



**Ohio Community Action Training Organization  
Board of Trustees Meeting  
June 16, 2016  
Sheraton Hotel  
Columbus, Ohio**

**Members Present:** Tom Reed, President; David Brightbill, First Vice-President; Ruthann House, Treasurer; Al Norris; Gary Ricer; Deb Gerken; Jeffrey Diver, Steve Sturgill; Robert “Bo” Chilton, David Shea; Ken Kempton; Malcolm Costa; Bambi Baughn; Judith Barris; Kellie Ailes; Rodney Reasonover; Douglas Bennet; Anita Maldonado.

**Members Excused:** Joe Devany; Gwen Robinson, Second Vice President; Janice Warner, Secretary; Joshua Anderson, Gary Obloy.

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

**Guests Present:** Jackie Boehnlein, Lorain County Community Action Agency; Larry Price, L. Price and Associates; Randall Hunt, Ohio Development Services Agency; Megan Meadows, Ohio Development Services Agency; Steve Wilson, Muskingum Economic Opportunity Action Group Inc.; Mike McGlumphy, Jefferson County Community Action Agency; Paul Kudlak, The Junto Company.

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

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

Mr. Reed recognized guests Steve Wilson, Mike McGlumphy, and Jackie Boehnlein.

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

Mr. Shea motioned to approve the May 2016 minutes. Mr. Chilton seconded. The motion passed.

**Finance Report: Ruthann House**

Ms. House reviewed the financial report with the board, including the dues summary. She stated ODSA audit report has been completed and there were no findings. Mr. Bollenbacher and the OACAA office were commended for a job well done. Ms. House recommended that the audit report and financial report be placed on file for audit. Mr. Norris motioned to approve the financial report. Mr. Sturgill seconded the motion. The motion passed.

**Development Services Agency Report: Randall Hunt**

Mr. Hunt updated the board on the Summer Crisis Program stating the budget increased to \$10 million, up \$5 million from last year due to the remaining funds from the Winter Crisis Program. Each agency will have the option to include air conditioning units and fans as part of their



program. Mr. Hunt stated regulated utilities will have a maximum benefit of \$300 and unregulated utilities will have a maximum benefit of \$500 per household.

Mr. Hunt reported the findings of research regarding HEAP and PIPP application processing to determine the workload on agencies and compare with administrative dollars available to compensate. Mr. Hunt further stated his office received a public records request to better understand the distribution of PIPP and administrative dollars. He reported findings to the board and stated DSA is considering the information and will determine if additional administrative dollars can be allocated to agencies.

Mr. Hunt continued by stating DSA is looking forward to Summer Conference where agencies will have the opportunity to make appointments with their monitors. He stated the feedback received at the Winter Conference regarding monitoring, auditing, communications, and other areas was valuable and will be presented during the OCA update. Updates include new marketing strategies and demonstrations. The update will also include open dialogue sessions about the CSBG and HEAP State Plans, in addition to OCEAN demonstrations. Technical assistance will be provided as well.

Mr. Hunt also stated DSA CSBG will hold a public hearing on August 18, 2016. He also provided an update on the DSA visits to each agency and stated they are going well and are on schedule to be completed by the end of the year. Mr. Hunt concluded his report to the board by stating the HWAP State Plan is awaiting approval from DOE. Upon approval, contracts will be issued to each agency and will be retroactive to July 1, 2016.

Mr. Diver asked how Standards visits are going. Ms. Meadows stated several agencies are fully meeting the Standards. Mr. Diver inquired about electronic document sharing during Standards monitoring. Mr. Hunt stated at this time the paper document method is preferred though he will present the electronic options to administration and will report back to the membership. Mr. Norris commented on the ongoing challenges agencies are dealing with regarding the OCEAN system.

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

Ms. McClain provided an update to the board regarding summer conference registration. She stated 116 people have registered for full-time attendance. Ms. McClain requested an attendee list from OCA. Mr. Hunt stated he would provide a list following the meeting. Ms. McClain also reported there may be funds available later in the year to hold an additional Family Development Specialist certification training in the fall. Surveys will be distributed to determine interest for a fall session.

Mr. Summer stated that the RPIC sub-grantee proposal had been submitted to the Minnesota CAA Association, who will be the regional grantee for the next three years. The funding will support national conference attendance to allow staff to bring information back to the network and will also provide support for Virtual CAP. Mr. Summer continued to report the Coats for Kids program will wrap up this month. He thanked those who have sent in their received and distributed reports and asked that agencies that have not submitted their report to do so as soon as possible. Mr. Summer also stated the State of Poverty Report planning for 2016 is underway and with Community Resource Partners.



Mr. Summer provided an update on the TANF Grant from the Governor's office. The first grant period ends June 30, 2016. Thirty-three proposals have been submitted and approved; a few have yet to be approved. Some agencies have indicated they are not interested in applying for the funds. Mr. Summer is gathering information regarding expenditures and program estimates to present to the State. A new executive order must be signed by the Governor and a purchase order for the amount remaining be created after June. The new executive order will be valid through June of 2017.

**President's Report: Tom Reed**

No report. Mr. Reed thanked Ms. Warner for hosting the Summer Conference again this summer.

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

No report.

**Old Business:**

None

**New Business:**

None

**Open Dialogue:**

None

**Adjourn:**

Mr. Brightbill motioned to adjourn the meeting at 10:25 a.m. Mr. Sturgill seconded. The motion passed and the meeting was adjourned.

**End:**

Respectfully submitted,

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Janice W. Warner, Secretary

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Date