



**Ohio Community Action
Training Organization**

Growing organizations one result at a time

**Ohio Community Action Training Organization
Board of Trustees Meeting
Sheraton on Capitol Square
April 20, 2018
Columbus, Ohio 43215**

Members Present: Tom Reed, President; Gwen Robinson, Second Vice President; Janice Warner, Secretary; Andrew J. Devany; Deb Gerken; David Shea; Judith Barris; Douglas Bennett; Ken Kempton; Gary Ricer; Steve Sturgill; Kellie Ailes; Alvin Norris; Bambi Baughn; Cheryl Grice; Sheila Triplett.

Members Excused: David Brightbill, First Vice-President; Ruth Ann House, Treasurer; Josh Anderson; Gary Obloy, Gary Ricer, Andrew Binegar; Jeffery Diver, Rodney Reasonover.

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

Guests Present: Paul Kudlak, The Junto Company; Jim Mermis, The Junto Company; Jackie Boehnline, Lorain County Community Action Agency; Tracey Ballas; Office of Community Assistance; Megan Meadows, Office of Community Assistance; Randall Hunt, Larry Price, L. Price and Associates; Gloria Haven, CAC of Portage County; James Chamberlain, Ashtabula County Community Action Agency.

Mr. Reed called the meeting to order at 10:00 a.m. Ms. Warner called the role.

Ms. Triplett motioned to approve the agenda. Mr. Kempton seconded. The motion passed.

Mr. Sturgill motioned to approve the March 18, 2018 minutes. Ms. Grice seconded. The motion passed.

Finance Report: Ruthann House

Mr. Bollenbacher presented the finance report in the absence of Ms. House. He reviewed the dues summary, ongoing projects, and the Virtual CAP close out. Expenses and revenues for Virtual CAP and all subscription incomes have been sent to the Connecticut Association for Community Action.

Mr. Bollenbacher summarized the OACAA Statement of Financial Position and Statement of Activities. He stated the Development Services Agency would conduct a program audit at the end of May and some information has already been submitted. The agency-wide 2017 field audit began the last week of April through the first week of May.

Mr. Shea motioned to accept the finance report. Mr. Sturgill seconded. The motion passed.



Development Services Agency Report: Randall Hunt

Mr. Hunt gave summaries of the HEAP and PIPP programs and stated winter crisis program was closed. He reported over 300,000 HEAP applications were in OCEAN. He also reported the updated HEAP amendment had been submitted. DSA expected to receive funding with an extra 10% increase in funding at a later date. The online application and portal had been tested internally, and challenges are being worked out before the July 1, 2018 launch. The portal will provide consistency with data entry, and stated the paper application draft would have the same flow as the online system.

Mr. Hunt discussed policy changes that include rules affecting PIPP and HEAP. DSA will now collect 30-day income verification instead of 90 days. The new income verification forms have been added, and intake worker training would be scheduled. An employer form is being developed to assist this process. The agency is moving away from internally processing the zero income requests, and zero income applicants will be required to enroll at the local agencies along with first-time enrollees. Mr. Hunt reported two additional field representatives would be hired. The HEAP Administration grant is also being reconfigured now that the funding amount is known. DSA has not reached the 10% cap and will have more funds to distribute to agencies.

Ms. Meadows reported on the CSBG state plan feedback in which many commenters requested regional meetings as opposed to one centralized input and information meeting. Ms. Meadows stated Ms. Toski Flemeister would reach out to district chairs to coordinate regional meetings in the fall. Ms. Meadows stated IS data had been resubmitted and the report would be distributed as soon as DSA received the final report from NASCSP. Ms. Meadows also stated ROMA quarterly reports are due in mid-July, and carryover letters would be distributed soon. She reported the Ombudsmen bill passed and DSA received their award letter. The grants will contain additional funding and HEAP dollars may be included. The HWAP public hearings were to take place that afternoon and grant distribution is scheduled to begin July 1, 2018. The Policy Advisory Council meeting would follow after the HWAP meeting. Ms. Meadows also stated the EPP process bids were in, and third-party evaluator information would be distributed the week of April 23rd.

Mr. Hunt announced HEAP intake worker training would be held June 5-6, 2018 at the Ohio State University, Ohio Union Hall. One large, two-day training would be held in place of regional trainings. He also stated that Intake Coordinator training would be conducted in the fall of 2018; updates will be announced at the summer conference.

Program Reports: Lorie McClain and Josh Summer

Ms. McClain reported 39 people signed up for CPR FLSS training, and that summer conference registration is open. She also reported on training requests and completed trainings to date.



Mr. Summer reported on the OCA 2017 grant compliance review and stated he attended a SNAP advocates meeting. He discussed major changes being proposed at the federal level, one of which involves the expansion of the work requirement.

Mr. Summer reported on the 21st Century CAA project with Cause IMPACT. A kickoff meeting would take place after the May board meeting. He reported the 2018 John Glenn Leadership training series would have a total of five classes taking place from June to October 2018. There are thirty openings available, and all meetings will be held in Columbus. Mr. Summer asked the Board members to contact OACAA if they have staff who are interested in participating. The tentative start date was slated for June 26th. Ms. Robinson suggested including a class on the History of leadership in CAA.

President's Report: Tom Reed

No report.

Executive Director's Report: Philip E. Cole

Mr. Cole provided potential dates for upcoming conferences and asked for board approval of dates for the 2019 Summer and Winter Conferences.

Ms. Ailes motioned to approve January 30th through February 1st for the 2019 Winter Conference. Ms. Robinson seconded. Motion passed.

Mr. Sturgill motioned to approve July 24th through 26th for the 2019 Summer Conference to be held at the Kalahari Resort. Ms. Grice seconded. The motion passed

Old Business:

None.

New Business:

None.

Open Dialogue:

None.

Adjourn:

Mr. Reed asked for a motion to adjourn the OCATO meeting. Mr. Bennett motioned to adjourn the meeting at 10:58 a.m. Mr. Kempton seconded. The meeting adjourned.

Janice W. Warner, Secretary

Date