



## Ohio Association of Community Action Agencies

### Ohio Association of Community Action Agencies Board of Trustees Meeting September 12, 2014 Sheraton on Capitol Square Columbus, Ohio

**Members Present:** David Brightbill, First Vice President; Gwen Robinson, 2<sup>nd</sup> Vice President; Ruthann House, Treasurer; Janice Warner, Secretary; Joe Devany; Tim Donnellan; Ken Kempton; Al Norris; Josh Anderson; Judith Barris; Wayne McLaughlin; David Shea; Cheryl Thiessen; Bambi Baughn and Steve Sturgill.

**Members Excused:** Tom Reed, President; Deb Gerken, Robert Hamilton; Gary Obloy, Gary Ricer, and Rodney Reasonover.

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

**Guests Present:** Jim Mermis, Jackie Boehnlein, Paul Kudlak, Tamara Johnson.

Mr. Brightbill called the meeting to order. A quorum was established. Mr. Brightbill asked for a moment of reflection.

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

Mr. Brightbill requested the minutes be tabled until the October meeting. Mr. Chilton moved to table the minutes. Mr. Anderson seconded. The minutes were tabled.

Mr. Brightbill welcomed new board member Steve Sturgill and congratulated Mr. Norris on his 40 year anniversary at Community Action.

#### **Development Services Agency Report:**

Tamara Johnson of the Development Services Agency, Office of Community Assistance, provided an update on HWAP applications, Focus ROMA training, and the status of HEAP Admin applications. Currently 32 HEAP Admin grants have been approved and 21 are pending.

OCA is gearing up for one-day regional HEAP trainings which will be held at the ODOT building in September. Mr. Rinebolt suggested that OCA consider two-day trainings bi-annually to provide newer employees a more in-depth training.



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

Ms. House reviewed the financial report with the board and requested the report be placed on file for audit. Mr. Devany moved to approve the financial report and place on file for audit. Mr. Donnellan seconded. The motion passed.

Mr. Brightbill initiated a conference call with auditor Mary Pockl of Zeno, Pockl, Lilly & Copeland (ZPLC) to review the 2013 audit report. Ms. Focal said there were no issues presented, no significant deficiencies, no non-compliance issues, no material weaknesses, and no audit adjustments necessary to the trial balance. Ms. Pockl commended Greg Bollenbacher, fiscal director, for his financial management. An unqualified opinion was issued and the agency is considered a low-risk auditee, which will continue for the 2014 audit.

Ms. House moved to accept the audit as presented. Mr. Devany seconded. The motion passed.

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

Mr. Brightbill announced that Mr. Reed was not present and there was nothing to report on his behalf.

### **Legislative Committee and Executive Report**

Mr. Cole reviewed the legislative committee and executive report with the board. Mr. Cole met with Representative Ryan Smith to determine a solution to the lack of a grocery store in Vinton County. Mr. Cole is deferring leadership of the efforts to COAD due to their relationship with the county. Ms. Theissen reported a small meat store is in the process of opening though it will not be sufficient to serve the entire county population. Ms. Baughn suggested Finance Fund as a potential funding source.

Mr. Cole discussed a request from the Governor's office to obtain mobile homes for families in Muskingum County who lost their homes due to a sinkhole. A mining company has donated land to the family and Mr. Cole is working with Elsea Homes and other manufacturers in the area to seek a donation.

Federal OCS has strongly encouraged to Mr. Cole that Denise Harlow work with local and state staff to further understand training and organizations standards. Mr. Cole agrees that Ms. Harlow is an excellent candidate and the suggestion will be discussed with DSA.

OACAA located funding to provide ROMA training to CAAs. DSA is planning to utilize CSBG T&TA funds for this purpose. Though the training is not the system used in Ohio, Mr. Cole encourages all who are able, to attend.

The Governor's Office initiative, Operation Warm, also known as Coats for Kids, distributes coats to children in the following counties: Highland, Clinton, Pike, Ross, Jackson, Vinton, Lawrence, Gallia and Meigs. One hundred thousand dollars of TANF funds are being utilized for this program which will be administered by OACAA. DSA is using CSBG T&TA funds in a similar program, not in partnership with OACAA.



