



**Ohio Association of
Community Action Agencies**

**Ohio Association of Community Action Agencies
Board of Trustees Meeting
November 21, 2014
Doubletree by Hilton
Worthington, Ohio**

Members Present: Tom Reed, President; David Brightbill, First President, Ruthann House, Treasurer; Janice Warner, Secretary; David Shea; Wayne McLaughlin; Judith Barris; Josh Anderson; Bambi Baughn; Steve Sturgill; Ken Kempton; Deb Gerken; Tim Donnellan; Bo Chilton; Joe Devany; Alvin Norris; Malcolm Costa; Cheryl Thiessen

Members Excused: Robert Hamilton; Gary Ricer; Rodney Reasonover; Gwen Robinson, Second Vice President

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: Jim Mermis, The Junto Company; 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 10:04 a.m. and asked for a moment of reflection.

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

Mr. Reed requested an amendment to the agenda to reflect moving the Personnel Committee Report to first on the agenda. Mr. Anderson moved to approve the agenda as amended. Mr. Kempton seconded. The motion passed.

Mr. Shea motioned to approve the October 2014 minutes. Mr. Anderson seconded. The motion passed.

Personnel Committee Report:

Mr. Donnellan discussed the Association's opportunity to become a national service agency with the administration of Virtual CAP. A proposed project budget was presented to the board for review. Revenue sources include RPIC, state associations and the Partnership. The committee recommended board approval for the Association to hosting Virtual CAP with a review after six months. Mr. Donnellan motioned on behalf of the committee to approve administration of Virtual CAP as presented. Mr. Devany seconded. The motion passed.



Mr. Donnellan presented to the board a job description for Virtual CAP Project Manager. The full-time position will be responsible for managing the Virtual CAP project. Mr. Donnellan motioned on behalf of the committee to approve the job description as presented. Mr. Anderson seconded. The motion passed.

Development Services Agency Report: Melissa Stanford

Sharon Smith of the Development Services Agency, Office of Community Assistance, provided an update on the deployment of IVR, which went well after the scheduling module was approved. Report-generating issues have also been resolved.

Melissa Stanford of the Development Services Agency, Office of Community Assistance, discussed ODSA's part in the Operation Warm Project in partnership with ODJFS and the Governor's office, to bring coats to children. CSBG funding was used to supplement agencies and provide inventory or vouchers for Highland, Ross, Jackson, Vinton, and Pike counties.

Ms. Stanford participated in calls with HHS concerning the state plan model for CSBG. Ohio did not participate in the online system implemented last year because the state was in the middle of a two-year plan. PY16-17 will be submitted electronically in the new system. ODSA is requesting feedback on original standards and state accountability standards. More details will be provided in the future.

The Workforce Innovation and Opportunity Act, which was passed in July and replaced the former Workforce Act, will be effective July 2015 and will mandate CSBG partnership or support with local one-stops. Ms. Stanford will have more information to provide in January.

Ms. Stanford noted that Field Representative Susan Miller has been out of the office attending to family business though will be returning soon. She asked agencies to reach out to her in Ms. Miller's absence. Many HEAP/CSBG revisions have been moved to approval. Field representatives are reviewing the others.

Mr. Norris addressed concerns with vendor practices as they relate to HEAP customers. Ms. Stanford requested that any instances of dishonesty with vendors be forwarded to her office with more information for a detailed review.

Finance Report: Ruthann House

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

President's Report: Tom Reed

No report.

Public Relations Report: Janice Warner

Ms. Warner deferred the report to Kathryn Clausen. Ms. Clausen directed the board to the Communications Report included in their packets that contains outreach statistics and outcomes.



She also discussed the Public Relations track for the upcoming Winter Legislative Conference. Tracks will include Photography and Sensitivity training, Boot Camp Digital, and a panel discussion with presenters and a former newspaper journalist to discuss media relations.

Training and Development:

Ms. McClain discussed the Innovation Summit and will report statistics at the next board meeting. She also discussed the Winter Legislative Conference which will be held on January 28 – 30, 2015 at the Sheraton in downtown Columbus. Tracks include Leadership (Cause Impact social enterprise development), Public Relations (previously discussed), Fiscal (pending), Family Development/Intake (financial literacy tools), and Weatherization.

