



**Ohio Association of  
Community Action Agencies**

**Ohio Association of Community Action Agencies  
Board of Trustees Meeting  
January 16, 2015  
Sheraton on Capitol Square  
Columbus, Ohio**

**Members Present:** Tom Reed, President; David Brightbill, First Vice President; Gwen Robinson, Second Vice President; Ruthann House, Treasurer; Deb Gerken; Joshua Anderson; Andrew J. Devany; Judith Barris; David Shea; Wayne McLaughlin; Cheryl Thiessen; Steve Sturgill; Tim Donnellan; Bambi Baughn; Robert Chilton; Malcolm Costa

**Members Excused:** Janice Warner, Secretary; Robert Hamilton; Gary Ricer; Ken Kempton; Gary Obloy; Alvin Norris; Rodney Reasonover

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

**Guests Present:** Paul Kudlak, The Junto Company; Melissa Stanford, Ohio Development Services Agency; Sharon Smith, Ohio Development Services Agency

Mr. Reed called the meeting to order at 10:34 a.m.

Ms. Dunn called the roll on behalf of Ms. Warner. Mr. Reed confirmed a quorum was established.

Ms. House moved to approve the agenda. Mr. Shea seconded. The motion passed.

Mr. Donnellan motioned to approve the November 2014 minutes. Ms. Gerken seconded. The motion passed.

**Development Services Agency Report: Melissa Stanford**

Melissa Stanford of the Development Services Agency, Office of Community Assistance, discussed the continuing resolution on which the department is currently operating. The budget represents grant awards through the first quarter. Ms. Stanford also discussed a series of webinars setup to provide basic instruction for reporting in OCEAN. Most agencies participated and OCA will arrange special sessions for those who were unable to attend due to technical difficulties or other conflicts. Part D of IS reports are due on February 7, 2015. ROMA work plans are due February 17, 2015.

Ms. Stanford is anticipating a different State Plan format for PY16/17 based on information from advisory committee meetings which will begin in or around April 2015.



Ms. Stanford also discussed the federal HEAP monitoring. OCA received positive feedback from the exit interview. Ms. Stanford anticipates they will return over the summer though is unsure if their visit will include local agency monitoring. She will keep agencies updated as new information arrives. Sharon Smith of the Development Services Agency, Office of Community Assistance discussed the HEAP benefit increase to customers which has increased to an average of \$480.41 per customer this program year. The number of people served this year compared to last year is lower though the total funds expended to date increased from \$75,938 to \$82,468.

Ms. Stanford discussed an update to the Confidential Personal Information (CPI) Policy. She stated the program integrity manual has been reviewed by the legal department and final edits are being made. The revisions return first-level investigation responsibility back to agencies. This is due to the overwhelming number of fraud complaint referrals to OCA that can be more efficiently investigated at the agency level. Additional funding was provided to agencies for this purpose.

#### **Finance Report: Ruthann House**

Ms. House reviewed the financial report with the board and stated there were no concerns. Ms. Gerken moved to approve the financial report and place on file for audit. Mr. Sturgill seconded. The motion passed.

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

No report.

#### **Legislative Committee and Executive Director Report: Philip E. Cole**

Mr. Cole reported to the board that he was selected by Governor Kasich to serve on the Community-Police Relations Task Force. The Task Force will hold public hearings across the state and develop recommendations to present to the Governor's office in April. Mr. Cole also reported working with the Governor's office and other partners toward a resolution for a grocery store in Vinton County. He also announced a resolution for the families in Muskingum County, who were displaced from their home due to a sinkhole. The families have secured safe housing thanks to a donation of land and mobile homes.

Interviews for the executive director of CEOGC have begun and the board intends to have the position filled within the next couple of weeks. Mr. Cole also discussed his work on succession planning for the OACA executive director position. A draft for the personnel committee is forthcoming.

Mr. Cole discussed the development of a subscription-based service for VirtualCAP to generate sustainable operating revenue. The subscription would similar to the former Economic Opportunity Report (EOR) and would provide resources to agencies across the U.S. with a suggested subscription of \$100 per year. A sample was provided to the board for review and discussion.



### **Public Relations Report: Janice Warner**

Kathryn Clausen presented the report on behalf of Ms. Warner. Ms. Clausen directed the board to the Communications Report included in their packets which contains outreach statistics and outcomes. She also discussed the transition of VirtualCAP to a new website design. The new site is being built in-house and is expected to be completed early spring.

### **Training and Development: Robert Hamilton**

No report.

### **Personnel Committee: Tim Donnellan**

No report.

### **Best Practices: Bambi Baugh**

No report.

### **Energy Report: Joe Devany**

No report.

### **Head Start Report: Rodney Reasonover**

No report.

### **Partnership Report: Joe Devany**

The partnership report was provided in the board packets received by each board member. A verbal report was not presented.

### **CAPLAW Report: David Brightbill**

No report.

### **Agency/District Reports**

No reports.

### **Executive Session**

Ms. House motioned for the board to enter into an executive session. Mr. Anderson seconded. The motion passed. The staff was excused. The executive session began at 11:34 a.m.

Mr. Anderson motioned to end the executive session. Mr. Brightbill seconded. The executive session ended at 12:10 p.m.

### **Old Business**

Amendments to the by-laws and dues structure were approved during the November 2014 board meeting and have been sent to all agencies for review prior to the membership meeting. The proposed amounts included carryover which will need to be adjusted to reflect accurate agency budgets. The amendments will be presented to the membership later in January and a vote will be requested for approval.



**New Business**

No new business

Mr. Brightbill moved to adjourn the meeting at 12:12 p.m. Mr. Anderson 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