



**Ohio Community Action Training Organization  
Board of Trustees Meeting  
Sheraton on Capitol Square  
March 16, 2018  
Columbus, Ohio 43215**

**Members Present:** Tom Reed, President; David Brightbill, First Vice President; Gwen Robinson, Second Vice President; Ruthann House, Treasurer; Janice Warner, Secretary; Andrew J. Devany; Deb Gerken Judith Barris; Ken Kempton; Gary Obloy; Gary Ricer; Kellie Ailes; Andrew Binegar; Bambi Baughn; Jeffery Diver; Rodney Reasonover; Cheryl Grice.

**Members Excused:** Alvin Norris; Joshua Anderson; David Shea; Douglas Bennett; Steve Sturgill; Sheila Triplett.

**Staff Present:** Philip E. Cole, Executive Director; Josh Summer, Development Director; Greg Bollenbacher, Fiscal Director; Kathryn A. Clausen, Communications Director; Lorie McClain, Program Specialist; Neva Dunn, Office Manager; Jeannette M. Jarrett, Operations and Support Specialist.

**Guests Present:** Paul Kudlak, The Junto Company; Van Nelson, Trumbull County Community Action; Larry Price, L. Price, and Associates; Tracey Ballas, Office of Community Assistance; Megan Meadows, Office of Community Assistance.

Mr. Reed called the meeting to order 10:02 a.m. Ms. Warner called the roll. A quorum was established.

Ms. Robinson motioned to approve the January 2018 minutes. Mr. Reasonover seconded. The motion passed.

**Finance Report: Ruthann House**

Ms. House directed the board's attention to the financial reports. She reviewed the final financial audit information for 2017, the dues summary update, and she reported on the February 2018 financials. Ms. House recommended the approval of the financial reports. Ms. Robinson motioned to approve the finance report. Mr. Reasonover seconded. The motion passed.

**Development Services Agency Report: Tracey Ballas**

Mr. Ballas reported the completion of the CSBG grant application and stated critical issues are being corrected. She summarized the winter crisis program numbers stating that 75% of eligible applications submitted to the state office had been processed to date. Ms. Ballas continued by stating OCA is completing internal testing for the new online HEAP application system with new enhancements to be added at a later date. Customers will scan and upload 30 days of income for verification. Ms. Ballas stated if there are problems or more information is needed, changing the income and requirements can be implemented. This intake planning process will impact HEAP and PIPP, starting with the PIPP program. Six agencies are currently being used as test sites. All



applications will be completed at the local level. The targeted start date for the system to be fully implemented is July 1, 2018.

Ms. Ballas presented a quick history of the winter crisis program and processing, and she reported that training and technical assistance specialists would assist agencies with the new process. She reported the new process is expected to cut process time in half.

Ms. Meadows stated there is a query that can show the number of applications individual intake workers generated and explained the process. She also discussed the State of Ohio Administrative Code income requirements and discussed the state accountability measures rules. Ms. Meadows also provided ROMA report updates, and reported the EPP conference was held on March 23, 2018, and stated questions would be on the DSA website.

Ms. Meadows reported an additional \$6.6 million had been given to DSA for capacity building and shared how the agency plans to distribute the funds and instructed agencies to call for any help or assistance that may be needed. She also discussed the HWAP draft plan which had been placed on the DSA website for review. Comments would be accepted through April 1, 2018, after which another hearing would be held before the plan was submitted May 1, 2018. Ms. Meadows also reviewed the LIHEAP waiver request (H.B. 49) which was due April 1, 2018. The request is for 5% of LIHEAP funds to be transferred to HWAP. Ms. Meadows asked that board members review the waiver and submit feedback. The additional funds would be used to create a standalone weatherization enhancement program focusing on knob and tube replacement, ventilation, minor roof repair, and emergency furnace replacement and repairs. It is expected this standalone program will aide clients who had been deferred due to issues in the four focus areas. The request would take effect July 2018.

#### **Program Reports: Lorie McClain and Josh Summer**

Ms. McClain directed the board to the training report. She reviewed winter conference numbers and announced the upcoming Foundation Level Seminar Series, Part 4 CPR Certification and First Aid training. This training takes place on April 24<sup>th</sup> and is free to member agencies. Ms. McClain shared information from the Training Committee meeting held earlier that morning. The summer conference tracks will include Leadership, Fiscal/HR, Energy, and Data. The 2018 OACAA Annual Summer Conference will be held July 25-27, 2018 in Dayton, Ohio.

Mr. Summer reported that the OCA 2018 grant had been approved. He also stated the administrator of the annual RPIC Grant, which is federally funded, had requested another application for the third-year funding. The application was completed and submitted.

Mr. Summer continued his report stating the John Glenn 2018-2019 Leadership program would be scheduled later in the summer. Alumni of the first year will be asked to refer new participants. Mr. Summer reported the development of a new strategic planning process in partnership with Cause Impact, and stated the first meeting would be held in April. He concluded his report stating he had completed the ROMA recertification training, and discussed the new ROMA implementer process which had been created for staff unable to obtain full certification.

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

No report.



**Executive Director's Report: Philip E. Cole**

No report.

**Old Business:**

None.

**New Business:**

None.

**Open Dialogue:**

None.

**Adjourn:**

Mr. Diver motioned to adjourn the meeting at 11:23 a.m. Ms. Grice seconded. The motion passed and the meeting adjourned.

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Janice W. Warner, Secretary

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Date