



**Ohio Community Action Training Organization  
Board of Trustees Meeting  
August 19, 2016  
Sheraton Hotel  
Columbus, Ohio**

**Members Present:** Tom Reed, President; David Brightbill, First Vice-President; Gwen Robinson, Second Vice President; Ruthann House, Treasurer; Janice Warner, Secretary; Joshua Anderson; Joe Devany; David Shea; Judith Barris; Douglas Bennett; Ken Kempton; Gary Ricer; Steve Sturgill; Anita Maldonado; Kellie Ailes; Al Norris; Bambi Baughn; Jeffrey Diver, Rodney Reasonover; Robert Chilton; Malcolm Costa.

**Members Excused:** Deb Gerken; Gary Obloy.

**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:** Mary Pockl, Zeno, Pockl, Lilly & Copeland; Jim Mermis, The Junto Company; Paul Kudlak, The Junto Company; Larry Price, L. Price and Associates; Randall Hunt, Ohio Development Services Agency; Megan Meadows, Ohio Development Services Agency; Tracey Ballas, Ohio Development Services Agency; Mike Hiler, Ohio Development Services Agency; Steve Wilson, Muskingum Economic Opportunity Action Group Inc.; Cheryl Grice, Pathway; Tim Donnellan, Community Action Partnership of the Greater Dayton Area; Jackie Boehnlein, Lorain County Community Action Agency, Inc.

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. Reed recognized all guests. David Brightbill motioned to approve the agenda. Ruthann House seconded. The motion passed.

Mr. Brightbill motioned to approve the June 2016 minutes. Ms. House seconded. The motion passed.

**Finance Report: Ruthann House**

Ms. House deferred the report to Mr. Bollenbacher who reviewed the financial reports with the board. He stated the invoices for the second half of membership dues have been sent and only a few agencies remain outstanding. Mr. Ricer motioned to approve the financial report. Mr. Devaney seconded. The motion passed.

Mr. Brightbill introduced Ms. Pockl who presented the 2015 audit report. Ms. Pockl presented the required disclosures and stated there were no changes in existing or new policies adopted. She stated one additional disclosure was included for VirtualCAP, one audit adjustment was made regarding capital lease agreements for a copier, and one 401K adjustment was made to stay in compliance with Safe Harbor requirements. Ms. Pockl further stated there were no



disagreements with management and no consultations with outside auditors. No significant issues were found and an unmodified opinion was issued.

The staff was excused from the meeting to allow the board to speak with Ms. Pockl. The staff returned and the meeting resumed.

Ms. Pockl further stated no weaknesses and internal controls were present and that the audit process went smoothly. Mr. Reed thanked Ms. Pockl and stated a motion was made in Committee to accept the audit report. Mr. Reed called for a second. Mr. Shea seconded. The motion was approved.

### **Development Services Agency Report: Randall Hunt**

Mr. Reed welcomed the DSA staff and Mr. Hiler, the recently appointed Chief of the Division of Community Services. Mr. Hiler reviewed his background with the board which includes a thirty-six year history with the State. Mr. Hiler stated he stresses accountability and performance and also prefers to communicate in person whenever possible. Mr. Hiler invited the board to call him with any questions or concerns and stated he is looking forward to working with the network.

Mr. Hunt reported on the CSBG public hearing which was held August 17, 2016 in preparation for the next State Plan for 2018-2019; the hearing was well attended. Mr. Hunt thanked Mr. Cole and Mr. Donnellan for their testimony. Mr. Hunt continued by stating twenty-three CAAs have been monitored for the Standards with the majority meeting the Standards at 100 percent; others have had only minor issues that can be corrected within thirty days. Mr. Hunt stated the areas which need improvement for a few agencies include proper signatures on documentation and completing risk assessments. He stated that agencies have been well prepared overall, and he thanked the membership for their diligence.

Mr. Hunt stated the client need was high for the summer cooling program this year and 18,415 eligible clients have been served with over \$4.1 million obligated compared to last year to date when 17,900 eligible clients were served with \$3.5 million allocated. Mr. Hunt continued by stating the administration/operating grants are in the process of approval and twelve have been submitted. He also invited the board to attend the public hearing scheduled for August 22<sup>nd</sup> and 31<sup>st</sup> at the Riffe Tower to review the two-year plan.

Mr. Hunt announced regional trainings have been scheduled and will be held in Athens, Dayton, Garfield Heights, Reynoldsburg, and Toledo throughout the month of September. The new HEAP applications are being printed and will be distributed as soon as possible. The HWAP contracts are being processed as well; the membership should begin to receive them within the next week.

Mr. Hunt also reported that OURS submitted an application for training and technical assistance (T&TA) to focus on urban areas utilizing ICs from OACAA. OURS will focus on risk assessments for urban agencies and ensure they meet the Organizational Standards. Ms. Ballas discussed quarterly OCEAN meetings which are being developed based on the information received from the listening sessions. Trainings will begin in October and will be coordinated to consolidate travel for agencies. Additional information will be e-mailed to agencies when available. Ms. Ballas also reported the agency visits across the state are going well and that Mr. Hiler has been wrapped into the visits.



Ms. Boehnlein inquired about the status of the HWAP re-evaluation for the disputed territories. Mr. Hunt stated they are working with DOE to finalize the evaluation tool and working diligently to complete the process.

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

Ms. McClain reported a total of 230 people attended the summer conference. She also discussed the upcoming Foundation Level Seminar Series (FLSS) which will take place in Columbus next month where Mr. Diver will present the Bridges Out of Poverty training. FLSS is a free seminar and meals are included. Up to 100 participants can be accommodated and it is designed for entry level and new intake employees. Ms. McClain also discussed the Fiscal/HR conference that will be held in October. Topics will include DOL/HR policies, performance appraisal/disciplinary strategies, and employee motivation techniques. Additional events are also pending.

Mr. Summer updated the board on the RPIC grant status. The Minnesota state association will be the lead grantee for the next two years and OCATO is the sub-grantee. The funds will allow the staff to attend national conferences to bring information back to the network and will support VirtualCAP.

Mr. Summer thanked DSA for the timely way in which they approved the budget amendment. The amended budget allowed for the expansion of conferences and the addition of Family Development Specialist certifications this year. The additional funds will also support the Pathways to Excellence session in September.

Mr. Summer provided an update on the TANF grant which has yet to be approved. Mr. Summer is continuing to work on obtaining approval of invoices that have been submitted to ODJFS. He explained the procedures and challenges with this collaboration and assured the membership they would receive updates as more information is available.

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

Mr. Reed thanked the staff for a successful summer conference.

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

Mr. Cole stated he is scheduled to meet with the board of the Geauga agency next week to discuss what the agency can do for their county and how the association can assist in the process. Mr. Cole also asked that members who will not be attending the Partnership conference in Austin to please provide the documentation necessary for proxy voting.

### **Old Business:**

None

### **New Business:**

None

### **Open Dialogue:**

Ms. Robinson stated Representative Reece made a positive statement about the Association and was grateful for the support at the OLBC. She also stated the conference went well.



**Adjourn:**

Mr. Norris motioned to adjourn the meeting at 10:47 a.m. Mr. Ricer 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