Ms. McClain also discussed Leadership and Board Ethics training to be scheduled in December. The board requested the training be rescheduled for a later date to allow time for executive directors and board members to attend. Ms. McClain will explore additional options as it relates to the training and will follow up with the board via email.

Legislative Committee and Executive Director's Report: Philip Cole

Mr. Cole announced that NCAF board is currently planning to discontinue the Ideas and Innovations Conference or will host the conference regionally in partnership with state associations. Mr. Cole proposed to host the conference with NCAF in Columbus in conjunction with the OACAA Summer Conference or as a stand-alone conference later in the fall. The NCAF conference has historically been attended by approximately 80 people and has broken even or lost money. This year, the event ended in the positive by around \$15,000. Mr. Anderson moved to continue exploring OACAA's involvement in hosting the conference. Mr. Devany seconded. The motion passed.

Mr. Cole discussed continued efforts to determine a solution to the lack of a grocery store in Vinton County which is seeking partnership with a food trust in Pennsylvania for additional options. He also updated the board on the status of donations and funding options from DSA to replace mobile homes for the family in Muskingum County. The families were displaced by a sinkhole. The project is nearing completion.

Mr. Cole has requested executive director input for program and funding request proposals to submit to the Governor's office for consideration in the upcoming budget. Suggestions were reviewed and submitted for consideration. Mr. Cole also reported the OACAA office space lease will remain the same through the end of next year when it will be renegotiated.

By-Laws Committee: Ken Kempton

Mr. Reed thanked the By-Laws Committee for their review and recommendations to update the OACAA By-Laws. Mr. Kempton, chair of the committee, reviewed the suggested changes with the board (see attachment). Input from the board was noted. Mr. Costa moved to amend the By-Laws as noted and send electronically to the board for review prior to the January board meeting. Mr. Chilton seconded. The motion passed.



Mr. Kempton and Mr. Cole reviewed the proposed dues structure for consideration. Two options were presented to the board (see attachment). Mr. Chilton proposed to have a single delegate per agency to eliminate the need to have all delegates present at the voting conference. Mr. Chilton motioned to accept Due Structure One and to amend the By-Laws to reflect a single delegate. Mr. Costa seconded. Thirteen (13) board members voted in favor of the motion; five (5) board members voted against. The motion passed.

Ms. Warner motioned for the new dues structure to be effective the second half of 2015. Mr. Chilton seconded. The motion passed.

Head Start Report: Rodney Reasonover

No report.

Energy Report: Joe Devany

No report.

Mr. Brightbill discussed the need for DSA to review the priority points system to allow agencies to assist households in “no heat” emergency situations. Alternative sources of heat (i.e. space heaters, burners, etc) are dangerous and run the risk of tragedy. Ms. Stanford stated she would review alternatives.

Partnership Report: Joe Devany

Mr. Devany announced the Partnership has chosen Denise Harlow as the new CEO. Ms. Harlow’s 15-month contract will commence December 1, 2014 and details specific goals to be accomplished over the contract period. The Partnership also announced the new CFO, James Williams. Mr. Williams is a CPA from Illinois and held a similar position with NAACP prior to operating his private sector accounting firm.

Mr. Devany reported the Partnership is making changes to their Internal Committee structure to create two super committees for business and programs. The changes will be effective in March. He also reported the annual conference will be held the week of August 23rd and a training conference will be held in California in early January.

Mr. Devany reported the Partnership’s discussions surrounding troubled CAAs. The board and Mr. Bradley suggested incorporating the Standards developed by the membership to be included in the proposed reauthorization legislation.

CAPLAW Report: David Brightbill

No report.

Agency/District Reports

No reports.

Old Business

No old business



New Business

No new business

Mr. Brightbill moved to adjourn the meeting at 12:11 p.m. Ms. Thiessen seconded. The motion passed and the meeting was adjourned.

End:

Respectfully submitted,

Janice W. Warner, Secretary

Date