



**Ohio Community Action  
Training Organization**

*Growing organizations one result at a time*

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

**Members Present:** Tom Reed, President; David Brightbill, First Vice President; Janice Warner, Secretary; Andrew J. Devany; David Shea; Judith Barris; Ken Kempton; Anita Maldonado; Kellie Ailes; Al Norris; Bambi Baughn; Jeffrey Diver, Rodney Reasonover; Robert Chilton

**Members Excused:** Deb Gerken; Steve Sturgill, Gary Obloy, Gary Ricer, Gwen Robinson, Second Vice President; Ruthann House, Treasurer; Doug Bennett, Josh Anderson. 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:** Yvonne Freeman, OURS; Jim Mermis, 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.

Mr. Reed 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. Reed requested an amendment to the agenda to add PR Committee Report. Mr. Shea motioned to approve the agenda as amended. Mr. Reasonover seconded. The motion passed.

Mr. Diver motioned to approve the August 2016 minutes. Mr. Norris seconded. The motion passed.

**Finance Report: Ruthann House**

Mr. Bollenbacher reviewed the financial report with the board. Six member agencies have not paid their dues for the second half. Mr. Bollenbacher will continue to follow up with the agencies. He also stated the budget is on track with planning and final adjustments will ensure grant funds are spent by the end of the year. Mr. Bollenbacher reported a positive cash flow for the year. Mr. Devany motioned to approve the financial report. Mr. Norris seconded. The motion passed.

**Development Services Agency Report: Randall Hunt**

Mr. Hunt reported the HEAP Regional Training progress is going well with five regional trainings scheduled across the state. He stated the session had received positive feedback and that the format is more cost effective for agencies allowing staff who have unable to attend trainings previously an affordable opportunity to do so. Mr. Hunt acknowledged the wealth of experience



in the network with a culmination of years of services that topped at 1,850 years in Cleveland. Mr. Hunt stated utility companies, as well as PUCO, have participated sharing information about the fuel programs and funds.

Mr. Hunt reported on the challenge of requiring documentation of citizenship for all household members. The new requirement came about after the review by the state legal staff of HHS's December 2014 Information Memorandum. Mr. Hunt reported the IM stated that due to the block grant status, it is at each State's discretion to review and/or require citizenship documentation. Mr. Hunt stated he recognizes the hardship that the requirement has placed on agencies, but it is required by the Federal government. DSA is seeking a more effective way to document citizenship such as voter registration or through an ODJFS database. Mr. Diver and Ms. Maldonado requested DSA provide additional lead time for procedural changes to allow agencies to better prepare customers. Members of the board provided several examples where documentation is difficult. Discussion.

Mr. Hunt continued the report stating HEAP Coordinator training will be held at MORPC in Columbus and has been scheduled to coincide with OCEAN training at the Riffe Tower to consolidate travel for agencies. He asked staff who are unable to attend this training to submit a request for additional training dates. Mr. Hunt also reported advances for the first fifteen applications received should be posted today and they are working to expedite the internal process. Mr. Shea inquired about HEAP advances. Mr. Hunt will check on the status of the advances.

Mr. Hunt announced that Lorain County Community Action Agency relinquished their HWAP program and that territory is now open for bidding. The RFP process is underway. One adjustment has been made to Exhibit One, and public testimony will be held on September 27th. With the new open territory, a second public hearing will be held on September 29th.

Ms. Ballas requested from the board any dates that could conflict with OCEAN training be sent to her by January to avoid scheduling conflicts in April and July. Ms. Ballas also stated she would be working with Mr. Summer to potentially schedule OCEAN training as a pre-conference to the Winter Legislative Conference to consolidate travel. The October trainings are geared towards staff new to OCEAN. Intermediate and advanced training will take place in January.

Mr. Chilton requested Mr. Hunt reach out to ODJFS regarding access to state wage database to assist CAAs in workforce development reporting procedures. Mr. Hunt stated that request would be part of their upcoming conversation.

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

Ms. McClain stated the Foundation Level Seminar Series (FLSS) Bridges Out of Poverty will be September 19th at 10:00 a.m. in Downtown Columbus. She also reported Family Development Specialist Training would be held September 18-20th and the Fiscal/Human Resources training will be held September 18-19th in Dublin. She also stated all of the trainings were free to register. Mr. Brightbill requested the agenda for the HR/Fiscal Conference. Ms. McClain directed him to the website and stated she would also send him the information via email.



Mr. Summer reported on the status of the Regional CSBG Federal grant which is expected to be approved at the end of the month to begin implementing in January. Mr. Summer continued his report by stating DSA completed a program monitoring in August. OACAA is waiting for the review document and will respond to any questions at that time. No major issues were presented.

Mr. Summer stated the Pathways to Excellence Program was held earlier in the week. OACAA members and some of their board members participated. He explained the program consists of two-day training with a self-assessment process and a seven-month time commitment; he is hopeful that more staff will participate in future programs.

Mr. Summer reported the staff is scheduled to meet with CRP to move forward with the State of Poverty Report. He also stated he would be traveling to Washington D.C. on September 20th to participate in ROMA Next Generation Meeting. He explained the meeting is not about negotiating changes though asked members to submit concerns to him by Monday so he can share and discuss during the meeting. Mr. Devany read a letter of concern regarding ROMA Next Generation noting a great deal of concern and dissatisfaction. He stated changes would be effective for three years and dictated by a new administration, which will be very expensive for some agencies and may take full-time staff to complete. Partners are also not pleased with new reporting systems. Mr. Devany stated he is extremely grateful that Mr. Summer will be attending the meeting. Mr. Cole reported to the State Associations Directors that Ohio's agencies are supplementing programs with 10%-15% CSBG admin. Mr. Cole stated Ohio was on the low end with some states reporting as much as 25% supplementation.

Mr. Summer continued his report stating the TANF grant has not yet been approved. He was recently told by the Governor's office that the contract had been misplaced at the ODJFS office though was located and is currently in the legal department at the Governor's Office. Once reviewed, a contract will be issued, signed and submitted to ODJFS to create a purchase order. Mr. Summer stated he is hopeful the process will be completed by early October. Mr. Summer expressed concerns the delay will cause the network in completing the projects. The Governor's Office stated adjustments to projects could be submitted for approval due to the delay.

#### **PR Committee Report: Janice Warner**

Ms. Warner presented the board with new logo options for OCATO. She stated the PR Committee has reviewed the logo designs and are recommending Logo A to the board. Ms. Warner stated the redesign was to better link OCATO the OACAA branding. Mr. Reed stated a motion was made from Committee and called for a second. Mr. Reasonover seconded. The motion passed.

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

None

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

None

#### **Old Business:**

None



**New Business:**

None

**Open Dialogue:**

Mr. Chilton introduced the new project manager for OURS, Yvonne C. Freeman. Ms. Freeman has an extensive knowledge of Community Action and public policy. Ms. Freeman stated she is happy to be working with OURS and looks forward to promoting best practices and innovation.

**Adjourn:**

Mr. Norris motioned to adjourn the meeting at 10:50 a.m. Mr. Diver 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