



**Ohio Community Action Training Organization
Board of Trustees Meeting
Sheraton on Capitol Square
May 18, 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; Josh Anderson; Andrew J. Devany; Deb Gerken; David Shea; Judith Barris; Ken Kempton; Gary Obloy; Gary Ricer; Steve Sturgill; Kellie Ailes; Andrew Binegar; Bambi Baughn; Jeffery Diver, Rodney Reasonover; Cheryl Grice.

Members Excused: Douglas Bennett; Alvin Norris; Sheila Triplett.

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

Guests Present: Paul Kudlak, The Junto Company; Jackie Boehnline, Lorain County Community Action Agency; Cherish Cronmiller, Miami Valley Community Action Partnership; Tracey Ballas, Office of Community Assistance; Megan Meadows, Office of Community Assistance; Randall Hunt, Office of Community Assistance; Larry Price, L. Price and Associates; John Ryan, State Director at Senator Sherrod Brown Office; Ellen Swartz, Co-Regional Representative for Senator Sherrod Brown, Franklin County Office.

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

Mr. Obloy motioned to approve the agenda. Mr. Diver seconded. The motion passed.

Mr. Ricer motioned to approve the April 20, 2018 minutes. Mr. Kempton seconded. The motion passed.

Mr. John Ryan and Ms. Ellen Swartz – Office of Senator Sherrod Brown

Mr. Reed welcomed two guests to the board who are members of Senator Sherrod Brown's staff, Mr. John Ryan, and Ms. Ellen Swartz. Mr. Ryan discussed the challenges of addressing poverty in today's society and how much the Senator appreciates the work that is being done through Community Action.

Mr. Ryan reported meeting with Mr. Cole earlier in the morning to discuss some of the concerns facing the state and initiatives Senator Brown is addressing. Mr. Cole shared concerns regarding affordable housing. Mr. Ryan shared Senator Brown is on a bi-partisan committee which addresses housing and that he will share HUD concerns with Senator Brown. He also shared how hard the Senator has worked on the farm bill.

The opioid crisis and CSBG concerns were addressed during the board meeting as members shared concerns with Mr. Ryan and Ms. Swartz. Mr. Ryan and Ms. Swartz stated Senator Brown understands how the crisis has affected Ohio and over the next two years, funding will be doubled to



help those states that have been severely affected by the opioid crisis. Mr. Ryan discussed how the CSBG process and how it is handled by Mr. John McCracken, Senator Brown's legislative assistant. Mr. Ryan assured members that Senator Brown supports CSBG and its funding. Mr. Ryan encouraged board members to contact the Senator's office with their concerns or discussions of any kind.

Finance Report: Ruthann House

Ms. House presented the finance report. She reported on the updated dues summary which included one outstanding invoice. Ms. House reported the April financials are where they were projected to be. She reported all OACAA accounts are in good standing and that Mr. Cole has begun to look at the possibility of investing unrestricted funds; there will be more on that at a future date. Ms. House recommended that the finance report is placed on file for audit. Mr. Devany motioned to accept the finance report. Ms. Gerken seconded. The motion passed.

Development Services Agency Report: Randall Hunt

Mr. Hunt reported the agency received their CSBG award letter containing the HEAP allocation increase of 10% which increased the amount to 154 million dollars. The waiver to transfer 5% HEAP funds to Weatherization has been approved. Mr. Hunt reported Ms. Meadows is working with DSA Special Projects unit on an allocation table which will help agencies with HEAP application processing. Mr. Hunt stated the agency would reach out to programs providing best practice help for those who have not spent their allocation and administrative funds.

Mr. Hunt reported the agency would operate a 5 million dollar Summer Crisis program using the criteria of previous years. Mr. Hunt reported the process improvement group is still working on the on-line application set to launch July 1, 2018. To help the transition process, paper applications will be phased out slowly. Only senior citizens and clients with disabilities will receive paper applications. Mr. Hunt reported notices would be sent to programs asking how many postcards or applications will be needed.

Mr. Hunt stated he is working with the DSA Audit Office to develop a blanket waiver regarding PIPP and HEAP due to the changes in the training schedule. The waiver will provide maximum flexibility to programs operating grants. He will keep the board updated on the progress. He turned the rest of his time over to Ms. Ballas and Ms. Meadows.

