

**Ohio Association of Community Action Agencies
Board of Trustees Meeting
September 21, 2012
Sheraton Columbus Hotel at Capitol Square
Columbus, Ohio**

Members Present: Gwen Robinson, President; David Brightbill, First Vice President; Ruthann House, Treasurer; Janice Warner, Secretary; Joe Devany; James Powell; Al Norris; Tim Donnellan; Wayne McLaughlin; Bambi Baughn; Tom Reed; Gary Ricer; Cheryl Thiessen; Jacqueline Middleton; David Shea; Deb Gerken; Rodney Reasonover

Members Excused: Robert Chilton, Second Vice President; Charles Chipps; Robert Hamilton; Ken Kempton; Gary Obloy

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

Guests Present: Randy Hunt, OCA; Melissa Stanford, OCA; Larry Price, Price Consulting; Mike Zeno, Snodgrass; Deana Kent, Snodgrass; Jim Mermis, Junto Company; Paul Kudlak, Junto Company; Dave Rinebolt, OPAAE

Ms. Robinson called the meeting to order and asked for a moment of reflection.

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

Ms. Robinson asked if there were any changes to the agenda. There were not any changes. Mr. Brightbill moved to approve the agenda, Mr. Devany seconded. The agenda was approved.

Ms. House moved to approve the minutes, Mr. Reed seconded. The minutes were approved.

ODOD Report: Randy Hunt

Mr. Hunt introduced himself as the new deputy chief for OCA and gave a brief description of his background having worked with the Department of Development in the past with the Governor's Office of Appalachia, USDA Rural Development office and WSOS Community Action.

He reported that about 200 people attend the HEAP and OCEAN training last week. He is aware of the issues with OCEAN and thought it was a good training session. They're going to take the feedback and make some tweaks. They are also hiring 15 temps to help with the busy HEAP season. OCA is moving offices, leaving the 24th floor and consolidating space. The HEAP training will be repeated next week at the Quest Business Center, and then again the following Thursday and Friday.

Board members welcomed Mr. Hunt and offered their support.

Finance Report: Ruthann House

Ms. House asked Mr. Zeno to report on the audit findings performed by Snodgrass. Mr. Zeno reported that the results of the audit were reviewed with the Finance Committee for both OACAA and OCATO. He summarized the opinions that were developed in three areas. For financial statements the opinion was unqualified, which is the highest ranking and shows a clean rating. The opinion for financial controls was also unqualified, and the opinion for compliance with the CSBG program showed no instances of non-compliance, which is also a clean rating. There was one small finding from a report that was not timely filled out, but that was determined to be an isolated incident. They found OACAA and OCATO to be in healthy financial condition.

Ms. Robinson asked if any changes will occur with bringing the finances in-house. Ms. House stated that issue was discussed with the Finance Committee and is not an issue. She moved to accept the audit report, Mr. Devany seconded. The audit report was accepted.

Ms. House reported that, as we expected at the beginning of the year, we will overspend OACAA corporate funds this year, and that will have to be covered by a transfer from OCATO. OCATO has unrestricted revenue for this. Ms. House moved to accept the financial report, Ms. Gerken seconded. The motion passed.

Ms. House also reported that there was no change in membership dues and that the Finance Committee approved the budget, which had been delayed to allow time for Mr. Bollenbacher to join the OACAA staff and get the VETS program in place. She moved for the approval of the budget, Mr. Shea seconded, the motion passed.

Ms. House said that payroll is still being done by Pike and moved to hire Paychex to handle payroll starting in November, Mr. Ricer seconded, the motion passed.

President's Report: Gwen Robinson

Ms. Robinson reported that she has discussed with Mr. Cole expanding outreach to the membership. She requested that Ms. Thiessen, Ms. Middleton, and Mr. McLaughlin discuss how we can enhance the membership meeting held during the Winter Legislative Conference and that they should bring recommendations to the November Board Meeting.

Social Enterprise/Marketing Report: Robert Chilton

Nothing to report

Public Relations Report: Janice Warner

Ms. Warner deferred to Ms. Stoker. Ms. Stoker reported that she and the staff had decided on a look for the new OACAA logo proposal and website design and asked the Board for their approval to proceed with the designs. Mr. McLaughlin moved to proceed with the designs, Mr. Brightbill seconded, the motion passed.

Ms. Stoker then reviewed the results of the survey that was conducted to determine the memberships' interest in partaking in a public relations project that would create and distribute newspaper inserts to promote Community Action. There were 24 responses, 23 of the responses were interested in the project, but split on whether to do one generic version for the state or regional versions. She stated that if only 23 agencies participate, the costs would exceed \$1000 and be more than all but seven agencies indicated they wanted to spend. She reviewed potential options to the Board.

