



**Ohio Association of
Community Action Agencies**

**Ohio Association of Community Action Agencies
Board of Trustees Meeting
July 19, 2013
Sheraton Columbus Hotel at Capitol Square
Columbus, Ohio**

Members Present: David Brightbill, First Vice President; Robert Chilton, Second Vice President; Ruthann House, Treasurer; Joe Devany; Tim Donnellan; Wayne McLaughlin; David Shea; Cheryl Thiessen; Deb Gerken; Tom Reed; Ken Kempton; Gary Ricer; Al Norris; Greg Hopkins; Judith Barris

Members Excused: Gwen Robinson, President; Janice Warner, Secretary; Gary Obloy; Jacqueline Middleton; Bambi Baughn; Rodney Reasonover; Robert Hamilton; Malcolm Costa

Staff Present: Philip E. Cole, Executive Director; Colleen Stoker, Communications Director; Greg Bollenbacher, Fiscal Director; Lorie McClain, Program Manager; Neva Dunn, Office Manager

Guests Present: Jim Mermis, Junto Company; Melissa Stanford, DSA; Gerry Spencer, Washington-Morgan Community Action; Jim Danes and Nick Sunday

Mr. Brightbill called the meeting to order.

Ms. Stoker called the roll. A quorum was established.

Mr. Brightbill asked for a moment of reflection, then asked if there were any changes to the agenda. There were no changes. Mr. McLaughlin moved to approve the agenda. Mr. Norris seconded. The agenda was approved.

Mr. Shea moved to approve the minutes. Mr. Devany seconded. The minutes were approved.

ODSA Report: Melissa Stanford

Ms. Stanford reminded everyone that a CSBG Advisory Committee meeting is scheduled for August 21 at the Riffe Center followed by a hearing for the draft plan. It is a two year plan this year to coincide with the grants given to agencies. She also reported that they are hiring a sixth field rep and that process is underway. DSA has also begun conducting agency visits, but this year it is different from the normal monitoring visits. They are focusing on the standards that

have been proposed to HHS, as well as the normal review and monitoring process. They are doing this in order to pilot the standards to see how agencies would do if they were enacted as proposed. Ms. Stanford said that she has heard the standards will not be implemented until 2014 and that some aspects would not be implemented until 2015.

Mr. Brightbill asked about the HEAP grants that are due next week and questioned when the dollar amounts would be available. Ms. Stanford said it should be soon, but those numbers have been delayed because they wanted to look at them more closely. They are looking at the number of applications and the size of the service area to see where the need is.

Mr. Brightbill commented that was a good idea and he encouraged that process, but wanted to see if the grant deadline of the 31st could be moved back because of the delay with the numbers. Ms. House commented that even pushing it to the end of that week would be helpful. Ms. Stanford thanked them for their feedback and said she would take the concern back to the office and see what could be done.

Finance Report: Ruthann House

Ms. House reported that two more agencies paid their dues than what was listed on the dues report. Those agencies are Lancaster-Fairfield and Ross County. She said that the dues collection is looking good. She also reported that there has been a cost extension for the VETS program through the end of the year to give agencies a chance to spend down the money. Also the T/TA grant has been extended four months with an additional \$250,000. She said that she did not have any concerns with the financial report and moved that it be accepted. Mr. Reed seconded the motion. The motion passed.

President's Report: Gwen Robinson

Nothing to report

Social Enterprise/Marketing Report: Robert Chilton

Mr. Chilton apologized that he had not had a chance to send out the survey and said that he would work on that.

Public Relations Report: Janice Warner

Ms. Stoker reported in Ms. Warner's absence that the newspaper insert was distributed in 35 newspapers on May 30. She contacted the participating agencies to see if they received any comments or saw an increase in traffic on their websites to determine the impact of the campaign. She received several comments from agencies that they liked the piece, but no one received comments from the public or noticed additional traffic. The landing page that was created on OACAA's website received 10 visitors as a result of the insert and one person filled out a form to volunteer at an agency. It is hard to know for sure what the impact of the campaign was, but Ms. Stoker commented that she thought it was a nice piece and hoped that agencies continued to hand out their copies to their communities and use the electronic copy on their websites.

She also reported that OACAA had a press conference on June 4 at the Statehouse to release the Self-Sufficiency Standard along with the online calculator and that it received a great deal of coverage. The online calculator has received over 700 hits since it went live.

Ms. Stoker also said that she is working on the annual report with 2012 data from DSA. She sent out directory listings along with membership certificates to agencies and requested that they review their directory listings and get to her with any changes by Monday so that they can be updated in the annual report.

Training and Development Report: Robert Hamilton

Ms. McClain reported in Mr. Hamilton's absence that 251 people attended the Summer Conference and eight agencies still owe for their registration. She also reported that there have been a number of on-site trainings. She said that OACAA has partnered with the Ohio Association of Local Reentry Coalitions to put on the Ohio Reentry Best Practice Partnership Conference September 24-25 in Columbus. The conference is free and registration is going out today or Monday. She encouraged people involved in reentry programs to attend.