Ms. Ballas announced HEAP intake worker training would be held June 6th and 7th, at the Ohio State University, Ohio Union Hall and that Executive Directors were welcomed to come if they so desire. Ms. Ballas reported OPAE is helping with coordination and training registration and housing options include dormitory or hotel space.

Ms. Ballas reported there would be demonstrations on how staff and clients are to use the portals. Ms. Ballas asked those who could to please bring their own laptops, tablets, and phones to work on. The demonstration will take place for three hours with trainers assisting participants. All participants will receive log-in credentials in advance. Ms. Ballas stated training would include working with program field monitors on regular and emergency income guidelines. She stated training follow-up calls would take place the second and third weeks in June.

Ms. Ballas announced the OURS group training on capacity building will be held on June 14th at IMPACT Community Action in Columbus from 10:00 a.m. to 3:00 p.m. Ms. Ballas stated though the main participants will be HEAP/PIPP intake staff, fiscal and administrative staff are welcomed. The first 30 people registered will participate.



Ms. Ballas announced there will be one-day HEAP Coordinator training early fall 2018. The date is to be announced. This concluded her report.

Ms. Meadows reported programs have until June 29th to submit their CSBG grant requests. Ms. Meadows stated the carryover fund process is being finalized.

Ms. Meadows reported the ROMA quarterly reports are being finalized and explained the report processing procedure is being tested internally. She announced the CSBG ROMA training guide will be released in June 2018.

Ms. Meadows reported the creation of CSBG customer reports in OCEAN will be used by programs to access information. The reports will be available to program staff. Ms. Meadows asked the board that feedback be given to the DSA field representatives assigned to their program and to ask for any assistance that they may need.

Ms. Meadows reported Governor Kasich received a letter from Mayors for Progress requesting help for thirteen Ohio counties for customers who are in jeopardy of getting their water services disconnected. Governor Kasich reached out to Community Action asking Development Services if there are funds to address this issue. Ms. Meadows stated CSBG discretionary funds will be used for a one year set aside program for Pike, Ross, Scioto, Gallia, Meigs, Washington, Jackson, Vinton, Athens, Hocking, Perry, and Morris County. The \$500,000 dollar allocation will be determined by the number of persons in need within those counties.

The board discussed this issue and was in agreement that this is an opportunity for OACAA to take a lead addressing the effects utility bill challenges have on those in poverty especially senior citizens and those who are disabled. Ms. Meadows thanked board members for their feedback.

Ms. Meadows reported the May 15th HWAP/EPP meeting was well attended. The grant application release schedule for CSBG and HWAP will be announced as soon as the documents are loaded into the system. Ms. Meadows answered questions and received comments on the reporting process and discretionary funding challenges.

Ms. Meadows reported a request for a 20% increase in LIHEAP funds. She also said that the request will be presented at the July 10th meeting of the Controlling Board.

Program Reports: Lorie McClain and Josh Summer

Ms. McClain announced OACAA's 2018 Summer Conference will be held July 25-27th in Dayton, Ohio. Seventy-five people are registered currently and all baseball game tickets are sold. Ms.

McClain reported the early-bird conference and hotel reservation deadline is June 29th.

Ms. McClain reported the Foundation Level Seminar Series CPR training took place on May 19th at the Doubletree Hotel. Thirty-six staff representing six agencies received certification in CPR and First Aid. She also reported on training requested, scheduled and completed trainings to date.

Mr. Summer reported OACAA received a letter regarding the OCA 2017 grant compliance review. He stated OACAA will respond to the areas of concern and report back to the board at the June meeting.

Mr. Summer announced the kickoff of the 21st Century Community Action Project and will present a progress report at the June board meeting.



Mr. Summer reported he has received a number of applications for The John Glenn Leadership Training. There are still openings and if members have staff members who are still interested in participating they should send him their applications. He stated the application deadline is May 18th. Mr. Summer reported on the questions that had been asked of him regarding ROMA certification. Persons who participated in the October 2017 ROMA Standard 4.3 training are certified.

President's Report: Tom Reed

No report.

Executive Director's Report: Philip E. Cole

Mr. Cole will present his report at the OACAA meeting

Old Business:

New Business:

None.

Open Dialogue:

None.

Adjourn:

Mr. Reed asked for a motion to adjourn the OCATO meeting. Ms. Grice motioned to a adjourn the meeting at 12:00 p.m. Mr. Kempton seconded. The meeting was adjourned.

Janice W. Warner, Secretary

Date