Mr. Cole reported another successful workshop on the History of the War on Poverty. Due to the success of the workshop, discussions with NCAF will continue regarding hosting an annual or bi-annual training. The workshop was attended by over 200 people including DSA Deputy Director Ryan Burgess.

Mr. Cole discussed a need to create a CAA board of directors training to ensure board members understand their governing roles and responsibilities. The board agreed the idea of training should be further researched to develop curriculum for a diverse group of agencies.

VirtualCAP is a resource for CAAs and is currently led by Ken Ackerman. Mr. Ackerman has discussed succession planning for his retirement in approximately five years. Mr. Ackerman suggested OACAA as a strong agency capable of taking over the VirtualCAP program.

Mr. Devany made a motion to continue research and discussions on this program. Mr. Sturgill seconded. The motion passed.

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

Ms. Warner introduced the new communications director, Kathryn Clausen, to the board. The two previously discussed the PR report and she delegated to Ms. Clausen to present it to the board.

Ms. Clausen reviewed the 50 Best campaign results for the months of May through August as well as website and social media statistics for the month of August. At the recent History of the War on Poverty in Deer Creek, OACAA initiated a hashtag on Facebook and Twitter (#WOP2014) which outperformed previous posts to both sites by 95 percent and gained the sites additional followers. She also reviewed potential awareness campaign options which are under development. Ms. Clausen stated photographs for board members may be available in October. Ms. Clausen is also planning to hold a PR Group conference call prior to the next board meeting.

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

Ms. McClain reported in Mr. Hamilton's absence statistics of the History of the War on Poverty training and discussed pending trainings on-site at local CAAs. She also discussed OMB circular training events and family development trainings which are upcoming or are pending.

#### **Personnel Report: Tim Donnellan**

No report.

#### **Best Practices: Bambi Baughn**

No report.

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

Mr. Devany reported that a number of EDs submitted remarks to the state regarding the proposal of the HWAP bidding procedure. He said that Ken Knobel provided copies of the reports that were submitted and asked the board to request a copy if needed. He also reported a possible EPAC meeting in early September to further discuss the proposal.



Mr. Devany reported that DOE funding for the upcoming program year is still very low at \$65 million. The program has been approved with intent to consider a bidding procedure. State representatives in attendance at the COAD conference indicated they were supportive of maintaining the HEAP contribution to the weatherization program, which is expected to remain steady for the next program year. OPAE and the weatherization office will be holding a joint meeting in October in the Columbus area. Mr. Rinebolt reported that HWAP could operate through the balance of the Kasich administration without state money assuming there is a reduction in staff.

Mr. Rinebolt discussed AEP and energy usage analyzation using smart meters. Mr. Norris made a motion to send a letter to AEP regarding the usages of smart meters. Mr. Anderson seconded. The motion passed.

Mr. Rinebolt had nothing to report on DPNL, whose contract is in good standing for the next two years. He also had nothing to report on Columbia Gas. Dominion and Ground Level Solutions competed for the Cleveland Housing Network though an award has not been made to date.

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

No report.

Ms. Robinson suggested that all agencies pay close attention to upcoming announcements from the Head Start Office.

#### **Social Enterprise Report: Mr. Chilton**

No report.

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

Mr. Brightbill had no report though suggested that everyone keep an eye out on the CAPLAW website as it contains very useful information.

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

Mr. Devany discussed the Partnership's search for a new executive director. The Personnel Committee anticipates interviews will begin by late October and a decision made around Veteran's Day. It is expected to have the new executive director in place by the first of the year.

Mr. Brightbill congratulated Mr. Donnellan on the receipt of the Lyndon B. Johnson award which he accepted at the national conference in Washington D. C. last month. Mr. Donnellan thanked the board for their support.

#### **Agency/District Reports**

Mr. Robinson was pleased to announce Cincinnati-Hamilton will be hosting an event for the 9<sup>th</sup> district seat next month.



**Old Business**

No old business

**New Business**

No new business

Mr. Devany moved to adjourn the meeting. Mr. Kempton 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