Legislative Committee and Executive Director's Report: Phil Cole

Mr. Cole reported that there have been meetings with the EOPA board and their executive committee to discuss their funding situation. He believed the meetings went well and that EOPA is going to be alright.

Mr. Hopkins said that the board approved hiring an executive director from Pittsburgh who most recently worked with the housing authority. The board is working on the contract now and he believes the new executive director's start date will be September 1.

Mr. Cole said that they are getting organizational charts for EOPA to see who they have, what people are doing, what salaries are and what the demands of the community are to determine if there is a fit with the community and where to go from there. A discussion was had regarding the status of EOPA's Head Start employees, most of which did retain their jobs after going through a job fair and interviewing process. It was also discussed that EOPA had 10 funding sources that went down to five with the loss of Head Start. Mr. Sunday said that EOPA did receive \$100,000 from the city and Mr. Hopkins said that the county also gave \$100,000. Mr. Sunday said those funds can now be used as match funds for CSBG and other sources. Mr. Hopkins also said that they are looking to reapply for Head Start and looking to collaborate with other agencies on the grant.

Mr. Cole also reported that SOURCES has a new executive director, Kirk Moriarty. They have responded to their audit and now they need to wait for the DSA reaction. Mr. Sunday has been giving them advice. DSA knows that they have new leadership and a good board.

Mr. Cole said that OACAA has tried to work with CLS about their cash flow issues. He reminded the Board that they met last September or October and sent a letter to them with advice, but they didn't listen and don't think that they have a problem. CLS has not been very open to our assistance since then, with the exception of suggested discussions with Dave Rinebolt and Tim Donnellan related to their HWAP.

CLS leadership does not agree with the state or OACAA that there is a problem, with the nutrition program which is that it is running at a loss and needs to be supplemented by other programs and they do not have the available funds.

Ms. Stanford said that they did pay back money from the last audit. Since the last audit, they have been required to do a different level of financial reporting. The DSA office is analyzing that reporting. They have been under closer scrutiny on an on-going basis and it was a more comprehensive audit this time.

Mr. Kempton commented that when they met with CLS's board chair he did not recognize that there was a problem. He suggested that maybe it would be helpful to meet with the whole board after the audit. A discussion was had about meeting with the board and how to handle the situation. The board seemed to agree that it would be a good idea to meet with CLS's whole board, using the new audit findings as the impetus, but that it would have to be broached delicately.

Mr. Cole also reported that HB3 dictates where funding for the navigator program for the Affordable Care Act will go and that this may have an effect on the pilot program we are going to do with Federal OCS and the Partnership. He also said there is a conference call next week about the pilot project. Also, there is a rule passed from this legislation that allows exemptions for food banks whose primary purpose is the distribution of food. Mr. Cole has testified about this issue and met with the Department of Insurance.

Mr. Cole said that NCAF's funding issues are serious and he encouraged everyone to give. OACAA is having an online raffle for a tablet to raise funds. Ms. House asked if there was a way to exchange ideas of how to raise funds. Mr. Cole said he would send something out asking for feedback.

We have had problems with cost allocations with the Ohio Department of Health for years. We are now waiting for the U.S. Office of Budget Management (OBM) to give direction.

We are working with Kevin Boyce regarding financial literacy legislation. This will probably be proposed in the fall. We want to make sure our agencies are a part of it.

Mr. Sunday reported that about three months ago they started a pilot project to help the pipefitters union place minorities in order to meet federal requirements. They have asked the union for a profile for the types of candidates they're looking for. They suggested working with CAAs to recruit candidates. They have a foundation for this project established. They've also discovered that there are more unions than just the pipefitters that have this problem that we can work with, such as the HVAC union. They're going to start placing people in the next few months. They've developed a framework where people will come in for screening and they'll be given a computer and internet access for ebooks, and they will be mentored to help them pass the tests. It is their hope to spread this project throughout the state. They asked DSA for a list of agencies who provide workforce programs and were told there are 23, but they believe there are

more, so they'd like to do a survey of the membership. They will then meet with those agencies and their local unions to try and develop the program.

They are starting this program with IMPACT and the pipefitters and will move on from there with other agencies and unions. Mr. Danes said that they are also looking to help candidates with functional competencies, such as passing a drug test and transportation issues, as well as the occupational competencies to help get them into the union. Also, because there is a gap between when someone is accepted into the union and when they start earning they are looking at adding an OJT component. Mr. Sunday said they would like to place people and then develop a white paper to show to the Governor to show what CAAs are doing. Mr. Cole said that OACAA's contract with Mr. Sunday and Mr. Danes was up at the end of June and asked for another three month contract at \$1,500 per month. Mr. Devany moved to accept another three month contract. Ms. House seconded. The motion passed.