The options stated were: 1. continuing to contact members to determine their interest to get a better idea of costs, 2. to not proceed with the project, or 3. do one generic version without changing out the back cover and directing readers to a landing page on the OACAA website to limit costs even more.

The Board requested Ms. Stoker continue to contact members to gauge their interest and report back with a better idea of interest and costs at the November Board Meeting.

Training and Development Report: Robert Hamilton

Ms. McClain reported in Mr. Hamilton's absence. Ms. McClain reported that the expenses for the Summer Conference were \$79,867.14, the revenue was \$34,945, OCATO's share was \$32,104.81 and the state's share was \$2,840.19. She also reviewed the on-site training schedule. Ms. Robinson asked if we are revamping the IC program and said she would like to see more executive directors involved. Mr. Summer said that two ICs are executive directors and Mr. Cole said that executive directors simply need to nominate themselves for the program. Ms. Robinson commented that the reason executive directors are not nominating themselves is because we are revamping the program and we need to revamp the qualifications so that we can determine who should be on the list of ICs and that would improve the program. Mr. Cole said the committee would discuss it.

Ms. Robinson reported that there was a letter from Mr. Reasonover appointing Malcolm Costa as a Region 6 representative to the Board.

Legislative Committee and Executive Director's Report: Phil Cole

Mr. Cole reported that there are a couple of agencies who have requested assistance. Tri-County CLS was mentioned at the last Board Meeting and we have begun working with them and had a meeting. They are a good agency with good programs, but an agency can't run on a deficit every year. We are working with them on that and should have recommendations to the committee next week, then give those to the agency, and then to the state. He said we have no authority to make them do the recommendations, but we hope they understand the need.

Mr. Cole said that the other agency having problems is SOURCES. Their executive director has been placed on unpaid administrative leave. Their board chair and vice chair are not taking part

in these decisions because of their relationship with the executive director. Mr. Cole has talked with the board treasurer, who is acting as the interim executive director. They are looking to contiguous agencies for assistance. SOURCES has contracted with Lima-Allen to serve as a consultant and assist with the day-to-day operation of the agency. They have hired counsel to do an investigation.

Mr. Cole also reported that work is continuing in economic development in the regions where fracking ventures are occurring. We have encouraged environmentalists to join in. There is a meeting with Zack Space later this afternoon. He said our hope is to have Community Action involved in this economic development.

Mr. Cole also said that there was an HWAP meeting this week and there will be another one on October 3. The one held this week was very productive. Mr. Cole suggested a pilot or model program to help iron out the remaining issues before going to statewide bidding, but he doesn't think that will happen. He also suggested that they accept multiple applications from agencies. He asked Mr. Hunt and Mr. Rinebolt to share their thoughts.

Mr. Hunt agreed that it was a good meeting, with good information and feedback. He said that Michael Peterson from the Department of Energy will be doing a review next week. The feedback he is receiving from leadership is that the goal is to ultimately reduce the number of contractors, paperwork, and monitoring on the part of the state. He said they have some vacancies that haven't been filled in order to reduce the amount of staff through attrition, so that they can be more efficient. He said he knows it is a tight timeline and that there are issues with delegates. Ohio is the only state with delegates and that creates bureaucracy. He said he would like to meet with the agencies in Cleveland, Dayton and COAD that have delegates. He is also meeting with Columbia Gas and Mr. Rinebolt to address issues before the October 3 meeting. Mr. Brightbill said that he does not understand how breaking up will reduce the number of grantees and Mr. McLaughlin agreed. Mr. Hunt said that DOE would like the delegate issues addressed.

Mr. Rinebolt said that he has been having discussions with legislators about this issue and it has been illuminating. He has stated that we're not opposed to competition, but we think it is foolish and disruptive to compete the entire state every year. Columbia Gas and AEP agree and have made that clear.

He reported that OPAAE's recommendations are to do a pilot program with three or four agencies in a region for two to three years. This will provide the opportunity to develop systems and evaluation and performance criteria, which we currently don't have. He wants to work with the state to improve the program and make the changes a good thing. He believes trying to rush it through without a pilot will make success difficult and he wants to make it a success and avoid disruption.

Mr. Cole informed the Board that OACAA will probably have to move offices because of the construction happening in our current building. He said that the next Board Meeting would normally be October 19, but OPAAE, Head Start and COAD have meetings that day so he doesn't think we should meet. Mr. Reed motioned that we skip the October Board Meeting, Ms. House

seconded, the motion passed. The next meeting will be November 16 and there will be an executive directors meeting as well.

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 the Partnership Board had a lengthy discussion regarding the resolution from Region IV concerning a Partnership contribution to the Head Start lawsuit. It was determined that it was not appropriate for the Partnership Board to take a position on the resolution since they were being directed to take action if the resolution was approved.

