Report: Randall Hunt**

Mr. Hunt announced the hiring of new staff members at DSA; he stated the department is still seeking a special projects manager with IT and data analysis skill sets. He continued to provide programmatic updates by stating contracts for the upcoming Summer Crisis Program had been received and would be sent to agencies in the coming days. He reported the allocation was approved for \$4.7 million and encouraged agencies to request additional funding if their award was expended before the end of the grant cycle.



Mr. Hunt reported the HEAP allotment award letter had been received with a 10% increase approved in the Omnibus bill. He stated applications and income guideline updates would be sent to agencies soon. He also stated that beginning in January, data collection would change due to the ROMA NG guidelines, which must be reported beginning in 2019. Zero-income HEAP applications will also be processed at the local level beginning July 1, 2017; the department is working to adjust admin funding to compensate for the additional workload. Mr. Hunt also stated agencies would no longer be required to maintain hard copies of client files though will be responsible for ensuring electronic files are readable. All consequences for unreadable documentation remain in place. More information will be provided during the training sessions.

Ms. Ballas updated the board on the status of the Energy Assistance Process Improvement Group. No additional meetings have taken place while the department works with IT to implement previously provided ideas. It is anticipated that the online portal will begin piloting at five agencies at the end of the year, and the development for capacity building will continue for three to five years. Ms. Ballas reported the First In-First Out (FIFO) platform would be made available to agencies to help assess capacity building needs.

Ms. Meadows reported the State plan must be submitted every two years and is due September 1, 2017. The draft is underway which will compile feedback from public meetings and the listening sessions at the conference. The draft will be posted on the website soon to seek additional input.

#### **Program Reports: Lorie McClain and Josh Summer**

Ms. McClain directed the board to the provided report and reviewed the registration status of published events. She stated the Fiscal/HR and PR Conferences, and the third event in the Foundation Level Seminar Series would all be free to members. They have been scheduled consecutively to allow agencies to consolidate travel. Ms. McClain reported on requested, scheduled, and completed onsite trainings. Twelve trainings are currently pending.

Mr. Summer reported the RPIC second-year funding request had been submitted; notification should be received in August or September. He also thanked Ms. Meadows for putting the ROMA work group together which he believed provided good feedback for consideration. Mr. Summer continued by stating the next Leadership training with OSU will be scheduled soon. He concluded his report reminding the board that all TANF reporting must be submitted by July 14, 2017.

#### **President's Report: Tom Reed**

No Report

#### **Executive Director's Report: Philip E. Cole**

No report.

#### **Old Business:**

None.

#### **New Business:**

None.



**Open Dialogue:**

None.

**Adjourn:**

Mr. Diver motioned to adjourn the meeting at 11:20 a.m. Mr. Anderson seconded. The meeting adjourned.

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Janice W. Warner, Secretary

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Date