Mr. Cole also reported that we have a good model for Utica Shale workforce development, but we've had problems because of an uneducated workforce, and a very high rate of failure on drug testing. He suggested that we could look at a program like Mr. Sunday is doing with the unions. He said he believes we will be successful, but we need more money and employees who can pass a drug test.

Mr. Cole said that the Strategic Directions Committee will meet in the fall. Also, there will be a meeting for the employees regarding the 401k plan. He also asked if there was anything in particular people would like the by-laws committee to look at. There were no comments.

CAPLAW: David Brightbill

Mr. Brightbill reported that there was a CAPLAW meeting held in Boston that was well attended and had good training programs. He also reported that there will be three new board members.

Personnel Report: Tim Donnellan

Nothing to report

Veteran's Committee: Robert Hamilton

Nothing to report

Best Practices Report: Bambi Baughn

Nothing to report

Partnership Report: Joe Devany

Mr. Devany reported that a great deal of discussion was had at the meeting that centered on the development of the Standards, which staff and many board members have been working on for the last six months. The draft standards, which have been shared with the membership, will be submitted in July. There has been a great deal of feedback and participation from the membership, particularly Region V, in this process. The general consensus that they have gotten from the membership is that the proposed standards are livable.

He also reported that there will be a Rural Task Force meeting held at the National Conference in Chicago. The meeting will address the needs of rural communities focusing on food security. Mr. Mathis is participating in a Whitehouse Conference dealing with rural development.

He said that the Partnership has hired Gary Tyran as its CFO after a thorough search process. Mr. Tyran is now on board and is working on familiarizing himself with the Partnership and its operations. Partnership staff files have been updated and a new personnel handbook has been developed.

The Partnership's finance committee is projecting a tight budget for the fourth quarter of the year. The annual audit for the Partnership was presented and approved.

Future National Conferences are currently being planned for Washington in 2014, San Francisco in 2015, and Austin, Texas in 2016.

There will be a Food Summit at the Pre Conference in Chicago. This Pre Conference is scheduled for Tuesday. They are also planning on a 5k run.

There will be a number of sessions on the Affordable Care Act at the Partnership conference. An organization known as Enroll America will be presenting at the conference. Mr. Mathis is working with HHS to possibly apply for a Partnership grant to work with VISTA volunteers to enroll participants through CAA's in the Affordable Care Act. While doing this the Partnership is continuing to encourage CAA's to seek out opportunities to assist in the enrollment and instruction process for the Act at the local level.

The Partnership is also applying for a Risk Mitigation grant to work with agencies that are experiencing difficulty. Funding for this proposal has been cut from \$700,000 to \$400,000.

Three Veteran's Administration Grants were submitted for \$995,000 each in conjunction with WSOS. These grants have been awarded to the Partnership.

There will be a Head Start tract or series of sessions at the Conference in Chicago. Linda Smith of ACF will be presenting. It was mentioned that the CLASS scores are getting higher and as a result, some very high-functioning Head Start programs could be re-competed as a result of the Head Start competition threshold (lowest 10%).

The CAFI has not made any loans as yet. It is believed that the loan threshold is too low and it is being recommended that the threshold be raised to \$250,000.

The general feeling after talking to David Bradley is that the CSBG reauthorization will be introduced this year, but probably not passed. Mr. Bradley presented a draft of the current reauthorization proposal to the Partnership Board. The Partnership Board greatly appreciated Mr. Bradley's presentation and his support of the Partnership's work in developing the proposed Performance Standards.

A large number of agencies throughout the country are participating in the Excellence process; however, the funding for the grant has been cut. The Partnership has been assuming the cost since it has promoted the process and it is pleased at the response from the membership; however, in the future participation may have to be limited as a result of funding cuts.

Mr. Devany also reported that 54 candidates are eligible to take the CCAP test in June.

Energy Report: Joe Devany

Mr. Devany reported that there was a PAC meeting to go over the revised state plan with the DOE funding, which finally came through much higher than anticipated. There was a discussion about leveraging funds in Ohio. The majority voted to accept the plan because it is good for us and needs to get rolling. Mr. Rinebolt will speak at the meeting and share the problems that were discussed. Mr. Devany noted that it is not that we disagree with the problems, but we want to get the money out. He also said we are all waiting for Weatherization funds and hope they come quickly.

Head Start Report: Rodney Reasonover

Mr. Devany commented that he attended a Head Start session at the CAPLAW conference that said if an agency has a five year approval they need to fill out an assessment and go through a process. No one else knew about this, including Barb Haxton. Since then there have been webinars, but they're not very good. Those in a five year cycle need to pay attention to this issue.

Agency/District Reports

Nothing to report

Old Business

No old business

New Business

No new business

Motion to adjourn by Mr. Donnellan. Mr. Ricer seconded. The meeting was adjourned.

Respectfully submitted,

Janice W. Warner, Secretary

Date