Mr. Mathis reported to the Partnership Board that he is continuing to work with national groups, including AARP and the AFLCIO. He is working to demonstrate the benefits of the Affordable Care Act with regard to low income groups. He is invited to a meeting at the White House on August 27. He is working with the FDIC to strengthen national economic security and strengthen federal relationships. On September 27th he is participating in the 1 millionth home weatherization celebration at a site in Pennsylvania. This is an activity where we are trying to promote the restoring of funds for weatherization. Mr. Mathis has signed on to participate on the Doctor's on A Bus Tour, which will occur the seven days after the Democratic Convention and begin in Charlotte. This too will promote the benefits of the Affordable Care Act.

There were almost 1,200 attendees registered for the New York Convention. The success of the conference has a direct bearing on the finances of the Partnership, as it is the chief funding activity for the organization. There are currently 659 members of the Partnership, which is an increase of 5 percent over last year.

WIPLI is working to strengthen the Partnership Personnel system, job descriptions, policies etc. The cost of work performed is considerably under budget at this time. They will be doing a review and update of the Personnel Handbook. This action was approved by the Board.

Arnie Anderson will be working with the Board Committee on a Technology proposal from Region V. Peter Kilde gave the report on the New Realities. He is working with ASPOL seeking foundation support for their efforts to promote creative and effective methods of dealing with projected shortages in energy, food etc.

The Weatherization Committee discussed the weak funding situation for DOE Weatherization and continued cuts in housing funding.

The Head Start Committee headed by Biz Stienberg is working with the HHS staff on developing/improving the monitoring protocol. There will be a large Head Start Conference in Washington D.C. in early April.

The Emerging Leaders program for the convention was a full day program for the first time. The Partnership is awaiting the evaluation results.

The CED/CAFI is establishing a loan review committee and will be soliciting loans. An Ad Hoc Loan Committee will move forward until the full committee is seated, and \$100,000 is available for loans probably in the range of \$10,000 to \$25,000.

This year there is an Award of Excellence for the first time in seven years. It is the Eastern Idaho Community Action Partnership. Eight groups are in the Pathways to Excellence Program including groups in Ohio, Indiana, Minnesota and Wisconsin. Fifty-nine CCAP's were awarded this year and the new classes begin in Ohio in October.

There is a plan for a Partnership Board retreat probably in November after the election at an undetermined site.

Energy Report: Joe Devany

Nothing to report

Head Start Report: Rodney Reasonover

Mr. Reasonover reported that the appeal went forward. There is a conference this week in Washington D.C. There is continual lobbying for resources, which he has trouble supporting. Mr. Donnellan said in regards to the lawsuit that the latest findings do not expect an injunction will be granted, but that a trial will be fast tracked. Ms. Robinson said that we need to hold a Head Start roundtable and asked Mr. Reasonover as chair to draft a request for information.

Ms. Robinson asked Mr. Kudlak and Mr. Mermis if they had anything to report. Mr. Kudlak said that the legislature is still on break, but came back last week to pass pension reform. His biggest priority during the lame duck session is going to be with DSA, making sure the programs are moved to the new agency, not just the money. Next week he should be able to determine what bill it can be attached to. He doesn't anticipate any problems.

Mr. Mermis said that he and Mr. Cole met with Chris Shmenk prior to Mr. Hunt starting and reviewed their concerns and priorities, in particular HWAP. He also mentioned the shale meeting scheduled for later that afternoon and commented that it is great to have Zack Space and the local CAAs involved. Other appropriate agencies, local organizations and colleges are getting involved and Rich Frederick on the workforce side.

Agency/District Reports

Nothing to report

Old Business

No old business

New Business

Ms. Stanford said that she spoke to the attorney for SOURCES and he indicated the investigation did not find any wrong doing, fraud or criminal issues. She also learned that their board is revisiting decisions made at previous meetings that were not run properly and that they are seeking assistance from neighboring agencies. She is expecting to receive a report. She also said that she attended the NASCSP conference and OACAA's Exemplary Practices report that was conducted by Ohio University was mentioned and received a lot of praise. OACAA was on the cutting edge with that report and others want to replicate it.

Mr. Norris stated that at the CSBG advisory committee meeting the state was very receptive to every suggestion and actually made changes. It was a very pleasant meeting.

Mr. Rinebolt said that they are filing a joint motion with AEP to add another \$2 million to the fuel fund and have had talks with others about adding to the fuel fund.

Ms. Robinson said her agency is participating in a Cliff Program that is looking into the issue of people quitting jobs or refusing promotions in order to keep their income at a level that maintains their eligibility for government programs. She will share the final report.

Motion to adjourn by Mr. Brightbill. Mr. Norris seconded. The meeting was adjourned.

Respectfully submitted,

Janice W. Warner, Secretary

Date