



**Ohio Community Action Training Organization
Board of Trustees Meeting
Sheraton on Capitol Square
November 9, 2018
Columbus, Ohio 43215**

Members Present: Janice Warner, President; David Brightbill, First Vice President; Melissa Pearce, Second Vice President; Ruthann House, Treasurer; Julia Wise, Secretary; Joshua Anderson; Deb Gerken; David Shea; Judith Barris; Douglas Bennett; Ken Kempton; Steve Sturgill; Kellie Ailes; Alvin Norris; Jeffery Diver; Cheryl Grice; Sheila Triplett.

Members Excused: Andrew Binegar; Rodney Reasonover; Cheryl Grice; Gary Ricer; Andrew J. Devany; Bambi Baughn.

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

Guests Present: David Bradley, National Community Action Foundation; Tom Reed, Gallia-Meigs Community Action Agency; Malcolm Costa, Community Action Akron Summit; Luiza Hovhanm Syan, Community Action of Portage County; Alex Boroff, Great Lakes Community Action Partnership; Van Nelson, Trumbull County Community Action Program; Gerry Spenser, Washington-Morgan Community Action; Steve Cervas, Ashtabula Community Action Agency; Alissa Holdson, Ashtabula Community Action Agency; Carmen Kuvla, Ashtabula Community Action Agency; Mike Stephens, Kno-Ho-Co Ashland Community Action Agency; Emily Maze, Washington-Morgan Community Action; Jessica Stanley, Washington-Morgan Community Action; Carrie McNamee, Washington-Morgan Community Action; Janet Yaros, Northwestern Ohio Community Action Commission, Inc.; Terry Jacobs, Great Lakes Great Lakes Community Action Partnership; Paul Kudlak, The Junto Company; Larry Price, Price and Associates. Randall Hunt, Office of Community Assistance; Megan Meadows, Office of Community Assistance.

Ms. Warner called the meeting to order at 9:02 a.m. Ms. Wise called the role. A quorum was established.

Ms. House motioned to approve the agenda. Mr. Shea seconded. The motion passed.

Ms. Gerken motioned to approve the October 2018 minutes. Mr. Diver seconded. The motion passed.

Finance Report

Ms. House reviewed the financial reports and recommended their approval. She also reported that the Association would move forward with Heartland Investments and additional information would be reported when necessary. Mr. Shea motioned to approve the financial report as presented. Ms. Gerken seconded. The motion passed.



Development Services Agency Report

Mr. Hunt reported Ms. Randy Kolattukudy, DSA Energy Assistance Program Manager, began in her new role on November 5th. He also reported the HEAP portal was up and running and submitted applications were ready for verification. Mr. Hunt asked the board to contact field representatives if system concerns arose. He reported the PIPP administrative grant was due November 26, 2018, and funds in the amount of \$2.1 million would be available January 1, 2019.

Ms. Meadows reported the federal government moved the HHS annual report date deadline to late winter 2019. Ms. Meadows reported all organization standards monitoring visits were complete and ninety percent of agencies had met standards. She thanked the board for the preparedness of the agencies.

Ms. Meadows reported the HWAP Policy Advisory Council meeting would be held December 6, 2018, at 10:00 a.m. in downtown Columbus. She stated the council by-laws would be reviewed during the meeting. Ms. Meadows reported CSBG listening sessions were complete and thanked participants for the feedback that was received.

Program Reports

Ms. McClain reviewed the written training report with the board including completed training and upcoming events.

Mr. Summer reviewed the key points of the written report and highlights of the 2019 State Training and Technical Assistance grant with the board. He requested the approval from the board to submit the application for the amount of \$1,149,803.

Ms. Warner called for a motion to approve the 2019 State Training and Technical Assistance Grant application. Mr. Shea motioned. Mr. Anderson seconded. The motion passed.

Mr. Summer gave an update on the State of Poverty report stating the Association was reviewing three proposals that were submitted. He also reported the Association chose the Salesforce platform as an internal database solution.

President's Report

No report.

Executive Director's Report

Mr. Cole gave updates on the Association office relocation and stated he hoped to sign the five-year lease by the week of November 12th. He discussed the amenities of the building which included some parking, and meeting space. The projected move date was February 1, 2019.

Mr. Cole thanked everyone in attendance for joining the Post-Election Summit being held immediately following the board meetings. Mr. Cole introduced Mr. Bradley who gave remarks to the board. He thanked Mr. Cole, Ms. Warner, and the board members for all that they had contributed to NCAF and to Community Action. Mr. Bradley also asked the board to let him know how he could be of assistance regarding any weatherization concerns.



Old Business:

None.

New Business:

None.

Open Dialogue:

None.

Adjourn:

Ms. Warner motioned to adjourn the meeting at 9:48 a.m. Mr. Norris seconded. Meeting adjourned.

Julia Wise, Secretary

Date