



**Ohio Association of  
Community Action Agencies**

**Ohio Community Action Training Organization  
Board of Trustees Meeting  
October 17, 2014  
Doubletree by Hilton  
Worthington, Ohio**

**Members Present:** Tom Reed, President; Gwen Robinson, Second Vice President; Ruthann House, Treasurer; Janice Warner, Secretary; David Shea; Wayne McLaughlin; Judith Barris; Josh Anderson; Bambi Baughn; Steve Sturgill; Kem Kepton; Deb Gerken; Tim Donnellan; Gary Obloy; Bo Chilton.

**Members Excused:** David Brightbill, First Vice President; Joe Devany; Robert Hamilton; Gary Ricer; Cheryl Thiessen; Alvin Norris; Rodney Reasonover; Malcolm Costa.

**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, The Junto Company; Paul Kudlak, The Junto Company; Sharon Smith, Ohio Development Services Agency; Melissa Stanford, Ohio Development Services Agency; Mrs. McLaughlin.

Mr. Reed called the meeting to order at 10:06 a.m. and acknowledged the quorum.

Mr. Reed called for a moment of reflection.

Mr. Reed requested that the DSA report be moved to the OCATO meeting Ms. House motioned to approve the agenda as amended. Mr. McLaughlin seconded. The motion passed.

Mr. Sturgill motioned to approve the September 2014 minutes. Mr. Kempton seconded. The motion passed.

**Finance Report: Ruthann House**

Ms. House provided an update on membership dues. There were no concerns presented in the financial reports. Ms. House moved for the board to approve the financial report and place on file for audit. Mr. Sturgill seconded. The motion passed.

Ms. House noted WSOS will be holding an OMB circular training and invited other agencies in the area to join at no charge.



### **Program Report: Josh Summer**

Mr. Summer reported to the board the new federal CSBG T/TA RPIC grant was approved for the amount of \$60,000. The Michigan Association is the lead grantee; Ohio is a subgrantee. Mr. Summer discussed his participation in the ROMA certification training at which he served as a mentor for agency staff completing the training. He noted that all staff who attended should be commended for their efforts in working to become ROMA certified. Mr. Summer also reported to the board that OACAA should receive clarification from OCS regarding the ROMA standards within the next month and announced the State of Poverty report is slated to be completed in November.

Mr. Summer is currently working with the Partnership to deliver a new financial literacy toolkit for case managers to assist customers. A Train the Trainer session is slated to be held at the Winter Pre-conference in January.

Mr. Summer discussed new grant and funding opportunities. The Michigan Association published an RFP to provide technical assistance for an agency in crisis. A budget of \$15,000 was proposed and a response is expected in December. Ms. House motioned to approve the submission of qualifications and accept funds if awarded. Ms. Robinson seconded. The motion passed.

Mr. Summer discussed Fund for Shared Insight, which is a consortium of foundations seeking to develop “feedback loops” that encourage foundations to gain feedback from people served by their funds. A request was submitted for \$100,000 over a three-year period which would provide operating support. Ms. Baughn motioned to accept funds if awarded. Ms. House seconded. The motion passed.

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

Ms. McClain reported in Mr. Hamilton’s absence regarding completed and pending trainings. She noted ROMA and Family Development Specialist trainings which were completed over the past month. She also discussed plans for the upcoming Winter Legislative Conference, which will be held in downtown Columbus, January 28-30, 2015. Tracks for the conference include leadership, public relations, fiscal, family development and weatherization.

Ms. House reported WSOS’s strategic plan was recently approved.

### **Development Services Agency Report: Melissa Stanford**

Ms. Stanford discussed the recent annual HEAP trainings which took place over three days at the ODOT building in Columbus. Feedback from the network requested the training be reduced in order to minimize the time intake staff was away from the office. Participation surveys were sent to agencies and the deadline to submit feedback is October 23rd. DSA encouraged all agencies to complete the survey.

DSA continues to work towards approval of remaining HEAP applications. The allocation for Ohio is \$133 million. HEAP begins on November 1st. IMPACT CAA is planning a “Super



Saturday” event to begin intake for customers. DSA’s help desk will be open to support any agencies planning to begin applications on Saturday.

Ms. Stanford thanked all agencies that participated in the HHS monitoring and reported a positive exit interview. DSA expects to receive a written report within 60 days.

Mr. McLaughlin asked if there were options for training of new staff persons who joined after the HEAP training. Ms. Stanford said DSA will work with any agency that has additional training needs and requested that agencies with training requests contact her office.

**President’s Report: Tom Reed**

No report.

**Executive Directors Report: Philip Cole**

Mr. Cole reported a meeting with the Ohio Grocers Association in regards to opening a grocery store within Vinton County. He suggested a public-private partnership to help reduce overhead costs. Mr. Cole will continue to work toward the development of possible solutions.

Mr. Cole continued to seek donations and funding sources to secure mobile homes for families which were displaced due to a sinkhole. He is exploring the potential use of housing funds to finance purchases. Mr. Cole also reported that nine Appalachian counties will participate in both the Governor’s and DSA’s Operation Warm programs, which will provide coats for children. The agencies are awaiting contracts from ODJFS. The program is scheduled to begin November 1, 2014.

Mr. Cole announced the association is seeking a location for the summer conference and is considering the Lake County area.

**Old Business**

No old business

**New Business**

No new business

Ms. Robinson motioned to adjourn the meeting at 10:41 AM. Mr. Anderson seconded. The motion passed

Respectfully submitted,

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Janice W. Warner, Secretary

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Date